REGULATION

**on conducting exams at the University "Turan-Astana"
in all specialties, forms and terms of undergraduate studies
ASTANA, 2016**

Foreword

These Regulations have been prepared in accordance with the "Standart rules for conducting ongoing monitoring of progress, intermediate and final certification of students in higher educational institutions", approved by order of the Ministry of Education and Science of the Republic of Kazakhstan No. 94 dated March 16, 2011.

This Regulation determines the procedure for admission, passing an exam in the form of computer testing, as well as the procedure for eliminating academic debts by students.

This Regulation is considered at a meeting of the Educational and Methodological Council and approved by the Vice-Rector for EMW of the University "Turan-Astana".

1. General provisions

1. The examination will normally take the form of a computer-based test. The purpose of the examination is to ensure the objectivity of the assessments and the transparency of the procedures for assessing students' knowledge.

2. Computer control of students' knowledge is an element of the system of quality management of education, which provides computer support for the use of information technology in the educational system of the University "Turan-Astana".

3. The purpose of creating a computer control of students' knowledge is to improve the quality of training of specialists and to achieve maximum objectivity in the assessment of the level of assimilation of educational material, to improve the organisation of the educational process on the basis of the results of monitoring indicators of the quality of students' knowledge.

4. Computer testing of students is based on the following principles
- Objectivity of the measuring instruments and procedures;
- Elimination of the influence of the human factor on the results;
- Confidentiality (non-disclosure) of individual results without the subject's consent;
- scientific-methodological validity of the materials and technologies used.

5. In order to conduct oral or written examinations, the department must submit a justification to the Vice-rector for EM and SW.

6. For the purpose of conducting written examinations, the Department shall prepare examination materials, including detailed topics (sections) of the discipline, questions and typical tasks to be carried out in strict accordance with the working curriculum of the discipline. These materials are reviewed and approved at the Department meeting.

7. The form of the examination may not be changed during the examination session.

8. Detailed topics (sections) of the discipline, questions, typical tasks and other necessary materials for the preparation of the exams are sent to the students and published on the University website.

9. The generated tickets are not given to the students, the teacher of the subject and the head of the department are responsible for their security and content.

10. The number of questions in the written exam is determined by the maximum time of the exam - not more than 2 academic hours.

11. Blank sheets for the written examination are signed by the Head of the Department.

2. General rules for conducting computer testing

1. Computer test is one of the forms of intermediate certification at "Turan-Astana" University.

2. The form and rules of conducting examinations in academic disciplines are approved by the decision of the Educational and Methodological Council not later than one month from the beginning of the academic period.

3. The examination schedule is developed by the EMC, approved by the Vice-Rector for EMW and notified to teachers and students not later than two weeks before the beginning of the intermediate certification (examination session).

4. Computer testing is carried out in the computer classes of the university.

5. Computer testing is carried out in the disciplines specified in the approved WCs.

6.Computer testing is given during the periods of intermediate certification of students (examination sessions) provided for by the academic calendar and the schedule of the educational process approved by the Rector.

7.Test tasks are an integral part of the EMCD and are developed by the departments.

8. By order of the Dean of the Faculty, students who are not in arrears with their tuition fees are admitted to the intermediate certification (examination session), indicating the student's surname, first name, patronymic, year of study, field of study and academic group. The Deans' orders are sent to the OR, which in turn authorises admission to the examination.

9. The presence of unauthorised persons at the examination is not allowed.

The procedure for passing computer testing by students at the University "Turan-Astana"

1. The student must have a document proving his/her identity (student card, grade book, identity card, passport) and must be present at the entrance to the computer class. The document must be left open on the table during the examination.
2. The student starts the test programme independently.
3. The student chooses a subject and presses OK.
4. The student selects the group in which he/she is studying and presses OK.
5. The student reads the text of the question, chooses the answer option and marks it in the "circle", clicks "Accept answer".
6. If there is any doubt about the answer, the student can skip the question and move on to another question.
7. The exam is completed by clicking the "Finish" button when the student has answered all the questions.
8. The Student will not be able to complete the exam by pressing the "Finish" button if there are any missed questions. The system will automatically point out questions that have not been marked by the Student.
9. The test ends automatically when the time limit is reached.
10. After the test has been completed, i.e. after the "Finish" link has been clicked, the Student can view the test result. A student's test result is considered positive if the student achieves a threshold of 50% correct answers from the total number of test items.

Rules of student behavior when passing computer testing

1. A student may be admitted to a computer class to take an examination by order

of the Dean's Office.

2. When entering the classroom, the student must show an identity document and during the examination the document must be left open on the table.

3. A student who is more than 10 minutes late for an examination will not be allowed to enter the classroom.

4. The student may not leave the classroom after the exam has started. A student who has left the examination will not be allowed back into the classroom.

5. All books, notes, folders, bags, etc. must be folded in the designated place.

6. Mobile phones must be switched off or in silent mode.

7. The use of floppy discs, flash drives, mobile communication devices, cameras and camcorders is strictly forbidden.

8. Students may take a pencil, a piece of paper and a calculator to the examination, but only to perform arithmetic operations.

9. The examination must be held in complete silence. Pupils may not ask for or give each other a pencil, calculator, etc.

10. Contacting any person other than an engineer or an observer on duty will be considered a violation of the rules.

11. Attempting to use cheat sheets will also be considered a violation of the rules.

12. In the event of technical network problems, remain calm and maintain order in the computer lab.

13. In case of difficulties in passing the examination, contact an engineer or an observer on duty in the classroom.

14. In case of violation of these rules, the examinee will be removed from the computer class and this fact will be recorded in the duty officer's or engineer's report. The record shall include the result obtained by the student at the time of removal from the class. No appeals are accepted.

3.   The procedure for filing an appeal by a student

Reason for application.

1.1 According to the content of the test question

- there is no fragment of the test or answers which makes it impossible to determine the unambiguously correct answer;

- The wording of the question is incorrect;

- the item does not contain the correct answer;

- more than one possible correct answer.

1.2 For technical reasons:

- Failure of the examination programme resulting in the loss of more than 10% of the time allotted for the examination;

- Computer crash.

2. Submitting an appeal.

In order to obtain an appeal form, the candidate must immediately inform the technician or classroom supervisor of the possible reasons.

- Upon receipt of the appeal form, the candidate fills in all fields legibly and clearly

states the reasons for the appeal.

3.   An appeal shall be submitted by a candidate immediately after completion of the examination in the discipline.

1.   The student's appeal will be considered in accordance with the established procedure of "Turan-Astana" University.

6.The procedure for conducting a written exam

1.   Students enter the exam in the classroom using their record books or student cards.

2.   The teacher informs the candidates of their admission to the examination and of the procedure to be followed, warns them of the need to comply with the rules of discipline and inquires about their state of health.

3.   The examiner warns that the candidate who uses any means to obtain correct answers to questions (cheat sheets, technical means, tips, etc.) will be excluded from the examination and will receive the grade F in the report. In this case the examiner will submit a memo to the Dean's Office about the fact of the candidate's exclusion from the examination.

4.   Non-numbered examination tickets are placed in the presence of the examiners in random order with the back facing out.

5.   The student chooses a ticket once for the examination.

After transferring the tasks (questions) from the ticket to the answer sheet, the teacher applies a numerical or alphabetical code (at the teacher's discretion) to each answer sheet and fixes it with a signature, then enters the code on a pre-formed sheet.

This declaration will be sent to the Head of Department before the end of the examination.

It is forbidden to make any marks on the tickets.

The tickets will be returned to the teacher after the tasks have been transferred to the answer sheet.

6.   The student gives a detailed answer to all questions. On the answer sheets there will be no entries to identify the student's surname, which is the responsibility of the examinee and the teacher.

7.   Any marks on the sheets which allow the identification of the student's name without an identification sheet are grounds for rejecting the sheet (answer sheets) from examination.

8.   The candidate has the right, with the teacher's permission, to use reference and information material in the form of tables prepared by the teacher and the syllabus during the examination.

It is forbidden to use any kind of communication, calculator or other technical means during the examination.

9.   At the end of the exam, students hand over the answer sheets to the teacher, who signs in the presence of the student on each sheet.

10.   Not later than 1 hour after the exam, the answer sheets are handed over to the teacher (teachers) for verification. Percentage and letter grades are given for each question and are confirmed by a signature.

11.   The final grade is placed on the first sheet and is confirmed by the signature of the teacher who checked the results of the exam.

12.   Verified examination papers are handed over to the head of the department, who deciphers these papers or entrusts it to a responsible person.

13.   Not later than 2 hours after the end of the decoding, the teacher who took the exam enters the grades into the examination sheet.

14.   The duration of the exam for a student who is late for the exam is reduced by the time of being late.

15.   Students have the right to appeal on the merits of the ticket issues within 3 hours after the announcement of the results to the dean's office of the faculty.

16.   Written work is stored until the beginning of the next semester and destroyed after the examination results are discussed at the department.

At the end of the examination, the students hand in the answer sheets to the teacher, who signs each sheet in the presence of the students.

10.   Not later than 1 hour after the examination, the answer sheets will be handed to the teacher(s) for checking. Percentage and letter grades will be given for each question and confirmed by signature.

11.   The final grade will be written on the first sheet and signed by the teacher who has checked the results.

12.   The checked examination papers are handed over to the Head of Department, who decodes them or entrusts them to a responsible person.

13.   Not later than 2 hours after the end of the marking, the teacher who marked the examination shall enter the marks on the examination paper.

14.   The time of the examination for a student who is late will be reduced by the time of the delay.

15.   Students have the right to appeal to the Dean of the Faculty within 3 hours after the announcement of the results.

16.   Written work will be kept until the beginning of the next semester and will be destroyed after the examination results have been discussed in the Faculty.