

КС ИСМ КБТУ 51-6-20



**КОРПОРАТИВНЫЙ СТАНДАРТ ИСМ
АКЦИОНЕРНОГО ОБЩЕСТВА «КАЗАХСТАНСКО-БРИТАНСКИЙ ТЕХНИЧЕСКИЙ
УНИВЕРСИТЕТ»**

RULES FOR CONDUCTING

**MID-TERM AND FINAL ASSESSMENT DURING THE SPRING SEMESTER OF THE
ACADEMIC YEAR 2019-2020 WITH THE APPLICATION OF DISTANCE LEARNING
TECHNOLOGIES**

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Preamble

This corporate standard “Rules for conducting final and midterm assessment during the spring semester of the academic year 2019-2020 with the application of distance learning technologies” is an integral part of the documentation of the integrated management system (hereinafter - IMS) of the “Kazakh-British Technical University” Joint Stock Company and meets the requirements of international standards series ISO 9001:2015, ISO 14001:2015, ISO 45001:2016.

General provisions

DEVELOPED AND INTRODUCED BY

The Training centre

APPROVED AND IMPLEMENTED BY

The decision of the Academic Council of the Joint Stock Company “Kazakh-British Technical University”

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1. ВВЕДЕНИЕ

1.1. This corporate standard of the Joint-Stock Company “Kazakh-British Technical University”, Rules for conducting midterm and final assessment during the spring semester of the 2019-2020

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academic year with the application of distance learning technologies "(hereinafter - the Rules) determine the procedure for conducting midterm and final assessment in the Joint-Stock Company "Kazakh-British Technical University" (hereinafter - KBTU or University) with the application of distance educational technologies (hereinafter - DLT) in the conditions of the current state of emergency on the territory of the Republic of Kazakhstan and quarantine in the city of Almaty.

1.2. The rules have been prepared taking into account Decree of the President of the Republic of Kazakhstan dated March 15, 2020 No. 285 "On the introduction of a state of emergency on the territory of the Republic of Kazakhstan", Decree of the President of the Republic of Kazakhstan dated April 14, 2020 No. 306 "On the extension of the state of emergency on the territory of the Republic of Kazakhstan", decision of the State Commission for providing the state of emergency under the President of the Republic of Kazakhstan dated 03/17/2020 and 04/03/2020, guided by the decree of the Chief State Sanitary Doctor of the Republic of Kazakhstan No. 30-III Bp dated 04/01/2020 "On measures to provide safety of the population of the Republic of Kazakhstan in accordance with the Decree of the President of the Republic of Kazakhstan" "On the introduction of a state of emergency in the Republic of Kazakhstan ", decisions of the Operational Headquarters on providing state of emergency under the Akim's office of Almaty dated 03/27/2020 (protocol No. 6), dated 04/05/2020 (protocol No. 9), dated 12/04/2020, the recommendations of UNESCO on the organization of distance learning.

1.3. The midterm and final assessment in KBTU during the spring semester of the 2019-2020 academic year is carried out through the application of DLT

1.4. KBTU uses a variety of methods for assessing the achievement of learning outcomes by students, including, but not limited to, checking written work uploaded to online platforms, oral exams conducted in an online format, testing, evaluating homework projects and open book exams (take-home open book exam).

1.5. The requirements of these Rules apply to students of KBTU of all levels of education and for all specialties and educational programs, structural units and employees of the University involved in the educational process.

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2. ROAD MAP ON ORGANIZING THE EXAMINATION SESSION OF THE SPRING SEMESTER OF THE 2019-2020 ACADEMIC YEAR

All changes in the procedure for conducting midterm and final assessment of students in the spring semester of the 2019-2020 academic year in connection with the use of DLT were carried out in three stages - preparatory, main and final, as shown in table 1.

Table 1 - Stages, timeframe and required actions

Preparatory stage	April 15-18	Online meetings with students and teaching staff to discuss distance learning and conduct midterm and final assessments
	April 18-22	Online questioning of students to identify groups in need of support
		Choosing the forms of conducting examinations by the teachers Defining the possibility of summative assessment by the teachers in each discipline
	April 20-25	Compiling instructions on conducting final examinations in each discipline
		Compiling the schedule of final examinations on the disciplines.
	April 24	Approval of documentation on conducting examinations at the Academic board
	April 27-30	Familiarization of the students with the forms of examinations via faculties
		Familiarization of the students with the approved list of disciplines where the summative assessment is allowed
		Decision making of the students on participation in the exams taking into consideration their technical possibilities
		Familiarization of the students with the conditions of taking final examinations only in oral format for retaking of the “I” (“Incomplete”) mark
		Readiness of the process of summative assessment according to the approved list of disciplines
		Posting of points of the second half of the semester on the Undergraduate program disciplines into the Uninet
		Conducting test exams for familiarization of students with the methods of conducting the exam
	April 30 - May 4	Submission of applications for participation in the exam by students in connection with disagreement with the summative assessment through one window through the Personal Account
		Submission of applications on gaining “Incomplete” mark on the disciplines by the students who do not have technical opportunities to the email incomplete@kbtu.kz

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Main stage	Undergraduate program	May 4-23 All faculties Except for ISE and KMA	Conducting midterm assessment with DLT application
		May 18 – July 3 KMA	
		April 29 – May 8 ISE	
		During the period of examination session	Conducting appeals within 48 hours after the end of examination
		May 11-30 All faculties Except for ISE and KMA	Defense of diploma projects of the graduating students with DLT applicationT
		June 17-21 KMA	
	June 8-9 ISE		
	Postgraduate education	May 18-24	Conducting midterm assessment (examination session) with DLT application
		During the period of conducting examination sessions	Conducting appeal claims within 48 hours after the end of the examination
		May 18-24 EMBA	Defense of Master’s theses/ projects with DLT application
June 15-26 all faculties			
Final stage	June 1-6	Conducting retake exams with the mark "FX"	
	June 8-20	Conducting retake exams with the mark “I” (“Incomplete”)	

3. PROCEDURE FOR THE CONDUCT OF MIDTERM ASSESSMENT

In the context of the transition of the higher education system to training with the use of DLT, KBTU introduces the following changes to the process of midterm assessment:

- passing the exam in an online format;
- grading in some disciplines based on current grades (summative grading method)
- postponing the exam at a later date with a grade of "I" (Incomplete).

Remote examinations include the following forms:

- individual / group projects carried out offline at home on pre-assigned tasks and questions with an “open book” (take-home open book exam);
- oral exam online;
- online testing;
- written exam online;
- combined exam in online format (projects and oral defense).

All types of control and appropriate assessment of knowledge are carried out by the teacher in accordance with the academic calendar and syllabus of the discipline. On the 15th week of the semester, according to the Academic calendar, on the basis of the current control points, a student’s admission rating to the final control for each discipline is formed.

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The following students are allowed to the examination session:

- scored 30 or more points in the spring semester for current and midterm controls;
- not on academic leave.

** During the period of classes in the DLT format for admission to the exam, the number of absenteeism per semester is not taken into account.*

3.1 Summative assessment

In cases where the assessment of student learning outcomes can be carried out on the basis of the current grades in accordance with the discipline program (syllabus), the summative assessment method is used.

Grading by the method of summative assessment is allowed for certain disciplines specified in the List of disciplines with forms of final control and the possibility of setting the summative grade in Appendix 1 to these Rules.

The required number of unit tests carried out per semester (at least four) is the main criterion for applying the summative assessment.

When applying this method, it is necessary to be guided by the Instructions for grading in the discipline by the method of summative assessment in Appendix 2 to these Rules.

The principle of summative assessment for issuing the final grade for the discipline is not applicable for disciplines taught in the framework of accredited and double-degree programs at the faculties of BS, KMA, ISE, which have obligations to comply with the requirements of the partner.

The student must familiarize himself with the grades for the final exam and the total for the discipline, which allowed total assessment on his page in Uninet in the certification and transcript section.

In the case of disagreement of the student with the assessment made by the method of summative assessment, the student from April 30 to May 4, 2020 submits an application in the Uninet system about his desire to pass the exam in the relevant discipline in the form provided for in Appendix 3 to these Rules.

By 18:00, May 4, 2020, if there is no student's application to pass the exam in the Uninet system on disciplines where the summative grading is allowed, means that he agrees with the grade in the discipline drawn by applying the summative assessment.

3.2 «Incomplete» assessment

Students are pre-acquainted with the instructions of teachers about the final control in each discipline. The instructions are located on the teacher's page at Uninet, also posted in Microsoft Teams classes. A sample instruction is provided in Appendix 5.

If it is impossible for students to take part in the exam using DLT due to the following reasons:

- lack of sufficient technical means;
- lack or limited access to the Internet;

Midterm assessment at his request can be postponed to a later date, but no later than June 20, 2020, while the student is given a grade of "I" ("Incomplete" - "not completed").

The student submits an application to postpone the exam for the above reasons in the form provided for in Appendix 4 to these Rules, to the incomplete@kbtu.kz electronic address.

The Incomplete score must be changed no later than June 20, 2020 by students passing an exam in an online format only verbally (video / audio call).

If the student does not pass the exam within the specified time, the student is given a grade of "unsatisfactory" ("F").

The Incomplete score is not applicable for students with less than 30 points based on the results of 2 (two) attestations.

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* Depending on the sanitary-epidemiological situation, the date of midterm assessment may be postponed to August 2020.

3.3 Technical issues during the examination

If students have technical problems during exams for more than 10 minutes, they are given the opportunity to retake the exam within 72 hours **online orally**. At the same time, after the loss of communication, the student is obliged to immediately notify the dean's manager or teacher, by sending a WhatsApp message indicating the discipline, teacher's name and time of exit from the exam, in extreme cases, call the dean's manager by phone.

If technical problems last less than 10 minutes, only **ONE reconnection** is allowed. Subsequent reconnections of the student are not allowed, so when you try a second reconnection, the exam is interrupted and the student must retake the exam within 72 hours orally.

3.4 Appeal claims

Examination session in the DLT mode involves an appeal only in the disciplines where the examinations were conducted.

The marks drawn by a method of summative assessment are not subject to appeal.

In the case of disagreement of the student with the mark set by the results of the exam, the student is entitled to appeal only after discussing the points received with the teacher.

The teacher's permission to appeal is not required.

The appeal application is submitted online to Uninet no later than 48 hours after the announcement of the results.

3.5 Description of the examination formats

Online examinations are conducted using the Teams, Google class, Class marker, Webex, Turnitin platforms. The requirements and methodology of the exam for each exam format are listed below in table 2.

Appendix 7 provides a detailed description and technical specifications required for each exam format.

Table 2. – Description of the examinations

Form of exam	Used platform	Level of education	Presence of proctors, video/audio recording, plagiarism check	Description of the project	Marking papers
Written, offline (home based open book)	Answers are sent to the corporate email of the teacher or Turnitin class	Undergraduate , Master's Program, PhD program	Plagiarism check	The task is given beforehand and it is necessary to submit answers before the assigned deadline	Teacher assesses by himself/herself
Oral, online	Teams, Google class	Undergraduate , Master's Program, PhD program	Video/audio recording of the answer is mandatory	According to the established schedule, the class is opening at the day of exam name after name	Teacher assesses by himself/herself

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Testing, online	Teams, Google class Class marker	Undergraduate , Master's program	No	On the day of exam, the class is opened or a link is shared for conducting the assessment	The system checks automatically based on the correct answer keys
Written, online	Teams, Google class, Webex, Class marker	Undergraduate , Master's program	According to the teacher's demand	On the day of exam, the class is opened and a list of questions with the answer options is introduced	Teacher assesses by himself/ herself
Combined, online (written and oral)	Teams, Webex, Turnitin	Undergraduate	Video/audio recording of oral answers is mandatory; plagiarism check is possible	On the day of exam, the class is opened, a task according to the variants is issued with further oral defense	Teacher assesses by himself/ herself

*All types of exams are limited in time

4. PECULIARITIES IN ORGANIZING AND CONDUCTING A STATE EXAMINATION IN THE DISCIPLINE "MODERN HISTORY OF KAZAKHSTAN" WITH THE APPLICATION OF DLT

Students of all specialties / educational programs of KBTU pass the State Exam (hereinafter, SE) in the discipline "Modern History of Kazakhstan". The SE in the discipline "Modern History of Kazakhstan" in the context of the DLT is carried out in the form of a written exam online on the Microsoft Office 365 platform.

The State Examination Commission (SEC) is formed in accordance with the procedure established by the KBTU internal documents.

The methodology for performing the SE during DLT:

- checking connection with the student begins 20 minutes before the start of the SE according to the approved schedule, in the Microsoft Teams (Form) system;
- during the connection check, the student must turn on the webcam and wait for verification, which is carried out by the technical secretary of the SEC;
- at the end of verification, the student gets access to exam tickets. Each ticket has 3 questions, rated at a maximum of 12 points each. 4 points are awarded for the methodology and knowledge of additional literature, as well as the logic of the text;
- during the exam, the student must sit at the computer with the webcam and microphone turned on;
- The exam time is 110 minutes. At the end of the exam, students must send photos of their answers within 10 (ten) minutes to the email address: history2020@kbtu.kz ;
- The student must wait for the exam to finish and not leave the online class. After the exam, students' answers will be examined for technical quality (image visibility, vertical position of sheets, pagination, last name on each page). Only after confirmation by video link from the technical secretary of the SEC on the satisfactory technical quality of the answers, students can leave the online class.

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If the student does not have sufficient technical means and / or access to the Internet is limited, the delivery of the SE is postponed to a later date, but no later than June 20, 2020, while the student is given the grade “Incomplete” (“I”) according to **paragraph 3.2** of these Rules.

Cases of technical problems for students during the exam will be considered in accordance with **paragraph 3.3** of the Rules.

SE results are announced no later than 48 hours after the SE.

After reading the exam results, the student who does not agree with the assessment has the right to appeal in the manner prescribed by **paragraph 3.4 of the Rules**.

If a student receives an “Fail” mark when passing the SE, he re-enrolls for this discipline on a paid basis in the next academic period or summer semester, re-visits all types of training sessions, fulfills the requirements of current control, receives admission and retakes the SE.

The “FX” score for the SE is not set.

5. RULES OF CONDUCTING FINAL ATTESTATION DURING THE PERIOD OF DLT

Final assessment of students is a procedure carried out with the aim of determining the degree of mastering the volume of educational disciplines provided for by the state compulsory standard of education at the level of undergraduate, Master’s program, conducted on time according to the academic calendar. Students who have completed the educational process in accordance with the requirements of a working and individual curriculum, and working training programs are allowed to final assessment. Students who have not completed theoretical training and have financial debt are not allowed to final assessment. Methods for conducting final assessment by educational levels are shown in the table.

Table 3. – Methods of conducting final assessment in the DLT conditions

Level of education	Form of final assessment	Method of conducting final assessment in the DLT conditions	Terms of fulfillment and defense
Undergraduate	Writing and defense of the Diploma thesis	Combined: 1. Written plagiarism check on Turnitin platform 2. Oral defense online on the platform Microsoft Teams	Individually, or in groups (up to 5 students)
Master's program	Writing and defense of Master’s dissertation/ Master’s project (for profile directions)	Combined: 1. Written plagiarism check on Turnitin platform 2. Oral defense online on the platform Microsoft Teams	Individually, or in groups (up to 5 students)

*On KMA curricula, additional complex examination is foreseen additionally

The following variants of conducting final assessments are applied:

- conducting final assessment in an online format;

Given the specifics of the format for conducting the final assessment in the context of DLT, the final score consists of the sum of the points of the supervisor (maximum 50 points) and the average value of the points for online oral defense in Microsoft Teams (maximum 50 points).

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- postponing the final assessment to a later date (no later than June 20, 2020).

Transfer is allowed in case of impossibility to connect to online defense when all documents are provided within the prescribed period. The student notifies the technical secretary of the impossibility of participating in online defense at least 1 week before the day of defense.

If the final certification is postponed later than June 2020, on a state educational order students will stop receiving scholarships at the end of the current school year.

Students are required to provide all the necessary documents to the technical secretary in electronic format 1 (one) week before the term of online defense. The originals of hardcover diploma projects and master's theses (projects) with the collected signatures and seals must be provided to the AC technical secretary within one month after cancelling of the state of emergency.

Logins are created for the chairmen of the assessment committee (AC) to enter the Microsoft Teams platform. The members of the assessment committee (Chairman and members of the commission) should check their technical equipment (camera, microphone, access to the Microsoft Teams platform and Internet access) in advance and eliminate technical problems, if necessary, contact the University's Information Technology Department (ITD) through the technical secretary, which provides technical support to AC members.

Students should check their technical equipment in advance (camera, microphone, access to the Microsoft Teams platform and access to the Internet) and eliminate technical problems, if necessary, contact ITD. Prior to the start of the final certification, the technical secretary of AC creates the class "Final assessment" on the Microsoft Teams platform, adds the chairman and members of the commission and uploads the documents. Access to the platform is possible only with the KBTU login.

On the day of the final assessment, the technical secretary begins the meeting and will take turns connecting students / a group of students to the meeting. Scientific advisers are invited to participate in the work of the AK (presence is not necessary, but recommended).

When connecting to a meeting, students must show their ID badge or ID for identification by the technical secretary.

During the defense of the project, students demonstrate a presentation through the screen demonstration mode, make a report (speech) to the commission members in front of the camera and answer oral questions. In case of technical problems, defense is transferred to another time or day (during June - August 2020).

No more than 10 minutes are allotted for a student's performance with individual work, and no more than 20 minutes for group work. No more than 10 minutes are allotted to questions of AC members and answers of a student with individual work; no more than 20 minutes are allotted for group work (a question must be asked for each speaker).

Based on the results of the defense, the Chairman and each member of the commission put an individual grade for each student (maximum 50 points) on the score sheet sent by the technical secretary, the completed score sheet is sent back on the day of protection. The technical secretary displays the average value for each student, to exclude subjective scoring.

A student who receives an unsatisfactory mark ("F") based on the results of defense at the final certification is expelled from KBTU by order of the Rector (Chairman of the Management Board) with the issuance of an academic transcript and a certificate of the established form provided to citizens who have not completed their education, with the possibility of re-passing the final certification in the next academic year.

A student who has successfully passed the final certification is assigned the academic degree "Bachelor" / "Master" by the decision of the certification commission.

The algorithm of actions of students during the final certification in the DLT conditions are presented in the Appendix to the Rules.

