


<p>СӘТБАЕВ УНИВЕРСИТЕТІ</p> 	<p>NON-PROFIT JOINT-STOCK COMPANY "KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K. I. SATPAYEV"</p>	
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Regulation
on the organization and conduct of the examination session

REG.029-03-01.1.02. - 2023

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English translation prepared by the Office of the Registrar of NJSC "Kazakh National Research Technical University named after K.I. Satpayev"

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1 SCOPE OF APPLICATION

1.1 This Regulation on the organization and conduct of the examination session regulates the procedure for organizing midterm assessment of students of students in the NJSC " Kazakh National Research Technical University named after K. I. Satpayev "(hereinafter-the University).

1.2 These Regulations have been developed on the basis of and in accordance with the regulatory documents specified in Section 2.

1.3 The requirements of these Regulations apply to all structural divisions of the University involved in the process of knowledge assessment

1.4 The purpose of conducting exams is to ensure the separation of the process of monitoring students' knowledge and the learning process, and the objectivity of the assessments made and the transparency of the procedures for evaluating students' knowledge, as well as the focus of the learning process on the application of skills and abilities in solving applied problems..

The examination session for students of 1-7 years of study is held according to the academic calendar of the University

2 NORMATIVE REFERENCES

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

- Law of the Republic of Kazakhstan "On Amendments and additions to certain Legislative acts of the Republic of Kazakhstan on expanding the academic and managerial independence of higher educational institutions" dated 04.07.18 No. 171-VI;

- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated 30.10.18 "On Approval of the Model Rules for the Activities of Organisations of Higher and Postgraduate Education»;

- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan from July 20, 2022 № 2 "On approval of state mandatory standards of higher and postgraduate education";

- Order of the Minister of Education and Science of the Republic of Kazakhstan from April 20, 2011 № 152 "On approval of the Rules for the organization of the educational process on credit technology of education in organizations of higher and (or) postgraduate education";

- Internal regulatory documents of the University.

3 ABBREVIATIONS, TERMS AND DEFINITIONS

KazNRTU, Satpaeyv University SU MES RK	NJSC Kazakh National Research Technical University named after K. I. Satpayev: Satp Приложения ауев University Ministry of Education and Science of the Republic of Kazakhstan
CTT	Credit Training Technology
AIS	Automated Information System (training portal)
IT	Information Technology

Terms	Definitions
Academic Calendar	Calendar of educational and control events, professional practices (internships) during the school year with indication of vacations and holidays
Academic Term	The theoretical training period: semester 15 weeks, trimester 10 weeks
Academic Integrity	A combination of values and principles that promote personal integrity in teaching and evaluating all participants in the academic process. It can also be interpreted as decent behavior when performing written test papers, exams, essays, research, and presentations
Appeal	A procedure used to identify and eliminate factors that contributed to a biased assessment of a student's knowledge
Point-rating letter system for evaluating academic achievements	A system for assessing the level of academic achievement in the points corresponding to the letter system with a digital equivalent adopted in the international practice, and allowing you to set the rating of learners
Remote examination	The form of conducting the exam, approved by the rector's order, in the form of online final assessment using technical means, in cases where it is not possible to conduct an in-class exam
Final Examination	Verification of the student's academic achievements, conducted in the form of a written examination after the completion of the study of the discipline during the examination session. Other forms are possible, for example, a course project for research projects. The final assessment also includes the design and defense of a research project or course project.
Credit training technology (Credit Education)	Training on the basis of students' choice and independent planning of the sequence of studying disciplines using credit as a unified unit of measurement for the amount of academic work of the student and teacher.

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Zero variant/MOCK test of the exam card	A public and open variant of the exam card in terms of content and structure, which resembles the card options that will be offered to the exam taker. As a rule, the zero card/ MOCK option is offered with the correct solution. The zero card / MOCK option is not used in the exam.	
Office of the Registrar	A structural division that registers students for the subjects taught, registers all their academic achievements throughout the entire period of study, and provides the organization of boundary and final knowledge assessment and the calculation of academic rating.	
Retake Course (Retake)	Repeated completion of the discipline in case of receiving the final grade "unsatisfactory" ("F")	
Proctor (Proctor)	Independent observer from the University staff responsible for compliance with the rules of the exam.	
Midterm exam	A procedure used to assess the quality of students ' mastering the content of part or all of one academic discipline after completing its study.	
Blind/Anonymous assessment of examination card	Verification of students ' answers to exam cards, when the examiner (teacher) cannot identify the personal data of the author of the answer.	
Exam session	Exams that take place at the same time of the exam session.	
Grade Point Average -GPA	An average of the assessment of the student's academic achievement level in the selected program for the academic period (the ratio of the sum of the products of credit hours to the digital equivalent of the final control assessment points for the discipline to the total number of credits for the current period of study)	
Advisor	A teacher who performs the functions of an academic mentor studying in the relevant educational program, who provides assistance in choosing the learning path (forming an individual curriculum) and mastering the educational program during the training period	
Student	individuals who are enrolled in bachelor's , master's, and doctoral programs.	
Examinator	a teacher who conducts training sessions and acts as an academic adviser to the student on mastering a specific discipline.	
Exam session	Academic period following the academic period of study (semester, trimester) required for passing the final assessment in the completed disciplines.	
Electronic proctoring	Special IT programs that send information to the examiner about verifying the student's identity, location, behavior anomalies, gaze direction, and/or analyzing extraneous sounds. The system generates reports with the violation recorded on video for the examiner to make a decision.	

4 General Provision

4.1 The form of conducting the exam is determined by the working curriculum of the educational program and is brought to the attention of students at the beginning of the semester, however, as a rule, KazNRTU uses a written exam. The methodology of conducting lectures, seminars, practical and laboratory classes should ensure that students are prepared to pass the written exam. Practical tasks in the exam on the level of difficulty must correspond to the practical tasks performed by students during the semester.

4.2 Exams in a particular discipline are held on the same day. Exam schedule (Exam schedule) It is placed in the AIS of the University and brought to the attention of departments at least 2 weeks before the start of the examination session of the autumn and spring semesters and 1 week before the summer semester and module courses.

4.3 The start time of exams on the current day is set by shifts (sessions.) 8:00, 11:00, 14:00 and 17: 00 hours.

4.4 The recommended exam time is not more than two hours.

4.5 The exam is conducted in accordance with the approved schedule. It is forbidden to move the scheduled exams to other days and hours, as well as to other classrooms, without the approval of the OR, the director of the relevant institute and the Vice-rector for Academic Affairs. Unauthorized persons are strictly prohibited from attending the exam.

4.6 The exam is conducted in written and oral form, in the form of testing, in the form of computer work, in the form of project work, in a combined form, in a comprehensive form or in the form of defense of a course project.

4.7 In project form of examination one or a group of students perform one project work and defend their work in front of the commission.

4.8 In combined form of examination, the exam is conducted in several stages (speaking writing reading listening).

4.9 In complex examination, the exam shall be conducted on two or more disciplines in parallel in compliance with the principle of their profile and relatedness.

4.10 The list of questions and topics of practical tasks included in the examination tickets, as well as the possibility of using technical means and reference literature during the examination shall be determined by the examiner reading the course in accordance with the syllabus of the discipline. By the decision of the department may be included in the materials of examination tickets other tasks: closed tests (one of the questions), essay writing, logical problems, execution of drawings and others, depending on the type of discipline. If special formats other than answer sheets are used for drawings and pictures, they shall not be identified by the students. The number of questions in the ticket must be at least three.

4.11 All variants of exam cards submitted for the exam (except for the zero variant) from the period of their creation until the end of the exam are the property of the University with the document flow stamp "Strictly for official use". Disclosure of the contents of exam cards during this period is a serious academic and administrative violation.

4.12 The examiner is obliged to inform students about the procedure and duration of the exam, the list of reference literature and technical means that can be used during the exam, etc. at the beginning of studying the discipline, as well as again a week before the exam.

4.13 The exam in the form of an oral exam is usually conducted during entrance processes or when passing complex and state exams. In all other cases, the University recommends a written exam form.

4.14 If a student is absent from the exam session without a valid reason for not showing up for the exam, an "F" grade is given.

5 EXAM CARD PREPARATION

5.1 Exam cards are prepared for a particular discipline by the relevant teachers and departments in two or more variants. The department determines the number of cards for the discipline and the number of questions in each card independently, based on the volume of the course and the number of students taking the exam on the current day.

5.2 Questions in exam cards should differ in terms of shifts (sessions) of exams, but be of the same level of difficulty.

5.3 At the beginning of the academic period, teachers or departments draw up a zero variant of the exam card and approve it at a meeting of the department. The zero variant of the exam card is public and is provided to students for their targeted preparation for the exam. This option cannot be used during the exam session.

5.4 The teacher or department no later than 2 weeks before the date of the exam draws up exam cards for the exam corresponding to the level, structure and content close to the zero option. The department, represented by the compiler and head, is responsible for the preparation and confidentiality of exam cards.

5.5 After drawing up the exam cards (KazNRTU 706-30), the head of the department must personally seal the exam cards in an envelope. The envelopes contain the name of the discipline, specialty, number of cards, audience number and time of the exam; signatures: the teacher who drew up the cards and the head of the department. Card questions must be deleted from the computer's memory.

5.6 A sealed envelope with examination cards must be ready no later than one week before the start of the exam and kept by the head of the department.

5.7 Answer sheets must bear the institute's stamp, otherwise the student's answer may be canceled.

5.8 In order to objectively evaluate students, it is recommended that institutes encrypt students' exam sheets after the exam for "blind checking".

5.9 The number of exam cards should exceed the maximum number of students passing the exam at the same time, and the number of variants of exam cards should be such that individual performance of exam tasks by the student is guaranteed.

6. FORM AND STRUCTURE OF EXAM CARDS

6.1 Kazakh National Research Technical University (Satpayev University) postulates the most recommended approaches for drawing up exam cards in order to clearly and transparently evaluate students' exam papers:

6.1.1 The preferred form of examination for the discipline is written, except in cases where this form does not allow you to evaluate all skills and competences, for example, developing a software product on a computer.

6.1.2 The preferred **form of verification** of a **written** exam is **blind checking** by the same or another examiner of equal qualifications.

Exam card questions **do not contain** factual questions for memorizing equations, dates, functions, events, etc., and **do not contain** theoretical questions for memorizing text, chapters and sections of books, sayings or quotations, definitions, theorems, or assumptions

6.2 The compilers include questions of a practical nature in the exam card, which will allow assessing the professional and functional literacy of the student. You should avoid questions of a theoretical nature, as well as factual or chronological materials, which may provoke the student to learn the text material by heart or copy it off. Formulas whose output is not reproducible and obvious, or empirical formulas and relations cannot be part of the questions and, if necessary, must be reproduced in the exam card.

6.3. **The University recommends the following structure** of the exam card, consisting of **three parts**, that have a certain weight value without an exact time limit or the number of questions in each individual part (recommended volumes and time are at the discretion of departments):

6.3.1 The basic part of the exam card: the volume of no more than 60% of the points (no more than 24 points) and no more than 40% of the exam time-reflects motor skills and basic knowledge of the discipline, does not contain questions related to decision-making (grade C or D for a positive decision of the basic part; grade F for a negative decision).

6.3.2 The specific part of examination volume is not more than 25% of the points (maximum 10 points) and not more than 20% of the time of the exam reflects the specific knowledge in the discipline and skills in the use of response to a decision or conclusion (In case of positive decision of both basic and specific parts; evaluation C or D if a positive decision is basic, and negative - specific parts).

6.3.3 The premium part of examination not less than 15% of the points (not less than 6 points), at least 20% of the time of the exam and the recommended one integrated task – reflect a wide and deep knowledge in the discipline and skills of

analysis for the right decisions (grade A, in case of positive decision of all three parts; grade B, in case of positive decision of basic and advanced parts, and negative).

6.4 Each task of the exam card has its own clear weight value in the maximum number of points and the recommended maximum time for solving this task, which is **prescribed in the exam card** after numbering this question.

6.5 At the end of the exam card, **the criteria for assigning points from 0 to the maximum value are reflected.**

6.6 The exam card can **only be used once and only for one exam!** The examiner has the right **to issue a zero variant** of the exam card publicly before the exam. If an exam card is issued in a public space **before the exam is held, it cannot be used in the exam.**

6.7 When checking examination papers, the examiner indicates at work the assigned points for each task separately and at the end of the examination sheet (answer sheet) the total amount of points for all questions.

6.8 .The University recommends that, at the discretion of departments, in order to avoid a large number of appeals, **the correct variant** of the exam card solution should be publicly displayed for students to see

6.9 When a student **submits an appeal**, the exam sheet (answer sheet) is reviewed by the members of the appeal commission **without the presence of the student and the examiner**, and the points for each task and the total amount of points are rechecked. The decision of the appeal commission **is final** and cannot be changed.

6.10 Students ' exam sheets (answer sheets) **are stored** at the department for at least 1 year and then disposed of.

6.11 With the remote format of the exam, the video recording of the exam, as well as available photographic materials, are stored in the corporate cloud of the proctor or examiner until the end of the deadline for completing any appeal procedures, and electronic student response sheets are stored in the examiner's cloud for at least 6 months.

7 PROCEDURE FOR CONDUCTING A WRITTEN EXAM

7.1 The proctor and examiner ensure the timely start of the exam in accordance with the schedule and monitor students ' compliance with the Rules of Conduct during the exam (hereinafter referred to as the Rules) (Appendix 1) in accordance with the approved Duties of the proctor (Appendix 2) and the Duties of the examiner (Appendix 3). It is recommended that the proctor and examiner be present at least 30 minutes before the start of the exam.

7.2 The proctor and examiner ensure the timely start of the exam in accordance with the schedule and monitor students' compliance with the Rules of Conduct during the exam (hereinafter referred to as the Rules) (Appendix 1) in accordance with the approved Responsibilities of the Proctor (Appendix 2) and the Responsibilities of the Examiner (Appendix 3).

7.3 The examiner prints out from the personal page in AIS a attendance sheet (arrival sheet) with a list of students registered for the discipline and admitted to the exam, indicating the student's IIN, group one day before the exam, and carries the turnout sheet and an envelope with exam cards 30 minutes before the exam starts.

7.4 The proctor opens access to the classroom 30 minutes before the start of the exam for students' seating according to the scheme given in the arrival list (attendance list) and makes sure that all students sign the arrival list. If the student is absent for the exam, mark the arrival list and indicate the reason (non-appearance, or withdrawn from the exam for violating the Rules). The proctor does not have the right to admit to the exam a student who is not allowed on the attendance list, except for a written permission for the exam signed by the director of the Institute and the Vice-rector for Academic Affairs.

7.5 Attendance at the exam is strictly mandatory for students. If a student who has completed the discipline program in full did not show up for the exam, a mark "did not show up" is made in the attendance sheet opposite his name and an "F" grade is given. If a student is late for his or her exam session, the examiner may decide to allow the student to take this shift (session) without providing additional time, or to allow him or her to take another shift (session) if a similar exam takes place.

7.6 At the entrance of students, the examiner and proctor checks the identity of students using an identity document (identity card or passport). If a fake person appears for the exam, the proctor draws up a corresponding act of violation of the Rules of Conduct during the exam (F KazNRTU 706-05) and the violator is given a grade of "F" in the discipline.

7.7 During the exam, the examiner and proctor ensure that students are familiar with the Rules and strictly adhere to them, so that only a pencil, pen, paper for writing answers to the exam, and reference literature are on the student's desk (with the examiner's permission).

7.8 The examiner and proctor make sure that mobile phones, cameras, and other electronic recording and reproducing devices (any gadgets) are placed in students' bags/briefcases, and that the bags, briefcases, etc. are left in a specially designated place.

7.9 The proctor, together with the examiner, distributes exam materials, assignments, and answer sheet.

7.10 The exam card withdrawn from the opened envelope is considered used for this shift (session) of the exam and cannot be used in other shifts (sessions).

7.11 The examiner and the proctor ensure compliance with the Rules, in case of violation of which the proctor draws up an act, and the student is deprived of the right to continue the exam and is removed from it with an "F" grade for the discipline. The report is drawn up in the name of the Director of the student's Institute, the original report signed by the examiner and proctor, together with the remote student's answer sheet, is submitted to the institute's directorate. The Directorate submits a copy of the report to the OR no later than the next working day after the exam.

7.12 At the end of the time allotted for the exam, the proctor, together with the examiner, collects the exam papers and submits them to the appropriate directorate. The number of works completed and submitted to the proctor must correspond to the exam attendance list. The attendance sheet (arrival sheet) is submitted by the proctor to the Office of the Registrar immediately after the exam ends.

7.13 Additionally, proctors from other institutions and OR can be assigned to the audience, responsible for order and compliance with the Rules.

7.14 Examiners, proctors and students should be aware that the main academic policy of the University is academic integrity, objectivity and equal, without prejudice, rights and obligations of all participants in the examination process.

8 PROCEDURE FOR CONDUCTING A REMOTE EXAM

8.1 To pass the remote exam, the student must have a desktop computer (desktop or laptop) with a webcam (built - in or external). The absence of these funds on the remote exam means that the student is not allowed to pass with an F (Fail) grade.

8.2 The platform for passing the exam and the format of passing the exam is determined by the teacher (examiner) or department recommended by the university. At the same time, the teacher must familiarize students at least once with the platform and format of passing the exam as part of passing one or more assessment, current or milestone tasks.

8.3 For passing the exam by a contingent of students of less than 12 people (1-11), the examiner independently provides elements of electronic proctoring and their own assessment, which guarantees the authenticity of the work and verification of the passer. The examiner provides video recording of the exam, downloading an electronic attendance sheet, and storing electronic answer sheets.

8.4 An additional 1 or 2 proctors are assigned to pass the exam for a student body of 12 or more people (12-49). The examiner ensures the operation of electronic proctoring elements that assist in verifying the examiner and authenticating his work, and the storage of electronic answer sheets. Assigned(s) the proctor (-s) provides visual verification of the exam taker and authentication of their work, video recording of the exam and downloading the electronic attendance sheet. The examiner is required to ensure equal administration rights on the platform for the proctor (s).

8.5 Both the examiner and the proctor have the same right to remove a student from the exam if there are serious suspicions about the checking of the examiner and the authenticity of the authorship of his work. The proctor ensures that the specified student is removed from the session and draws up a deletion report stating the reason in accordance with Appendix 4, and the examiner gives this student an F (Fail) grade.

8.6 If the answer sheet is not placed in the cloud, the student who submits it must take all actions to send the answer sheet before the time specified by the examiner or proctor. The proctor is required to notify students by voice of the remaining time until the end of the exam, with the last 15 minutes-every 5 minutes, and the last 5 minutes – every minute. The examiner has the right to refuse to accept the answer sheets after the expiration time and give the specified student an F (Fail) grade.

8.7 In case of technical problems on the part of the teacher (examiner) or due to the fault of the university, the department is obliged to send an electronic request to the registrar's office to set the date of passing this exam on a reserve day (reserve time).

8.8 If there are technical problems on the student's side for a long enough time to not have time to write the answer sheet, the teacher (examiner) must send an electronic request to the registrar's office (or-help@satbayev.university) indicating the student's data and the reasons for the failure to set the date of passing this exam in reserve time. At the same time, the examiner appoints and accepts the exam from this student independently at the specified time in accordance with clause 8.3

In case of repeated technical failure on the student's side, the teacher (examiner) gives the specified student an F (Fail) grade in this discipline.

9 CHECKING WRITTEN EXAM PAPERS

9.1 Students' written papers are delivered by proctors to the relevant institutes after the exams are completed. The presence of unauthorized persons who are not involved in the inspection of works is not allowed.

9.2 When checking exam papers, the examiner puts down the corresponding points for each question. The total score of the exam result is defined as the sum of the scores of all the answers to the questions. The results of the written exam are entered by the examiner in the AIS within 7 calendar days after the end of the exam. After setting the exam results, the examiner submits the final statements to the OR.

9.3 Students and advisors can get acquainted with the exam results through the University's AIS. Sheets of students' answers to exam questions are kept at the department for at least 1 year.

9.4 A student who does not agree with the result of the final assessment, submits an appeal to the relevant department no later than 12: 00 hours of the next working day after the appearance of the exam results in the AIS of the University. The reasons for an appeal may be as follows:

- error in setting the task;
- error in summing up the score;
- an error in the evaluation based on criteria not described in the syllabus;
- incomplete assessment with missing assessment according to the criteria described in the syllabus;
- incorrect entry of the rating into the database.

9.5 In the case of a remote exam format, the appeal is submitted within the specified time frame only to the corporate address of the department. After the decision of the appeal commission is made, the department informs the student and the result is sent to the student's email.

9.6 . For the period of the examination session (continuous attestation), an appeal commission is created at the departments from among the teachers of the department, whose qualifications correspond to the profile of the appealed disciplines.

9.7 The results of the appeal are drawn up in a protocol and, based on the decision of the appeal commission, an individual exam sheet is drawn up for the student, which is attached to the main exam sheet. **The results of the appeal commission are final and cannot be changed.**

9.8 If the student's grade was changed based on the decision of the appeal commission, a service note is sent to the OR about opening access to grading with a copy of the protocol

9.9 Students who could not pass the exam within the generally established time frame for valid reasons, confirmed by documents, upon their application The PR, in agreement with the department, sets individual deadlines for passing the exam.

9.10 The teacher can give an "I" grade to a student if the student completed the curriculum of the discipline, gaining 25 or more points from the maximum possible 60 before the start of the examination session for admission to the final exam, who do not have more than 20% of class absences, but due to a number of unforeseen circumstances did not appear for the final exam.

The above-mentioned unforeseen circumstances include:

- emergency hospitalization for medical reasons with the provision of an emergency call sheet, a medical statement;
- birth of a child;
- death of close relatives (close relatives include: parents, children, adoptive parents, siblings, grandparents);
- due to a business or study trip.

All these reasons must be supported by supporting documents.

9.11 The student must submit to the Director of the Institute an application stating the reasons for missing the exam and attach the original supporting documents no later than 3 working days from the date of passing the exam.. If the student is unable to submit an application in person, the application can be submitted on their behalf by the student's parents or close relatives, followed by the provision of supporting documents. The supporting document in case of illness is a medical certificate of the established form. The application is reviewed and approved by the teacher of the discipline and the director of the Institute. If the reason for missing classes/exams is found to be valid, the student is given an "I" grade if the above conditions are met.

Otherwise, the student is assigned an "F" grade.

9.12 If the student fulfills all the requirements of the syllabus, retake the student's grade " I " and make changes by the teacher to the standard grade ("A", "B", "C", "D", "F") in the discipline.

9.13 To correct the "I" grade to the standard grade, the student takes the exam according to the schedule drawn up by the Registrar's Office. In the OR is sent a service note on entering the exam results in the AIS with the provision of a manual list for changing the grade "I". If the student does not complete all the requirements within the specified time period, the grade "I" is transferred to "F".

9.14 In the absence of a teacher at the University who previously gave the student an "I" grade, the head of the department appoints another examiner.

9.15 If a student is expelled from the University for any reason before the deadline for correcting the grade "I", then this grade remains unchanged in the transcript.

9.16. The "I" grade is not credited and does not count towards the GPA calculation.

9.17 Each exam question is evaluated based on the maximum possible 100%. The examiner puts the result on the answer sheet. The arithmetic mean of these results is the final exam score. The resulting percentage, as the arithmetic mean for all questions, is set on the last answer sheet.

9.18 The result of an oral exam is entered in the AIS in the same way as the results of a written exam.

9.19 Students who have received an "F" grade in a particular discipline (unsatisfactory) are required to register and re-study in the same discipline or asimilar discipline on the basis of the department's conclusion, on a paid basis in the following academic periods.

9.20 If the student receives an unsatisfactory score on the final assessment (exam) corresponding to FX points, the student has the opportunity to retake the final assessment (exam) once during the Incomplete exam period without re-passing the academic discipline.

10 EXAM RULES FOR EXAMINEES

10.1 Admission of students to the exam in the discipline is carried out automatically:

-registered for the discipline and not removed from the discipline after registration, i.e., not having a grade of "W" and "AW»;

-based on the assessment of the admission rating, determined based on the results of current and border assessment of academic performance (the total number of required semester points is not less than 25 points for two attestations);

-those who do not have outstanding tuition fees;

-those who do not pass more than 20% пропуська of training sessions in the discipline;

-those who are not on academic leave or on an academic break.

The examiner has the right to admit to the exam a student who has more than 20%, but less than 30% of absences, if there is a positive attestation and active work during the academic period, for which he must send a notification to the OR, agreed with the department and institute in accordance with the established procedure.

10.2 The student is obliged to show up for the exam/test in accordance with the approved schedule within the prescribed period, without delay; to confirm the identity, it is necessary to present an identity document (identity card or passport). After the exam starts, the student is not allowed to leave the classroom.

10.3 All books, notes, notebooks, bags, mobile phones, and other devices must be stored in the designated place. All mobile phones must be disabled.

10.4 The student can have a pen, pencil, eraser, calculator, which allows performing only computational operations, and with the examiner's permission-the necessary reference books

10.5 If the student has cheat sheets and gadgets, as well as in other cases of violation about the student's education According to the Rules (Appendix 1), the student is removed from the exam. According to the CTE Rules for the final stage of the discipline, such a student as the final grade for the discipline, regardless of the number of points scored during the semester, is given an "F" grade. These requirements are brought to the student's attention in advance by advisors and department heads.

10.6 During the exam, conversations between students are prohibited. An attempt to look at the monitor or exam sheet of another student, exchange of response forms and cards is considered a gross violation of the Rules, which entails the student's removal from the exam. At the same time, the student is assigned an "F" grade in the discipline, regardless of the number of points scored during the semester.

10.7 It is forbidden to ask any questions from the beginning of the exam and during the exam process.

10.8 Late students are allowed to take the exam only with the permission of the examiner.

10.9 At the end of the exam time, each student is required to submit their exam sheet in a timely manner, without discussing the possibility of continuing to work on exam questions.

10.10 Answers are filled in only with a pen, otherwise passing the exam is not counted.

10.11 If a student violates the Rules by violating academic integrity, the student will automatically receive a penalty in the form of a "Comment" in the transcript based on the results of the session. In case of repeated violation of the Rules during other periods of the exam sessions, a "Reprimand" penalty is automatically added to the transcript. In case of repeated detection of a violation of the Rules in one academic period or passing an exam through a front person, a disciplinary penalty is applied to the student up to expulsion from the University.

10.12 To pass the remote exam, the student must have a desktop computer (desktop or laptop) with a webcam (built - in or external). The absence of these funds on the remote exam means that the student is not allowed to pass with an F (Fail) grade.

10.13 When taking a remote exam, the student must submit the answer sheet no later than the time set by the examiner, regardless of the technical characteristics of the connection. If the student is not sure about the quality of the technical characteristics of the communication on his / her side, he / she must start the procedure for sending the answer sheet in advance

10.14. According to the exam schedule, the student must ensure a stable Internet connection point. In case of a serious technical failure or technical problems on the student's side during the exam, the student has a one-time right to retake the exam. In case of a similar repeated technical failure, the student is given an F (Fail) grade during the retake.

11 RESPONSIBILITY

11.1 The completed and sealed examination card is the property of the University, and disclosure of the information contained therein by copying or other reproduction is a gross administrative violation and carries a serious disciplinary penalty.

11.2 The OR is responsible for drawing up the schedule in a timely manner, transferring the schedule to reserve days or hours, and correctly entering information for each student in the database.

11.3 Heads of departments are responsible for the timely preparation of exam cards, their confidential storage and high-quality conduct of the exam in accordance with the approved schedule and conducting an appeal.

11.4 The originator of exam cards is fully responsible for their quality: content, literacy of presentation, accurate and concise wording, and for non-disclosure of the content of exam cards (complete set of questions).

11.5 The Institute of Digital Technologies and Professional Development is responsible for the stable operation of computer equipment and the network connection of the computer located at the University.

11.6 OR, Institutes are responsible for compliance with the Rules of Conduct during the examination (Appendix 1).

Appendix 1

RULES OF CONDUCT AT THE EXAM FOR STUDENTS

1. The following students are allowed to take the exam:
 - those who have registered for the discipline and have not been removed from the discipline after registration, i.e., they do not have a grade of " W " and "AW»;
 - those who have scored more than 25 points in total for two attestations;
 - those who do not have more than 20% of skips in the discipline (more than 30% for students with a GPA of 3.5 and higher);
 - not on academic leave or on long-term medical treatment;
 - those who do not have financial arrears in payment for their studies and travel expenses.
2. The student must present a student ID card or ID card and sign the attendance list at the entrance to the classroom.
3. After the exam starts, the student is not allowed to leave the classroom.
4. All books, notes, notebooks, bags, mobile phones, etc. must be stored in the specified place. All mobile phones must be disabled.
5. The student can have a pen, pencil, eraser, calculator, which allows performing only computational operations, and with the examiner's permission-the necessary reference books.
6. If a student has cheat sheets and gadgets, as well as in other cases of a student's violation of the Rules of conduct during the exam (cheating, using electronic means of communication, etc.), the student is removed from the exam. For the final stage of the discipline, such a student is given "0" points, and according to the Rules of credit technology of education, the mark "F" is given as the final grade for the discipline, regardless of the number of points gained by him during the semester.
7. Conversations between students are prohibited during the exam. An attempt to look at the monitor or examination sheet of another student, the exchange of response forms and cards are considered as a gross violation of the Rules, which will result in the removal of the student from the exam. At the same time, the final grade "F" is assigned to the student in the discipline, regardless of the number of points gained by him during the semester.
8. From the moment the exam starts and during the exam, it is forbidden to ask any questions.
9. Late students to the exam are allowed only with the permission of the examiner.
10. At the end of the examination time, each student is obliged to submit his examination sheet in on time, without continuing to work on examination questions.
11. Answers are filled in with a pen only; otherwise, passing the exam is not counted.
12. To pass a remote exam, a student must have a stationary computer (desktop or laptop) with a webcam (built-in or external). The absence of these devices in the remote exam means the non-admission of a student with an F (Fail) grade.
13. While passing a distance exam, the student must submit the answer sheet no later than the time set by the examiner, regardless of the technical issue. If the student is not sure about the quality of the communication on his/her side, he/she is obliged to start the procedure of sending the answer sheet in advance.
14. The student is obliged, according to the exam schedule provide himself with a good Internet connection. If there is a serious technical failure or technical problems on the student's side during the exam the student has a one-time right to retake the exam. If there is a similar repeated technical failure during the retake, the student is given an F (Fail) grade.

IMPORTANT: If the fact of violation of the Rules of Conduct during the exam is repeatedly revealed, the student will be subject to disciplinary action and up to including expulsion from the University.

Appendix 2

Responsibilities of the proctor during the final exam

1. Ensure that the exam starts on time according to the schedule, i.e. the proctor must open access to the classroom for students ' seating 30 minutes before the exam starts, according to the scheme given in the arrival list (turnout list). When students enter the classroom, the examiner and proctor must require them to present their student ID cards (or identification cards).

2. Ensure that students are introduced to the Rules of Conduct for the exam.

3. Make sure that all students sign the arrival list.

4. Mark the arrival list of students who are absent from the exam, indicating the reason (failure to appear, or withdrawn from the exam for violating the Rules).

5. Make sure that only a pencil, pen, paper for writing exam answers, and reference literature are available on the student's desk (with the examiner's permission).

6. Make sure that mobile phones, cameras, other electronic recording and reproducing devices (any gadgets) are placed in students ' bags/briefcases, and that the bags, briefcases, etc. are left in a specially designated place.

7. Distribute exam materials, assignments, and answer sheets together with the examiner.

8. Ensure compliance with the Rules of Conduct for the exam approved by the university.

In case of violation of the Rules, the proctor draws up a report, and the student is deprived of the right to continue the exam and is removed from it with an "F" grade for the entire discipline. The act of violation of the Rules is written in the name of the Director of the student's Institute, the original act signed by the examiner and proctor is provided to the directorate, and a copy must be provided to the registrar's Office.

9. Notify students about the remaining exam time, respectively, 30 minutes, 15 minutes and 5 minutes.

10. Ensure the timely completion of the exam strictly according to the schedule and do not allow students to delay the delivery of work after the end of the exam is announced.

11. Make sure that during the exam students do not talk (including with the examiner), do not write off, do not get up from their seats, do not change seats without permission.

12. Submit a turnout sheet (arrival sheet) to the registrar's Office at the end of the exam.

13. Submit students ' written papers to the appropriate directorate for work encryption at the end of the exam.

14. Monitor the safety of propertya University, namely: prevent students ' attempts to pollute tables, desks, chairs and break the number of s and Rules of the exam placed on them with inscriptions.

Important:

- Examiners, proctors and students should be aware that the main academic policy of the university is honesty, objectivity and equal, without prejudice, rights and obligations of all participants in the examination process.

Appendix 3

Duties of the examiner while conducting the final exam

1. Fill in the electronic form before the start of the exam session during the 1st and 2nd attestations (the dates are indicated in the Academic Calendar), adding the amount of points scored by the student during the semester.
2. Prepare exam questions on the subjects before the exam session starts. The final exam can have a complex form: testing, written and oral tasks.
3. Print from your personal page in the Portal a turnout sheet (arrival sheet) with a list of students registered for the discipline and admitted to the exam, indicating their IIN. It is not allowed to fill in (append) students' surnames manually.
4. Ensure that the exam starts on time according to the schedule, i.e. the examiner must bring the exam cards in sufficient quantity, the turnout sheet (arrival sheet) 30 minutes before the start of the exam, and together with the proctor seat the students according to the scheme. When students enter the classroom, the examiner and proctor must require them to present an ID card or identification card.
5. Inform students about the need to disconnect and place mobile phones in bags / briefcases located in a specially designated place in the classroom.
6. Distribute exam materials, assignments, and answer sheets together with the proctor.
7. Ensure that the exam Rules approved by the university are followed. In case of violation of the **Rules**, an act is drawn up, the student is deprived of the right to continue the exam and is removed from it with an "F" grade for the entire discipline.
8. Ensure the timely completion of the exam strictly according to the schedule and do not allow students to delay the delivery of work after the end of the exam is announced.
9. Make sure that during the exam students do not talk (including with the examiner), do not write off, do not get up from their seats, do not change seats without permission.
10. Monitor the safety of property at a University, namely: prevent students' attempts to pollute tables, desks, chairs and break the number of and Rules of the exam placed on them with inscriptions.

Important:

- Examination questions are subject to examination by a specially created methodological group at the department. After receiving the review (the review is signed by the head of the department), the examination questions are approved at the meeting of the department no later than one month before the start of the examination session, indicating the protocol number and approval date. Reviewers can be university teachers and staff who are specialists in this discipline, or have related specialties.
- The results of the test/exam are entered by the teacher in the Portal within 7 calendar days from the end of the test/exam.
- After submitting the exam results to the Portal, the examiner must print out the paper variant of the final statement on the same day, put their signatures and submit it to the OR.
- Examiners, proctors and students should be aware that the main academic policy of the university is honesty, objectivity and equal, without prejudice, rights and obligations of all participants in the examination process.

AMENDMENT RECORD SHEET

Sequence number of the amendment	Basis (link to the document)	Section, paragraph of the document	Type of amendment (amend, cancel, add)	Notification number and date notifications	Amendment made	
					Date	Surname and initials, signature, position