NJSC «K.Zhubanov Aktobe Regional University»

«APPROVED»
by the resolution of the Academic Council of K.Zhubanov Aktobe Regional University
(dated 02.07.2026, Minutes №12)

RULES GOVERNING THE CONDUCT OF THE STATE EXAMINATION IN THE COURSE "HISTORY OF KAZAKHSTAN"

For official use

Aktobe, 2026

PREPARED BY

Director of the Department of Academic Affairs S.Bisheken

APPROVED AND ENTERED INTO FORCE

Pursuant to the resolution of the Academic Council of K. Zhubanov Aktobe Regional University (Minutes №12 dated 02.07.2026)

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1 SCOPE

1.1. These Rules govern the organisation and conduct of the State Examination in the course "History of Kazakhstan".

1.2. These Rules are mandatory guidelines for students, teaching staff and structural units.

2 NORMATIVE REFERENCES

These Rules have been developed in accordance with the following regulatory documents:

2.1. Law of the Republic of Kazakhstan "On Education" No. 319-III dated 27 July 2007.

2.2. Rules for the Organisation of the Educational Process under the Credit System of Education in Higher and (or) Postgraduate Education Institutions, approved by Order No. 152 of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter – the MES RK) dated 20 April 2011.

2.3. Model Rules for the Activities of Educational Organisations Implementing Higher and (or) Postgraduate Education Programmes, approved by Order No. 595 of the MES RK dated 30 October 2018.

2.4. State Mandatory Standard of Higher and Postgraduate Education, approved by Order No. 2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter – the MSHE RK) dated 20 July 2022.

2.5. Code of Academic Integrity of Students, Academic Staff, and Employees of K. Zhubanov Aktobe Regional University.

2.6. Charter of the Non-Profit Joint-Stock Company K. Zhubanov Aktobe Regional University (Order No. 320 dated 27 May 2020).

3 GENERAL PROVISIONS

3.1. These Rules govern the organisation and conduct of the State Examination in the course "History of Kazakhstan".

3.2. Students enrolled in all Bachelor's degree programmes shall take the State Examination in the course "History of Kazakhstan" upon completion of the course, within the same Academic Period.

3.3. The organisation of the State Examination shall be carried out jointly by the Academic Department responsible for teaching the course "History of Kazakhstan" (hereinafter – the Academic Department) and the Registrar's Office.

3.4. The State Examination specification shall be developed on the basis of the Model Curriculum for the course and approved by the Academic Council of the University.

4 PROCEDURE FOR CONDUCTING THE STATE EXAMINATION IN THE COURSE "HISTORY OF KAZAKHSTAN"

4.1. State Examination Commissions (hereinafter – the SEC) for the course "History of Kazakhstan" shall be established for each Academic Year upon the recommendation of the Head of the Academic Department.

4.2. The Chair and members of the SEC for the course "History of Kazakhstan" shall be approved by order of the Rector on the basis of a resolution of the Academic Council.

4.3. The schedule of SEC meetings shall be prepared by the Dispatch Service Centre in accordance with the Academic Calendar and approved by the Vice-Rector for Academic Affairs no later than two weeks before the commencement of the State Examination.

4.4. The State Examination shall be conducted in examination rooms equipped with video surveillance cameras. Video recordings shall be retained for one Academic Year (from 1 September to 31 August).

4.5. The Registrar's Office shall generate the SEC meeting minutes for each student group in the Platonus Automated Information System (AIS).

4.6. On the basis of the SEC meeting minutes, the State Examination record shall be generated.

4.7. The results of the State Examination shall be assessed using the letter grading system under the grade-rating system for assessing students' academic achievement. The Final Grade shall be determined on the basis of the Admission Rating and the State Examination grade. The Continuous Assessment shall account for 60% of the Final Grade.

4.8. The State Examination shall be conducted in the form of paper-based testing, computer-based testing, or a traditional oral examination using examination tickets.

4.9. The Academic Department shall, on the basis of the course syllabus, develop the examination specification, including the learning outcomes assessment criteria, which shall be approved by the Academic Council of the University.

4.10. The State Examination materials shall be considered at a meeting of the Academic Department jointly with the Faculty Quality Assurance Committee and approved by the Academic Council of the University.

4.11. **For computer-based testing,** the Academic Department shall upload the approved test items to the Platonus Automated Information System (AIS) no later than one day before the examination.

4.11.1. The test bank shall comprise between 300 and 500 multiple-choice questions, each with one correct answer.

4.11.2. The academic staff member, designated by the Academic Department, shall assign student groups in accordance with the examination schedule.

4.11.3**.** Each student shall be allocated 50 minutes to complete the examination.

4.11.4. The results of computer-based testing shall be automatically recorded in the electronic examination record within the Platonus Automated Information System (AIS).

4.11.5. In the event of technical failures occurring during a computer-based examination, an official report shall be prepared, on the basis of which the examination time may be extended or the examination rescheduled.

4.12. **For paper-based testing,** the approved test papers shall be printed out in sufficient copies for all students. The test papers, together with the answer keys, shall be kept in the custody of the Head of the Academic Department.

4.12.1. The Dean's Office shall provide the examination attendance register to the Examination Commission before the beginning of the examination.

4.12.2. Twenty minutes before the beginning of the examination, the Technical Secretary shall verify the identity of students using their identity documents and obtain their signatures on the examination attendance register.

4.12.3. The Chair of the Examination Commission shall open the sealed envelope containing the test papers and arrange for their distribution to students.

4.12.4. On the day of the examination, the Technical Secretary shall distribute the test papers together with the answer sheets to students in accordance with the approved examination schedule.

4.12.5. Each student shall be allocated 50 minutes to complete the test.

4.12.6. Reasonable accommodations shall be provided, where necessary, for students with special educational needs, taking into account their individual circumstances and capabilities. Such accommodations may include, but are not limited to, psychological and pedagogical support, conducting the examination in a ground-floor examination room, arranging an individual examination, providing additional examination time, assigning a support assistant, or other appropriate measures.

4.12.7. Upon completion of the examination, each student shall submit the completed answer sheet and the test materials to the Examination Commission.

4.12.8. The answer sheets shall be transferred to the designated staff responsible for anonymisation and de-anonymisation in accordance with the Instructions for Conducting the State Examination in the course "History of Kazakhstan".

4.13.1. **For the traditional oral examination,** thirty (30) examination cards (tickets) shall be prepared, each containing three questions (corresponding to the three levels of Bloom's Taxonomy). For Master's and Doctoral programmes, each examination card (ticket) shall contain two questions (corresponding to two levels of Bloom's Taxonomy, with the first level excluded).

4.13.2. The Dean's Office shall provide the examination attendance register to the Examination Commission before the commencement of the examination.

4.13.3. Twenty minutes before the commencement of the examination, the Technical Secretary shall verify the identity of students using their identity documents and obtain their signatures on the examination attendance register.

4.13.4. The Chair of the Examination Commission shall open the sealed envelope containing the examination tickets.

4.13.5. Each student shall be given 15–20 minutes to prepare their response to to the questions on the examination ticket. Upon completion of the preparation period, the student shall present their responses to the questions on the examination ticket and answer the examiner's questions.

4.13. If a student who has completed the course in full fails to attend the State Examination, the mark "N" (Not Attended) shall be recorded against the student's name in the examination record.

4.14. Where a student has a valid reason for absence, they shall notify the Dean's Office and, upon submission of the relevant supporting documentation, shall, with the approval of the Chair of the SEC and by order of the Dean, be assigned an individual examination schedule before the commencement of the next Academic Period.

4.15. Failure to attend the State Examination without a valid reason shall be deemed equivalent to a grade of "Unsatisfactory."

4.16. A student who receives an "Unsatisfactory" grade corresponding to FX in the State Examination in the course "History of Kazakhstan" shall be entitled to retake the Final Assessment without repeating the course.

A student who receives an "Unsatisfactory" grade corresponding to F shall, in the subsequent Academic Period, re-register for the course on a fee-paying basis, attend all required learning activities, and retake the State Examination.

4.17. A positive grade awarded for the State Examination in the course "History of Kazakhstan" may not be retaken for the purpose of grade improvement during the same Interim Assessment Period.

4.18. The Final Assessment grades shall be recorded in the electronic gradebook in accordance with the Interim Assessment schedule.

4.19. Examination sheets with the number of the SEC minute are transferred and stored in the university archive on the basis of the official act.

4.20. Upon completion of the State Examination, the Chair of the SEC shall prepare a report on the work of the SEC, which shall be considered at a meeting of the Academic Council of the University.

5 PROCEDURE FOR THE PREPARATION OF TEST QUESTIONS

5.1. The Academic Department shall, on the basis of the Model Curriculum or the course syllabus, develop the test specification and, in accordance with the requirements for test-based assessment, compile a test bank comprising between 300 and 500 multiple-choice questions, each with one correct answer.

5.2. Each test question shall be formulated using grammatically and lexically correct language. Generally accepted terms and names shall be used in formulating test questions.

5.3. The content of test questions shall fully correspond to the relevant Model Curriculum or, where no Model Curriculum exists, to the course syllabus.

5.4. The correctness of the answer options shall not be open to interpretation and shall be unambiguous in accordance with the literature recommended for students by the University.

5.5. Each test question shall express a single complete idea. The wording shall not include introductory phrases, unnecessary repetition, or information that is not directly relevant to the question.

5.6. A consistent style shall be maintained throughout the test. The correct answer shall logically follow from the question.

5.7. Test questions shall cover the principal sections and key topics of the course in proportion to the number of teaching hours allocated to each topic.

5.8. The test bank, together with the corresponding answer keys, shall be kept in the custody of the Head of the Academic Department.

5.9. The State Examination materials shall be made available to students sufficiently in advance of the examination.

5.10. Students shall sit the examination in accordance with the approved examination schedule.

6 AMENDMENTS AND REVISIONS

6.1. Amendments and revisions to these Rules shall be made in accordance with the applicable legislation, regulatory documents governing education, and the University's internal regulations.

6.2. Where amendments are made, all copies of the superseded version of these Rules held by the University shall be withdrawn and replaced with the revised version.

AGREED BY

Member of the Management Board
for Academic Affairs-Vice-Rector L.Myasnikova