

List of courses for Spring final exams of academic year 2019/2020 with exam formats and the possibility of applying the methods of total assessment

BACHELOR			
№	Course	Exam form	Availability of gaining evaluation according to the current assesment
Faculty of General Education			
1	Academic Reading	online written	no
2	Academic writing and composition	online written	no
3	Advanced Conversational English (C1)	online viva voce	no
4	Conversational English (B2)	online viva voce	no
5	Corruption, development, and good governance	online written	no
6	Cross Cultural Communication	online written	yes
7	English 2 ISE	online written	yes
8	English 2_ Advanced (C1)	online written+viva voce	no
9	English 2_ Intermediate 1 (B1)	online written	no
10	English 2_ Intermediate 2 (B1)	online written	no
11	English 2_ Upper-intermediate (B2)	online written	no
12	International political economy	online written	yes
13	Introduction to IELTS	online written	no
14	Philosophy	offline	no
15	Philosophy of Social Sciences ISE	online written	no
16	Physical Education I	16th week exam	no
17	Physical Education II	16th week exam	no
18	Physics 1	online test	no
19	Physics II	online test	no
20	Presentation Skills	online viva voce	no

21	Rugby	16th week exam	no
22	Sociology and environmental sustainability	offline	no
23	Sociology and Social Psychology	offline	no
24	Академиялық қазақ тілі	online written	yes
25	Іскерлік қазақ тілі	online test	yes
26	Кәсіби қазақ тілі	online test	no
27	Кәсіби қазақ тілі (Рухани жаңғыру)	offline	yes
28	Основы ораторского выступления	online written+viva voce	yes
29	Халықаралық студенттерге арналған қазақ тілі	online written+viva voce	no
Business school			
30	Advanced financial management	online written	yes
31	Advanced Managerial Accounting	online test	yes
32	Audit	online test	yes
33	Business Planning and Consulting	offline	no
34	Business Statistics (using Excel)	offline	yes
35	Change Management	offline	no
36	Corporate Finance	online test	no
37	Derivatives	online written	yes
38	Econometrics	online written	no
39	Economics of Competitiveness	online test	yes
40	Financial risk management	online written	no
41	Financial Statements Analysis	online written	yes
42	Global Financial Markets and Institutions	online test	no
43	HR management (self study)	offline	no
44	Insurance	online test	yes
45	Intermediate Accounting II	online written	yes
46	International Business	online written	no
47	International economics	online test	yes
48	Introduction to Accounting	online test	yes
49	Introduction to Finance	онлайн устно	no
50	Introduction to Management	offline	no
51	Investments	online test	yes
52	Leadership and Motivation	offline	no
53	Macroeconomics	online written	yes
54	Managerial Accounting	online test	yes

55	Organizational behavior	offline	no
56	Project management	online written	yes
57	Quantitative Investment Management	online written	no
58	Strategic HRM	offline	no
Kazakhstan Maritime Academy			
59	Auxiliary Machinery 1	online written	no
60	Cargo Handling 1	combined (written, viva voce)	no
61	cargo handling, stowage and carriage 2	online written	no
62	cargo handling, stowage and carriage 3	online written	no
63	Deck Watch 1	online written	no
64	Electrotechnology 2	online written	no
65	Marine engineering & Shipknowledge_(Морскаяинженерия)	online written	no
66	Maritime Law 2	combined (written, viva voce)	no
67	Ship construction & stability 1	online written	no
68	Ship Static Stability 2	combined (written, viva voce)	no
69	Ship, Ship Routines and construction	online written	no
70	Static Transverse stability 1	online written	no
71	Technology of Materials	online written	no
72	Terrestrial navigation 2	online written	no
73	Thermodynamics 1	online written	no
74	Voyage planning and conducting 1	online written	no
International School of Economics			
75	Abstract Mathematics II	online test	no
76	Algebra II	online test	no
77	Calculus II	online test	no
78	Capital markets and Asset pricing II	online test	no
79	Corporate Finance II	online test	no
80	Elements of Econometrics II	online test	no
81	Further Calculus II	online test	no
82	Further Linear Algebra II	online test	no
83	Game Theory	online test	no
84	Industrial Economics II	online test	no
85	International Economics II	online test	no
86	Introduction to Economics: Macroeconomic Theory	online test	no

87	Introductory Calculus II (AP)	online test	no
88	Macroeconomics II	online test	no
89	Mathematics II	online test	no
90	Microeconomics II	online test	no
91	Principles of Macroeconomics II (AP)	online test	no
92	Principles of Accounting II	online test	no
93	Quantitative Finance II	online test	no
94	Statistical Methods for Market Research 1	online test	no
95	Statistics 2	online test	no
School of Mathematics and Cybernetics			
96	3D Modelling	combined (written, viva voce)	no
97	Algebra	online viva voce	yes
98	Algebraic Methods in Cryptography	online viva voce	yes
99	Algorithms complexity	online viva voce	yes
100	Calculus I	online viva voce	yes
101	Calculus II	online viva voce	yes
102	Classical Boundary Value Problems and Numerical methods. Matlab	online viva voce	yes
103	Computational Fluid Dynamics	online viva voce	yes
104	Differential Equations	online viva voce	yes
105	Engineering mechanics	online viva voce	yes
106	Enumerative Combinatorics	online viva voce	yes
108	Functional Analysis	online viva voce	yes
109	Fundamentals of Mathematical and Computer Modeling of Natural Physical Processes	online viva voce	yes
110	Introduction to financial mathematics	online viva voce	yes
111	Linear Algebra for Engineers	online viva voce	yes
112	Mathematical and Computer Modeling of Computational Processes	online viva voce	yes

113	Mathematical modeling of chemical processes	online viva voce	yes
114	Probability Theory and Mathematical Statistics	online viva voce	yes
115	Programming Python	online viva voce	yes
116	Web programming	combined (written, viva voce)	no
Faculty of Chemical Engineering			
117	Analytical Chemistry	online written	no
118	Chemical Engineering of Organics	online written	no
119	Chemistry	online written	no
120	Industrial Catalysis	online written	no
121	Instrumental methods of analysis	online test	no
122	Introduction to Chemical Engineering	online test	no
123	Technology of Polymer Production and Processing I	online written	no
Faculty of Geology and Geological Exploration			
124	Environmental Risk Assessment	online written	no
125	Fundamentals of scientific research (Reserch, Reading and Writing)	online written	no
126	Fundamentals of Subsurfase	online written	no
127	Fundamentals of Well Testing and GIS	online written	no
128	Geodesy with the Basics of Topography	online written	no
129	Geophysical control of oil and gas fields	online written	no
130	Health and Labour Safety	online written	no
131	Introduction to Geophysics	online written	no
132	Introduction to Logging	online written	no
133	Petroleum Geology	online written	no
134	Prospecting and exploration of mineral deposits	online written	no
135	Regional geology and mineral resources of Kazakhstan	online written	no
136	Regional geomorphology and geology of quaternary deposits	online written	no
137	Sedimentology of hydrocarbon reservoirs	online written	no
138	Seismic survey	offline	yes
139	Structural Geology	online written	no
140	Well logging	online written	no
141	Electric prospecting	online written	no
Faculty of Information Technologies			

142	Introduction to Big Data Analytics	online written	yes
143	Algorithms and Data Structures	online written	no
144	Android Development	combined (written, viva voce)	yes
145	Automation Systems Design	combined (written, viva voce)	yes
146	Backend Framework (Django)	combined (written, viva voce)	yes
147	Block chain Technology and Application	online test	yes
148	Computer Networks	online test	yes
149	Digital Design	online test	yes
150	Electronics и Digital Design	online test	yes
151	Electrotechnics	online written	yes
152	Fields Projects for Information Systems	offline	no
153	Foundations of Electrical Engineering I	online written	no
154	Foundations of Electrical Engineering II	online written	yes
155	ICPC ACM Programming Contest 2	online written	yes
156	Industrial Networks and Fieldbuses	online test	yes
157	Information Communication Technology (Python)	combined (written, viva voce)	no
158	Information Security	online test	yes
159	Introduction to Business Management	offline	no
160	Introduction to Computer Vision	online written	yes
161	Introduction to Media Studies	online test	yes
162	iOS Development	online written	yes
163	Low Level Programming	online test	yes
164	Machine Learning	combined (written, viva voce)	no
165	Mathematical Foundations of Information Security	online test	yes
166	Metrology and Measurments	online viva voce	yes
167	Microprocessor Control Systems	combined (written, viva voce)	yes
168	Networking and Telecommunications	online test	yes
169	Newsriting and Reporting	online test	yes
170	Object Modeling using Poligon Surface	online written	yes

171	Principles of Design in Micro Electronics	combined (written, viva voce)	yes
172	Probability Theory and Mathematical Statistics	online written	yes
173	Programming Language Theory	online written	yes
174	Programming Principles I	online written	no
175	Programming Principles II	online written	no
176	Robotics in Manufacturing	online test	no
177	Software Development Tools A.Akzhalova	combined (written, viva voce)	yes
178	Software Development Tools Zh.Aldamuratov	online written	yes
179	Statistics	online written	yes
180	Technological Entrepreneurship & Startups	online test	no
181	Theory of Nonlinear Control Systems	online viva voce	yes
182	VFX and 3D physics	online written	yes
183	Web Development	online test	yes
184	Web Technologies	online test	yes
Faculty of Energy and Oil & Gas Industry			
185	Construction Fundamentals	online test	yes
186	Descriptive Geometry and Engineering Graphics	online test	yes
187	Exploitation of oil and gas fields	online written	yes
188	General Hydraulics	online test	yes
189	Offshore Field Development	online viva voce	yes
190	Pipeline engineering	online written	yes
191	Production technology	online test	yes
192	Pumps and compressor stations	online test	yes
193	Reservoir engineering	online test	yes
194	Reservoir Simulation	online test	yes
195	Strength Materials	online test	yes
196	Well production stimulation	online written	yes
Master programme			
School of Business			
1	Oil & Gas Asset Management	online written	no
2	International Finance	online written	no
3	Derivatives	online written	no

4	Ethics and Professional Standards II	online written	no
5	Professional Body of Knowledge	offline written	no
6	Equity Analysis and Valuation II + Portfolio Management II	offline written	no
7	Geopolitics of Oil& Gas	online test	no
8	Investments	online viva voce	no
9	Strategic Project Management & Finance	online viva voce	yes
Faculty of Energy and Oil & Gas Industry			
10	Advanced EOR	online written	no
11	Maintenance and Asset Integrity	online written	no
12	Environmental Quality Assurance Control	online written	no
13	Contracts, procurement and provision	online written	no
Faculty of Geology and Geological Exploration			
14	Facies and Formational Analysis	offline written	no
15	Basin modeling	offline written	no
Faculty of Information Technologies			
16	Data Collection and Analysis (Hadoop)	online viva voce	no
17	Introduction to analysis of non-linear systems	online written	no
18	Security issue in WEB and Mobile Applications	online written	no
19	Natural language processing and pattern recognition methods	offline written	no
20	Feedback system analysis and design	offline written	no
21	Security of Operating Systems	online written	no
22	Research Methods	offline written	no
23	History and philosophy of science	offline written	no
Faculty of Chemical Engineering			
24	Technology of production polymers	online written	no
25	Project financial analysis	online viva voce	no
26	Biofuel technology	online written	no
School of Mathematics and Cybernetics			
27	Mathematical and computer modeling of chemical processes	online viva voce	yes
28	Computational hydrodynamics	online viva voce	yes
29	Introduction to Cryptography	online viva voce	yes

30	Mathematical and computer modeling of atmospheric processes and problems of meteorology	online viva voce	yes
Center of Alternative Energy and Nanotechnologies			
31	Solid State Zone Theory	offline written	no
32	Experimental methods for studying nanomaterials and nanostructures	online viva voce	no
DOCTORAL PROGRAMME			
Faculty of Oil and Gas industry			
1	Flow assurance	offline written	no
2	Fundamentals of Reservoir Development Geology	offline written	no
3	Advanced Reservoir Engineering and Reservoir Integrated Management	offline written	no
4	MWD&LWD	offline written	no
Faculty of Information Technologies			
5	Combinatorial optimization	offline written	no
6	Data Collection and Analysis (Hadoop)	online viva voce	no
7	Introduction to Advanced Algorithms	offline written	no
8	Natural language processing and pattern recognition methods	offline written	no
9	Research Methods	offline written	no
Faculty of Chemical Engineering			
10	Project financial analysis	online viva voce	no
School of Mathematics and Cybernetics			
11	Computational hydrodynamics	Суммативно	yes
12	Introduction to Cryptography	Суммативно	yes
Center of Alternative Energy and Nanotechnologies			
13	Physicochemical Foundations of Nanotechnology	offline written	no

SAMPLE OF APPLICATION

(Submission only through uninet)

To Prorectorof Academic Issues

A.K.Jumasseitova

Full name

Year of study

Faculty, Specialty, code

ID of student

Application

In connection with my disagreement on setting the total grade as an examination grade for the final control in disciplines:

1. _____
_____, teacher _____;
2. _____
_____, teacher _____

, I ask you to take exams in this discipline (s) in the approved format.

Date

Singature

(required)

INSTRUCTIONS FOR GRADING OF THE DISCIPLINE BASED ON CURRENT GRADES (TOTAL ASSESSMENT)

Instructions for grading of the discipline based on current grades (total assessment) have been developed in accordance with the Methodological Recommendations for the organization of interim and final certification in the Educational Programs and Higher and Postgraduate Education during the coronavirus infection pandemic, approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan from April 21, 2020 № ____.

Assessment in the discipline based on current scores (total assessment) is carried out according to the decision of the teacher, provided that the teacher constantly monitors students' knowledge during the semester, and current grades for the first and second certification correctly reflect the level of students' knowledge.

In this case, the assessment of the final exam based on the results of I, II certifications, i.e. the exam score sets by multiplying the sum of the two certifications by a $2/3$ coefficient ($= 0.67$).

Explanation: the $2/3$ coefficient ($= 0.67$) is due to the fact that the student who scored 60 points during the semester has excellent knowledge of the discipline passed and deserves 40 points for the exam, which is $2/3$ of 60 points. All other marks for the exam will be calculated on the same principle, by multiplying by a $2/3$ coefficient ($= 0.67$), which corresponds to the following table:

Table -Example of calculation of exam points and final grade for discipline

Current points	Exam points	In total
60,0	40,0	100,0
59,0	39,3	98,3
58,0	38,7	96,7
57,0	38,0	95,0
56,0	37,3	93,3
55,0	36,7	91,7
54,0	36,0	90,0
53,0	35,3	88,3
52,0	34,7	86,7
51,0	34,0	85,0
50,0	33,3	83,3
49,0	32,7	81,7
48,0	32,0	80,0
47,0	31,3	78,3
46,0	30,7	76,7
45,0	30,0	75,0

44,0	29,3	73,3
43,0	28,7	71,7
42,0	28,0	70,0
41,0	27,3	68,3
40,0	26,7	66,7
39,0	26,0	65,0
38,0	25,3	63,3
37,0	24,7	61,7
36,0	24,0	60,0
35,0	23,3	58,3
34,0	22,7	56,7
33,0	22,0	55,0
32,0	21,3	53,3
31,0	20,7	51,7
30,0	20,0	50,0

Calculation of the final grade in the discipline by the method of cumulative assessment is performed by the Uninet system automatically based on the grades of current performance and the final exam (by a coefficient of 0.67) according to the following formulas (1.2):

$$\mathbf{CP + FE = FINAL\ GRADE\ BY\ DISCIPLINE} \text{(formula 1)}$$

$$\mathbf{FE = CP*0,67} \quad \text{(formula 2)}$$

here, CP – current points, FE – Final exam.

Students are required to familiarize themselves with the final grade by the total assessment before the final exam in the discipline according to the approved schedule.

Students who do not agree with the final grade in the discipline by the total assessment are able to pass the final exam orally according to the approved examination schedule (see 3.1).

The application is written by hand by the student and sent to the **incomplete@kbtu.kz*

SAMPLE OF APPLICATION

Full name

Year of study

Faculty, specialty (code)

ID of student

Application

Due to my lack of technical capabilities, restriction / lack of access to the Internet for passing the exam in a remote format, I ask you to rate me “Incomplete” in the disciplines: (list all disciplines,).

1. _____
2. _____
3. _____

Date
Signature



EXAM INSTRUCTIONS

This instruction has designed for intermediate certification during the pandemic of the coronavirus infection COVID-19.

This instruction govern the conditions and procedure for examinations in the disciplines of the following educational levels: undergraduate, graduate and phd programs.

Faculty _____

Discipline _____

Teacher (Full name) _____

Language _____

Exam duration (in minutes) _____

Form (choose the necessary) _____

Projectssend in advance by mail Home based open book

Written OnlineTeams, Googleclassroom

Written answers by mail offline

Class marker

Summarized

Combinedform (projects noral)

Consultation time _____

Student Identity Method (by ID/video cameraetc.) _____

How will the exam go? _____

Describe the exam step by step

Describe in detail the number of questions by category and points for them (open, closed, etc.)

How will a student receive an exam assignment _____

How the student will send answers to exam questions for the teacher _____

How much time is planned for each question _____

Necessary technical equipment:

Camera availability _____

Microphoneavailability _____

Algorithm of students' actions during the period of intermediate certification in the conditions of DLT

1. Step

- Familiarization of students with exam forms, instructions and opportunities for applying the total score in some disciplines.

2. Step

- In uninet will appear final grades for disciplines in which it is allowed to set a total grade for the results of two grades.

3. Step

- If the assessment by the total method does not suit the student, it is necessary to submit an application to uninet for the exam in this discipline.

4. Step

- If the student sees that for some disciplines he is not able to pass the exam for technical reasons, then the student submits an application (in the established form) for the assessment of "Incomplete", by email. address incomplete@kbtu.kz.
- The Incomplete score must be changed by passing the exam after quarantine by 20th of June. Otherwise, the Incomplete score is translated to Fail. The Incomplete score can be applied to students who do not have access to the Internet and students who have a low Internet connection speed

5. Step

- During exams, students who are "knocked out" of the network for more than 10 minutes as a result of technical problems have the opportunity to retake the exam within 72 hours orally.
- In case of technical malfunctions that lead to removal from the exam by more than 10 minutes, the student must immediately notify the dean's manager or teacher by writing a WhatsApp message indicating the discipline, teacher's name and time of being taken out of the exam, or, in extreme cases, by calling phone to the dean's manager.
- In case of technical malfunctions, lasting less than 10 minutes, only ONE reconnection is allowed. Subsequent reconnections are not permitted, therefore, after a second reconnection attempt, the student automatically goes to retake the exam within 72 hours orally.

6. Step

- Examination session in the DLT mode involves an appeal only in the disciplines where offline / online exams were conducted.
- Total scoring is not subject to appeal.

7. Step

- The student appeals only after discussing his score with the teacher and disagreeing with the grade. The teacher's permission to appeal is not required. The appeal is filed online in uninet no later than 48 hours after the results are announced.

8. Step

- Examination session in the DLT mode involves retaking the final exams for students who scored less than 20 points for the final exam. The teacher himself determines the form of the retake.

9. Step

- These rules are not valid in the case of students who scored less than 30 points according to the results of 2 certifications.

7.1 Description of exam: Oral, online

Exam format	Oral, online
Admission Format	Students should give an oral answers according to the exam questions
Exam Platform	Exam is held on one of the platforms: Microsoft teams, Googleclassroom
Exam control	Instructor has to record a video of the exam. Instructor downloads the Attendance list from wsp.kbtu.kz. He/she should mark attendance in the list before exam, make notes if no show or any other cases and send it to the Office Registrar
Duration	The time for preparation for the answer and the answer itself are prescribed in the instructions for each subject by instructor. It is recommended 15 minutes for each person.
Internet and communication requirements	Camcorder, 3G and higher
Before the exam	Instructor prepares exam questions in pdf or other format that does not allow editing the exam question online. Instructor uploads exam questions to file exchange hosting and check their availability before the exam. IMPORTANT. It is forbidden to publish examination tickets before the exam on any platform and forward to students

Exam process

30 minutes before the start of the exam, the instructor and student check the availability of the Internet connection and laptop.

Instructor checks attendance of all students and makes notes in his Attendance list downloaded from wsp.kbtu.kz.

On the day of the exam and at the beginning of the exam, Instructor reminds students start time and finish time in the chat room or by posting a message in the platform.

After connecting all participants to the online conference:

1. Instructor switches on VIDEO RECORDING of the exam;
2. He/she welcomes the exam participants
3. Instructor warns that a video is being recorded;
4. Instructor notifies about the order of examinees, preparation time, and response time;
5. Instructor warns of a ban on the use of the Internet, social networks and consequences of cheating according to the rules of academic honesty.

Next, Instructor pronounces the surname and name of the examinee and asks the examinee to show his/her student ID on the camcorder.

Instructor provides the exam questions to be answered by examinee and publishes the file in the class chat on the ongoing platform indicated in advance in the instructions for the subject. The student is given time to prepare for the answers.

Instructor listen to the answers of the student, evaluate him and give permission to leave the exam meeting.

The same procedure is repeated with each student.

Based on the results of the exam Instructor puts points in the final statement and send pdf file to the office registrar by email.

7.2 Description of exam: Combined online

Exam format	Combined (oral and project defense), online
Admission Format	Oral answers to questions about the project
Exam Platform	Exam is held on one of the platforms: Microsoft teams, Classmarker, Google classroom, Zoom, Cisco Webex
Exam control	Instructor has to record a video of the exam. Instructor downloads the Attendance list from wsp.kbtu.kz . He/she should mark attendance in the list before exam, make notes if no show or any other cases and send it to the Office Registrar
Duration	The time for preparation for the answer and the answer itself are prescribed in the instructions for each subject by instructor. It is recommended 15 minutes for each project team
Internet and communication requirements	Camcorder, 3G and higher
Before the exam	Instructor checks the availability and evaluates the projects in advance, prepares a delivery schedule for each project in advance, sets the time to each team in the Microsoft teams calendar or in other platform.

Exam process

30 minutes before the start of the exam, Instructor and student check the Internet connection and laptop.

Instructor checks attendance of all students and makes notes in his Attendance list downloaded from wsp.kbtu.kz.

On the day of the exam and at the beginning of the exam, Instructor reminds students start time and finish time in the chat room or by another way using the platform.

After connecting all participants to the online conference, Instructor:

1. Instructor switches on VIDEO RECORDING of the exam;
2. He/she welcomes the exam participants
3. Instructor warns that a video is being recorded;
4. Instructor notifies about the order of examinees, preparation time, and response time;
5. Instructor warns of a ban on the use of the Internet, social networks and consequences of cheating according to the rules of academic honesty.

There is a 10-minute break between each meeting with the project team (this time is not included in the total exam time).

Each group 5 minutes before the start of their presentation writes a message to the chat room in the platform that the connection is valid and they are ready to start.

In case of communication problems before the presentation the group is automatically set last in queue and the time is set again for them.

Each member of the group has to ask to a question about his part of the project. For each project group it is recommended no more 15 minutes.

7.3 Exam format: online written and online testing

Exam format	Written, online
Admission Format	Written answers to exam tickets Online testing
Exam Platform	Conducted on one of the platforms: Microsoft teams, Classmarker, Google classroom, Zoom, Cisco Webex
Exam control	Instructor has to record a video of the exam. Instructor downloads the Attendance list from wsp.kbtu.kz . He/she should mark attendance in the list before exam, make notes if no show or any other cases and send it to the Office Registrar
Duration	Duration is indicated in the subject instructions.
Internet and communication requirements	Camcorder, 3G and higher
Before the exam	Instructors prepares exam questions (test), uploads exam questions (test) to the file exchange hosting service (or in the online platform) and check their availability before the exam. IMPORTANT. It is forbidden to publish examination tickets before the exam on any platform and forward to students

Exam process

30 minutes before the start of the exam, the instructor and student check the availability of the Internet connection and laptop.

Instructor checks attendance of all students and makes notes in his Attendance list downloaded from wsp.kbtu.kz.

On the day of the exam and at the beginning of the exam, Instructor reminds students start time and finish time in the chat room or by posting a message in the platform.

After connecting all participants to the online conference:

1. He/she welcomes the exam participants
2. Instructor notifies about the order of examinees, preparation time, and response time;
3. Instructor warns of a ban on the use of the Internet, social networks and consequences of cheating according to the rules of academic honesty.

Or in other cases: Instructor opens access to the file hosting for tickets or launches a platform with test questions.

At the end of the exam, Instructor announces the end of the exam.

Within 1 hour Instructor checks whether students have uploaded answers to the file exchange hosting service (online platform) or online testing platform and makes sure that all students uploaded the answers (checks that the file is not damaged) and all students submitted answers to the test questions.

If the instructor does not find the answer, he notifies student by e-mail or by a message through the platform that the answer is absent and makes notes in his attendance list that there is no answer to the exam sent by the student.

A screenshot or a file with an attendance list has to be sent to the office registrar and to the dean's office.

Instructor evaluates the responses of each of the students within 5 working days and points are also transferred to the exam statement in wsp.kbtu.kz.

7.4 INSTRUCTION FOR INSTRUCTOR WHEN CARRYING OUT THE ONLINE WRITTEN EXAM OR ONLINE TEST

Exam questions

Instructor uploads exam questions to his file exchange hosting service (Onedrive, Googledrive and others) which becomes available in the exam day.

When creating exam questions, it is recommended to use the pdf format and save each ticket in a separate file.

The exam questions must indicate the maximum score for each of the questions.

Group Check. Before the exam, Instructor checks whether all his students are assigned to the group and have been added to the group on his platform according to the time and date of the exam schedule.

Time limit

Instructor sets a time limit according to the schedule

On the appropriate platform, it is necessary to indicate the date and time of the beginning and end of the exam and attach a memo with instructions before the exam.

Attendance list

Instructor pre-downloads the turnout sheet, which is downloaded from wsp.kbtu.kz and on the day of the exam notes the attendance of students.

File sharing

File hosting is necessary for downloading exam questions and student responses.

Instructor monitors the restriction of access to the file hosting service and puts deny on access to third parties.

On the day of the exam, at the starting minutes of the exam, Instructor gives students access to unload a exam answers and download exam questions.

IMPORTANT. It is forbidden to publish examination exam questions before the exam on any platform and forward to students.

Video recording

If Instructor will conduct the exam himself, then he will publish one ticket during the exam in the chat before examination of each student.

Instructor pre-schedules the conference for Microsoft Teams, CiscoWebex, Classmarker, Zoom and others, and sends an invitation to the exam participants in advance.

Instructor informs students before exams during consultations that the student:

1. must familiarize himself with the instructions (wsp.kbtu.kz or in the platform) on the upcoming exam and the format of the exam, find himself in the team or in the platform
2. At the indicated time of the exam he/she will get an access to the exam on the appropriate platform.
3. checks in advance whether there is a connection to the device and the internet, sufficient traffic, the operation of the video camera and.
4. must not violate the rules of academic honesty and it is prohibited to cheat and use of Internet resources, social networks during the exam
5. It is prohibited to share video of exams with third parties

7.5 INSTRUCTION FOR INSTRUCTOR ON ONLINE EXAMINATION OR PROTECTION OF THE PROJECT

On the appropriate platform and in wsp.kbtu.kz, Instructor has to post instructions and exam schedule and specify the date and time of the start and end of the exam

Loading exam questions:

Instructor uploads exam questions to his file hosting service (Onedrive, Googledrive, etc.).

Exam questions.

When creating exam questions, it is recommended to use the pdf format and save each ticket in a separate file.

In the exam questions, Instructor has to specify the maximum score for each of the questions (the total sum of the points according to the Credit Technology system - 40 points).

An examination question will be issued on the day and time of the exam through a file hosting service or to the online platform by post or through other resources indicated in the instructions.

Group Check. Before the exam, Instructor checks whether all his student groups have been added to his platform according to the time and date of the schedule.

Project Verification

Instructor checks in advance for the presence of presentations, videos, projects, project implementation codes (for IT subjects).

Attendance list

Instructor downloads in advance Attendance list which is located in the wsp.kbtu.kz and on the day of the exam makes notes about attendance of students.

File sharing

File hosting is necessary for downloading exam questions and student responses.

Instructor monitors the restriction of access to the file hosting service and puts a ban on access to third parties.

On the day of the exam, Instructor gives students an access to exam questions.

Instructor announces to the students in chat room where the exam ticket is uploaded for them.

IMPORTANT. It is forbidden to publish examination exam questions before the exam on any platform and forward to students.

Video recording

If Instructor conducts the exam himself then he should publish one ticket during the exam in the chat before the survey for each particular student group.

Instructor pre-schedules the conference for Microsoft Teams, CiscoWebex, Classmarker, Zoom and other platforms and sends an invitation to the exam participants.

Instructor informs students before exams during consultations that the student:

1. must familiarize himself with the instructions (wsp.kbtu.kz or in the platform) on the upcoming exam and the format of the exam, find himself in the team or in the platform
2. At the indicated time of the exam he/she will get an access to the exam on the appropriate platform.
3. checks in advance whether there is a connection to the device and the internet, sufficient traffic, the operation of the video camera and.
4. must not violate the rules of academic honesty and it is prohibited to cheat and use of Internet resources, social networks during the exam
5. It is prohibited to share video of exams with third parties

Algorithm of students' actions during the final certification in the conditions of DLT

1

- Students who follow all the points of the main position on the final assessment (guidelines) are allowed to protect projects, who have passed all the necessary documents on time and scored at least 25 points (out of 50) according to the results of the evaluation by the supervisor.

2

- During the protection of the project, the availability of Internet access, acceptable sound and video quality are the responsibility of the student. If you have technical questions, the student must contact the dean's manager.

3

- If the student does not have the opportunity to defend himself according to the schedule, you must contact the dean's manager in advance by writing to the mail, WhatsApp or by phone.

4

- Immediately before the defense, a technical call will be made from the dean's manager (technical secretary) to check the quality of communication (students must enter the application 15 minutes before the specified time of protection).
- *The presence and participation of all team members in protecting the project is mandatory.*
- *The cameras of all students should be turned on throughout the presentation, the microphone should be turned on at the speaker.*
- *The presentation must be uploaded to OneDrive / share screen in advance.*
- *Having the Microsoft Teams application on the student's computer minimizes technical problems.*

5

- Pre-defense will be carried out under the same conditions as the defense of the project itself, which will allow more thorough preparation for the actual defense. The time and format of pre-protection are selected by the supervisor.

6

- Each group will have strictly allocated time to protect the project: 20 minutes for a presentation and 10-20 minutes for a question-answer session. Questions and comments from the members of the commission will not be received until the expiration of the specified time. The presentation time should not exceed XX minutes, otherwise the presentation will be stopped by the dean's manager and the Q&A session will begin.

7

- Presentations will be evaluated in strict accordance with the requirements for project protection (guideline).

8

- If the student has technical problems / connection loss during protection, the student must reconnect to the video conference as soon as possible, before the start of the question-answer session.

9

- The final points for the project will be set at Uninet.

10

- The student has the opportunity to request a sheet with total assessments of the commission members on the criteria for assessing the protection of projects.

11

- In case of disagreement of the student with the grade, it is necessary to immediately file an application for appeal in the online format on the website Uninet / pge.kbtu.

12

- Each application will be considered in private.