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)

REGULATIONS ON CONTINUOUS ASSESSMENT AND INTERMEDIATE ATTESTATION (EXAMINATION SESSION) OF STUDENTS

For official use

Aktobe, 2026

PREPARED BY

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1 SCOPE

These Regulations establish the procedures for the organisation and conduct of Continuous Assessment and Intermediate Attestation (Examination Session) of students.

These Regulations are mandatory for all students, academic staff, and the University's structural units.

2 REGULATORY REFERENCES

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

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

2.2 Rules for Organising the Educational Process under the Credit-Based System of Education in organisations of higher and (or) postgraduate education, approved by Order No. 152 of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as 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 Ministry of Education and Science of the Republic of Kazakhstan dated 30 October 2018.

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

2.5 Academic Integrity Code 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 TERMS AND DEFINITIONS

- For the purposes of these Regulations, the following terms shall have the meanings set out below:
- Credit-Based System of Education – a system of education based on a student's choice and independent planning of the sequence of studying disciplines and/or modules through the accumulation of academic credits.
- Academic Integrity – a set of values and principles that promote honesty in learning, including the completion of written assignments (tests, coursework, essays and diploma projects), responses during examinations, research activities, the expression of personal views, interactions with academic staff, lecturers and other students, and participation in assessment.
- Academic Period (Term) – the theoretical period of study during which the educational institution adopts one of the following forms of academic organisation: a semester, trimester or quarter.
- Academic Credit – a standardised unit used to measure the volume of a student's and/or academic staff member's educational and/or research workload.

- Academic Calendar – the schedule of academic activities, assessment activities and professional practicums conducted during the academic year, including vacation periods and public holidays.
- Student Learning Outcomes – the knowledge, skills and competencies acquired by students during their studies, reflecting their achieved level of academic and personal development.
- Student Academic Rating (Rating) – a quantitative indicator of the level of a student's achievement in the curriculum of disciplines and/or modules and other learning activities, determined on the basis of the results of Intermediate Attestation.
- Continuous Assessment – the systematic evaluation of students' knowledge, skills and competencies in individual topics, units and/or modules of a course, conducted by the lecturer/instructor during scheduled classroom and independent learning activities throughout the Academic Period in accordance with the course syllabus.
- Intermediate Attestation – the procedure for assessing students' learning outcomes (knowledge, skills and competencies) in accordance with the course syllabus upon completion of the study of a discipline.
- Students' Independent Work (hereinafter referred to as SIW) – work carried out on a specified list of topics assigned for independent study and supported by instructional and methodological materials and guidelines. Depending on the category of learner, it is classified as Students' Independent Work (SIW), Master's Students' Independent Work (MSIW), or Doctoral Students' Independent Work (DSIW).
- Individual Study Plan (ISP) – a study plan developed by the student for each academic year, with the assistance of an Academic Adviser, on the basis of the Educational Programme and the Catalogue of Elective Courses and/or Modules.
- Grade Point and Letter Grading System – a system for assessing students' academic achievement based on grade points corresponding to an internationally recognised letter grading system with numerical equivalents, enabling the ranking of students according to their academic performance.
- Admission by Rating – the minimum average score achieved in Interim Assessments (Rating Assessments) that permits a student to take the Final Assessment for the relevant type of academic work.
- Students' Independent Work under the Supervision of a Lecturer/Teacher (hereinafter referred to as SIWT) – independent learning undertaken by a student under the guidance of a lecturer/teacher according to a separate schedule. Depending on the level of study, it is classified as Independent Work of Undergraduate Students under the Supervision of a Lecturer (SIWT), Independent Work of Master's Students under the Supervision of a Lecturer (MSIWT), and Independent Work of Doctoral Students under the Supervision of a Lecturer (DSIWT).
- Transcript – an official academic record containing the list of disciplines and/or modules completed, together with other learning activities undertaken during the relevant period of study, indicating the number of academic credits

earned and the grades awarded.

- The 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 organisation of the educational process within an academic year shall be based on the Academic Calendar, which shall be approved by a resolution of the Academic Council of the University.

4.2 The timetable of classes shall be prepared and approved no later than one week before the commencement of the Academic Period.

4.3 Each Academic Period shall conclude with a period of Intermediate Attestation (Examination Sessions).

4.4 Continuous Assessment and Intermediate Attestation shall be conducted to determine the extent to which students have achieved the learning outcomes specified in the Educational Programmes and complied with the requirements of the State Mandatory Standard of Higher Education.

4.5 Intermediate Attestation (Examination Sessions) shall be conducted twice during the academic year, as the Winter Examination Session and the Summer Examination Session.

4.6 The results of Interim Assessments and Intermediate Attestations, together with proposals for improving the educational process, shall be reviewed at meetings of the Academic Council of the University.

4.7 Assessment shall be based on the principles of Academic Integrity and shall be upheld by both students and academic staff.

5 PROCEDURE FOR CONDUCTING CONTINUOUS ASSESSMENT

5.1 Depending on the timing of assessment, assessment activities shall be classified as continuous and final .

5.2 Continuous Assessment shall be conducted for each module of a course and shall include the assessment of students' knowledge and learning outcomes during both classroom and independent learning activities. Assessment results shall be recorded in the Platonus Automated Information System (Platonus AIS).

5.3 Lecturers/academic staff members shall monitor students' attendance and record absences daily in Platonus AIS using the designated absence code ("N").

5.4 Under the Credit-Based System of Education, students' independent work shall comprise two components:

- Student’s Independent Work, undertaken under the guidance of a teacher (SIWT); and
- Student’s Independent Work, undertaken entirely independently by the student (SIW).

5.5 The full volume of Independent Work shall be supported by assignments

requiring students to engage in regular independent learning.

5.6 Continuous Assessment shall measure the extent to which students have achieved the intended learning outcomes for each module, including the quality of their performance and the development of independent learning skills.

5.7 A teaching staff member shall organise students' acquisition of the relevant skills relating to the topics covered during each daily class and shall enter the results of their academic achievement, expressed as points, into the Platonus Automated Information System (AIS) by the end of the week in which the module is completed.

5.8 Where a student is absent from more than 30% of the total scheduled classes for a course during an Academic Period, the course shall be deemed not to have been completed. In such cases, all Continuous Assessment results for that course shall be cancelled upon completion of the theoretical component of the course, a final grade of "F" shall be awarded, and the student shall not be admitted to the final assessment.

In exceptional circumstances, where the absence is supported by valid documentary evidence, the student may be permitted to complete the missed learning activities. Supporting documents submitted more than three days after the expiry of the period specified in the document shall not be considered.

The teaching staff member shall, upon confirming that the student has completed the missed learning activities, submit a request through the information system to reopen the electronic gradebook and shall enter the corresponding grade within two working days.

5.9 A student who has missed an Interim Assessment (Rating Assessment) may complete the assessment upon the approval of the Dean's Office, provided that documentary evidence confirming a valid reason for the absence has been submitted.

5.10 The Interim Assessment score (Rating) shall be calculated automatically in Platonus AIS on the basis of the cumulative scores obtained for each completed module in accordance with the course syllabus.

5.11 The period for conducting Interim Assessment shall be determined in accordance with the Academic Calendar.

6 ATTENDANCE REQUIREMENTS

6.1 Students are required to attend all scheduled learning activities. Teaching staff members shall specify the attendance requirements for each course in the course syllabus.

6.2 A student's absence from a scheduled class shall be recorded by the teaching staff member in Platonus AIS on the day of the class, or no later than the beginning of the following academic week, using the designated absence code ("N").

If a student is absent during the week in which the module is completed, the lecturer shall award the module score, taking that absence into account.

6.3 Where a student is absent from classes for a valid reason, the student shall

notify the Dean's Office no later than the following day. The Dean's Office shall subsequently inform the academic staff member responsible for the relevant classes.

6.4 Students shall submit to both the Dean's Office and the relevant academic staff member documentary evidence confirming the valid reason for their absence from classes.

6.4.1 In the event of temporary illness, a student shall submit a medical certificate within the first three days of returning to classes following the period of absence.

6.4.2 Where a student is absent for other valid reasons (including family circumstances, summons by a military enlistment office, law enforcement or investigative authorities, or other comparable circumstances), the relevant supporting documents shall be submitted on the first day of the student's return to classes following the period of absence.

6.4.3 Where a student fails to submit documentary evidence confirming that the absence was for a valid reason, the absence shall be regarded as unexcused, irrespective of any explanation provided by the student.

6.4.4 Students who miss seminars, practical classes or laboratory classes shall be required to complete the missed learning activities within one to two weeks of returning to classes.

6.4.5 The deadlines and arrangements for completing missed learning activities shall be determined by the teaching staff member. Following successful completion of the make-up work, the teaching staff member shall submit a request to reopen the electronic gradebook, attaching the supporting documentation.

6.5 Where a student is required to be absent from the University to participate in competitions, Olympiads, conferences, contests or other official events, the student shall notify the Dean's Office no later than three days before departure.

Upon receipt of the relevant supporting documentation, the Dean's Office shall issue the appropriate administrative order and notify the relevant academic departments.

Upon returning to the University, the student shall complete all missed learning activities within one to two weeks.

6.6 In the event that a student breaches the University's internal regulations by being absent from classes without a valid reason for more than 60 hours during a semester, the student shall be expelled from the University on the basis of a memorandum submitted by the Dean's Office.

6.7 Where classes are conducted online, attendance shall be recorded by the academic staff member on the basis of each student's participation in the live video session and the activity logs generated by the online platform or service used (including Zoom and equivalent platforms).

Where continuous visual contact with a student cannot be maintained through the online platform or service, the academic staff member shall record the student's absence as unexcused.

Where technical issues prevent continuous video transmission, the academic staff member shall verify the student's actual participation through alternative

means, such as periodic oral questioning, interactive content-based activities, or other appropriate methods of engagement.

6.8 Students who receive a final grade of "F" due to excessive absences may re-enrol in the course during a subsequent Academic Period or an additional study period on a fee-paying basis. To do so, the student shall complete the course registration procedure again.

7 GENERAL REQUIREMENTS FOR THE INTERMEDIATE ATTESTATION PERIOD

7.1 The organisation and conduct of Intermediate Attestation shall be carried out in accordance with the Academic Calendar, the Curriculum, the Individual Study Plan, and the course syllabus.

7.2 Intermediate Attestation may take the form of examinations, the defence of coursework (projects), essays, pass/fail assessments, and practice reports, with a grade awarded for each assessment.

7.3 Examinations conducted during the Intermediate Assessment period shall be held in the forms specified in the course syllabus, including traditional oral examinations, written examinations, computer-based or paper-based testing, creative examinations, and other forms of assessment.

7.4 Examinations shall be conducted in accordance with the examination timetable approved by the Head of the Dispatch Centre no later than two weeks before the commencement of the Intermediate Attestation period. Examinations shall serve as the principal means of assessing students' learning outcomes across the entire course syllabus and shall evaluate students' academic achievement during the Academic Period.

7.5 Examinations shall be conducted in examination rooms equipped with video surveillance. Video recordings shall be retained for one academic year (from 1 September to 31 August).

7.6 The responsible faculty, together with the Department of Information Technology, shall ensure in advance that computer equipment and Internet resources are fully operational and available for examinations.

7.7 Intermediate Attestation in foundation and major disciplines delivered within the Heriot-Watt Campus shall be organised in accordance with the academic regulations and requirements of Heriot-Watt University.

7.8 Final assessment grades for courses shall be entered into the electronic gradebook in accordance with the Intermediate Assessment examination timetable.

7.9 Final assessment grades for Master's/Doctoral Research shall be entered into the electronic gradebook in accordance with the Academic Calendar.

7.10 Final assessment grades for professional practice shall be entered into the electronic gradebook within one week following completion of the practice or submission of the practice report. The practice assessment shall be conducted by the University practice supervisor, taking into account the evaluation provided by the practice host organisation.

7.11 Admission to the Intermediate Attestation (Examination Session) shall

be granted automatically through Platonus AIS on the basis of the student's Examination Admission Rating for each course.

7.12 Students who have not obtained a passing Examination Admission Rating for a course shall not be admitted to the final assessment for that course.

7.13 The minimum passing Examination Admission Rating shall be 50 points.

7.14 Students who have failed to obtain a passing grade for a coursework assignment or project shall not be admitted to the examination in the relevant course.

7.15 Where a student receives a grade of FX (Fail – Resit Permitted), the student may resit the final assessment (examination) once, without repeating the course, before the end of the Intermediate Attestation period, in accordance with the Academic Calendar.

7.16 Where a student receives a failing grade corresponding to F, the student shall re-enrol in the course on a fee-paying basis during the next Academic Period or the Summer Semester, attend all required learning activities, complete all prescribed coursework in accordance with the course syllabus, and retake the final assessment.

7.17 The Transcript shall include all courses undertaken by the student together with the final grades awarded, including grades of FX and F.

7.18 A passing final Assessment grade may not be retaken for the purpose of improving the grade during the same Intermediate Attestation period.

7.19 Where a student who has completed all course requirements fails to attend the examination, the notation "Absent" shall be entered against the student's name in the examination grade sheet.

7.20 Where a student is unable to attend an examination for a valid reason, the student shall notify the Dean's Office before the scheduled examination. Upon submission of supporting documentation, the Dean shall, by order, approve an individual examination schedule for the student to sit the examination after the examination session.

7.21 Supporting documents submitted more than three days after the expiry of the period specified in the document shall not be considered.

7.22 Failure to attend an examination without a valid reason shall be treated as a failing grade (F).

7.23 A student who disagrees with the result of the final assessment may submit an appeal no later than the next working day following the examination by submitting a written application to the Dean of the Faculty, stating the specific grounds for the appeal.

7.24 The Dean of the Faculty shall refer the student's application to the Examination Appeals Committee for consideration.

7.25 Before the commencement of the Intermediate Attestation period, the Rector shall establish an Examination Appeals Committee by order. The Committee shall comprise academic staff whose qualifications correspond to the disciplines in respect of which appeals have been submitted.

7.26 The Appeals Committee shall consider an appeal within 48 hours of its

submission, prepare the minutes of the meeting, and decide either to uphold the original grade or to revise it.

7.27 The outcome of the appeal shall be recorded in the minutes of the Appeals Committee. Where the Committee decides to revise the grade, the relevant amendment shall be entered into Platonus AIS, where it shall be automatically reflected in the electronic gradebook.

7.28 Printed examination grade sheets is not mandatory. Electronic versions shall be stored in Platonus AIS.

7.29 Upon completion of the Intermediate Attestation (Examination Session), the Dean's Offices shall submit the consolidated grade sheets, signed by the Dean of the Faculty, to the Registrar Office. Following students' graduation, the grade sheets shall be transferred to the University Archives in accordance with the prescribed records transfer procedure.

7.30 Upon completion of the academic year, students shall be promoted from one year of study to the next on the basis of the results of the examination sessions for that academic year.

7.31 The minimum level of Grade Point Average (GPA) required for progression from one year of study to the next shall be:

1) For all bachelor’s degree programmes:

- from Year 1 to Year 2 - 2.01;
- from Year 2 to Year 3 - 2.22;
- from Year 3 to Year 4 - 2.38;
- from Year 4 to Year 5 - 2.55.

2) For all master’s degree programmes:

- from Year 1 to Year 2 - 2.67.

3) For doctoral degree programmes:

- from Year 1 to Year 2 - 3.33;
- from Year 2 to Year 3 - 3.33.

7.32 Students who achieve the minimum progression Grade Point Average (GPA) shall be promoted to the next year of study by order of the Rector.

7.33 A student who has fully completed the curriculum for the relevant year of study but has not achieved the minimum progression Grade Point Average (GPA) may, for the purpose of improving the GPA, repeat selected courses during the Summer Semester on a fee-paying basis and retake the corresponding inal assessments.

7.34 The Summer Semester shall be organised for students, except those in their final year of study, who voluntarily choose to undertake studies during the summer period.

7.35 Where a student successfully passes a resit examination, the final assessment grade shall be recalculated in Platonus AIS and shall be automatically reflected in the student's Transcript. The Grade Point Average (GPA) shall be calculated using the most recent grade obtained for the course.

7.36 The Transcript shall automatically include all final assessment grades, including passing grades obtained through resit examinations.

7.37 Grades awarded for foundation and major courses delivered at the Heriot-Watt International Campus shall be transferred to the Platonus AIS Transcript following their conversion to the Kazakhstani grading system.

7.38 A student who has not achieved the minimum Grade Point Average (GPA) required for progression, but wishes to continue their studies, may, upon submission of a written application, remain in the same year of study, conclude a tuition agreement before the commencement of the next Academic Period of the current academic year, or withdraw from the University voluntarily.

7.39 A student studying under a state-funded educational grant who fails to achieve the minimum GPA required for progression but wishes to continue their studies shall be permitted to repeat the year of study on a fee-paying basis, provided that an application is submitted and a tuition agreement is concluded before the start of the next academic period in the same academic year.

7.40 A student who is required to repeat a year of study shall undertake studies in accordance with a newly approved Individual Study Plan.

7.41 A student who has achieved the minimum GPA required for progression and has been promoted to the next year of study but has academic debts shall be required to register for and complete the relevant courses on a fee-paying basis during subsequent Academic Periods (up to 10 academic credits per Academic Period).

7.42 Students shall not be promoted to the final year of study if they have academic debts. Such students shall remain in the same year of study upon submission of a written application.

8 ORGANISATION AND CONDUCT OF FINAL ASSESSMENT

8.1. Examination materials and assessment criteria shall be prepared, discussed by the Academic Department, and approved by the Faculty Council in consultation with the Faculty Quality Assurance Committee no later than one month before the commencement of the Intermediate Attestation period.

8.2. Examination materials shall be stored by the relevant Academic Department.

8.3. To enhance the quality and ensure the objectivity of final assessment, additional examiners and/or invigilators from among the academic staff shall be appointed for the conduct of examinations.

8.4. Final assessment in the form of a traditional examination shall be conducted using examination papers and may be held in written, oral, or combined form.

8.5. Examination papers shall consist of thirty (30) examination cards (tickets), each containing three questions for Bachelor's programmes (covering three levels of Bloom's Taxonomy) and two questions for Master's and doctoral programmes (covering two levels of Bloom's Taxonomy, with the first level excluded).

8.6. To ensure the objective assessment of students' academic achievement, written examination scripts shall be anonymised through the use of coding or identification numbers.

8.7. The course instructor shall not participate in administering the written examination but shall submit the examination attendance register, generated from the Platonus Automated Information System (AIS), to the Dean's Office one day prior to the examination.

8.8. Before the examination begins, the Dean's Office shall provide the invigilator with the student attendance register and the official answer sheets bearing the Dean's Office stamp, while the relevant Academic Department shall provide a sealed envelope containing the examination papers.

8.9. The invigilators shall open the sealed envelope containing the examination papers and allow students to select an examination paper. Each student shall be provided with an official answer sheet bearing the Dean's Office stamp.

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

8.11. Upon completion of the examination, the student shall submit both the examination paper and the completed answer sheet to the invigilator.

8.12. Responsible staff members of the Dean's Office shall be appointed by order of the Dean of the Faculty and shall be responsible for maintaining the confidentiality of examination materials.

8.13. At the conclusion of the examination, the responsible staff members of the Dean's Office shall collect the attendance register, examination papers, and answer sheets from the invigilator, anonymise the examination scripts, and forward them to the course instructor for marking.

8.14. Written examination scripts containing students' responses to the examination questions shall be marked in designated rooms equipped with video cameras.

8.15. Upon completion of marking, the course instructor shall return the marked examination scripts to the designated responsible officer for de-anonymisation.

8.16. Following de-anonymisation, the course instructor shall record the examination grades in the electronic gradebook for the course on the day of the examination.

8.17. The Dean's Office shall verify the examination results against the electronic examination record. Where any discrepancy is identified, an official report shall be prepared.

8.18. In the case of a final assessment conducted in the form of an **oral examination**, students shall be allocated 15–20 minutes to prepare their responses to the examination paper. Upon completion of the preparation period, the student shall present their responses and answer the examiner's questions.

8.19. For final assessment conducted in the form of a **test-based examination,** the examination shall consist of 50 questions.

8.20. For paper-based testing, the prepared test papers shall be printed according to the number of students. The test papers, together with the answer keys, shall be kept by the Head of the Academic Department.

8.21. Before the examination begins, the Dean's Office shall provide the

invigilator with the student attendance register and the official answer sheets bearing the Dean's Office stamp, while the relevant Academic Department shall provide a sealed envelope containing the test materials.

8.22. Twenty (20) minutes before the beginning of the examination, the invigilator shall verify each student's identity using an official identity document and obtain the student's signature on the attendance register.

8.23. The invigilator shall open the sealed envelope containing the test papers and distribute the test papers together with the official answer sheets bearing the Dean's Office stamp.

8.24. Upon completion of the examination, the student shall submit the test paper and the completed answer sheet to the invigilator.

8.25. Responsible staff members of the Dean's Office shall be appointed by order of the Dean of the Faculty and shall be responsible for maintaining the confidentiality of examination materials.

8.26. At the conclusion of the examination, the responsible staff members of the Dean's Office shall collect the attendance register, test papers, and answer sheets from the invigilator, anonymise the examination scripts, and forward them to the course instructor for marking.

8.27. If a student makes any unauthorised marks, signs, or identifying symbols on the answer sheet, the examination script shall be declared invalid, and an official report shall be prepared (Appendix 1).

8.28. Upon completion of marking, the course instructor shall return the marked examination scripts to the designated responsible officer for de-anonymisation.

8.29. Following de-anonymisation, the course instructor shall record the examination grades in the electronic gradebook for the course on the day of the examination.

8.30. he Dean's Office shall verify the consistency between the examination results and the electronic examination record. Where any discrepancy is identified, an official report shall be prepared.

8.31. Where violations of the examination session procedures by invigilators, examiners, Dean's Office staff, or any other persons involved in the conduct of the examination session are identified during the examination period, the Department of Academic Affairs shall prepare an official report documenting such violations.

8.32. Written examination materials and/or students' answer sheets shall be retained by the relevant Academic Department until the next Intermediate Attestation (Examination) period.

8.33. Other forms of final assessment, including creative examinations, essays, projects, differentiated pass/fail assessments, and other discipline-specific forms of assessment, shall be organised and conducted in accordance with the approved Methodological Guidelines developed by the relevant Academic Departments.

9 REQUIREMENTS FOR THE PREPARATION OF TEST QUESTIONS

9.1. Each test question shall contain five (5) answer options.

9.2. The wording of a test question shall not include prompts such as:

Name...

Identify the odd one out...

9.3. Answer options shall not include any of the following:

Yes/No; True/False; All answers are correct/All answers are incorrect; None of the above answers is correct; There is no correct answer; All of the above/All of the following.

9.4. The average time required to read and answer each question shall be reasonably consistent throughout the test. The recommended time for answering one question shall be one (1) minute. In exceptional cases, depending on the complexity of the task, the time may be extended to two (2) minutes.

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

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

9.7. The correct answer shall be unambiguous and shall not be open to alternative interpretations, as confirmed by the literature recommended for students.

9.8. Each test question shall express only one complete idea. Questions shall not contain introductory phrases, unnecessary repetition, or information that is not directly relevant to the subject of the question.

9.9. The test question shall assess the level of proficiency in the material, and not find out the opinion of the test taker about the studied material.

9.10. A consistent style shall be maintained throughout the test, and each answer option shall logically correspond to the question.

9.11. The examination questions shall cover the principal sections and key topics of the course and shall be distributed in proportion to the number of teaching hours allocated to each.

9.12. For computer-based testing, test questions shall be prepared in the form of a separate table, with the question and each answer option placed on a separate row.

9.13. For computer-based testing, test questions shall be formatted as follows:

- the first row shall contain the question, the second row the correct answer, and the subsequent rows the remaining answer options;
- only the correct answer shall be identified in the table; the remaining answer options shall not be marked;
- where question numbering is required, the question number shall be placed above the table (Appendix 2).

For paper-based testing, answer options shall be labelled using the Latin letters A), B), C), D), and E) (Appendix 3).

9.14. Test questions shall be prepared using Times New Roman, 10-point font, with single line spacing. Page margins shall be 2 cm on all sides. The paper size shall be A4 in portrait orientation.

10 RULES GOVERNING EXAMINATION CONDUCT

10.1. Once the examination has begun, students shall not leave the examination room except in emergencies and only with the permission of the examiner.

10.2. The possession of mobile phones or any other electronic devices shall not be permitted.

10.3. During a paper-based examination, students may have only a pen, pencil, eraser, and a calculator that does not have data storage capabilities. Where authorised by the examiner, students may also use the required reference books or dictionaries.

10.4. The exchange or sharing of pens, pencils, erasers, calculators, or any other examination materials between students is prohibited.

10.5. During the examination, students shall not communicate with one another, attempt to view another student's computer screen or examination paper, copy another student's work, or engage in any other form of academic misconduct.

10.6. From the beginning of the examination and throughout its duration, students shall not ask questions to the invigilator or other students. At the beginning of the examination, the invigilator may provide instructions regarding examination procedures, the completion of examination papers, and other organisational matters only.

10.7. During computer-based testing, students shall access the Platonus Automated Information System (AIS) using only their own login credentials. Upon completion of the test, students shall leave the examination room immediately.

10.8. In the event of technical problems occurring during a computer-based examination, the student shall immediately notify the invigilator and the Dean's Office. The Dean's Office, together with the Department of Information Technology, shall prepare an official report. Based on this report, the examination time may be extended or the student may be permitted to retake the examination.

10.9. Students arriving no more than 10 minutes late may be admitted to the examination with the permission of the invigilator. The examination time shall not be extended.

10.10. Upon expiry of the allocated examination time, each student shall submit all examination materials or complete the computer-based test without requesting additional time to continue working on the examination.

10.11. Favorable conditions shall be created for students with special educational needs, as needed, 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 a report of

violation, with which the student is informed and appropriate measures are applied (Code of Academic Integrity).

11 ASSESSMENT POLICY

11.1. Students' academic achievement shall be assessed using the established grade-rating system, based on a letter grading scale, with the corresponding conversion to the traditional grading scale and the ECTS grading scale (Appendix 4).

Students' academic achievement in language courses (Kazakh, foreign languages, and Russian) shall be assessed in accordance with the grade-rating system based on a letter grading scale for language proficiency, using a level-based model with conversion to the ECTS grading scale and the traditional grading scale (Appendix 5).

Language proficiency levels and descriptors shall correspond to the Common European Framework of Reference for Languages (CEFR) (A1, A2, B1, B2, C1, and C2).

11.2. During Continuous Assessment, students' academic achievement shall be assessed in accordance with the course syllabus for each module.

11.3. The results of each Interim Assessment shall be generated automatically in the Platonus Automated Information System (AIS) based on the cumulative scores obtained through Continuous Assessment.

11.4. Continuous Assessment (CA1 and CA2) for all types of learning activities shall be calculated as follows:

$$1)\ \text{CA of lectures} = \frac{\text{Evaluation}_1 + \text{Evaluation}_2 + \text{Evaluation}_3}{\text{number of weeks allocated for assessment}} \times 0{,}1$$

$$2)\ \text{CA of seminar (practical) classes} = \frac{\text{Evaluation}_1 + \text{Evaluation}_2 + \text{Evaluation}_3}{\text{number of weeks allocated for assessment}} \times 0{,}6$$

$$3)\ \text{CA of SIWT/SIW classes} = \frac{\text{Evaluation}_1 + \text{Evaluation}_2 + \text{Evaluation}_3}{\text{number of weeks allocated for assessment}} \times 0{,}3$$

The Interim Assessment score (IA) shall be calculated from the results of Continuous Assessment for the various types of learning activities as follows:

IA = CA (Lectures) + CA (Seminars/Practical Classes) + CA (SIWT/SIW)

The Assessment Rating (R1 and R2) shall be determined on the basis of the corresponding Interim Assessment scores as follows:

R1 = IA1

R2 = IA2

The Admission Rating (AR) of the course shall be calculated as follows:

AR = (R1 + R2) / 2

To be admitted to the final assessment (exam) in the discipline, a student must have:

An admission rating AR≥50 points;

Course work (project) scores ≥50 points (if applicable).

The final grade shall be calculated as the weighted sum of the Continuous Assessment score (weighting: 60%) and the Final Assessment (Examination) score (weighting: 40%) using the following formula:

FG = AR × 0.6 + FA × 0.4
where:

- AR = Admission Rating score;
- FA = Final Assessment (Examination) score.

11.5. The criteria for assessing students' learning outcomes shall be specified in the course syllabuses, taking into account the aims, intended learning outcomes, and specific characteristics of each course.

11.6. For Bachelor's programmes, the distribution of grades shall be guided by the following indicative proportions:

- A, A– (90–100%) – not more than 15% of the total number of students in the group;
- B+, B, B–, C+ (70–89%) – not more than 40% of the total number of students in the group;
- C, C– (60–69%) – not less than 25% of the total number of students in the reference group;
- D+, D (50–59%) – not less than 15% of the total number of students in the reference group;
- F (0–49%) – not less than 5% of the total number of students in the reference group.

When analysing the results of Final Assessments (examinations), excluding small cohorts (fewer than 30 students), any deviations from the above proportions shall be examined jointly with the University management, and the reasons for such deviations shall be identified.

Any deviation exceeding 10% from the above distribution shall be subject to review by the University's collegial bodies, including the Quality Assurance Committee, and the University shall take appropriate corrective measures.

11.7. Academic staff shall ensure a diversity of assessment methods that enables the differentiated assessment of the competencies achieved by all students within the cohort.

11.8. The use of distance learning technologies shall not result in any lowering of the standards set out in the Assessment Policy.

12 ORGANISATION OF WRITTEN EXAMINATIONS

12.1 Types of Written Examination

12.1.1. Academic Essay

12.1.2. Project Defence

12.2 General Requirements for Written Examinations

12.2.1. A written examination shall be used as a form of final assessment during the Intermediate Attestation period to determine the level of students' knowledge and achievement of the intended learning outcomes.

12.2.2. For Master's and doctoral educational programmes, Intermediate Attestation shall be conducted in the form of a written examination.

12.2.3. For Bachelor's educational programmes, the courses to be assessed by written examination shall be proposed by the course instructor and approved at a meeting of the relevant Academic Department.

12.2.4. Taking into account the specific features of the educational programme, the academic staff of the relevant Academic Department shall develop guidelines setting out the requirements and assessment criteria for written examinations. These guidelines shall be approved at a meeting of the Academic Department.

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 course syllabus shall specify the topics for the written examination, together with the applicable requirements and assessment criteria.

12.2.7. Every written paper (project) submitted by a student shall undergo a mandatory plagiarism check using the plagiarism detection system registered by the course instructor. Project materials shall be uploaded to the Platonus Automated Information System (AIS) and to the plagiarism detection system during the period specified in the Academic Calendar, but no later than one day before the defence. The final grade shall be recorded in the electronic gradebook within five (5) working days after the defence.

12.2.8. The maximum permissible similarity index determined by the plagiarism detection system shall not exceed 20%.

12.2.9. Where the plagiarism detection system identifies a similarity index between 21% and 60%, the student shall receive the grade FX. A similarity index between 61% and 100% shall result in the grade F.

12.2.10. The use of artificial intelligence (AI) for generating or drafting the text of a written examination paper is prohibited. Where AI-generated content constitutes up to 40% of the submitted work, the grade FX shall be awarded. Where AI-generated content constitutes 41% or more, the grade F shall be awarded.

12.2.11. The required length of the written paper shall be determined by the relevant Academic Department, taking into account the level of the educational programme.

12.2.12. Depending on the nature of the research topic, the student shall

submit a research plan to the course instructor and, where required, obtain ethical approval. The course instructor shall present the student's application to the Academic Department for consideration. The research may commence only after approval has been granted by the Academic Department.

12.2.13. Students may cite scholarly publications, statistical data, and research findings in their written papers.

12.3 Assessment Criteria

12.3.1. Written work shall be assessed against five criteria, each carrying a maximum of 20 points:

1. Knowledge and understanding of the topic;
2. Quality of research, analysis, and conclusions;
3. Structure and organisation of the written work;
4. Use of scholarly sources;
5. Academic writing style, language accuracy, and clarity of expression.

12.3.1.1 Knowledge and Understanding of the Topic

1) An outstanding piece of work of publishable quality, demonstrating exceptional subject knowledge and an excellent understanding and explanation of the topic (19–20 points);

2) The topic is thoroughly analysed, and concepts are presented in a scholarly manner (14–18 points);

3) Demonstrates a satisfactory level of understanding of the topic (12–13 points);

4) The topic is addressed incompletely, with limited development and only superficial consideration of the issues (10–11 points);

5) The topic, key concepts, and conclusions are analysed at an unsatisfactory level (5–9 points).

12.3.1.2 Quality of Research, Analysis, and Conclusions

1) The student supports arguments with well-founded evidence and scholarly sources; demonstrates originality, critical thinking, and creativity in the analysis; relationships between concepts are clearly explained; conclusions are insightful and well substantiated (19–20 points);

2) A well-argued and critically developed paper comparing and evaluating different viewpoints; the student effectively justifies their position and presents coherent conclusions (14–18 points);

3) Evidence and analysis are presented at a satisfactory level (12–13 points);

4) The work is predominantly descriptive, with little or no critical analysis (10–11 points);

5) The work is descriptive, poorly organised, fragmented, and entirely lacking in critical analysis (5–9 points).

12.3.1.3 Structure and Organisation of the Written Work

1) Exceptionally well organised, with a coherent structure supported by relevant evidence and a clear logical progression (19–20 points);

2) Very well structured and organised (14–18 points);

3) Demonstrates an appropriate structure and logical sequence of ideas (12–13 points);

4) The structure and organisation are satisfactory but remain at a basic level (10–11 points);

5) The work shows significant weaknesses in organisation, an overly simplistic structure, and poor coherence (5–9 points).

12.3.1.4 Use of Information Sources

1) Sources are carefully selected, critically evaluated, and effectively integrated into the work (19–20 points);

2) Sources are used effectively and demonstrate an appropriate level of critical engagement (14–18 points);

3) The use and analysis of sources are satisfactory (12–13 points);

4) Significant shortcomings exist in the use of sources, with insufficient referencing (10–11 points);

5) Inappropriate or non-scholarly sources are used, or material is reproduced without critical analysis (5–9 points).

12.3.1.5 Academic Writing Style and Clarity of Expression

1) Writing is of an excellent academic standard, grammatically accurate, and clearly expressed; arguments are well supported, and the conclusion is clear and academically sound (19–20 points);

2) The writing is of a good academic standard with only minor grammatical errors; the work demonstrates clear authorship and sound academic reasoning (14–18 points);

3) The writing contains stylistic and grammatical errors; the author's argument and academic reasoning are weak (10–13 points);

4) The work is difficult to read because of numerous stylistic and grammatical errors (5–9 points).

12.4. Depending on the specific characteristics of the educational programme or course, the assessment criteria for written work may be modified or supplemented in accordance with guidelines developed by the relevant Academic Department.

13 AMENDMENTS AND REVISIONS

13.1. Amendments and revisions to these Regulations shall be made in accordance with the legislation of the Republic of Kazakhstan, regulatory documents governing higher education, and the University's internal regulations.

13.2. Where these Regulations are amended, all copies of the superseded version 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.N. Myasnikova

Appendix 1

K. Zhubanov Aktobe Regional University

REPORT

on a Breach of the Examination Regulations

The student has been removed from the examination for violating the examination regulations:

Student:_____

Faculty: _____

Code and EP: _____

Year of Study: ____

Name of the Course: _____

Grounds for Removal from the Examination: _____

_____

_____

_____

Invigilator: _____/ _____
(full name) (signature)

Dean of the Faculty: _____/_____
(fullname) (signature)

Question 1

I	
1	
0	
0	
0	
0	

Question 2

II	
1	
0	
0	
0	
0	

Question 3

III	
1	
0	
0	
0	
0	

Question 1

1	
A)	
B)	
C)	
D)	
E)	

Question 2

2	
A)	
B)	
C)	
D)	
E)	

Question 3

3	
A)	
B)	
C)	
D)	
E)	

Appendix 4

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

Letter Grade	Numeric Equivalent	Points (Percentage (%))	Traditional Grade
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
F	0	0-24	

Points-Based Letter Grading System for Assessing Students' Academic Achievement in Foreign Languages in Accordance with the CEFR Proficiency Levels, with Conversion to the ECTS and the Traditional Grading Scale

CEFR proficiency level and descriptor (hereinafter referred to as the CEFR)	Letter Grade	ECTS Grade	Numeric Equivalent	Points (Percentage (%))	Traditional Grade
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

CEFR proficiency level and descriptor (hereinafter referred to as the CEFR)	Letter Grade	ECTS Grade	Numeric Equivalent	Points (Percentage (%))	Traditional Grade
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

CEFR proficiency level and descriptor (hereinafter referred to as the CEFR)	Letter Grade	ECTS Grade	Numeric Equivalent	Points (Percentage (%))	Traditional Grade
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

CEFR proficiency level and descriptor (hereinafter referred to as the CEFR)	Letter Grade	ECTS Grade	Numeric Equivalent	Points (Percentage (%))	Traditional Grade
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

CEFR proficiency level and descriptor (hereinafter referred to as the CEFR)	Letter Grade	ECTS Grade	Numeric Equivalent	Points (Percentage (%))	Traditional Grade
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

CEFR proficiency level and descriptor (hereinafter referred to as the	Letter Grade	ECTS Grade	Numeric Equivalent	Points (Percentage (%))	Traditional Grade

CEFR)					
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