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RULES FOR FORMATIVE AND SUMMATIVE ASSESSMENT OF STUDENTS

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Edition 3

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1 GENERAL PROVISIONS

1.1. The Rules for formative assessment of students (further – the Rules) are developed in accordance with legislation of the Republic of Kazakhstan and internal documents of JSC "International Informational Technology University" (hereinafter referred to as the University) determine the procedure for conducting the formative assessment of students at the University.

1.2. The Rules include the following definitions:

point -rating-letter system of assessment of education achievements	- a system for assessing the level of knowledge in points corresponding to the letter system accepted in international practice to calculate the rating of students
Office Registrar	- structural division of the University, engaged in registration of the entire records of students' academic achievements and ensuring the organization of all types of knowledge control and calculation of their academic rating
credit education	- education technology aimed at improving level of self-education and creative development of knowledge on the basis of individualization, selectivity of education trajectory and accounting of the volume of mastered education material in the form of credits
prerequisites	- a list of requirements for knowledge, skills and abilities for mastering of the courses
proctor	- an official observing students during exams
Formative assessment	- assessment of the quality of knowledge of students after finishing each module of a course
Mid-term control	- monitoring the academic achievements of students upon completion of a large section of a course (usually on week 7-8)
GradePoint Average - GPA	the average obtained by dividing the total number of grade points earned by the total number of credits attempted
Transcript	- a document containing a list of the courses completed in the period of study indicating credits and grades according to the point -rating-letter system
examination session	- period of summative assessment of students

2 FORMS AND TYPES OF EXAMS

- 2.1 Formative assessment grade is integral (cumulative) and includes assessments based on the results of ongoing monitoring of all types of student work.
- 2.2 Midterm assessment ensures the operational management of the student's educational activities and their adjustment.
- 2.3 Other forms of ongoing monitoring and midterm assessment for the course are also possible, which are determined by the department and do not contradict the regulatory and local acts in force at the University.
- 2.4 The department ensures the development and formation of a block of assessment tools used to conduct all types of monitoring. The forms of ongoing monitoring and midterm assessment and the assessment tools are selected based on methodological feasibility, the specifics of the academic course, interdisciplinary course, and developed competencies.
- 2.5 The exam form is specified in the working curriculum (syllabus) of the course (module), which is reviewed at a meeting of the department, the Scientific and Methodological Council of the University and approved by the Vice-Rector for Academic Affairs.
- 2.6 The exam form is divided into:
 - oral exam,
 - written exam,
 - test,
 - project;
 - a comprehensive (combined) exam.

- 2.7 The teacher selects the exam format and must provide students with questions on the course in advance, informs them of the exam format and other organizational aspects so that students can allocate their free time for preparation.
- 2.8 Oral exam – an exam using cards in oral form. During such an exam, the student takes a random card, and is given time to prepare, which must be indicated in the working curriculum (syllabus). He/she writes a written summary of the answer, and then answers the examiner orally.

The teacher asks additional questions regarding the materials covered by the student in his/her answer. In order to verify the correctness of the grade, the examiner has the right to ask questions on other topics of the course. The use of the course materials during the exam depends on the academic policy of the course. Exempting students from the exam (assigning an “automatic” grade) is prohibited.

- 2.9 Written exam is an exam using cards in written form. A written exam provides an opportunity to identify the ability to express one's thoughts in writing, to determine the general and technical literacy of the student. The answers are stored in paper form, thereby eliminating courseivity in the assessment of knowledge, both by the examiner and the student.

A written exam is conducted with or without encryption. When examining without encryption, the examiner checks the students' answers to exam cards with known student data. Using encryption, the students' answers are transferred to the examiner for checking in an encrypted format ("blind check"). When encrypting a written exam, the examiner is obliged to check the work and enter a grade in the information system using the encrypted code of the work within 5 working days. The examiner can be a lecturer, a teacher of the given course from any department, or a visiting teacher.

- 2.10 Test is a type of control based on an alternative method, when the student must select an answer (answers) from the options offered to him/her. When preparing test assignments, if the teacher uses other types of tests (multiple-choice test, substitution test, constructive tests, test table, etc.), then this type of test is reflected in the working curriculum of the course and

is used at least once in the formative assessment of the course. It is not recommended to use tests of different types (more than two) in one control assignment.

2.11 Project is an exam where students defend assignments given during the academic period on selected topics using theoretical knowledge and practical skills; during the exam, students answer questions regarding the topic and course, and/or complete additional assignments. Questions and assignments are recorded in the project defense Minutes indicating the assessment parameters.

2.12 Comprehensive (combined) exam - an exam using crds in which one of the questions specifies the type of exam (for example, a test), and the remaining questions on the exam card should assess practical skills (for example, in English - speaking), solving situational problems, writing an analytical note, programming, etc.

2.13 Examination cards are compiled for all forms of exam.

An examination card contains a certain number of questions at the discretion of the card compiler. The academic policy of the course must specify the evaluation criterion for each question. The final exam grade must be the average of all points for each answer. The compiler of exam cards must provide for the difficulty levels of topics, the variety of questions, the coverage of theoretical material and practical problems, provide for situational problems, etc.

3 ORGANIZING THE EXAM SESSION

3.1 Formative assessment is carried out in accordance with the working curriculum, academic calendar and education programs, developed on basis of the State Compulsory Standard for Higher Education.

3.2 Examination session is carried out twice a year at the end of semesters: winter and summer exam sessions. Its duration is three weeks.

3.3 The organization and conduct of midterm assessment of students is assigned to the Office Registrar's (hereinafter - OR), which compiles the academic rating of students based on the results of midterm assessment.

3.4 The exam schedule is compiled by the OR together with the deans' offices and the Department of Technical and IT Support, approved by the Vice-Rector for Academic Affairs and communicated to students and teachers no later than two weeks before the start of the examination session.

3.5 Proctors from among the faculty and/or administrative staff of the University, who have the qualifications corresponding to the profile of the given academic course and who have not conducted classes in the given academic group (stream), are appointed to conduct the exam. The work of the proctors is supervised by the OR together with the departments and deans' offices. The procedure for the proctor's work during the examination period is regulated in paragraph 5 of these Rules.

3.6 Persons not participating in the examination procedure are not allowed to attend without the written permission of the faculty deans.

3.7 The order admitting a student to the examination session shall indicate the student's last name, first name, patronymic, year, specialty and academic group.

3.8 Admission to the examination session is carried out in two stages:

1) at the first stage, students who do not have academic debt for prerequisites, tuition, and are not on academic leave or long-term treatment are admitted to the examination session;

2) at the second stage, automatic admission to the exam in the course is carried out based on the assessment of the admission rating, determined based on the results of current and midterm

monitoring of academic performance. This admission is carried out by the OR based on the examination sheet with a corresponding grade opposite the last name of each student.

3.9 In certain cases (due to illness, family and work circumstances), the student is allowed to take the examination session according to an individual schedule.

3.10 Taking an examination session according to an individual schedule is permitted in case of providing supporting documents: about illness, birth of a child, death of close relatives or a business or educational trip.

3.11 A student who has completed the course program in full, but has not received the minimum transfer score, in order to increase his/her average academic performance, is given the opportunity to retake individual courses in the summer semester on a fee-paying basis and retake the exams.

4 EXAMINATION PROCEDURE

4.1 Examinations are held in the form specified in the working curricula of the courses. In the oral and written forms, it is not allowed to take two or more exams on one day. In the test form, it is allowed to establish a comprehensive exam in two or more courses, observing the principle of their profile and relatedness.

4.2 Computer test allows to quickly check the knowledge of a large group of students, identify gaps in the study of specific educational material and use the results obtained to manage the course of the educational process. The test time per student is:

- 1) for general education courses - from 50 minutes;
- 2) for the natural sciences and mathematics cycle - from 100 minutes;
- 3) for Robomatter courses - 180-240 minutes.

4.3 The duration of the written exam is 2 hours.

4.4 The duration of the oral exam is 0.25 hour per student.

4.5 The time for defending course projects (works) is 0.25 hour per student.

4.6 Comprehensive (combined) exams may take place in several stages. A certain amount of time is allocated for each stage in accordance with paragraphs 4.2–4.5 of these Rules.

4.7 Exams are held in classrooms with video cameras. The recorded material is stored in the Department of Technical and IT Support for two weeks from the date of the specific exam.

4.8 When appearing for an exam, the student must have a student card or identity card with them.

4.9 The OR Department generates attendance sheets. Examination sheets are kept online, printed out and submitted by teachers to the OR with the appropriate signatures.

4.10 Students who are late for the exam will not be admitted. They are admitted to exams later on a paid basis in accordance with the new exam schedule.

4.11 During the exam, the proctor monitors the student's compliance with the rules for taking exams.

4.12 During the exam, students are prohibited from using cheat sheets, mobile phones, various electronic devices, and calculators. During the exam, students are prohibited from discussing or talking with other students. In case of violation of this rule, the student is removed from the exam, with the corresponding act being filled out and the grade "F" ("unsatisfactory") assigned for the course.

4.13 During the exam, students can use the curriculum of the course and, with the examiner's permission, reference literature and a calculator.

- 4.14 When conducting midterm assessment for an academic course, the grade received on the exam and the average grade of the current monitoring of academic performance during the academic period are taken into account.
- 4.15 The student's academic performance on the exam is assessed using a point-rating-letter system for assessing knowledge.
- 4.16 All grades (A-, A "excellent", B-, B, B+, C+ "good", D-, D+, C-, C "satisfactory", FX, F "unsatisfactory") are recorded in the examination report for the academic course, indicating the credits earned.
- 4.17 After completing the exam for each course, the student is given a final grade, which serves as an assessment of his or her academic achievements.
- 4.18 The final grade for the course includes grades from the formative and final (summative) assessments.
- 4.19 The grade from the formative assessment of academic performance is 60% of the final grade in the course, and the exam grade is 40% of the final grade in the course.
- 4.20 A positive final grade serves as the basis for supplementing the acquired credits with the established number of credits in the corresponding course and is recorded in the student's transcript.
- 4.21 If a student receives a grade of "unsatisfactory" on the final assessment (examination), the final grade for the course is not calculated.
- 4.22 Retaking a positive grade on the final assessment in order to improve it during the same period of midterm assessment is not permitted.
- 4.23 To retake the exam from an "unsatisfactory" grade to a positive grade, the student in the next academic period or in the summer semester on a paid basis attends again all types of classes provided for by the working curriculum for this course, receives admission and passes the final assessment.
- 4.24 The examination report is transferred to the OR, which is responsible for recording and accumulating the number of credits for all students throughout the entire period of study. Based on the examination reports for each academic course, a consolidated report for midterm assessment is maintained.
- 4.25 Students take all exams in strict accordance with the working and individual curriculum and approved curriculums of courses (Syllabi) that are uniform for all forms of training.
- 4.26 Students may also take exams in courses of additional types of training, the results of which are recorded in the examination report and transcript (except for military training).
- 4.27 If a student who has completed the course program in full fails to appear for the exam, a note "failed to appear" is made in the examination report opposite his/her name. If there is a valid reason, an individual exam schedule is established for this student. In the absence of a valid reason, failure to appear for the exam is equivalent to an "unsatisfactory" grade.

5 WRITTEN EXAM PROCEDURE

- 5.1 The lecturer is obliged to provide examination cards without indicating the card number in an envelope to the OR one week before the examination session in accordance with the examination schedule. The envelope indicates the name of the course, date, room and time of the exam. The examination envelope is registered in the registration log of examination cards for written exams. The envelope is sealed.
- 5.2 On the day of the exam, proctors receive examination cards, examination sheets with the OR seal, with counterfoil No. 2 and attendance sheets from the OR 30 minutes before. Counterfoil No. 2 contains the name of the course, the last name and initials of the student,

the date and time of the exam, the last name of the lecturer. Proctors distribute examination sheets, counterfoil No. 2 to students, then students choose examination cards and announce the start and end time of the exam.

Written examination papers (including drafts) are completed on examination sheets, in which no conditional notes disclosing the authorship of the work are allowed. At the end of the written exam, students hand over the written work to the proctor, and the proctors hand it over to the OR.

The OR organizes the encryption of written works, for which a digital conditional code is affixed, which is issued by the system "<https://platonus.iitu.edu.kz/>". Counterfoil No. 2 is replaced with counterfoil No. 1, which contains the code and is returned with the examination sheets and cards to the department teacher, who distributes the written works among the examiners for checking. And counterfoil No. 0, which contains the last name and initials and the code of the student, with the attendance sheets of the written exam are stored in the OR. At the end of the written exam, the proctor hands over the exam attendance sheets, where he/she indicates the name of the course, the number of the classroom, the date and time of the written exam, the number of examiners, the number of exam cards and sheets, counterfoils and reflects the process of passing the written exam. When confiscating the student's examination materials, the proctor is obliged to describe in detail what happened in the exam attendance sheet.

- 5.3 Written works are checked only on the university premises only by examiners - members of the approved course examination committee.
- 5.4 Teachers enter the results in the exam sheets, and the final grade of the examination committee for the written exam is entered into the system "<https://platonus.iitu.edu.kz/>" according to the codes of the students.
- 5.5 In the system "<https://platonus.iitu.edu.kz/>" the decryption of grades is performed automatically.
- 5.6 Checked written works are stored at the department in accordance with the regulatory documents on the storage of archival files.

6 APPEAL

- 6.1 For the period of the examination session (midterm assessment), an appeal committee shall be created by order of the Chairman of the Board-Rector from among the teachers whose qualifications correspond to the profile of the courses being appealed.
- 6.2 A student who disagrees with the result of the final assessment shall file an appeal no later than 12:00 noon of the next working day from the date of the examination.
- 6.3 An appeal shall be appointed only if it may affect the overall rating and thereby increase the final assessment of the student's knowledge in the course.
- 6.4 An appeal shall be considered if the student indicates in the answer sheet that the question is incorrect or does not correspond to the curriculum of the course.
- 6.5 Appeals challenging the correctness of the assessment for a particular question of the examination task (the correspondence of the points awarded to the answer given by the student) shall be considered only on the basis of an application, which provides a reasoned justification for the discrepancy between the assigned assessment using the assessment scale compiled by the teacher of the course.
- 6.6 The Appeals Committee shall review the appeal within 24 hours and make an appropriate decision (to review the grade or to retain the grade initially received).
- 6.7 The results of the appeal shall be recorded in a Minutes on the educational portal

<https://platonus.iitu.edu.kz/>, and based on its decision, an examination report for the student shall be generated, which shall be attached to the main examination report.

6.8 Changes to the student's examination rating during the appeal shall not be permitted.

7 WORK OF PROCTORS

- 7.1 The OR ensures that students and proctors attend exams in accordance with the approved schedule of the examination session.
- 7.2 In order to comply with the procedure for conducting the exam, the proctor must do the following:
- 1) arrive 15 minutes before the start of the exam, check the readiness of the classroom (the number of working computers) and review the attendance sheets, which indicate the number of students admitted to the exam. If there is a discrepancy between the number of working computers and the number of students, the proctor must contact the OR before the start of the exam;
 - 2) verify the identity of the students who have appeared for the exam, using student cards and identity cards. In this case, each proctor must ensure that each student signs the attendance sheet. If a fictitious person appears for the exam, the proctor draws up a report on the violation of the rules of conduct for students during the exam, as provided in the Student Guide;
 - 3) ensure that students enter the classroom without outerwear, bags and other things;
 - 4) arrange the seating of students in the classroom according to the attendance sheet;
 - 5) familiarize students with the rules of conduct during the exam;
 - 6) familiarize students with the duration of the exam. The countdown of the time allotted for the exam begins after the procedure for seating students in the classroom is completed.
- 7.3 Late students will not be admitted to the exam.
- 7.4 When conducting a computer test, the proctor must check that all students have the test open on their computer.
- 7.5 When conducting a written exam, the proctor must issue exam cards to students, write the card numbers on the attendance sheet, and issue answer sheets with the OR seal to students. In this case, the proctor must instruct students on filling out answer sheets and title pages. After the completion of the exams, the proctor must collect the title pages, answer sheets, and exam cards and hand over all exam materials to the OR.
- 7.6 During the exams, the proctor is prohibited from:
- 1) leaving the classroom before the end of the exams;
 - 2) prevent students from using permitted materials and writing instruments;
 - 3) help students with answers to exam questions, including translating questions from English into Kazakh/Russian;
 - 4) be distracted by conversations with strangers, use mobile phones and laptops.
- 7.7 During the exam, the proctor monitors the student's compliance with the rules of conduct for students during the exam, as provided in the Student Guide.
- 7.8 Before the start of the exam, the proctor has the right to confiscate materials not related to the exam, including electronic devices, a mobile phone, and an e-book.
- 7.9 The proctor ensures that students comply with the procedure for using additional materials and the rules of conduct specified in paragraph.

- 7.10 During the exam, students can use the curriculum of the course and, with the examiner's permission, reference literature.
- 7.11 The student has the right to inform the dean's office and the OR in the event of disrespectful treatment by employees or proctors during the exam.
- 7.12 Exam results are entered into electronic records no later than 48 hours after the end of the exams.
- 7.13 The OR verifies the examination record with the data of the students' work and, if any discrepancies are found, a report is filled out.
- 7.14 The change in exam scores based on the identified discrepancy is carried out by the Technical Support and IT Support Department of the OR based on the proctor's explanatory note.
- 7.15 A student who disagrees with the exam result files an appeal no later than 12:00 noon of the next working day from the date of the exam.

8 FINAL PROVISIONS

- 8.1 Based on the results of examination sessions for the course, taking into account the results of the summer semester, the OR calculates the transfer score as a weighted average assessment of the level of academic achievement of the student.
- 8.2 At the end of the academic year, based on the results of examination sessions, students are transferred from course to course.

The minimum transfer score for transfer from course to course is approved by the Academic Council and cannot be lower than the following scores:

Bachelor's degree:

- for 2nd year - from 60 to 90 credits or GPA - 1.67;
- for 3rd year - from 90 credits to 180 credits or GPA - 2.00;
- for 4th year - from 180 credits or GPA - 2.20.

Master's degree

- for 2nd year - from 60 to 90 credits;

Doctoral studies

- for the 2nd year - from 60 to 120 credits;
- for the 3rd year - from 120 credits;

- 8.3 Students who have scored the minimum level of the transfer score, based on the submission of the dean of the faculty, are transferred to the next year by order of the Chairman of the Board - Rector of the University.

A student who has not scored the minimum transfer score remains for a repeat year of study.

- 8.4 A student who has completed the course program in full, but has not scored the minimum transfer score, in order to increase his or her grade point average (GPA), is given the opportunity in the summer semester to re-study individual courses on a fee-based basis (with the exception of the course "Modern History of Kazakhstan", for which a state exam is taken) and retake exams on them.
- 8.5 If the result of the re-take of the exam is positive, the final grade is recalculated, which is

- recorded in the examination report and transcript.
- 8.6 When calculating the average grade point average, the latest grades for the academic course are taken into account.
- 8.7 All final grades of the student, including positive results of re-taking exams, are recorded in the transcript.
- 8.8 A student left for a repeat course of study may study according to the previously adopted individual curriculum or create a new individual curriculum.
- 8.9 A student who has scored the minimum level of the transfer score and transferred to the next course of study, if there is an academic debt, retakes the relevant courses on a fee-paying basis and eliminates the academic debt.