



ALMA
ALMATY MANAGEMENT
UNIVERSITY
— Powered by —
Arizona State University

Approved by
Vice-Rector for Academic Development


_____ A. Aryn
" _ " _____ 20__

Document type: **Rules**
Code: **P-AKD-22**
Document's name: **Rules for organizing and conducting interim attestation**
Edition: **1**
Process owner: **Methodology Department**
Process: **Educational process**
Revision period: **2 years**
Effective date: _____ 20__
Cancellation date: _____ 20__ _____
(signature)
Revision date: _____ 20__ _____
(signature)
Grounds for cancellation: _____
_____ 20__ _____
(signature)

	Position	Full name	Signature	Date
Developed by:	General manager of MD	Baygabylova Zh.A.		
Agreed with:	Director of MD	Abdoldina F.N.		

CONTENT

1 Purpose of the document	3
2 Scope of the document	3
3 References	3
4 Terms and abbreviations	3
5 General provisions	3
6 Preparation and carrying out interim attestation	5
7 Preparation and conduct of a written exam with exam cards (offline)	5
8 Preparation and conduct of a written exam (online)	6
9 Preparing and conducting an exam in the form of testing	7
10 Procedure and grounds for filing appeals	7
11 Responsibility and control	8
Appendix 1. Act	9
Appendix 2. Examination card	11
Appendix 3. Answer sheet	12
Appendix 4. Instructions for taking testing in the Moodle system using AERO	13
Appendix 5. Memo for students on proctoring	19
Appendix 6. Sample application for appeal	21

	P - AKD -22	Rules for organizing and conducting interim attestation	Edition 1
--	-------------	---	-----------

1 Purpose of the document

These Rules regulate the procedure for organizing and conducting interim attestation (hereinafter referred to as IA) of students at EI “Almaty Management University”.

2 Scope of the document

These Rules are part of the documents regulating the educational process at AlmaU . The requirements of these Rules are mandatory for all structural divisions of AlmaU involved in the educational process.

3 References

These provisions have been developed on the basis of regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan:

- Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education were approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018.
- The rules for organizing the educational process in credit education technology were approved by order of the Minister of Education and Science of the Republic of Kazakhstan №152 dated April 20, 2011.
- AlmaU Academic Policy, approved by the decision of the Academic Council dated February 23, 2022, protocol № 7.
- Charter and Internal Rules.
- Orders and instructions of the Rector, Vice-Rector for Academic Development.

4 Terms and abbreviations

The following terms and abbreviations are used in this document:

Academic Calendar – a calendar of educational and control activities, professional practices during the academic year, indicating rest days (vacations and holidays).

Interim certification of students (IA) is a procedure carried out to assess the quality of students’ mastery of the content of part or all of one academic discipline after completing its study.

Curriculum is a document regulating the list, sequence, volume (labor intensity) of academic subjects, academic disciplines and (or) modules, professional practice, and other types of educational activities of students at the appropriate level of education.

Student’s academic achievements are the knowledge, abilities, skills and competencies of students acquired during the learning process and reflecting the achieved level of personal development.

The examination session is the period of interim attestation of students at the University.

SCD – schedule coordination department;

TS – teaching staff;

SSC – student support center;

AlmaU – EI “Almaty Management University”;

ECTS – European Credit Transfer and Accumulation System.

5 General provisions

5.1. Each academic period ends with students’ interim attestation (exam).

5.2. The assessment of the results of monitoring students’ academic achievements is

carried out according to the established point-rating letter system for assessing the accounting of the educational achievements of students with their transfer to the traditional grading scale and ECTS.

5.3. IA is carried out in strict accordance with the curriculum, academic calendar and discipline syllabus.

5.4. The forms of conducting IA for each academic discipline are approved by the Academic Council of the University.

5.5. Forms of IA:

- written exam with exam cards;
- testing, including open and closed questions (computer or paper);
- combined exam, which includes 3 types;
 - 1) Written with oral defense of the answer;
 - 2) Project defense: project, presentation, case, business plan, analytical note, consulting report, PR project, article writing, news report, interview, script writing, sketches, short film, etc.;
 - 3) Testing, including open-ended questions that require oral answers, either problem solving or case solving.

5.6. IA is carried out in the form of passing exams and reports on professional internship with mandatory grading and is defined as an examination session.

5.7. Students who have an admission rating in all disciplines and who do not have financial debt are allowed to take the examination session. The assessment of the admission rating to the interim attestation (exam) is cumulative in nature and consists of assessments of the current monitoring of progress and assessments of the milestone control (2 milestone controls during the academic period).

5.8. Before the exam begins, the examiner must familiarize students with the rules of behavior during the exam.

5.9. The student fills out the Attendance Sheet, which serves as confirmation of the student's presence at the exam and familiarization with the procedure and rules of the exam (Appendix 1).


5.10. The examiner(s) has(ve) the right:

- 1) to cancel the results and remove from the exam based on a recorded violation of the principles of academic integrity and/or principles of AlmaU code of ethics (Appendix 2 - Act);
- 2) not to allow a student to take the exam with "F" grade if he is late for the exam for more than 15 minutes.

5.11. The fact of a violation during the exam is documented in an Act (Appendix 2) in the presence of two or more witnesses, who state the following :

- 1) Full name of the student, educational program, course, language department;
- 2) Type of violation;
- 3) Date and time of drawing up the Act;
- 4) The act of violation must be confirmed by witnesses in writing.

5.12. If a student fails to appear for the exam, provided that he has permission to take the exam, the exam sheet will be given "I" grade (Incomplete) - "not completed."

	P - AKD -22	Rules for organizing and conducting interim attestation	Edition 1
--	-------------	---	-----------

5.12.1. To retake the “I” grade, a student who did not pass the final exam in the discipline submits an application to SCC indicating the reasons for missing the exam and attaching the original supporting documents (certificates). If the reason for missing the exam is considered valid, the student is given an individual schedule for taking the exam during the period of interim attestation or during vacations before the start of the next academic period.

5.12.2. If there is no good reason for failure to appear for the exam, the Registrar’s Office will convert the grade of “I” to a grade of “F”, i.e. “unsatisfactory”, “0” points.

5.13. The examiner must provide grades for the exam in the AIS no later than three working days (72 hours) after the date of the exam.

6 Preparation and conducting interim attestation

6.1. The Schedule Coordination Department (hereinafter referred to as SCD), based on the approved the IA forms, creates a schedule for the examination session, which is agreed upon by the Deans of the schools, Directors of the centers, the Director of the Methodology Department and approved by the Vice-Rector for Academic Development.

6.2. The approved schedule of the examination session is posted in the “Announcements” section of the automated information system, in the “News” section on the university website no later than 2 weeks before the start of the IA period.

6.3. The examination session for full-time students is conducted offline format in University classrooms using video surveillance .

6.4. Examinations in the form of computer testing, are conducted online using a proctoring system .

6.5. Exams for full-time students can be conducted synchronously online format according to the internal notes of the School/Center if the course was taught by a foreign teacher who is abroad. The synchronous online format implies passing the exam in real time “here and now” on the MS Teams / ZOOM platforms with mandatory video recording of the exam.

6.6. It is prohibited to reschedule exams provided for in the approved schedule to other days, hours, or in other classrooms, as well as change the format of the exam (offline, online) without the approval of the Methodology Department, the Schedule Coordination Department.

7 Preparing and conducting a written exam with exam cards (offline)

7.1. The development of interim control questions is carried out by the teacher of this discipline and is provided to students no later than 2 weeks before the start of the examination session.

7.2. Exam tickets are prepared in advance and approved by the School/Center council.

7.3. The program leader and the teacher conducting classes in the discipline are responsible for timely preparation, compliance with the course program, storage, and non-distribution of exam papers and answer sheets.

7.4. The total number of questions in the exam ticket must be no less than 3 and no more than 5. The number of tickets must exceed the maximum number of students taking

exams at the same time.

7.5. For written exams, tickets and answer sheets with the seal of the School/Center are prepared (Appendix 3, 4).

7.6. The written exam in offline format is conducted strictly according to the approved schedule.

7.7. When conducting a written examination using tickets, the presence of persons not officially involved in the examination process is not allowed in the examination room.

7.8. After each student takes the exam card, the teacher asks for the card number and records them.

7.9. The time allotted for the exam card in the form of presenting written answers to exam questions, as well as for solving problems/cases, is at least 2 academic hours.

7.10. If the card number recorded by the teacher does not match the answer received, the exam results will be cancelled.

7.11. If more than 40 students take the written exam, an examiner and two teacher-proctors must be present at the exam to monitor students' compliance with these Rules.

7.11. If less than 40 students take the written exam, an examiner and one teacher-proctor must be present at the exam.

8 Preparing and conducting a written exam (online)

8.1. The written exam in online format is conducted strictly according to the approved schedule .

8.2. On the day of the exam, the teacher connects at least 15 minutes before the start of the exam, checks the quality of the Internet connection, the operation of the computer/laptop and other technical equipment.

8.3. If a teacher cannot connect to the exam for technical reasons, he must contact the dean's office of his School/Center with a request. And the School/Center issues a transfer of the exam to another time through a memo to the Methodology Department.

8.4. If students experience technical problems for more than 15 minutes during the exams, they are given the opportunity to reschedule the exam to another day. If technical problems are detected again, the exam will be rescheduled to be retaken according to an individual schedule.

8.5. At the same time, after losing connection, the student is obliged to notify the teacher or adviser immediately by sending a message via WhatsApp indicating the discipline, the name of the teacher and the time of the occurrence of technical problems with the obligatory attachment of supporting documents. In extreme cases, when sending a message via WhatsApp is impossible, the student can call the advisor by phone and report the problem. In this case, the student is obliged to send a message with the obligatory attachment of supporting documents (screenshot or video) when this becomes possible, but before the end of the day of this exam.

8.6. Before the exam begins, the teacher sends pre-prepared and approved questions/tasks/exam tickets to the Microsoft Teams/Zoom chat.

8.7. When the online exam begins, the teacher turns on the video recording of the exam and welcomes the exam participants, asking all students to connect video cameras and microphones. The student undertakes to turn on the front cameras and microphones.

8.8. The examiner carries out a roll call and marks the connected students in the

Attendance Sheet. The examiner also takes a screenshot of the list of participants in Microsoft Teams/Zoom and saves the screenshot on his computer.

8.9. Students download the answer form from the chat and write their answers to questions and assignments in a Word file, and each student must rename the file: full name, name of the subject (for example: Ivan Ivanov, Marketing). Abbreviation of the subject name is allowed.

8.10. At least 5 minutes before the time ends, the teacher announces to students the need to upload a Word file with answers to questions/tasks into the Microsoft Teams / ZOOM chat .

8.11. Written exam papers in online format must be checked using the anti-plagiarism system.

9 Preparing and conducting an exam in the form of testing

9.1. The number of test tasks in the discipline must be at least 30 questions per 1 credit (with the total number of test tasks being at least 100 questions).

9.2. Each option contains at least 30 questions for all types of tests and with 5 answer options for closed tests.

9.3. If the exam is online, then:

- The examination is conducted according to the approved examination schedule;
- the exam is conducted in Moodle using a proctoring system;
- the student has only one attempt to pass the test;
- Before starting testing, students must be sure to read the Instructions for taking testing in the Moodle system using AERO proctoring (Appendix 5) and the Instruction for students on proctoring (Appendix 6);
- The maximum exam time is 60 minutes. After the specified time has elapsed, the system closes and replies are not accepted.

9.4. If problems arise with the proctoring system or other technical problems in Moodle, the student must notify the teacher or advisor by sending a message via WhatsApp indicating the discipline, the name of the teacher and the time the technical problems occurred, with the obligatory attachment of supporting documents.

9.5. If technical problems last less than 15 minutes, the student can reconnect to the exam only 1 time. Subsequent reconnections to the student are not allowed, so the exam will be rescheduled for another day.


10 Procedure and grounds for filing appeals

10.1. Based on the results of the examination session, the student has the right to submit a reasoned written statement about a violation of the established procedure for conducting knowledge control or about disagreement with its results.

10.2. A student who disagrees with the result of the examination session submits an application for appeal addressed to the chairman of the appeal commission (Appendix 6) no later than the next working day after the grade is issued in the AIS or Moodle (if the exam is in a testing format).

10.3. An application for appeal is accepted if:

- the question (text task/task/case) in content does not correspond to the curriculum of the discipline;
- in testing there is no correct answer and/or correct option to choose;
- the wording of the exam question is incorrect;

	P - AKD -22	Rules for organizing and conducting interim attestation	Edition 1
--	-------------	---	-----------

- a wrong key for the correct answer;
- there is no fragment of text in testing, as a result of which it is impossible to definitively determine the correct solution;
- The student's answer is assessed biasedly.

10.4. The appeal commission, within 24 hours of the next working day after receipt of the application, must consider the application and make an appropriate decision to revise or maintain the received assessment.

11 Responsibility and control

11.1. Deans, directors, deputy directors, academic deans, program leaders, administrative and management staff of the School/Center, teachers monitor and are responsible for compliance with the specified criteria and requirements.

11.2. Students are responsible for fulfilling the points and criteria of these Rules.

11.3. The director of the methodology department is responsible for updating the points of these Rules in accordance with the requirements of regulatory legal acts in the field of education and internal regulatory documents of AlmaU .



Appendix 1. Attendance list

Attendance list


In the discipline " _____ "

№	Student's full name	Attendance at the exam (signature)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Examiner's name

Signature

Date

	P - AKD -22	Rules for organizing and conducting interim attestation	Edition 1
--	-------------	---	-----------



Appendix 2. Act

Act

For example, about the withdrawal of prohibited items during control (mid-term control, exams, etc.) and cancellation of control results

“ _____ ” _____ 20____, time _____

I, _____
(position and full name)

in the presence of:

1. _____
(Name, position of the second examiner)

2. _____
(student's name, year, specialty)

3. _____
(student's name, year, specialty)

have drawn up this act as follows:

(it is necessary to indicate the full name, year, educational program of the student, type of violation)

Attachments:

1. _____
2. _____
3. _____

Here you must attach documents confirming the fact of the violation and related to this disciplinary offense. For example, a video recording confirming the fact of a violation.

The content of this act is confirmed by the second examiner (if available):

Full name

signature

This act was made up by:

Full name

signature

Appendix 3. Examination card

EI "Almaty Management University"

School _____

"Approve by"

The Program leader of the EP " _____ "

_____ Full name

" ____ " _____ 202____, № ____

Examination card № 1


In the discipline " _____ "

- 1.
- 2.
- 3.

Developed by:

Degree, position, full name

Signature

 ALMA ALMATY MANAGEMENT UNIVERSITY — Powered by — Arizona State University	P - AKD -22	Rules for organizing and conducting interim attestation	Edition 1
--	-------------	--	-----------

Appendix 4. Answer sheet



Answer sheet

Student's full name

Exam in the discipline “_____”

Card № ____

Question № 1.

Question № 2.

Question № 3.

_____ Student's signature

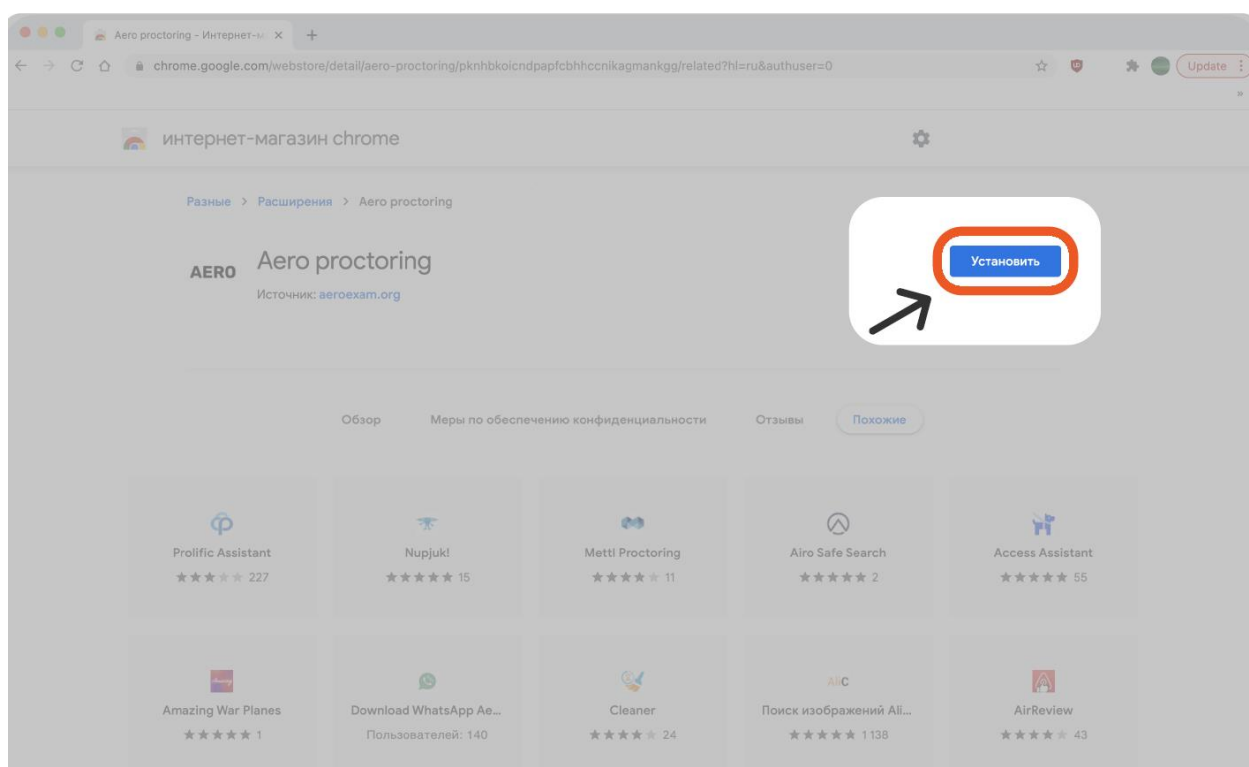
Appendix 5. Instructions for taking testing in the Moodle system using AERO proctoring

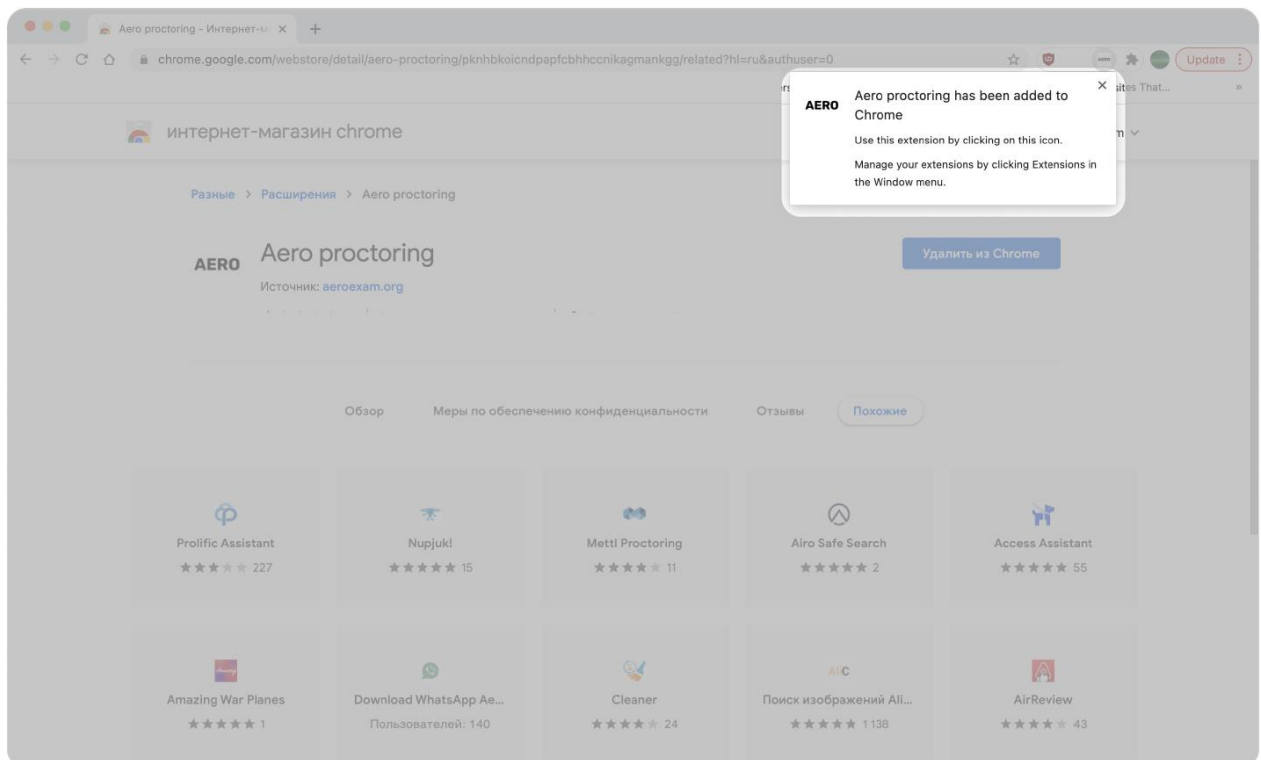
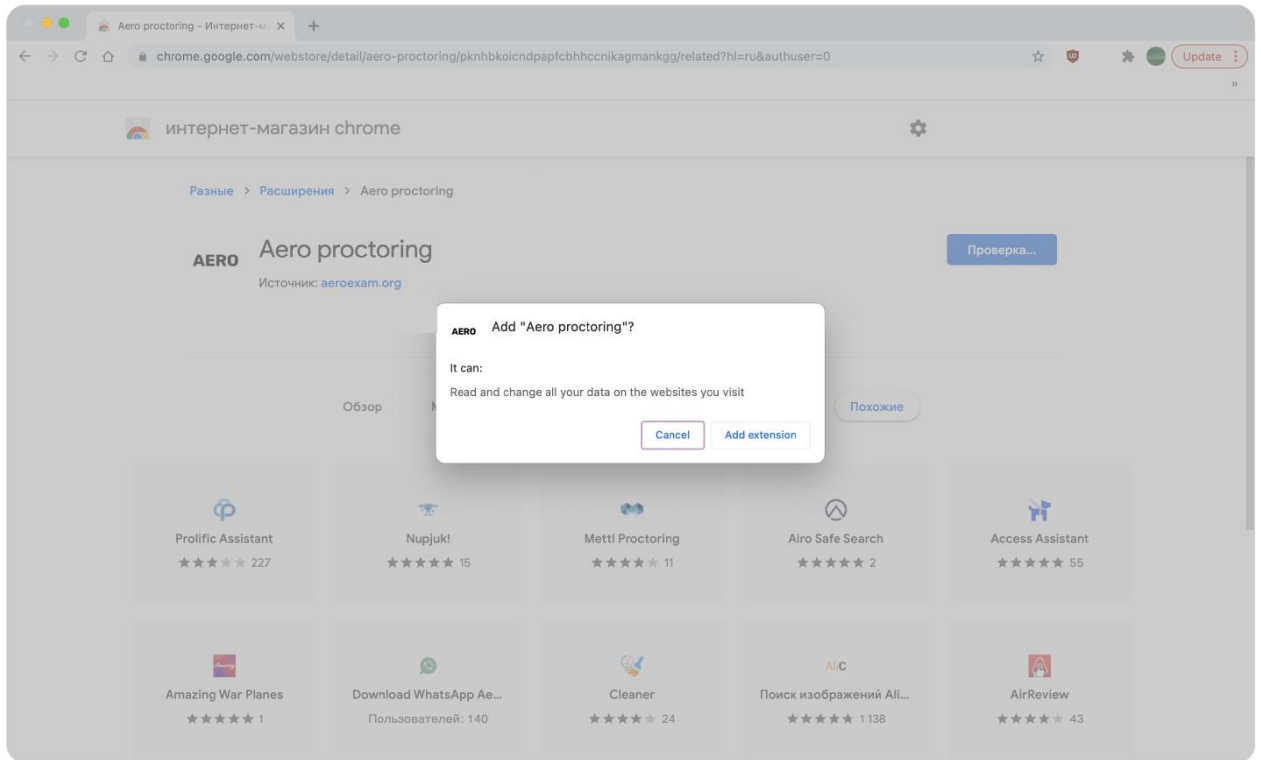
Instructions for Students

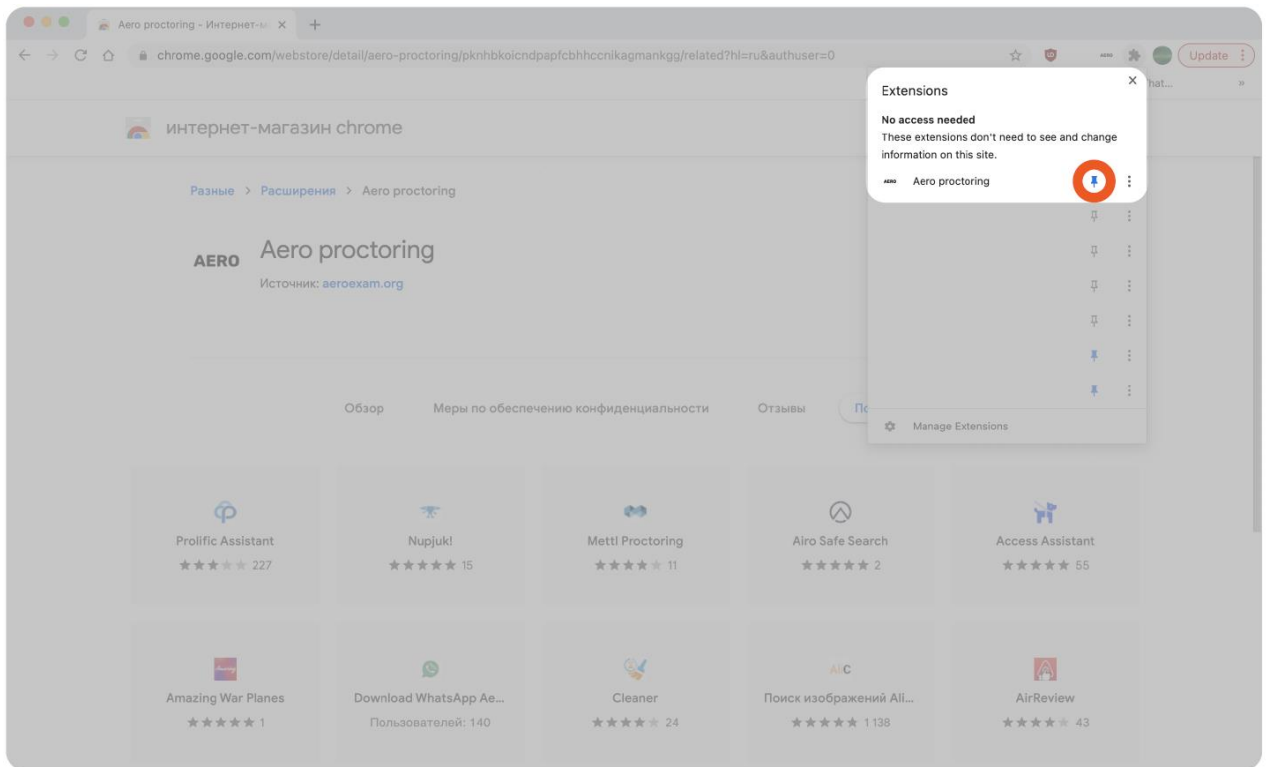
Step 1. For the system to work correctly, you need to download the browser Google Chrome (or update to latest version)

Step 2. Next, install **the Aero Proctoring browser extension**

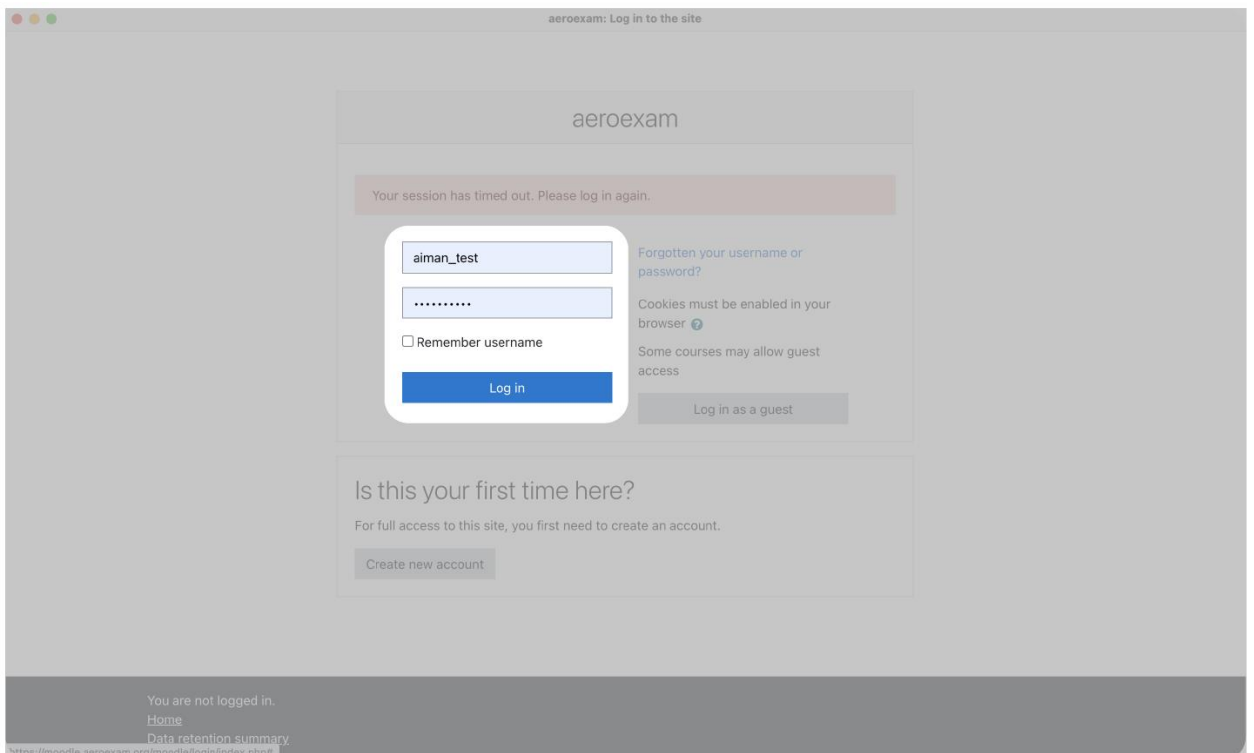
link: [here](#)



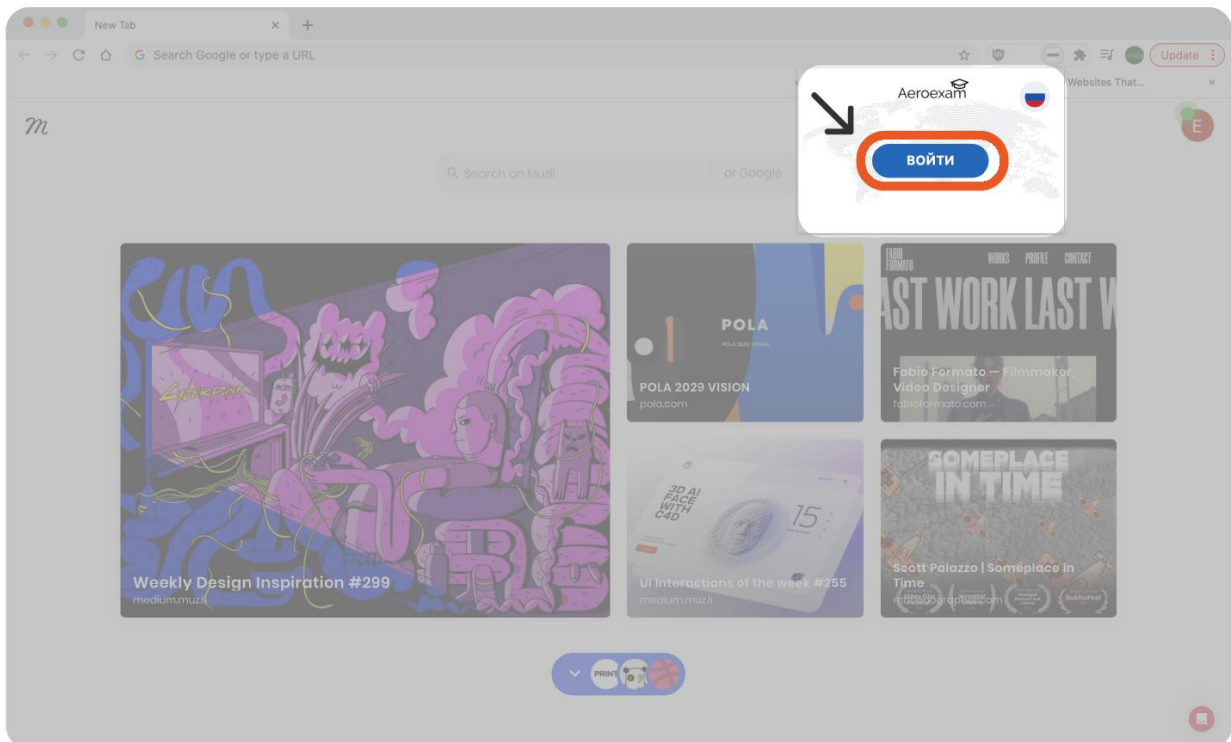




Step 3. Login to your Moodle account



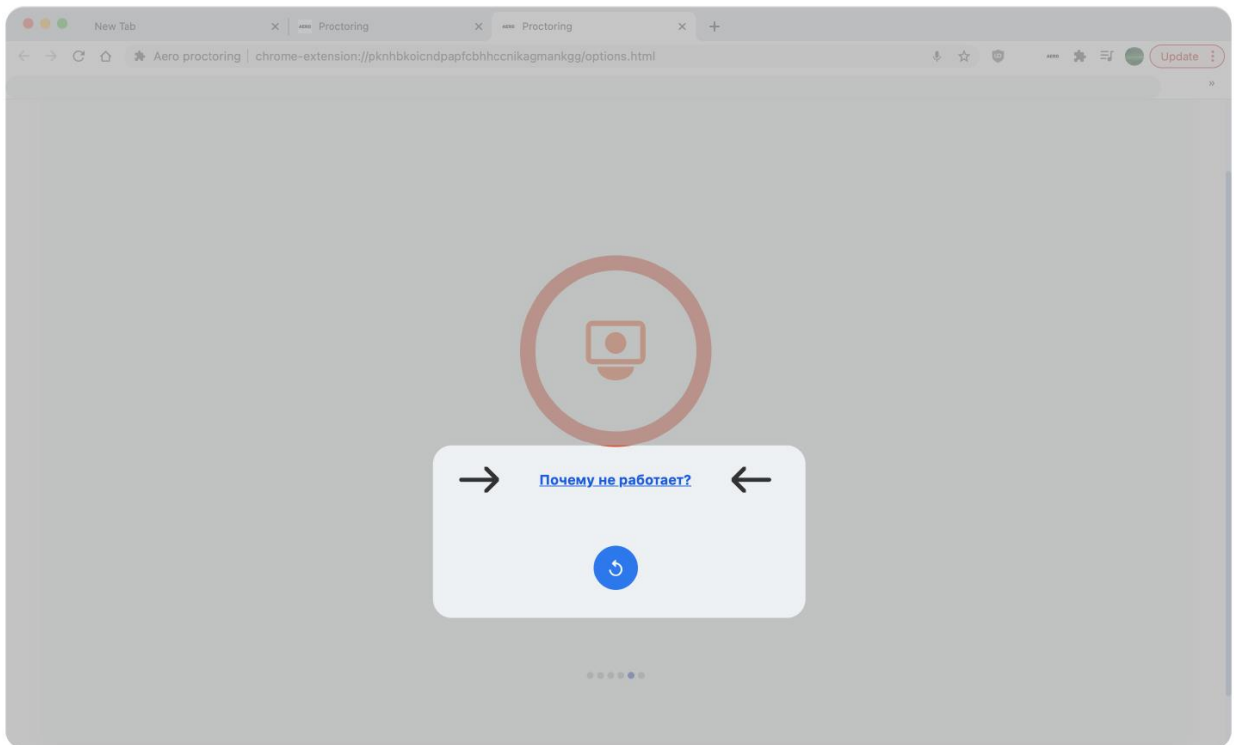
Step 4 . Open the AERO extension and log in



Step 5 . Follow the instructions in the extension

Step 6. Equipment check (camera, microphone, etc.) occurs automatically. Just follow the instructions described on the page.

Step 7. If successful, return to the extension to begin the exam. If the verification fails, follow the instructions in the link on the page. After correcting the error, go through the test again.

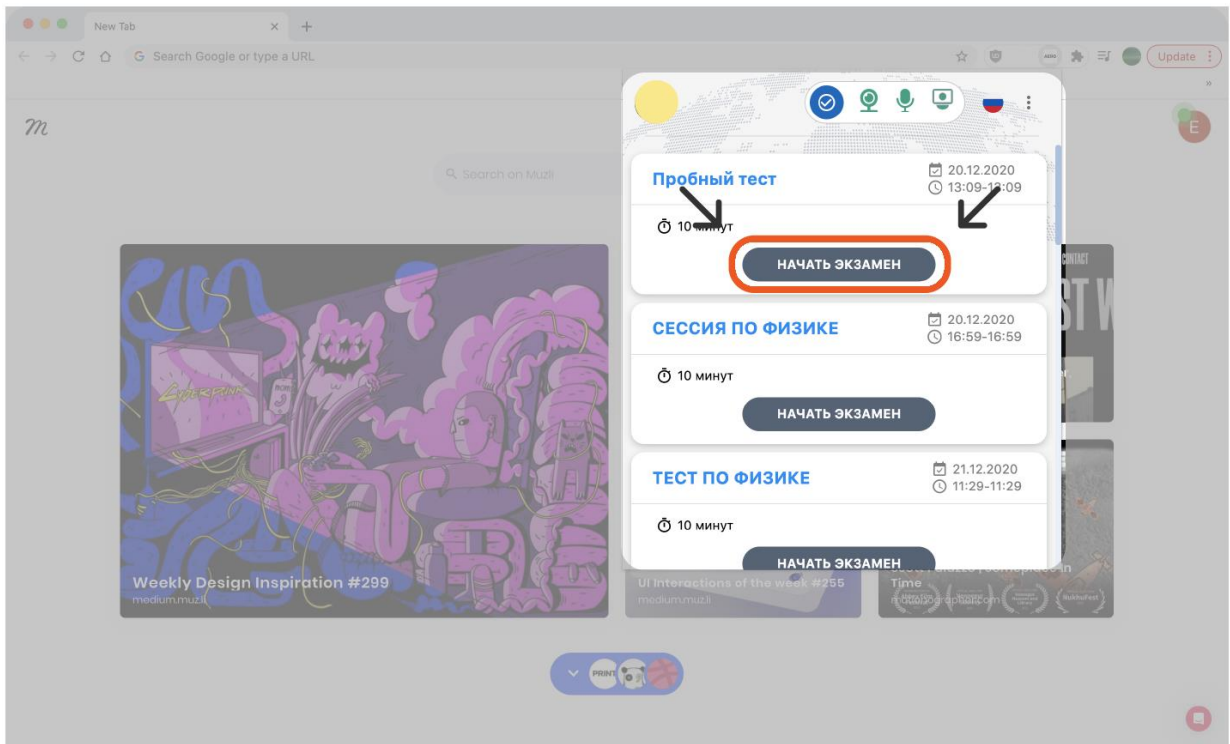


Step 8. Add a photo for further identification for the exam.

- If later you want to change your profile photo, click on the camera icon in the menu.
- If you really are in the photo, the system will give permission to change the photo.
- If the system does not give permission, the photo is sent to your teacher for manual confirmation.

Step 9. Select the exam you want to take and click on the “Start Exam” button.

Before the exam begins, an automatic equipment check and student identification will be performed.



Step 10: Complete the exam in Moodle.

Appendix 6. Memo for students on proctoring

Сдача с компьютера с веб-камерой или с ноутбука

Разрешенные действия:



1. Недолгие повороты головы (не более 10 секунд)



2. Случайные и недолгие появления посторонних людей



3. Посторонний шум не является нарушением, если шум не несет подсказок к экзамену;



4. Перебои интернет соединения

Taking the exam from a computer with a webcam or from a laptop

Allowed actions:

1. Brief turns of the head (no more than 10 seconds)
2. Random and short appearances of other people
3. Extraneous noise is not a violation if the noise does not provide clues to the exam;
4. Internet connection interruptions

The student is prohibited from:

1. Using a mobile phone, tablet, smart watch, or any other electronic device;
 2. Using crib sheets, lecture notes, books, notes, or other printed or electronic information resources;
 3. Reading the text behind the screen (if the student looks to the side and reads something);
 4. Leaving the workplace during the exam;
 5. Presence of other people;
 6. Help from other people;
 7. Replacement of the person being tested by an outsider;
 8. Conversations during the exam;
 9. Copy/take a screenshot of an assignment from Moodle and use search engines;
 10. Open other tabs except the exam tab;
 11. Open another browser other than the browser on which the exam is taken;
 12. Using applications that provide remote control of the examinee's device (Zoom, TeamViewer, etc.).
 13. Opening third-party applications (Telegram, completed doc-pdf files, etc.), (except for an empty file (MS Word, MS Excel), if the exam takes file downloads into account as an answer);
 14. Using headphones (any).
- Note:** female students (and also male students, if the length of their hair makes it difficult to see their ears) must put their hair back before the exam;
15. Turning off the access to the camera, microphone or screen recording;
 16. Turning off the Internet;
 17. Receiving incoming calls during the exam.
 18. Closing the AERO extension;

Appendix 6. Sample application for appeal

To the Chairman of the Appeal Commission

_____ *the chairman's full name*
 from a _____ year student
 specialty " _____ "
 _____ department
Kazakh, Russian, English
 _____ forms of study
full-time, DL
 _____ *Student's full name*
 Contact phone _____

Application

I ask you to reconsider the results of passing (MTC1,2; IA1,2; Exam) _____ in the discipline " _____ ", since I do not agree with the grades given to me.

It is necessary to describe the rationale and arguments that, in the student's opinion, allow a higher grade to be given.

Date, the student's signature