

APPROVED
by Prorector of Academic Issues
G. Shakulikova
2019

RULES OF EXAMINATION HOLDING
RULES OF BEHAVIOR AT THE EXAMINATION

Please, get acquainted with these Rules.
Any deviation from the below Rules shall be considered as violation bringing to removal from an examination

1. Only students registered for a discipline and not withdrawn from the discipline after registration, i.e. having grades W and AW, not having financial indebtedness in tuition and business trip costs, shall be admitted to the examination and included to the attendance list.
2. A student is to produce its ID card or identity card and put its signature in the attendance list when entering the classroom.
3. After the beginning of the examination, **it is prohibited** to the student to go out of the classroom. Except for emergency cases by agreement with the examiner.
4. All books, records, notebooks, bags, pen cases, boxes, outer garment, electric devices with an option of data saving are to be put in the indicated place. All mobile telephones are to be shut off and **handed over** to the Examiner / Proctor.
5. **It is strictly prohibited** to the students (irrespective of the season) to be at the examination in outer garment, including a hood, scarf, kerchiefs, headwear, gloves, and other foreign items.
6. At the examination, a student can have only a pen, pencil, eraser, calculator with an option of data saving, and also required reference books, with the permit of the examiner.
7. Handing over and exchange of pens, pencils, erasers and calculator are prohibited.
8. At the examination, talks between the students are prohibited. An attempt to glance at the monitor or examination sheet of another student as well as copying (cribbing) are considered as a gross violation of the Rules, and bring to removal of the student from the examination. For the final stage of discipline, 0 point shall be assigned to such student, and according to the Rules of the current control of progress in midterm assessment and final assessment of students at KBTU, the grade F shall be assigned to such student as the final grade for discipline irrespective of the quantity of points accumulated by it during the whole semester. With repeated revealing the fact of violation of the Rules of behavior at the examination a disciplinary measure shall be applied to the student.
9. From the moment of beginning and in the process of the examination it is prohibited to ask any questions (including those to the Examiner / Proctor). The Examiner shall have the right to explain the rules of behavior, the form of filling in the examination works and other organizational issues **only at the beginning of the examination**. In case of arising additional questions from the moment of the beginning of the examination, a student can apply **only** to the Proctor.
10. In case of a computer testing, a student shall enter the computer and examination file **only** with its login. With completion of the taking of its test, and on completion of the test saving, the student must go out of the classroom.
11. The late students shall be admitted to the examination with the permit of the Examiner, and the time of the examination shall not be prolonged.
12. On expiration of the time of the examination, each student is to hand in its examination sheet not discussing the possibility of continuation of work over the examination questions.
13. Answers shall be filled in only by a pen, in other case the taking of the examination shall not be taken into consideration.

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OBLIGATIONS OF THE EXAMINER DURING THE FINAL EXAMINATION

1. Prior to the examination session, within the Midterm period and the last week of the semester (terms to be stated in the Academic Calendar), the Examiner is to fill in the electronic sheet, entering the sum of points accumulated by a student during the semester.
2. The Examiner is to prepare examination questions upon disciplines 1.5 month prior to the beginning of the examination session. The final examination has the complex form: testing, written and verbal tasks, with compulsory containing of problematic issues.
3. The examination questions are to be subjected to analysis by the specially created Methodic Group at the Faculty. After receipt of the evaluation (to be signed by the Dean), the examination questions shall be approved at the meeting of the Faculty not later than one month prior to the beginning of the examination session with indication of the number of the minutes and date of approval, and under hand of the Dean and under seal affixed.
4. In case of holding a computer testing, two weeks prior to the beginning of the examination session, test questions are to be converted into the test envelope, approved by teachers and entered in the University server.
5. The Examiner is to print out, from the personal page in Uninet, a list of students registered for a discipline and admitted to the examination with indication of ID of each student (attendance list). The filling in (adding) of students' last names by hand is prohibited.
6. To provide timely beginning of the examination in accordance with the schedule. With students' entering the classroom, the Examiner jointly with the Proctor is to demand from them to produce their ID cards or identity cards.
7. **It is strictly prohibited** to students (irrespective of the season) to be at the examination in outer garment, including a hood, scarf, kerchief, headwear, gloves, and other foreign items.
8. Jointly with the Proctor it is required to seat the students upon the seat scheme specially formed in Uninet AIS and stated in the attendance sheet. Mobile telephones and other electronic devices **are to be compulsorily shut off and handed over to the Examiner.**
9. With a computer testing, to control the students so that they, on their own, enter their own name and login when logging in the Uninet system.
10. The Examiner is to **strictly** watch the students so that they do not crib during the examination. In case of copying (cribbing), the student is deprived of the right to continue the examination, shall be removed from the examination with assignment of the grade F for the discipline.
11. It is prohibited to the Examiner to have talks with the students. Only at the beginning of the examination, the Examiner shall have the right to explain the rules of behavior, the form of filling in the examination works and other organizational issues.
12. After the examination, written works of the students shall be handed over to the Dean's Office of the relevant Faculty by the Prorector, and **only** after that the Examiner can receive coded works of the students.
13. Results of the examination shall be entered in the Uninet by the teacher on completion of the examination.
14. After entering the examination results in Uninet, the Examiner is, at the same day, to print out the paper counterpart of the examination sheet, to sign it and to submit it to the Sector of students' registration of the Office of the Registrar.
15. The examiner **is obliged** to be present in the classroom from the moment of the beginning until the end of the examination.

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Obligations of the Proctor during the final examination

1. To provide timely beginning of the examination in accordance with the schedule, i.e. 15 minutes prior to the examination in accordance with the schedule, the Proctor is to open the access to the classroom for seating the students according to the scheme formed in Uninet (**in case of violation of this clause the Office Registrar shall submit the report to the name of the KBTU management**). To provide acquaintance of the students with and their observance of the Rules of behavior at the final examination.
2. To watch the signing of the attendance sheet by all the students when the students produce their ID cards or identity cards.
3. In the attendance sheet to mark the students being absent from the examination, having compulsorily stated the reason (non-appearance, removed from the examination due to use of a crib note).
4. To admit late students to the examination only with permit of the Examiner.
5. **It is strictly prohibited** to the students (irrespective of the season) to be at the examination in outer garment, including a hood, scarf, kerchiefs, headwear, gloves, and other foreign items.
6. To watch that on the desk / computer desk of a student there would be only a pen / pencil, eraser, calculator permitting to perform calculation operations, paper for writing answers under the stamp of the Faculty affixed and, if provided for, reference literature (dictionary or a reference book).
7. To watch that the mobile telephones, picture cameras, and other electronic recording and reproducing devices would be handed over to the Examiner, and bags, cases, etc. to be left on a separate table inside the classroom at the entrance.
8. To hand out examination sheets, tasks and papers for answers under stamp affixed.
9. The Proctor is to strictly watch the students so that they would not crib during the examination.
10. To deprive a student caught with a crib note of the right to continue the examination and remove it from the classroom, with making the relevant act (**in case of violation of this clause, the Office Registrar shall submit a report to the name of KBTU**).
11. The examination work and the act regarding the student caught with the crib note shall be submitted to relevant Dean's Office.
12. At written examinations, every hour to notify the students of the time remaining, and nearer to the end of the examination to notify the students 30 minutes prior, 15 minutes prior and 5 minutes prior to the end of the examination.
13. To provide timely completion of the examination strictly according to the schedule and **to exclude** the delaying of handing in the works by the students after announcement of the end of the examination by the Proctor (at the written examination).
14. In case of computer testing, to strictly watch the students during the examination so that they would not open electronic documents except for the program of the computer testing.
15. To watch the students during the testing so that the students would not talk including with the Examiner, would not crib, would not stand up, and would not re-seat without a permit.
16. In case of revealing of additional gadgets not handed over to the Examiner (including those visible from the pockets) and crib notes, the Proctor shall have the right to deprive the student of the right to continue the examination and to remove it from the classroom with making a relevant act.
17. On completion of the examination, the attendance list is to be submitted to the Sector of Students' Registration of the Office of the Registrar.
18. After the examination, the Proctor is obliged to submit written works of students to the Dean's Office of the relevant Faculty, for coding the works.
19. In case of arising any questions of the students to the Examiner during the examination, to solve the issue without involvement of the Examiner and without discussions.
20. The Proctor is prohibited to be busy in unrelated activities including long use of telephones.