REGULATIONS ON THE ONGOING MONITORING OF ACADEMIC PERFORMANCE AND INTERIM ASSESSMENT (EXAMINATION SESSION) STUDENTS

Aktobe Regional University named after K. Zhubanov
"APPROVED"
Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov
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THIS REGULATION WAS DEVELOPED BY
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APPROVED AND PUT INTO EFFECT
By the Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov, based on the decision of the Academic Council (Protocol №14 dated "28" ___06____ 2024)

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1 SCOPE OF APPLICATION
1.1 This Regulation defines the organization and procedure for the ongoing monitoring of academic performance and intermediate certification of students (examination session).
1.2 This Regulation is a mandatory guideline for students, teaching staff and structural units.

2 NORMATIVE REFERENCES
This Regulation is developed in accordance with the following normative documents:
2.1 Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education".
2.2 Rules for organizing the educational process under the credit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter MES RK) dated 20.04.2011 №152.
2.3 Model rules for the activities of educational organizations implementing educational programs of higher and/or postgraduate education. Order of the MES RK dated October 30, 2018 №595.
2.4 State Compulsory Standard of Higher and Postgraduate Education. Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter MSHE RK) dated 20.07.2022 № 2.

2.5 Code of Academic Integrity for students, faculty, and staff of ARU named after K. Zhubanov (decision of the Academic Council, Protocol №13 dated 12.08.2020).

3 BASIC TERMS AND DEFINITIONS

• credit technology of learning – learning based on students' choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;
• academic integrity is a set of values and principles that express the student's honesty in learning when performing written work (tests, term papers, essays, theses), answering exams, in research, expressing his position, in relationships with academic staff, teachers and other students, as well as evaluating;
• Academic period (term) is a theoretical period of study during which an educational organization defines one of three forms: semester, trimester, quarter;
• academic credit is a unified unit of measurement for the volume of scientific and (or) academic work (workload) of a student and (or) a teacher;
• Academic Calendar – a calendar of educational and control events, professional practices during the academic year, indicating the days of rest (vacations and holidays);
• academic achievements of students – the knowledge, skills, abilities and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development;
• academic student Rating is a quantitative indicator of the student's mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of an interim assessment;
• ongoing monitoring of students' academic performance is a systematic examination of students' knowledge, skills and abilities on individual topics, sections, modules in accordance with the curriculum conducted by the teacher in classroom and extracurricular classes according to the schedule and (or) schedule during the academic period.;
• intermediate certification of students is a procedure for assessing the level of academic achievements (knowledge, skills, and competencies) of students in accordance with the curriculum of a discipline after completing its study;
• independent work of a student (hereinafter referred to as SRO) – work on a specific list of topics designated for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as SRS), independent work of a master's student (hereinafter referred to as SRM) and independent work of a doctoral student (hereinafter referred to as – WED);
• individual curriculum -a curriculum formed by students independently for each academic year with the help of an adviser based on the educational program and a catalog of elective subjects and (or) modules.;
• The point-rating letter system for assessing academic achievements is a system for assessing the level of academic achievement in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing students to be rated.;
• admission by rating is an indicator of the minimum average score of the results of intermediate observations, which allows you to pass the final control by type of academic work.;
• independent work of a student under the guidance of a teacher (hereinafter referred to as SROP) is the work of a student under the guidance of a teacher, conducted according to a separate schedule; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter referred to as SRSP), independent work of a master's student under the guidance of a teacher (hereinafter referred to as SRMP) and independent work of a doctoral student under the guidance of a teacher (hereinafter referred to as the SRDP);
• Transcript - a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the relevant period of study, indicating credits and grades;

• Grade Point Average (GPA) is a weighted average assessment of the student's academic achievements over a certain period of time in the chosen program (the ratio of the sum of the products of credits to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study).

4 GENERAL PROVISIONS
4.1 The organization of the educational process within the framework of one academic year is carried out on the basis of the Academic Calendar, which is approved by the decision of the Academic Council of the University.
4.2 Each academic period ends with an interim assessment period for students.
4.3 The ongoing monitoring of academic performance and intermediate certification is carried out in order to determine the degree to which students have mastered educational programs and state mandatory standards of higher education.
4.4 Winter and summer intermediate attestations (examination sessions) are distinguished.
4.5 The results of boundary examinations and intermediate attestations, as well as proposals for improving the educational process, are discussed at a meeting of the Academic Council of the University.
4.6 The assessment is based on the academic integrity of the students and the teaching staff.

5 THE PROCEDURE FOR CONDUCTING ONGOING ACADEMIC PERFORMANCE MONITORING
5.1 Depending on the timing, the control is divided into final and current control.
5.2 The current control of students' academic performance is carried out for each module of the academic discipline and includes knowledge control in classroom and extracurricular classes with the entry of points into the automated information system (hereinafter - AIS) "Platonus".
5.3 The teacher monitors the attendance of students with a daily non-attendance ("h") in AIS "Platonus".
5.4 With the credit technology of teaching, students' independent work is divided into two parts: independent work, which is performed under the guidance of a teacher (SROP), and the part that is performed completely independently (SRO).
5.5 The entire scope of the SRO content is confirmed by assignments that require the student to work independently on a daily basis.
5.6 The current monitoring of academic performance determines the result of the level of knowledge acquisition in the module, the quality, and the level of mastery of independent work skills.
5.7 The teacher organizes the students to master the relevant skills on the topics covered in the daily lesson, and enters the results of academic achievements in the AIS "Platonus" by points at the end of the week of the module completion.
5.8 If the student misses more than 30% of the total number of academic classes during the academic period, the discipline is not considered mastered. At the same time, the current grades in the discipline are canceled upon completion of theoretical training, an "F" grade is given and the student is not allowed to take final control. In exceptional cases, for a valid reason, on the basis of a document, the student has the right to work off the missed classes. Documents submitted to the student after three days from the date specified in the document will not be accepted for consideration.
5.9 The result of the boundary control is automatically formed in the AIS "Platonus" from the total points of each learned module, according to the syllabus.
5.10 The period of border control is determined according to the Academic Calendar.

6 REQUIREMENTS FOR ATTENDING TRAINING SESSIONS
6.1 The student is required to attend all types of training sessions. Teachers indicate in the syllabus on the discipline the requirements for attending classes.

6.2 Absence from class is indicated by the teacher on the day of classes or no later than the beginning of the next academic week in the AIS Platonus journal with the mark "h".

6.3 If the student fails to attend classes for a valid reason, the student must notify the dean's office no later than the next day.

6.4 The student must submit documents confirming a valid reason for missing classes:

6.4.1 In case of temporary disability, the student submits to the dean's office the relevant documents confirming the student's temporary disability.

6.4.2 In case of absence for other valid reasons (family circumstances, summons to the military enlistment office, investigative authorities, etc.), the documents are submitted to the dean's office on the first day of attendance after the appropriate pass.

6.4.3 If a student does not submit a document confirming the absence of classes for a valid reason, then regardless of his explanation, the reason for missing classes is considered disrespectful.

6.4.4 In cases of missing seminars/ practical and laboratory classes, the student is obliged to work out the missed classes. The deadlines and forms of working off missed classes are set by the teacher.

6.5 In case of violation by the student of the internal regulations in the form of skipping classes for more than 60 hours without valid reasons during one rating period, he is expelled from the university on the basis of an official letter from the dean's office.

6.6 When conducting online classes, attendance is taken into account by the teacher based on the video broadcast of the group / stream from the account of each of the students, as well as according to the data (logs) about the actions of the participants of the online session, regardless of the platform and service used (ZOOM, etc.). In the absence of constant visual contact with the student using the platform or service the teacher records the student's skipping class for a disrespectful reason. If there are technical problems that make it impossible to broadcast a video stream, confirmation of the student's actual participation in the lesson is assigned to the teacher (periodic voice survey, content survey for engagement, etc.).

6.7 A student who receives a final grade of "F" for missing classes may re-study this topic for a fee in the following academic and additional periods. discipline. To do this, the student goes through the registration procedure for the academic discipline again.

7 GENERAL REQUIREMENTS FOR THE INTERIM ASSESSMENT PERIOD

7.1 The procedure for organizing and conducting intermediate certification of students is carried out in accordance with the Academic Calendar, work and individual curriculum, syllabus.

7.2 Intermediate certification of students is carried out in the form of exams, defense of term papers (projects), essays, etc., differentiated assessments and practice reports with mandatory assessment.

7.3 Exams during the interim assessment period are conducted in various forms, according to the syllabus: traditionally, in writing, computer/ blank testing, creative examination, etc.

7.4 Exams are taken according to a schedule approved by the Dean of the Faculty no later than two weeks before the start of the interim assessment and serve as a form of checking students' academic achievements throughout the discipline's curriculum and aim to evaluate academic achievements over the academic period.

7.5 Exams are held in classrooms equipped with video cameras and records are stored for one academic year (from September 1 of the academic year to August 31).

7.6 The responsible faculty, together with the staff of the Information Technology Department, ensures in advance that computers and Internet resources are ready.

7.7 The assessments of the final control in the disciplines are submitted to electronic journals in accordance with the schedule of the intermediate certification exams.

7.8 The assessments of the final NIRM/D control are submitted to electronic journals no later than the last day of the interim attestation.

7.9 Assessments of the final control of professional practices are submitted to electronic journals

upon completion of the practice/submission of reports during the 1st week. The practice defense is accepted by the head of practice, taking into account the feedback from the head of the practice base.

7.10 Admission to the examination session is carried out automatically in AIS Platonus based on the assessment of the student's admission rating in the disciplines.

7.11 Students who do not have a positive assessment of the admission rating in this discipline are not allowed to take final control.

7.12 The minimum passing score of the admission rating is at least 50 points.

7.13 Students who have not passed their term papers (projects) for a positive assessment are not allowed to take the exam in the relevant discipline.

7.14 Upon receiving an "FX" grade of "unsatisfactory", it is allowed to retake the final control (exam) in accordance with the academic calendar without re-passing the discipline program no more than once before the beginning of the next academic period.

7.15 In case of receiving an "unsatisfactory" grade corresponding to the "F" grade, the student is re-enrolled in this academic discipline on a paid basis in the next academic period or in the summer semester, attends all types of training sessions, performs all types of academic work according to the program and retakes the final control.

7.16 All academic subjects studied by the student are recorded in the transcript, indicating the final grade, including grades "FX and F".

7.17 It is not allowed to retake a positive assessment on the final control in order to increase it during the same period of the interim assessment.

7.18 If a student who has completed the discipline program in full has not shown up for the exam, a mark "did not show up" is placed in the examination sheet opposite his last name.

7.19 If there is a valid reason, the student notifies the dean's office before the final examination. After providing the supporting document, the dean's order sets an individual exam schedule for the student after the examination session before the start of the next academic period.

7.20 Documents submitted to the student after three days from the date specified in the document will not be accepted for consideration.

7.21 In the absence of a valid reason, failure to attend the exam is equivalent to an unsatisfactory grade.

7.22 A student who does not agree with the result of the final examination submits an appeal to the Dean of the faculty with an indication of the justification no later than the next working day after the exam.

7.23 Prior to the start of the interim attestation, the Rector's order establishes an appeals commission from among teachers whose qualifications correspond to the profile of the disciplines being appealed.

7.24 The Appeals Commission reviews the appeal application within 24 hours, draws up a protocol and decides whether to maintain the initial assessment or review the assessment.

7.25 The results of the appeal are drawn up in a protocol, based on its decision, changes are made to the AIS "Platonus", where an individual appeal statement for the student is automatically generated.

7.26 It is not necessary to print out the interim attestation reports, the electronic version is stored in AIS Platonus.

7.27 Upon completion of the interim attestation, the deans submit the summary statements with the signature of the Dean of the faculty to the registrar's office. After graduation, they are deposited in the university archive on the basis of an act.

7.28 At the end of the academic year, students are transferred from course to course based on the results of the current year's examination sessions.

7.29 The minimum transfer score for transfer from course to course is reviewed and approved by the Academic Council of the University in terms of courses and levels of study.

7.30 Students who have achieved the minimum transfer score are transferred to the next course by order of the rector.

7.31 Students who have completed the course program in full, but have not achieved the minimum transfer score, in order to increase their average academic achievement (GPA), are given the opportunity to re-study certain disciplines on a fee-based basis and retake their exams in the summer semester.

7.32 The summer semester is organized for students who have voluntarily expressed a desire to take advantage of the academic opportunities created during the summer at the university, except for the final year.

7.33 If the result of the repeated examination is positive, the final grade in the AIS "Platonus" is calculated again, which is automatically transferred to the transcript. When calculating the average academic performance score, the latest academic discipline grades are taken into account.

7.34 All final grades, including the positive results of repeated exams, are automatically transferred to the transcript.

7.35 A student who does not achieve the minimum transfer score is expelled from the university for academic failure.

7.36 A student who has not achieved the minimum transfer score, but has expressed a desire to continue his studies, remains for a second course on the basis of an application, and concludes an agreement before the beginning of the next academic period of the current year.

7.37 A student on an educational grant who has not achieved the minimum transfer score, but has expressed a desire to continue his studies, remains for a second course on a fee-based basis on the basis of an application and a signed contract until the beginning of the next academic period of the current year.

7.38 A student who is left for a second course of study is trained according to a newly formed individual curriculum.

7.39 A student who has achieved the minimum transfer score and is transferred to the next course of study, but has academic debts, must enroll and eliminate them in the following academic periods (up to 10 credits in one academic period) on a fee basis.

8. ORGANIZATION AND CONDUCT OF FINAL CONTROL

8.1 The examination material is formed, discussed at the department and approved by the Faculty Council, in coordination with the Quality Control Committee at the faculty, one month before the start of the academic attestation.

8.2 The storage of examination materials is carried out by the department.

8.3 In order to improve the quality and ensure the objectivity of the assessment of the final control, additional examiners/attendants from among the teaching staff are appointed to conduct the exam.

8.4 Acceptance of the final control in the form of a traditional exam is carried out on tickets in writing, orally or in a combined form.

8.5 Exam tickets are formed in the amount of thirty (30) tickets for three questions for bachelor's degree (according to the 3rd levels of the Bloom taxonomy) and two questions for master's and doctoral studies (according to the 2nd levels of the Bloom taxonomy, the first level does not apply).

8.6 To control written papers and the objectivity of the assessment of students' academic achievements, encryption or encoding of answer sheets is used.

8.7 The teacher of the discipline does not participate in the process of taking the written exam, but transmits the attendance sheet of students to the dean's office the day before the exam, downloaded from AIS Platonus.

8.8 The Dean's Office transmits the attendance sheet of students, stamped answer sheets to the teacher on duty in the classroom before the start of the exam, the department - an envelope with exam questions.

8.9 The attendants open the envelope with the tickets and provide the students with a response sheet stamped by the dean's office.

8.10 50 minutes are provided per student.

8.11 Upon completion of the exam, the student submits the ticket and the answer sheet to the teacher on duty.

8.12 The responsible staff of the Dean's Office are appointed by the order of the Dean of the Faculty and are responsible for confidentiality.

8.13 At the end of the exam, the responsible staff of the dean's office accepts the attendance sheet, exam tickets and answer sheets from the teacher on duty, encodes them and passes the exam papers to the subject teacher for verification.

8.14 Written examination papers answered to ticket questions are checked in special rooms equipped with video cameras.

8.15 Upon completion of the examination, the discipline teacher submits the written examination answers to the responsible employee for decryption (reverse encryption).

8.16 After the reverse encryption, the discipline teacher enters the exam grades into the electronic journal of the discipline on the day of the exam.

8.17 The Dean's Office verifies the exam results and the electronic examination sheet and, if a discrepancy is found, an act is drawn up.

8.18 Acceptance of the final control in the form of an oral exam, the student is given time to prepare an answer for the ticket - 15-20 minutes. After completing the preparation of the answer, the student speaks on the ticket issues and answers the examiner's questions.

8.19 Acceptance of final control in the form of testing for students the number of exam questions is 50 questions.

8.20 For blank testing, ready-made versions of test tasks are replicated according to the number of students and the keys of correct answers are stored with the head of the department.

8.21 The Dean's Office hands over the students' attendance sheet, the answer sheets with a stamp to the teacher on duty in the classroom before the exam, and the envelope with the test material from the department.

8.22 20 minutes before the start of the exam, the classroom attendants (the teacher) collect signatures for the exam based on the students' identity card.

8.23 The attendants open the envelope with the tests and distribute the tests, as well as the answer sheet with the dean's seal.

8.24 At the end of the exam, the student submits the test and the answer sheet to the teacher on duty.

8.25 The responsible staff of the Dean's Office are appointed by the order of the Dean of the Faculty and are responsible for confidentiality.

8.26 Upon completion of the exam, the responsible staff of the dean's office accepts the attendance sheet, exam tests and answer sheets from the teacher on duty, encodes them and passes the exam papers to the subject teacher for verification.

8.27 If the student puts down extraneous marks or stamps in the answer sheet, the exam answer is declared "invalid" and an act is drawn up (Appendix 1).

8.28 Upon completion of the examination, the discipline teacher submits the written examination answers to the responsible employee for decryption (reverse encryption).

8.29 After the reverse encryption, the discipline teacher enters the exam grades into the electronic journal of the discipline on the day of the exam.

8.30 The Dean's Office checks the exam results and the electronic examination sheet and, if a discrepancy is found, an act is drawn up.

8.31 If violations of the rules of the examination session are detected during the examination session by teachers on duty, examiners, Dean's office staff or other persons participating in the examination session, an act will be drawn up by the staff of the Department of Academic Activities.

8.32 Written examination materials and/or answer sheets of students are kept in the dean's offices until the next intermediate attestation.

8.33 For other types of final control in connection with the specifics of disciplines (creative

exam, essay, project, assessment, etc.) are conducted and organized according to the developed approved Methodological Guidelines of the relevant departments.

9 REQUIREMENTS FOR WRITING TEST QUESTIONS

9.1 Test questions must have 5 possible answers.

9.2 The assignment condition should not contain the following elements: Name... Find the superfluous...

9.3 Assignment answers should not contain the following options: Yes/no; True/False; All answers are correct/All the answers are wrong; There is no correct answer among those presented; there is no correct answer.; All of the above/All of the following.

9.4 The average time spent on comprehending the content of the assignment and completing it should be within the acceptable range throughout the assignment block. The time required to complete one task is 1 minute. In exceptional cases, depending on the complexity of the task, the time is extended to 2 minutes.

9.5 The test assignment must be written lexically correctly. When formulating a test assignment, it is necessary to use generally accepted names and terminology.

9.6 The content of the assignment must fully correspond to the content of the standard curricula, in its absence - to the curriculum of the discipline (syllabus).

9.7 The correctness of the answers should not be controversial (it should be unambiguously interpreted as in the literature recommended for university students).

9.8 The assignment should contain only one completed thought, the assignment question should not contain introductory phrases, repetitions and information unrelated to the main question.

9.9 The assignment should assess the level of knowledge of the material, and not to find out the opinion the person being tested about the studied material.

9.10 The assignment should have a uniform presentation style, and the answer should be the logical conclusion of the question posed.

9.11 Questions should be compiled according to the main important sections, topics that should be proportional in the number of hours allocated to them.

9.12 Test questions in the form of computer testing are created in a separate table, the question and each answer option should be in a separate row of the table.

9.13 For computer testing, the technical design of test questions are compiled: - the first line contains the question, the second line contains the correct answer, and then the rest of the answers.; - in the table, in addition to the correct answer, the other possible answers are not indicated.; - if it is necessary to enter the numbering of the questions, then put the numbers above the table. (Appendix 2) During blank testing, the answers to the test tasks are typed in Latin fonts A), C), C), B), E). (Appendix 3)

9.14 The test tasks must be typed in the font "TimesNewRoman", font size 10, line spacing - single. The margins are 2 cm above, 2 cm below, 2 cm on the right, 2 cm on the left. The paper size is A4, the orientation is "Bookish".

10. RULES DURING THE EXAM

10.1 After the start of the exam, the student is prohibited from leaving the classroom, except in emergency cases in consultation with the examiner.

10.2 Mobile phones and other electronic devices must be switched off.

10.3 When taking the blank test exam, a student may have with him only a pen, pencil, eraser, calculator with no data storage capabilities, as well as, with the permission of the examiner, the necessary reference books and dictionaries.

10.4 The transfer and exchange of pens, pencils, erasers and calculators is not allowed.

10.5 During the exam, conversations between students, attempts to look at the monitor or the exam sheet of another student, cheating, etc. are prohibited.

10.6 It is forbidden to ask any questions to the attendant and other students from the moment of

the beginning and during the exam. The teaching staff on duty has the right only at the beginning of the exam to explain the rules of conduct, the form of filling out exam papers and other organizational issues.

10.7 During computer testing, the student enters the AIS "Platonus" only under his login. After completing the test, the student must leave the classroom.

10.8 In case of technical problems that occur during the exam in the form of computer testing, the student notifies the faculty officer on duty and the dean's office. The Dean's Office, together with the staff of the Information Technology Department, draw up an act. Based on which the test time is extended or the opportunity to retake is provided.

10.9 Those who are late for the start of the exam are allowed with the permission of the teaching staff on duty, while the exam time is not extended.

10.10 At the end of the time, each student is required to submit their exam material or complete computer testing, without discussing the possibility of continuing to work on exam questions.

10.11 Favorable conditions are created for students with special educational needs, as necessary, taking into account individual capabilities (providing psychological and pedagogical support, conducting an exam on the 1st floor, taking the exam individually or providing additional time, appointing an auxiliary worker, etc.).

10.12 In case of violations of the rules of academic integrity, the dean's office and/or the supervisor, together with the dean's office, draws up an act of violation, which the student is informed about and appropriate measures are applied (Code of Academic Integrity).

11 ASSESSMENT POLICY

11.1 Academic performance is assessed by the established point-rating letter system for assessing students' academic achievements with their transfer to the traditional scale of assessments and ECTS (IICTS) (Appendix 4). Students' academic achievements in languages (Kazakh, foreign, Russian) are evaluated in accordance with a point-rating letter system for evaluating students' academic achievements in foreign languages in accordance with the level model and translation into ECTS (IITIES) and the traditional scale (Appendices 5).

The level and description of language proficiency correspond to the Pan-European competence (hereinafter referred to as the CEC) of foreign language proficiency (A1, A2, B1, B2, C1, C2).

11.2 During the current academic performance monitoring, students' academic achievements are evaluated according to the syllabus for each module.

11.3 The result of the border control is automatically generated in the AIS "Platonus" from the total points of the current control.

11.4 The current control (CC) for all types of classes is defined as follows:

$$\text{1) CC of lectures} \times 0.1 \quad \frac{\text{Evaluation1+Evaluation2+Evaluation3}}{\text{number of weeks provided for assessment}}$$

$$\text{2) Current workshop (practice)/ laboratory sessions} \times 0.6 \quad \frac{\text{Evaluation1+Evaluation2+Evaluation3}}{\text{number of weeks provided for evaluation}}$$

$$\text{3) CC of classes SIWT/SIW} \times 0.3 \quad \frac{\text{Evaluation1+Evaluation2+Evaluation3}}{\text{number of weeks provided assessment}}$$

Boundary control (BC) is formed from assessments of current controls of the types of activities:
RC = CC lecture classes + CC seminar (practical) classes + CC SIWT/SIW
The rating of R1 (R2) is determined in accordance with the scores of the border control (BC):
R1= RC1

The admission rating (AR) for the discipline is determined as follows: RD = R1 +R2 /2
To be admitted to the final control (exam) in the discipline, it is necessary:
1) Tolerance rating TR≥50 points;
2) Coursework (project) scores ≥50 points (if available).

The final grade consists of the sum of the current (weight fraction – 0.6) and exam (weight fraction – 0.4) grades and is calculated using the following formula:
F=TR×0.6+FC×0.4
where TR is the tolerance rating;
FC points for the final control.

11.5 Criteria for evaluating students' learning outcomes are prescribed in syllabuses of disciplines, taking into account the goals, objectives and specifics of the disciplines.
11.6 Undergraduate assessment according to the criteria is distributed in the following ratio:
"A", "A-" (90-100%) – no more than 15% of the total number of students in the group;
"B+", "B", "B-", "C+" (70-89%) – no more than 40% of the total number of students in the group;
"C", "C-" (60-69%) - at least 25% of the total number of students in the abstract group;
"D+", "D" (50-59%) - at least 15% of the total number of students in the abstract group;
"F" (0-49%) - at least 5% of the total number of students in the reference group.
When analyzing the assessment of final controls (exam), with the exception of small groups (less than 30 people), if there are deviations from the above ratios, the reasons are considered together with the university management. Each case of deviations from the indicated distributions by more than 10% should be the subject of analysis by collegial bodies (Quality Assurance Commissions) and the University ensures that response measures are taken.
11.7 University teachers are required to ensure a methodological variety of control measures that allow for a differentiated assessment of the competencies of all students in the stream.
11.8 The use of distance learning technologies should not lead to a decrease in the assessment policy.

12 ORGANIZATION OF THE WRITTEN EXAM
12.1 Types of written examination
12.1.1 Academic essay
12.1.2 Project protection
12.2 General requirements for the written exam
12.2.1 The written exam is used as the final control during the interim assessment of the discipline to determine the level of knowledge of students.
12.2.2 For Master's and doctoral level educational programs, the intermediate certification of students takes place in the form of a written exam.
12.2.3 For undergraduate level educational programs, the discipline to be examined in writing is presented by the teacher and discussed at the department meeting.
12.2.4 In accordance with the specifics of the educational program at the department, the teaching staff develops instructions on the requirements and criteria for the written exam and approves them at the department meeting.
12.2.5 The instruction on the requirements and criteria of the examination for university-wide disciplines is generally formed by the teaching staff of the department leading this discipline and approved at a meeting of the department.
12.2.6 The syllabus of the discipline specifies the topics of the written examination in the form of final control, with the requirements and assessment criteria.
12.2.7 Written work performed by a student must be checked for anti-plagiarism "Turnitin Similarity" through the registered system of the discipline teacher.
12.2.8 The allowable percentage of borrowing according to the norms of the anti-plagiarism

program (system) should not exceed 20%.

12.2.9 During the verification of written work through the Anti–Plagiarism system, borrowing is in the range of 21-60% "FX" grade, in the range of 61-100% "F" grade.

12.2.10 In writing, it is prohibited to use artificial intelligence when writing or composing a text. If an application is detected, up to 40 percent is set to "FX", in the case of 41 and above, "F".

12.2.11 Depending on the level of educational programs, the amount of written work should be 1,000 – 2,000 words in bachelor's degree, 2,000 – 3,000 in Master's degree, 3,000 – 5,000 words in doctoral studies.

12.2.12 Depending on the specifics of the topic, the student submits a research plan to the subject teacher and requests ethical permission. The teacher of the discipline submits the student's application to the department meeting. After approval at the department meeting, the research work on the topic begins.

12.2.13 When performing written work, reference to academic papers, statistical data, and research results is allowed.

12.3 Evaluation criteria

12.3.1 Written work is evaluated according to 5 different criteria (20 points are assigned to each section):

1) Knowledge and understanding of the topic (ability to open a topic);

2) The level of research and analysis, conclusion;

3) The structure and sequence of the essay;

4) The level of use of scientific sources;

5) Writing style (grammar) and conciseness of presentation.

12.3.1.1 Knowledge and understanding of the topic:

1) outstanding work worthy of publication; demonstrated specialized knowledge on the topic, was able to explain the topic perfectly (19-20 points);

2) the topic is well analyzed, the concepts are presented in a scientific manner (14-18 points);

3) satisfactory/reasonable level of understanding of the topic (12-13 points);

4) the topic is incomplete, poorly stated, the questions are considered rather superficially (10-11 points);

5) the topic, main concepts and conclusions are not analyzed at a satisfactory level (5-9 points).

12.3.1.2 Level of research and analysis, conclusion:

1) the student was able to explain his opinions and views with sound evidence (scientific facts); during the analysis, he showed creativity and analyzed from a critical point of view; relationships are explained on a special scale; creativity is manifested in the analysis of thoughts (19-20 points);

2) a well-reasoned, critically written paper in which different opinions and points of view are compared and contrasted; during the writing of the paper, the student was able to substantiate his point of view and summarize the idea (14-18 points);

3) the evidence and analysis were carried out at a satisfactory level (12-13 points);

4) the written work is written in a descriptive style; little or no critical analysis (10-11 points);

5) the written work is descriptive, disorganized, fragmentary and completely devoid of critical analysis (5-9 points).

12.3.1.3 Structure and sequence of written work:

1) a structure containing concrete evidence, clearly stated with exceptional consistency (19-20 points);

2) very well structured and organized (14-18 points);

3) good structure and logical consistency are maintained (12-13 points);

4) the structure and sequence are satisfactory, but at a very basic level (10-11 points);

5) obvious shortcomings in the organization of the text, very simple structure, poor consistency (5-9 points).

12.3.1.4 The level of use of information sources:

1) The sources were carefully selected and critically used (19-20 points);

2) sources are used effectively and quite critically (14-18 points);

3) the use/analysis of sources is satisfactory (12-13 points);

4) there are gross errors in the use of sources, very few references are given (10-11 points);

5) the use of unsuitable, unscientific sources; copying without critical analysis (5-9 points).

12.3.1.5 Writing style and conciseness of thought:

1) the writing style is perfect, grammatically correct; the author's opinion is justified, the academic conclusion is clear (19-20 points);

2) the writing style is good, there are few grammatical errors; good authorship and academic justification (14-18 points);

3) there is a mistake in the writing style, many grammatical errors; the author's opinion and academic reasoning are weak (10-13 points);

4) the work is difficult to read: there are many stylistic errors, grammatical errors (5-9 points).

13.2 Depending on the specifics of the educational program and discipline, the criteria for evaluating written work may be changed and supplemented by instructions compiled by the department.

12.4 The procedure for conducting

12.4.1 Project materials are uploaded to the Platonus system and the Turnitin Similarity system during the week, according to the academic calendar, no later than the day before the defense, and the assessment is submitted to the electronic journal within 5 working days after the defense.

12.4.2 The academic essay is uploaded according to the academic calendar per week to the Platonus system and the Turnitin Similarity system before the deadline set by the exam schedule and is published in the electronic journal no later than 5 working days after checking the grade.

13 CHANGES AND ADDITIONS

13.1 Amendments and additions to the Regulations are made in accordance with legislative acts, regulatory documents in the field of education and internal university regulations.

13.2 In the event of a change, all copies of the expired Regulations available at the University must be withdrawn and replaced with new ones.

AGREED:
Vice-Rector for Academic Affairs L.Myasnikova

Aktobe Regional University named after K.Zhubanov
ACT
of violating the rules of the exam

The student is excluded from the exam for violating the exam rules:

The student:_____

Faculty: _____

Cipher and OP:
_____ Course: ____

Name of the discipline: _____

The fact of withdrawal from the exam: _____
_____
_____
_____

Teacher on duty: _____/ _____ (Full name) (signature)

Dean of the Faculty: _____/_____ (Full name) (signature)

Question 1

V1	
1	
0	
0	
0	
0	

Question 2

V1	
1	
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0	
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Question 3

V1	
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Question 1

1	
A)	
B)	
C)	
D)	
E)	

Question 2

2	
A)	
B)	
C)	
D)	
E)	

Question 3

2	
A)	
B)	
C)	
D)	
E)	

A point-rating letter-based assessment system for accounting for students' academic achievements with their transfer to the traditional ECTS assessment scale

Assessment by the letter system	The digital equivalent	Points (% content)	Assessment according to the traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	Unsatisfactory rating
F	0	0-24	

A point-rating letter-based system for assessing academic achievements of students in foreign languages in accordance with the level model and translation into CTS (IITIES) and the traditional assessment scale

The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the UEC)	Letter system assessment	ECTS assessment	The digital equivalent of points	% content	The traditional rating scale
A1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory rating

The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the UEC)	Letter system assessment	ECTS assessment	The digital equivalent of points	% content	The traditional rating scale
A2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory rating

The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the UEC)	Letter system assessment	ECTS assessment	The digital equivalent of points	% content	The traditional rating scale
B1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	

	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory rating

The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the UEC)	Letter system assessment	ECTS assessment	The digital equivalent of points	% content	The traditional rating scale
B2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory rating

The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the UEC)	Letter system assessment	ECTS assessment	The digital equivalent of points	% content	The traditional rating scale
C1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good

	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory rating

The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the UEC)	Letter system assessment	ECTS assessment	The digital equivalent of points	% content	The traditional rating scale
C2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory rating