Instructions for the examinations of the academic year 2023-2024
(staff)

General provisions

1. Vice-Rector of Academic and Student Affairs approves the schedule of final examinations before the beginning of the examination session.

2. Office of the Registrar approves the form of the final control of disciplines (examination form) and the list of proctors for the examination session.

3. Dean's Office is granting a permission to students for final examination before the beginning of the examination session.

4. Under normal conditions all final exams are conducted in examination rooms in an offline format.

5. Examination form is specified by the discipline syllabus.

6. If examination is a computerized test (CT) *test-question database must be prepared and uploaded to the* LMS (under the responsibility of department directors) in accordance with the academic calendar.

Grading an exam

7. If an exam is conducted in the written form, the grade is given within 3-4 days after the completion of exams (before the FX retake).

8. If an exam is computer-based test or viva form (or a project defense), the mark for the examination is given on the day of the exam.

9. After completion of the exam an instructor must ensure a fair grading of the Final mark (Total) in the LMS. The instructor is responsible for the accuracy of the Register Midterm and Register Endterm formulas.

10. After an automatic calculation of Register Term (Register Midterm + Register Endterm)/2*0.6 is complete, *adding bonus points is strongly prohibited*.

Remember! *Total (%) = (Register Midterm + Register Endterm)/2*0,6+Final*0,4*

Proctoring an exam

11. Proctor must arrive to the examination room 15 minutes prior to the beginning of the exam (in accordance with the exam schedule).

12. Proctor must open the examination room in time and observe the examination place. After the end of the exam, he/she must close the classroom and hand in the keys to the Reception Desk.

13. Any person who is not officially involved in the examination process must not enter the examination room.

14. Students' personal belongings and gadgets must be placed in the specified storage area.

15. Proctor has the right to request student's identity card/passport or student ID before entering the examination room. In case the student does not have any personal identification, he/she may be admitted to the classroom with the permission of the Dean's Office.

16. Proctor fills in an attendance sheet at the beginning of the exam and submits it to the Dean's Office when it ends. *A student who is late by 15 minutes or more cannot be included in the attendance sheet and should not be allowed to take* the exam. See Appendix 1 for a template.

17. Proctor must be polite to students, explain Rules of Academic Integrity, examination procedure and act as an example of good behavior for students. If the proctor behaves out of the academic integrity norms, for instance, shows rude behavior or offense students, exceeds his/ her authority etc. during the examination, the student can complain to the Dean's Office in the established procedure.

18. Proctor controls compliance with the norms of organization and conduct of interim assessment of AITU students, the Rules of Academic Integrity, and the Code of Honor of AITU students. In case of revealing violations of behavioral norms (rude behavior, offense, etc.) on behalf of student the proctor reports it to the Dean's Office.

19. Students are forbidden from carrying or using cheat sheets, cell phones, smart watches, and any other unauthorized material (devices) that can be used to get unfair advantage at an exam. It is also forbidden to talk to other students or other unauthorized people. Students are strictly prohibited illegal (unauthorized) access to the electronic databases or documents to get correct exam answers. Violations are reviewed by the Ethics Commission. Full list of violations is defined by the Rules of Academic Integrity.

20. If the proctor or examiner reveals the violation, he/she fills the relevant act, and the student is excluded from the examination. At the end of the exam proctor submits the Acts to the Dean's Office. See Appendix 2 for the template. The Act *cannot be appealed.*

21. Proctor prints out the attendance sheet and the Act on revealed violations before the exam on his/her own.

Appeals

22. A student who disagrees with the result of the final examination fills in an application for appeal within one working day after receiving the examination results. The application is submitted at the Dean's Office. See Appendix 1 for the application template.

23. The Appeal Commission reviews the application and issues the decision within one working day.

24. The Appeal Commission must provide a reasonable explanation of their decision.

25. Appeal application is accepted:
- due to incorrect wording of the examination question;
- if the content of the examination question does not meet the curriculum of the discipline;
- due to grammatical mistakes in the text of the correct answer (in LMS tests);
- in case correct answer is not provided in the test question.

Attendance sheet

Discipline _____

Proctor's name _____

№	Student name	Group	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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22			
23			
24			
25			
26			

Proctor's signature _____

Date _____

ACT

on revealed violations during the examination session

This acts that the learner _____ of group _____ violated (a) the rules of examinations in accordance with the Regulations on the system of assessment of students in LLP "Astana IT University",

_____

specify the type of violation

at _____ "_____" _____20____

Dean _____

Proctor _____

The act has been acquainted with _____

«____»_____20__ .