

**RULES FOR CONDUCTING THE FINAL EXAMINATION
(examination session)**

1. Methodological support

1. The total number of examination questions on the subject is at least 50.
2. The total number of questions in the examination card is 3-5. While determining the number of questions in the card it is important to take into account the workload of each question with the calculation of the examination time (2 astronomical hours).
3. Examination card questions must be formulated so that the student's answer identifies as far as he has formed a specific intended result of learning.
4. Questions must be aimed at identifying the limited number of the fundamental expected learning outcomes.
5. While preparing examination questions it is necessary to provide its reliability (the student's answer to the question really allows us to estimate the degree of formation of the result) and validity (the student's answer to the question really allows us to estimate exactly the very result of training that want to evaluate).
6. Each examination card must be comprise questions that reveal well-formedness and systemacity of theoretical knowledge, the ability to operate with them, critically evaluate and draw conclusions ("theoretical"), as well as the questions that reveal the ability to apply this knowledge to solve practical problems ("practical ").
7. It is recommended to vary the degree of complexity of the theoretical and practical questions depending on the level of training and the competence to be frpmed.
8. Grading scale of answers for each category of questions included in the examination card (theoretical and practical) is made by a lecturer of discipline that describes the key characteristics of the answer corresponding to the different level of well-formedness and learning outcomes. Grading scale of answers on a discipline is entered by a lecturer in the "Univer" System in section "examination questions" of educational methodical complex providing access to colleagues - members of the examination committee no later than 3 days before the exam.

1. Recommendations on the formulation of examination questions:

- examination question should not confuse the student, on one hand, on the other hand, it mustn't be so easy that the correct answer could be guessed;
- while preparing examination questions it is important to take into account what level of knowledge the question should reveal and try to make questions, the answers to which require from a student not only simply recall certain information, but also the ability to operate it;
- while preparing examination questions for master's degree and doctoral students it is important: to focus on the amount of knowledge and skills of a higher level; to give priority to the issues that reveal the ability to establish intersubject and interdisciplinary connections, the ability to find a solution in case of insufficient or

new information, the ability to critically evaluate existing knowledge and methods, as well as the ability to identify the problematic and promising directions in a particular subject area.

10. Exam questions are entered by a lecturer into the "Univer" system in blocks corresponding to the number of questions in the card and are checked and approved by the head of the department and the chairman of methodical bureau of the faculty.

2. Organizing and conducting examinations

12. Examinations are conducted in writing, test or combined forms.

13. The form and procedure of the examination for each subject is set not later than one month from the beginning of the academic period by the academic council of the university (faculty).

14. Students can be admitted to the exam session after they obtain score points of current academic performance by results of two rating controls performance (arithmetic mean of RC1, RC2 points) not less than 50 points in the system (office-registrar) and have no debt for tuition. Students who don't submit the coursework paper are not allowed to take examination on the relevant discipline.

15. In classrooms and lecture halls, where the exams are be conducted, as well as in the rooms of encryption, decryption, and validation of the examination papers high-definition video cameras with sound recording are set. The footage is stored in the Department of Information and Communication Technologies within 6 months after the exam.

16. The Dean of the Faculty is responsible for correct operation of video equipment, the numbering of seats and for proper order, etc.

17. The Office of the Registrar creates register sheets and examination list in the system "Univer".

18. Specialists of the dean's office print out register sheets and enclose the exam cards on a discipline in the sealed envelopes the day before the exam, and are responsible for their timely preparation.

19. Duty of the teachers who do not teach classes on the given discipline is organized at the exam, among teachers.

20. Dean provides the attendance of students and presence of teachers on duty at the exams according to the approved schedule.

21. During the 15 minutes before the exam the teacher on duty places the students according to the register sheets each student's seat is already indicated.

22. The teacher on duty checks the identity of each students who enters the exam, by their certifying documents (student's record-book / ID). In the case of the appearance on the exam of a "dummy", the duty of a teacher on duty is to write an act of misconduct of students during the exam.

23. Students who are late are not allowed for the exam.

24. During the examination the teacher on duty monitors the observance of the rules in accordance with the approved instructions.

25. By the end of the time allotted for the exam (2 astronomical hours), the duty teacher collects the examination papers and presents them to the registrar office in the encryption.

26. At the exam it is strongly prohibited to use cribs, cell phones, dictionaries, calculators, discussions (negotiations) with other learners, etc. In case of violation of these rules the student is removed from the exam after the relevant act is fulfilled and grade «F» («unsatisfactory") is put.

27. For repeated violation of rules of conduct on the exam the student may be submitted to the expulsion from the university on the basis of decisions of the Faculty Council on Ethics in accordance with the Internal Regulations of the KaZNU by. Al-Farabi.

27. A student may be expelled from the University for repeated rule breaking at the examination based on the decision of the Faculty senate on ethics in accordance with internal Regulations of KazNU named after al-Farabi.

3. Checking examination papers

28. To check the examination papers on disciplines assessed on the basis of competitive approach, the examination Board (no more than 3 people) is organized from the leading professors, associate professors having high qualification in the relevant field, and who don't give lessons to this group.

29. The examination Boards check examination papers in a separate room, equipped with video cameras.

30. The lecturer of the discipline gives the Vice-dean for educational and methodical work the scale of assessment of examination papers on the discipline for handing over to examination and appeal board.

31. Assessment of examination papers is graded according to a 100-point scale, taking into account the degree of completeness of the student's answer:

Assessment	Criteria
Excellent	1. Correct and full answers are given for all theoretical questions; 2. Practical tasks are done fully; 3. The material is presented competently with logical sequence; 4. All creative abilities are demonstrated.
Good	1. Correct answers are given, but full answers are not given for all theoretical questions; 2. Practical tasks are done, but minor mistake is made; 3. The material is presented competently with logical sequence;
Satisfactory	1. Correct but not full answers are given for theoretical questions, there are inaccuracies in the wording and logic errors;

	2. Practical tasks are not done fully; 3. The material is presented competently, but without logical sequence;
Unsatisfactory	1. There are mistakes in answers given for theoretical questions; 2. Practical tasks are not done; 3. There are grammatical, terminological mistakes in student's answer logic sequence is not followed;

32. At the end of the examination, the Chairman of the examination Board presents examination papers to the office of the Registrar for decipher.

33. After decipher, the Chairman of the examination Board enters the grades for the exam on academic disciplines in the electronic exam sheet within the system "Univer". The completed sheet is printed, signed by the Chairman of the examination Board and presented to the office of the Registrar.

34. Examination results are entered into the electronic academic records no later than 48 hours after the end of exams.

35. Office of the Registrar compares the examination sheet with the data of deciphered work and in case of inconformity fills the act.

36. To change grades for the examination according to the fact of inconformity is exercised by Office of the Registrar on the basis of the explanatory note of the Chairman of the examination Board by resolution of the Director of the Department of academic Affairs (Bachelor) or the Director of the Institute of postgraduate education (Masters, PhD) to which the act of inconformity is applied.

37. Assessment on the results of monitoring (points per exam) and a final evaluation on the discipline amended lecturers in scoring (in the electronic record book) book of learners.

38. Final evaluation on subjects is counted only if the student has a positive grade on the current (MC 1 and MC 2) and as well on FC. $(2 \times 0.6 + MT \times 0.1 + Exam \times 0.3)$

The appeal and cancellation of the final grade

39. If the student is not satisfied with the grade on the results of monitoring (points per exam), he may file an appeal to the Chairman of the Appeals Commission's name by the next working day (24 hours) after issuing the examination results in the electronic page in the "Univer".

40. The appeal is considered, if the student indicates the wrong question or discrepancy of the question with the content of the study program on the discipline.

41. The appeal disputing the correctness of the grade for a particular issue in the examination card is considered only on the basis of the application, which provides a justification for non-compliance of the grade with the rating scale.

42. The Appeal Commission, formed by the order of the rector during the examination session from the number of teachers who fit the profile of the disciplines within 24 hours considers the appeal application and take an appropriate decision (to revise the

assessment or evaluation of preserving the original receipt) with the preparation of the protocol of the established form.

43. The decision of the appeal commission is adopted following the consideration of the writing works of the student. Changes of the final grade are carried out by the Office registrar after the approval of the results by the Chairman of the Appeals Committee.

44. In the case of evaluation of “F” a student has the right to repeat the study of the discipline (Retake) but not more than three times. Repeated study of the discipline is only for a fee in the prescribed manner.

45. Final grade on the subject can be canceled within 6 months after the examination, in the case of violation of the rules by student in exam (use of cribs, cell phones, negotiations) on the basis of records from surveillance cameras.

5. Providing assessment “I - Incomplete”

46. If a student has scored at least 50 points for the current control but did not attend the exam for an exusable reason, he should provide a confirmation document (of illness – with the provision of supporting documents of the clinics of Almaty 095U form or an extract form the illness case), then grade “I - Incomplete” is put.

47. To obtain an “I” for the discipline the student submits to the Vice- Rector for Academic affairs a statement with the visa of the Chair of the department, dean, director of the Department of Academic Affairs (undergraduate) or director of the institute of postgraduate education (master, doctorate PhD) indicating the reason for missing the exam and originals of confirmatory application documents (certificates) no later three working days after the exam. In the case of recognition of the valid order of exam passes reasons dean learner assessment of “I” and sets the individual schedule of the exam.

In case the reason for missing an exam is admitted acceptable according to the dean’s order a student is given «I» and an individual exam schedule is made.

48. To correct «I» to the standard one on the basis of dean’s order of the faculty according to the individual schedule, office registrar forms an examination sheet to change the assessment in the “Univer” system to the name of examination committee chairman.

49. “I” is changed into the standard one («A», «B», «C», «D») after passing an exam by a student according to the approved schedule. Verification procedure and examination work of giving points in accordance with these rules in pp.32-38.

50. “I” changed into «F», i.e. “Unsatisfactory” if a student doesn’t fulfill all the prescribed rules.

MONITORING AND CONTROL OF EXAMINATION SESSION

51. To realize the monitoring and control of the examinations a all- university and faculty working commissions are organized from the staff of the Department of monitoring of the educational process, the Department of Academic Affairs, the Institute of Postgraduate Education, the Deans and Vice-deans, staff of the dean's office and other responsible persons.

52. By the order of the faculty deans a working committee consisting of at least 5-10 staff for carrying out video monitoring of examinations (video monitoring commission) and a faculty working committee consisting of no less than 3-5 faculty members (commission for control) for monitoring the progress of the examination session are set up.

53. The faculty deans organize the work of the commissions, which observe the implementation of the rules of examination session by students, by teachers on duty, by members of the examination and appeal commissions.

54. The dean of the faculty approves the lists of teachers on duty, members of examination boards, lists of faculty staff responsible for the ciphering and deciphering of the examination papers according to the order of the faculty, defines auditoriums in which the ciphering and deciphering of the examination papers and their verification is exercised.

55. By the order of Vice-Rector for Academic Affairs a all- university commission is created for monitoring the organization and conduct of examinations of the staff of the Department of monitoring of educational process at the Department of Academic Affairs, the Institute of postgraduate education, and, if necessary, with the involvement of other employees of university.

56. During the examination session working commissions of faculties gives daily information on the course of the session to the head of Educational Department. Acts of violations are transmitted daily no later than 19-00 hours to a university-wide committee for monitoring the organization and conduct of the examination session.

57. In case of violation of examination rules(misconduct) by the students, the teacher on duty (Commission) issues a taking away act of examination work and the student is removed from the exam.

58. If the working committee of a faculty or university-wide committee for monitoring of organization and carrying out examinations reveal the fact of rule violation by the duty of teachers, examiners, dean's office employees or other persons involved , a report indicating the violations is forwarded to the university administration.

