"APPROVED"
Member of the Board - Vice-Rector for Academic Affairs
Galeeva A.K.
dated «11» 11 2025

RULES FOR FINAL CONTROL OF 2025-2026 ACADEMIC YEAR

1. Organization and conduct of exams

1.1. The form and platform of the exam is determined by the lecturer and approved by the Head of the Department and the Chairman of the Academic Committee on Quality of Teaching and Learning of the Faculty. The exam program is uploaded to the EMCD of the "Univer" system (section "Program of the final control in the discipline"), and when conducting an exam in the LMS Moodle, it is additionally placed in the LMS Moodle inside the course, in the "General" section, and brought to the attention of students no later than one month from the beginning of the academic period.

1.2. All lecturers of the same faculty, **the same language department, teaching the same discipline, must make the same choice** of form and platform for conducting final control, this decision is approved by the decision of the Academic Council of the faculty.

A unified choice will enable the faculty to conduct the final assessment consistently during the main exam session, the FX period, Incomplete, Retake, as well as the summer semester, and even in the case of a change in discipline lecturer. Responsibility for the unified selection of the format and platform for the final assessment lies with the lecturer, the Head of the Department, and the Faculty Academic Committee for Teaching and Learning Quality.

1.3. To conduct a final control of any form, the lecturer must conduct 1-2 summative assessments as part of the student's independent work (SIW) according to the chosen form of final control and, if possible, on the platform on which the final control will be conducted, in order to methodologically, technically and psychologically prepare students for the exam. When integrating an online course into a discipline, the teacher must include in the final control program the topics and materials provided by the integrated online course.

IMPORTANT. At the same time, assignments during the theoretical training period should not duplicate exam assignments.

1.4. To evaluate the final control, **each lecturer is required to develop a criteria-based assessment rubricator (CRA)**, which is added to the "Program of final control of the discipline", developed for all forms of examinations.

CRA helps the student complete the task in accordance with the maximum requirements of the lecturer and helps the lecturer to objectively evaluate the task (Appendix 1). **CRA is not developed only for exams in the form of testing.**

1.5. When using GenAI to prepare a response to a final control task (generation of text, program code, images, graphics, multimedia, etc.):

- it is mandatory to format the generated text as a quote and link to the GenAI used in the list of used sources;

- it is mandatory to indicate "**generated image**" in the annotation (caption) to the image, graph, multimedia product and a link to the GenAI used in the list of used sources.

At the same time, **in the GenAI history, the student saves the history of the generated material** and provides access to it upon request of the lecturer or examination committee within 1 month after the exam.

In CRA, the use of systems using generative artificial intelligence (GenAI) should be assessed as an undesirable action. To do this, it is necessary to design exam tasks in such a way as to minimize the need for students to use GenAI.

1.6. Academic Committees on Quality of Teaching and Learning of the Faculties, when checking EMCD, must check the document "Program of final control of the discipline" for compliance with the level of lecturer requirements for the final control with the level of training, the discipline program, learning outcomes, acquired skills and competencies in the discipline and the presence of a rubricator for assessing the final control.

1.7. The Academic Committees on Quality of Teaching and Learning of the faculties should develop, approved by the Academic Council of the faculty and explain to the teachers the "Methodological Recommendations on the Final Control" for the present academic year.

1.8. Students who have scored at least 50 points (arithmetic mean of grades MC1, MC2) based on the results of midterm evaluation of current academic performance and who do not have arrears in tuition fees are allowed to the exam session. Students who have not completed the course paper are not allowed to take the exam in the relevant discipline.

1.9. Offline exams are conducted in the classrooms and lecture halls with video cameras, as well as in specially designated classrooms with video surveillance, encryption, decryption, and verification of examination papers are carried out.

1.10. Online exams are conducted in accordance with the "Instruction for final examination with application of distance educational technologies" using software systems and proctoring. Encryption of exam papers is carried out automatically.

1.11. In the case of a hybrid format for conducting online exams (consisting of several asynchronous and synchronous stages), if a violation of the "Rules for conducting summative assessment" and/or "Instruction for final examination with application of distance educational technologies" is detected at one of the stages, the work is canceled.

1.12. The video footage is stored in the IT Department for 1 month after the exams.

1.13. In order to conduct offline exams, the faculty dean's office prepares classrooms and checks the correct operation of video equipment, seats numbering, order ensuring, sanitary standards observing, etc.

1.14. The deputies of the Dean for EMW, heads of departments and deputy heads of departments for EMW have to check the complete coincidence of the topics of examination questions with the program of the discipline.

1.15. To conduct an oral offline exam, an examination committee is created consisting of at least 3 lecturers (lecturer, seminarian or teaching staff with qualifications corresponding to the profile of academic disciplines) by order of the dean of the faculty.

1.16. The faculty, by the decision of the Academic Council of the Faculty no later than 2 weeks before the start of the examination session, is obliged to substantiate and approve:

1) a list of disciplines that require the use of rulers, pens, calculators, software and other auxiliary teaching tools for examinations.

2) the minimum level of originality of examination papers for each educational program of the faculty for each level of study.

1.17. The registrar's office generates attendance lists and exam record lists in the Univer system.

1.18. Deputy deans on academic, methodological and educational work generate in the Univer system and print out exam question papers for disciplines to conduct the offline exams, seal them in envelopes the day before the exam, and bear responsibility for their timely preparation, storage and non-distribution of exam question papers. Specialists of the dean's office print out attendance lists.

1.19. During the offline exam, the duty is organized from among lecturers who do not conduct classes in the given discipline, according to the approved schedule, who monitor students' compliance with these Rules.

1.20. Members of the Academic Committees for the Quality of Learning and Teaching have the right to attend offline exams.

1.21. During the exam, students are prohibited from carrying and/or using cheat sheets, cell phones, smart watches and other technical and other means that can be used for unauthorized access to auxiliary information. It is forbidden to talk with other students and strangers, write down the full name and / or other identification records on the answer sheets.

1.22. If the student came to the exam and refused to answer the ticket, passing the exam is assessed as an "F" grade.

1.23. In the absence of a valid reason, failure to appear for the exam is assessed as an "F" grade.

1.24. In the case that a student violates one or more of these points, an act of annulment of the examination paper (hereinafter referred as Cancellation Report), (Appendix No. 2 to the Rules) is filled out, and an "F" ("unsatisfactory") mark is given for the discipline.

1.25. For repeated violation of these Rules during the exam, the student is submitted to the Council of the Faculty for Ethics.

1.26. The final grade for the discipline can be canceled within 1 month after the exam, if a student is found to have violated the Instruction for final examination with application of distance educational technologies and/or rules of behavior during the exam: using cheat sheets, cell phones, negotiating, etc. based on recordings from surveillance cameras with filling out the Cancellation Report. The Cancellation Report cannot be annulled or appealed.

1.27. All violations in the exams are recorded in the student's transcript.

2. Preferences for students with special educational needs

2.1. To ensure equal opportunities and help students with temporary or long-term special educational needs pass the final test, it is necessary to first request from the student a medical report or other documentation confirming his disability and the need for special accommodations for him during the examination session.

2.2. If a temporary or long-term medical limitation is confirmed, the lecturer-examiner can, together with the student, select an alternative form and platform, and approve the choice at a meeting of the graduating department. For example, in the event of a broken arm, replace the written exam chosen for the entire group with an oral one, and conduct it during the written exam offline or online in accordance with these Rules.

2.3. If the exam form does not change, then:

– provide additional time to complete the task;

– provide a break during the exam for rest and medical procedures and provide additional time, the timing of which will be equal to the duration of the break;

– provide an academic assistant, in the person of a relative, faculty member, fellow student, etc., who can technically assist a student with special educational needs in the process of passing the final test, excluding the possibility of hints and direct educational assistance in completing the task;

– allow the use of assistive technologies, for example, software technologies for reading and writing text, hearing aids, and other means that do not violate the general rules of examinations and do not contribute to cheating.

2.4. If it is necessary to apply the preferences (or other auxiliary conditions) listed in paragraph 2.3 for students with special educational needs, the faculty sends a Representation on the need for their application to the Member of the Management Board - Vice-Rector for Academic Affairs along with a certificate of temporary or long-term medical restrictions.

The faculty sends a Submission on the necessity of their application to the Member of the Board - Vice-Rector for Academic Affairs together with a certificate of temporary or long-term medical restrictions.

2.5. During the final examination of students with special educational needs, the examiner must respond promptly to potential problems and requests for assistance.

2.6. In multilingual groups, the "Program of final control in the discipline" is compiled in the languages of instruction of students.

3. Organization of the written offline exam

3.1. The lecturer makes a list of questions (typical tasks) covering the material of the training program in accordance with the syllabus of the discipline and uploads them to the "Questionnaire" of the Univer system. The list of questions (typical tasks) must be discussed and approved at the meeting of the department no later than two months before the session.

3.2. The number of questions on the ticket must be at least two and not more than five. The number of tickets must exceed the maximum number of students taking exams at the same time.

3.3. The weight of the assessment for each question of the ticket is set by the lecturer of the discipline when forming questions in the "Questionnaire" tab in the Univer system.

3.4. 15 minutes before the start of the written offline exam, the lecturer on duty checks the identity of the students using an identity card, seats the students according to the seats indicated in the attendance sheets.

3.5. If a nominee appears for a written offline exam, the lecturer on duty draws up an appropriate act on the violation of these Rules.

3.6. "Students who arrive late will not be permitted to take the exam."

3.7. At the end of the exam, the lecturer on duty:

1) collects examination papers;

2) puts down in each work the sign of the end of writing works in the answer sheets - the letter X;

3) provides answer sheets to the responsible staff of the dean's office in the office for encryption and decryption of examination papers.

3.8. In the event of a delay in the provision of works for encryption to the specialist of the dean's office, an appropriate act is drawn up with the subsequent prosecution of the perpetrators.

4. Verification of written examination papers

4.1. Verification of examination papers is assigned to the lecturer of the discipline.

4.2. Verification of examination papers of the standard written offline exam is carried out in a separate room without the presence of unauthorized persons under the video surveillance. At the end of the verification, examiner provides the examination papers for decipherment to the dean's office.

4.3. The Registrar's Office controls the process of encryption and decryption of the standard written offline exam papers.

4.4. "Attendance lists are verified by the proctoring teacher within the first 15 minutes of the exam. Students who arrive more than 15 minutes late will be marked as 'absent'."

4.5. The working group of the faculty is obliged to collect the attendance lists in the classrooms no later than 15 minutes after the beginning of the examination and hand them over to the responsible employee in the encryption and decryption room.

4.6. Checking the works of students in examinations conducted using DET is carried out in accordance with the "Regulations on checking text documents of students for the presence of borrowings" and " Instruction for final examination with application of distance educational technologies".

4.7. After decryption, the examiner enters the scores for the exam into the printed examination sheet and the electronic examination sheet in the Univer system, certifies with a signature and transfers it to the dean's office of the faculty.

4.8. The specialist of the dean's office checks the examination sheet with the data of the deciphered papers and, in case of discrepancy in filling out the sheet and the examination paper, fills out the act.

4.9. Changing the scores for the exam of a bachelor's, internship, master's, doctoral student, resident student on the fact of a detected discrepancy is carried out by an employee of the Registrar's Office on the basis of an explanatory note of the examiner with a resolution of the Director of the Department of Academic Affairs, to which an act of discrepancy is attached.

4.10. The examiner is prohibited from:

- allowing unauthorized persons to check students' examination papers;
- disclosing to unauthorized persons any information about examination papers;
- delaying the procedure for checking examination papers without a valid reason;
- having additional means of communication with you when checking examination papers: cell phones turned on or off, an additional web page open, etc.

4.11. The examiner bears full responsibility for the timely objective assessment of examination papers.

5. Organization of oral offline examination

5.1. The oral exam provides an opportunity for students to demonstrate the learning outcomes, skills and competencies mastered during the study of the discipline, the ability to logically express their thoughts aloud, and argue their point of view.

5.2. The methodology for conducting lectures, seminars, practical and laboratory classes should ensure the preparation of students for the oral exam. If the lecturer choses an oral exam for the final control, then one of the formative assessments (MC1 or MC2) should be conducted in the form of an oral exam (without duplicating the questions of the MC on the final control).

5.3. The lecturer makes a list of questions (typical tasks) covering the material of the training program in accordance with the syllabus of the discipline and uploads them to the "Questionnaire" of the Univer system. The list of issues (typical tasks) must be discussed and approved at the meeting of the department no later than two months before the session.

5.4. The number of questions in the ticket must be at least three and not more than five. The number of tickets must exceed the maximum number of students taking exams at the same time.

5.5. The weight of the assessment for each question of the ticket is set by the lecturer of the discipline when forming questions in the "Questionnaire" tab in the Univer system.

5.6. The duration of the oral exam should not exceed 6 academic hours per day. At the same time, no more than 25 people are allowed to take the oral exam per day.

5.7. No more than 5 examinees can be in the auditorium where the oral exam is held at the same time. The remaining examinees of the current group are waiting for an individual invitation outside the exam room without leaving the faculty building.

5.8. Oral examinations should be held in classrooms with video cameras. The filmed video material is stored in the IT Department for 1 month after the exams.

6. Oral examination procedure

6.1. The oral exam is held in accordance with the approved schedule. It is forbidden to transfer the exams provided for by the schedule to other days and hours, as well as to other classrooms without the consent of the Situational Management Center.

6.2. Upon entering the examination room, the student is required to show the examiner an identity card and sign the attendance sheet.

6.3. It is forbidden to stand up and/or change places, leave the audience before completing your answer to the ticket during the exam.

6.4. During the oral examination, the exam ticket is chosen by the examiner himself.

6.5. In preparation for the answer, the student is given sheets for compiling a summary of the answer. The time for preparing an oral answer for students is 10 minutes. To defend the answer, the student speaks to the examiner for no more than 5 minutes.

6.6. After the announcement of his last name, the student begins his answer on the ticket. Each question is evaluated based on the maximum possible points indicated in the questionnaire.

6.7. The examiner has the right, for the purpose of a deeper clarification of the level of knowledge of the student, to ask him additional questions, as well as to offer tasks and examples as part of the questions of the examination ticket. To conduct an oral offline exam, create an examination committee consisting of at least 3 lecturers (lecturer, seminarian or teaching staff with qualifications corresponding to the profile of academic disciplines) by order of the dean of the faculty, keeping the exam protocol to resolve controversial issues. The protocols, together with the records of all oral examinations of students, are transferred to the dean's office.

6.8. To conduct an oral offline exam, create an examination committee consisting of at least 3 lecturers (lecturer, seminarian or teaching staff with qualifications corresponding to the profile of academic disciplines) by order of the dean of the faculty, keeping the exam protocol to resolve controversial issues. The protocols, together with the records of all oral examinations of students, are transferred to the dean's office.

6.9. After the exam, the examiner enters points into the electronic examination sheet for the academic discipline in the Univer system. The completed statement is printed, signed and submitted to the dean's office on the day of the exam.

7. Creative examination (offline)

7.1. The creative exam for students of educational programs of a creative direction is held to test the level of knowledge, practical abilities and skills in working with various materials and techniques for creating design / web design objects.

7.2. The creative exam is held offline, in the form of an exhibition, a presentation of finished products, where students demonstrate exam papers completed within no more than 8 weeks.

7.3. The lecturer must prepare the document "Program of the final control in the discipline", in which the followings are presented:

— the individual or team task (at the choice of the lecturer);
— format and number of creative works;
— format of presenting works (manual or computer submission);
— methodological recommendations for the performance of work;
— criteria for evaluating works;
— schedule for completing tasks.

7.4. The lecturer uploads the prepared document "Program of the final control" on 1-2 weeks of the semester, to the Moodle LMS, for the "General" section of the course. To do this, it uses the interactive element "Task" with the setting of a preliminary deadline for completing the task – the first day of the session. Then he adjusts the deadline in accordance with the exam schedule.

7.5. The student gets a task from the lecturer on the 1-2 weeks of the semester. During the semester, he completes the task, adhering to the relevant requirements for creative work. At the end of the course, on the basis of the results achieved, draws up a final written report on the completion of the assignment. Uploads the result of the assignment to Moodle 24 hours before the oral defence to be checked by the teacher for borrowings. In accordance with the examination schedule, the student presents hand-drawn, printed and electronic works (paintings, print designs, types of fonts, etc.) at the oral defence.etc.)

7.6. As a result of the exam, the lecturer receives from the students a completed project and a report in *.docx format, in which he writes a brief description of the task, a description of the progress of the project assignment, and conclusions on the work done.

7.7. Viewing and evaluation of the works of all the final works of students is evaluated only collectively: for an objective assessment, the presence of at least 3-4 lecturers is required.

7.8. The works are evaluated by lecturers of the department who have art and design education and work experience in project activities.

7.9. The final grade is set as the arithmetic mean of the amount of peer assessment.

7.10. The results of the creative exam (offline) are drawn up in the protocol of the commission in any form, which are transferred to the dean's office. The protocol of the commission is signed by the chairman and all present members of the commission.

8. Objective exam

8.1. An objective examination in the form of a "Portfolio" is conducted **only for students with outstanding achievements not only in the discipline, but also in scientific/professional activities.** Therefore, this form of final control is not chosen by the lecturer in the Univer IS but is carried out based on the results of training in the discipline.

8.2. **Objective exam** - certification of students who have high academic performance in the discipline of at least **4.0 "A" (95-100 points)** based on the results of MC1 and MC2 and special achievements on topics studied within the discipline: publication of scientific theses, reports at scientific seminars, conferences, participation in the implementation of scientific projects, victories in competitions for scientific projects, startups, etc. and is accepted by the lecturer on an individual basis.

8.3. The objective examination is **conducted in an asynchronous self-presentation format.** The student must submit a package of documents and materials that document his experience and achievements **during the period of studying the discipline** and help create an overall picture of significant results, provide the ability to track the student's individual progress in his professional activities and demonstrate the ability to apply acquired knowledge, skills and competencies in practice.

8.4. **Level of education**: undergraduate students of 3-5 years, internship, master's, doctoral student, resident students.

8.5 The objective examination is not used as a form of final control applicable to **the entire contingent** of a group of students, therefore it is **NOT listed** in the Univer IS for selection by the lecturer. To conduct the final control in the discipline, the lecturer must select one of the forms/platforms offered in the Univer IS for conducting the final control, prepare and upload the program and examination task for this form/platform in accordance with the general requirements and conduct the final control for the main contingent of the group in form and on the platform selected in the Univer IS. If individual students from the group achieve outstanding results **not only in the discipline, but also in scientific/professional activities**, the lecturer decides to conduct an objective exam for this category of students.

8.6. **Regulations for the examination**. The final control is carried out in two stages: preparation of a package of documents by students and verification of the prepared package by the lecturer.

8.7 **Stage 1.** Students are allocated ~ 11 weeks to prepare a package of documents. The lecturer notifies students about the opportunity to take an objective exam and informs them about the rules for passing.

1. Preparation includes the formation by students of a single digital "portfolio" containing materials of intermediate and final works and/or links to works **during the period of study in the discipline**, as well as the main important works performed, published scientific articles and the results of participation in practical and scientific conferences, in practice and production, corresponding to the discipline program.

2. Lecturer of the discipline reflects the requirements for the final control in the document "Objective Examination Program", which is loaded into the section "Final Control Program for the Discipline" in the lecturer's EMCD in the Univer IS **as a second file** along with the program for the final control for the discipline, which the main contingent will take. The document "Objective Examination Program" must reflect:

– deadlines for submitting a package of documents;
– regulations for the examination;
– methodological recommendations for performing the work;
– list of documents acceptable for submission for protection;
– list of acceptable sources of links to documents (scientific journals or platforms for posting materials accepted for protection);
– requirements for document preparation;
– requirements for publications in which publication should be made (scientific publications, conference collections, etc.), quantity, volume of publications, etc.;
– work assessment policy - an assessment rubricator with a mandatory gradation of assessment of documents of various types, for example, evidence of participation in conferences, scientific articles, certificates of internship or implementation of inventions/trademarks/utility models of students, etc.).

3. The Academic Committee on Quality of Teaching and Learning of the faculty, when checking the EMCD, must check the document "Objective Examination Program" for compliance of the level of lecturer requirements with the level of study, the discipline program, learning outcomes, acquired skills and competencies in the discipline.

4. On the 5th week of the theoretical training period, the lecturer gives students a final control task - to prepare documents that correspond to the discipline program.

The lecturer creates a "Assignment" element in the discipline course in the Moodle LMS in the "zero" week, in the description of which he loads the prepared file "Final control program for the discipline" and informs students about its location.

The lecturer explains that the package of documents must be submitted for final control in electronic form by uploading a list of publications and a link to the package of documents in the Moodle LMS in the format of one Word file as a response to the "Assignment" element.

5. The student collects documents in a single folder of his own cloud storage (Microsoft One Drive, Google drive, Yandex drive, etc.) with open access and publishes a link to it in a word file - when downloading the answer to the lecturer's assignment. Access to the folder is maintained for at least 6 months after the exam.

Documents may include journalistic materials, video and audio clips in electronic media of national and international significance, **which are not pages on social networks/blogs**. The volume of publications and timing of video and audio stories is determined by the lecturer.

6. The Academic Committee on Quality of Teaching and Learning of the faculty must check the compliance of the level of lecturer requirements with the level of study, the discipline program, learning outcomes, acquired skills and competencies in the discipline.

7. 48 hours before the start of the scheduled exam for the main contingent of the group, students selected by the lecturer to take an objective exam upload to the Moodle LMS as a response to the "Assignment" element a Word file with a link to cloud storage (Microsoft One Drive, Google drive, Yandex disk, etc.) with downloaded documents. Access to the file must be maintained for 1 months after the end of the exam.

8.8 **Stage 2.** Evaluation of student documents is carried out by the lecturer in an asynchronous format without an oral defence procedure.

1. Students taking an objective exam:
– draw up an application addressed to the **Member of the Board - Vice-Rector for Academic Affairs** to obtain permission to take an objective examination and recognition of its results;
– send the application to the lecturer.

2. The lecturer collects student applications, links to documents in electronic form received in the Moodle LMS, and generates:
– a single submission addressed to **the Member of the Board - Vice-Rector for Academic Affairs** with a list of students and approved by the dean of the faculty;

– a summary table with links to student documents and scores for the objective exam.

The generated package of documents is presented to the graduating department.

3. The graduating department, together with the **Academic Committee for the Quality of Learning and Teaching of the faculty**, checks the documents of students.

4. The graduating department, based on the documents provided and after checking the students' documents by the Academic Committee on the Quality of Learning and Teaching, makes a decision on assigning/not assigning an objective examination to students and recognizing/not recognizing its results, and brings this issue to a meeting of the Academic Council of the faculty.

5. The academic council of the faculty approves/rejects the decision of the graduating department to schedule an objective exam based on the package of documents for each student.

6.The graduating department sends via the electronic document management system to the **Member of the Board - Vice-Rector** for Academic Affairs:

- submission addressed to the **Member of the Board - Vice-Rector** for Academic Affairs on approved candidates;
- a summary table with links to student document packages and final control scores;
- an extract from the minutes of the Faculty Academic Council with the decision made.

7) After approval of the submission by the **Member of the Board - Vice-Rector** for Academic Affairs and on the basis of the decision of the Academic Council of the faculty, the lecturer puts the approved points on the examination sheet.

8.9 The final scores are posted by the lecturer on the Univer IS sheet within 48 hours after completion of the exam.

9. Appeal and cancellation of the final grade

9.1. A student who does not agree with the result of the final control in the discipline - the grade for the exam - has the right to submit a reasoned written application within 24 hours after the results of the exam are posted in the electronic statement in Univer System.

9.2. The appeal commission consists of the chairman of the commission - the dean of the faculty, members of the commission from among the lecturers, whose qualifications correspond to the profile of the appealed disciplines. The composition of the appeal commission is approved by order of the authorized person of the vice-rector of the university.

9.3. An application addressed to the chairman of the appeal commission (Appendix No. 2 to the Rules) is submitted personally by the student. Appeals from third parties are not accepted, including from the student's relatives.

9.4. An application for an appeal from a student is accepted by the deputy dean for academic, methodological and educational work of the faculty where the applicant is studying. The Deputy Dean for academic, methodological and educational work registers the application in a special journal along with a copy of the student's work and submits it to the chairman of the appeal commission for the appealed discipline.

9.5. Subjects for an appeal are the results of examinations conducted in written and combined forms, as well as in the form of testing. Oral examinations are not subject to appeal.

9.6. The meetings of the Appeal Commission of the examination session are held offline, if the applicant cannot be present, he is allowed to participate online by organizing a videoconference and are drawn up in a protocol (Appendix No.4 to the Rules). The Deputy Dean for academic, methodological and educational work supervises and is responsible for holding the meeting of the Appeal Commission.

9.7. An appeal cannot be considered in the absence of the student who filed it. The presence of unauthorized persons at the meeting of the appeal commission is not allowed.

9.8. The appeal takes place in three stages:

Stage 1 - acceptance of applications within 24 hours after the results of the exam are posted;

Stage 2 - consideration of appeals and written works by the appeal commission within 48 hours after the submission of the application;

Stage 3 - making final grades, considering the results of consideration of appeals by the Office of the Registrar in Univer System.

9.9. During the consideration of appeals, the members of the commission issue a written reasoned opinion on the merits of the appeal statement on the assessment of the results of passing the exam and draw up a protocol in the prescribed form.

9.10. The commission is authorized to make decisions if at least two thirds of its members are present at the meeting, including the chairman. All decisions of the Board of Appeal are taken by majority vote and formalized in the minutes.

9.11. The appeal commission does not have the right to make corrections to the written work, as well as raise points based on an additional oral survey on examination tasks.

9.12. The Appeal Commission has the right to satisfy the appeal, to decide on adding points to the examination grade, or not to satisfy the appeal and leave the grade unchanged. Lowering the exam grade is not allowed.

9.13. The Appeal Commission has the right to add **no more than 20% of** the examination score of the student.

9.14. The Appeal Commission has the right to increase the examination grade of **no more than 20% of** the total contingent of the group of students in the discipline.

9.15. The need to add points based on the results of the appeal, which increase the examination grade by more than 20% of the received one, or the satisfaction of appeals by more than 20% of the total contingent of the group of students in the discipline, indicates the poor quality of the examiner's work and is the basis for the appointment of a re-check of all examination papers by a specially created alternative examination commission.

9.16. The grade "FX" is not subject to appeal, regardless of whether it is positive or negative.

9.17. In the above cases, the dean of the faculty submits an appropriate statement with the results of the work of the appeal commission addressed to the chairman of the commission for monitoring the examination session.

9.18. If the increase in exam scores based on the results of the appeal is due to incorrect examination questions or questions that do not correspond to the curriculum, a re-examination is not appointed, and the Head of the Department is held accountable.

9.19. Members of the appeals commission must timely inform the chairman of the commission for monitoring the examination session about emerging problems or difficulties that may lead to violation of the deadlines for considering appeals, must maintain confidentiality, and perform their functions at a high professional level.

9.20. The appeal commission must reasonably explain to the student, who filed the appeal, the decision made by the commission because of the consideration of the appeal.

9.21. A student who does not agree with the results of the appeal due to a violation of the appeal procedure, or due to the presence at the meeting of the appeal commission of less than two thirds of the appeal commission, including the chairman, has the right to file an application addressed to the chairman of the commission for monitoring the examination session. In this case, a second meeting of the appeals commission is scheduled with the participation of members of the commission of monitoring the session.

9.22. A summary sheet with the results of the appeal is compiled on the basis of the protocols of the work of the appeal commission, signed by the chairman of the appeal commission and sent along with the application for changing points in the Univer system to the Registrar's Office in electronic form through the "Salem office". The original protocols of the work of the Appeal Commission are kept at the faculty until the graduation of students.

10. Putting down the "I – Incomplete" grade

10.1. The "I – Incomplete" grade is issued if the student, having scored at least 50 points on the current control, did not appear for the exam for a valid reason, documented:

1) due to illness - with the provision of a temporary disability certificate, a certificate from the clinic, extracts from sick leave or other supporting documents on the state of health in the prescribed form;

2) for a technical reason that occurred during the 2nd attempt to pass the exam (exams online): power outage, Internet outage, weak Internet connection – with the provision of certificates from institutions responsible for the supply of electricity/screenshots from the computer screen.

10.2. For admission to the assessment "I" in the discipline, the student submits to the Dean of the Faculty an application with visas of the Head of the Department, indicating the reason for missing the exam and attaching the originals of supporting documents (certificates) no later than 3 working days from the date of issuance of the certificate (extract).

10.3. Certificates, working off due to illness, business trips of students are sent through the Salem office system, along the route "Submission for the extension of the time for issuing points" in the Univer system to the Registrar's Office.

10.4. If the reason for missing the exam is recognized as valid, by Order of the Dean, the student is given an "I" grade and an individual exam schedule is set.

10.5. All "Incomplete" exams will be conducted on forms and platforms approved by the faculties.

10.6. In the case when the grade "I" was set due to a technical error in the online exam - to re-take the online exam, the lecturer of the discipline updates the base of questions of the final task by 30%.

10.7. To correct the grade "I" to the standard one, the Registrar's Office forms an examination sheet in the Univer IS in the name of the examiner, based on the order of the Dean of the Faculty, according to an individual schedule.

10.8. Students take exams exclusively during the established "Incomplete" period.

10.9. If the student has not fulfilled all the requirements within the specified time period, the grade "I" is changed into "F", that is, "unsatisfactory".

10.10. The duration of the "Incomplete" period is 35 days from the end of the main exam session.

11. "FX" grade

11.1. The grade "FX" is given only for the final exam.

11.2. The "FX" grade can be retaken only during the "Incomplete" period and only during the period when it was received. In the subsequent period, the retake of "FX" is not allowed.

11.3. The grade "FX" can be retaken once. If, after retaking the grade "FX", the student receives the grade "FX" again, then in the future he re-attends all types of training sessions in this discipline on a paid basis.

11.4. A scholarship is awarded to a student (under a grant) who has retaken the "FX" for an excellent or good grade if there are positive grades "A", "A-", "B+", "B", "B-", "C+" in the remaining disciplines.

11.5. The grade "FX" with its positive retake or re-training remains in the transcript, in the same semester when it was received.

11.6. A student who receives an "FX" grade is not required to retake the exam. Instead, they must repeat the course on a fee-paying basis.

11.7. The student submits applications for retake "FX" no later than 3 working days after the results are posted in the electronic statements in the Univer IS.

11.8. The form of taking the exam for "FX" does not change.

11.9. The grade "FX" is not subject to appeal, regardless of whether it is positive or negative.

12. Monitoring and control of the exam session

12.1. By order of the University, a university-wide commission is created to monitor the organization and conduct of the examination session from among the staff of the Department of Academic Affairs, the Academic Control Service, IT Department, if necessary, with the involvement of other university staff.

12.2. Deans of the Faculties:

– by order of the Vice-rector for Academic Affairs approves the composition of the Appeal Board;

– by order of the faculty, forms a Faculty Board to carry out monitoring (including video monitoring) and approve the lists of lecturers on duty;

– for exams in offline mode, determine the classrooms in which the encryption and decryption of exam papers and their verification are carried out;

– organize the work of examiners, lecturers on duty, and Appeal Boards, which ensure compliance with the rules of the exam session by students.

12.3. During the exam session, the Faculty Board provides daily information about the course of the session to the Director of the Department of Academic Affairs.

12.4. In case of violation of these Rules on the exam by students, an Act is drawn up by the lecturer on duty (board), and the student is removed from the exam. All acts of violations are transferred to the responsible member of the monitoring commission for further cancellation of the exam results.

12.5. An act is drawn up by the examiner, a staff member of the dean's office, or another person involved in the exam session if a case of plagiarism concealment is detected in textual documents, or if text, program code, images, graphics, multimedia, or other materials are generated in violation of paragraph 1.5 of these Rules. This applies to all works created by students in electronic format in response to exam tasks, including written answers to the examiner's questions during standard written exams, essays, case studies, written reports on project implementation in combined and creative exams, as well as written critical analyses of scientific texts. All violation acts are submitted to the responsible member of the monitoring commission for further annulment of the exam results for the individuals who violated the rules.

12.6. A member of the monitoring board may independently draw up an act in case of detection of the fact of masking borrowings in the text documents listed in subparagraph 7.5., for further cancellation of the results of the examination of persons who violated the rules.

12.7. If the working committee of the Faculty or the university-wide board for monitoring the organization and conduct of the exam session reveals a violation of these Rules on the part of the lecturers on duty, examiners, staff of dean's office, or other people involved in the session, a report is drawn up indicating the violation, which is submitted to the university administration.

List of violations for which members of the Board and Deans of Faculties are personally responsible

1) The leak of information about exam assignments.

2) Adding answers by students in the examination sheets after the end of the exam.

3) Transfer of information about the content of examination sheets, answers, tickets to third parties.

4) Intentional loss/damage of acts on withdrawal/ reports of violations.

5) Non-compliance with these Rules and he policy of Academic integrity of NJSC Al-Farabi Kazakh National University.

Appendix 1 to the Rules
Template and example
of calculating the final score

CRITERIA-BASED ASSESSMENT RUBRICATOR

*(for **standardised oral/written**)*

Discipline:_____. Form: **standard** *written/oral, offline/online.* Platform: IS Univer

Score / Criteria	DESCRIPTORS				
	«Excellent»	**«Good»**	**«Satisfactory»**	**«Unsatisfactory»**	
	1 question. The maximum score is 30 points				
	25-30 scores	19-24 scores	11-18 scores	6-10 scores	0-5 scores
……..					
2 question. The maximum score is 30 points					
Score / Criteria	25-30 scores	19-24 scores	11-18 scores	6-10 scores	0-5 scores
……					
3 question. The maximum score is 40 points					
Score / Criteria	35-40 scores	29-34 scores	20-28 scores	11-19 scores	0-10 scores
…….					

Formula for calculating the final mark:
Final mark = Score for question 1 + Score for question 2 + Score for question 3

Note
The maximum grade for the exam is 100 points.
The scores in the rubric for each question must **correspond to the** scores set by the teacher in the **questionnaire in IS Univer.**
For each question - a separate criterion is formulated, which may include 1-2 competences.
Each criterion is evaluated separately. The obtained scores are summarised to obtain the final score for the exam.
An example is given **for scoring:** question 1 = 30 points; question 2 = 30 points, question 3 = 40 points

CRITERIA-BASED ASSESSMENT RUBRICATOR FOR FINAL EXAM

*(for all forms **except standardised** oral/written testing)*

Subject: _____. Exam form: _____. Platform: _____

№	Points / Criteria *(the number is determined by the teacher, but not less than 3)*	DESCRIPTORS				
		«Excellent»	«Good»	«Average»	«Bad»	
		90-100 %	70-89 %	50-69 %	25-49 %	0-24 %
1.	.....					
2.						
3.						
4.						
5.						
6.						

Formula for calculating the final grade:

Final grade (FG) = %C1+ %C2+ %C3+ %C4+ %C5+ %C6 / 6C,

где **%C** – the level of task completion by criterion (from scoring from 0 to 100%,

and **6C** – total number of criteria.

Note
To calculate the final exam score, the sum of all levels of achievement of the criteria is divided by the number of criteria.
The resulting average is the final exam score.

Example of calculating the final score *(for all forms **except standardised** oral / written)*

№	Score / Criteria	«Excellent»	«Good»	«Satisfactory»	«Unsatisfactory»	
		90-100 %	**70-89%**	**50-69%**	**25-49%**	**0-24%**
1.	**Criteria** 1	100				
2.	**Criteria** 2		75			
3.	**Criteria** 3			60		
4.	**Criteria** 4				45	
5.	**Criteria** 5	100				
6.	**Criteria** 6				49	
	Final %	**200**	**75**	**60**	**94**	200+ 75 + 60 + 94 = **429** **429 / 6 criteria= 71,5** **Final score, as % = 72**

Based on percentage obtained during the calculation, we can compare the score with the rating scale.

72 points range from 70 points to 89 points, which corresponds to the "Good" category according to the grading scale.

Thus, with this calculation, the project will be rated **72 points "Good"** in accordance with the point-rating letter system for assessing educational achievements students with their transfer to the traditional grading scale and ECTS.

Appendix 2 to the Rules

Cancellation Report of examination work

We, the undersigned

_____

_____

_____

_____

_____

(name, position)

drew up this act on the withdrawal and annulment of the examination paper of student:

NAME_____

EP_____

Course _____

Discipline_____

in connection with the following violation of the "Rules for the final control (examination session):

– use of unauthorized auxiliary material and/or means:

_____

_____

(specify)

- the presence of identifying marks on the examination paper:

_____

_____

(specify)

– the other

_____

_____

_____

_____

(specify)

Signatures of lecturers on duty:

_____

_____

Full name of the student: _____

_____

(signature, date)

*transfer to a member of the monitoring commission

Appendix 3 to the Rules

To the Chairman of the Appeal Commission

_____

from the student

Full name_____

Faculty _____

EP _____

Course_____

Department _____

Statement

You are kindly requested to review my results of the final control (assessment for the exam) by discipline _____

_____, since I believe that my answer was assessed incorrectly for the following reason:

Reason	Number and formulation of the question	Reasoned justification
For example, • incorrect content of questions (assignments) and answers; • Disagreement with the justification for the correct answer. Please provide your reason.		
For example, • lack of a correct answer • having more than one correct answer • the absence of a fragment or text in the tasks Please provide your reason.		
For example, violation of the examination procedure Unethical behavior by the examiner Please provide your reason.		

_____ _____

(date) *(signature)*

The appeal was accepted by the deputy dean of the faculty _____

(full name, signature)

Application registration number _____

Appendix 4 to the Rules

Minutes of the Appeal Commission meeting

Date_____ №____

Chairman of the Appeals Commission_____Full name of Dean

Deputy Chairman of the Commission _____Full name of the Deputy Dean

Members of the Commission: _____ Full name of the commission

Heard: Deputy Chairman of the Appeals Commission _____

(full nazme)

upon the application of the student _____

(full nazme, course, specialty, department)

Discipline _____

_____

Examiner

_____

The question being appealed

_____

_____

_____

_____

_____

_____

Comments of the commission members:

_____

_____

Resolved:

-leave the exam grade unchanged;

-add _____ (in numbers and in words) points for the answer to the question _____ and assess the exam paper in _____ points

Chairman of the Commission_____Full name

Deputy Chairman of the Commission _____Full name

Members of the Commission: _____ Full name

_____ Full name

_____ Full name

Enclosed: student's application, a copy of the answer sheet

Director of the Department of Academic Affairs	Rakhimbekova B.
Head of the Educational Process Planning and Support Department	Assylbekov Y.
Head of the Department for Educational Quality Assurance	Mussinova A.
Head of the Office of organization of educational process	Kozhabergenova Zh.
Head of the Office of Academic and Digital Innovations	Krugovykh I.