

## **Instructions for final examinations of the 2023-2024 academic year (students)**

### **General provisions**

1. Everyone involved in the academic process must abide the Rules of Academic Integrity<sup>1</sup> (hereinafter - the Rules).
2. If someone breaches the principles of academic integrity, then that offence will be treated in accordance with the procedures regulated in the Rules.
3. In case a member of staff violates behavior norms (mistreatment, abuse, etc.) towards the student, it should be reported to the Dean's Office immediately.
4. During the examination a student must:
  - come to the final examination on time (according to the schedule);
  - bring a pen;
  - show identity confirmation (identity card/passport or student ID card);
  - complete examination tasks in accordance with instructions.
5. Students are allowed to bring water (or other drinks) in a transparent bottle to the examination.

### **Ensuring academic integrity during examinations**

6. Proctors (examine invigilators) are appointed to monitor compliance with the Rules and record any cases of violation during an examination session, as well as to ensure its transparent organization.
7. Proctors fill in the attendance list at the beginning of the examination. If a student is late by 15 minutes or more, he/she will not be included to the list and will not be allowed to the exam.
8. If a student is absent or late for 15 minutes or more without an unexcused, he/she will receive an "F" grade for the examination.
9. If a student does not attend the final examination for a reasonable excuse, he/she has to report to the Dean's Office in accordance with the established procedure.
10. Students are forbidden to carry (into the examination hall) or use cheating sheets, cell phones, smart watches, or any other unauthorized material (devices) give unfair advantage. It is also illegal to talk to other students or unauthorized people. Students are strictly prohibited from gaining illegal access to electronic databases or documents (correct test answers) of AITU for improving their grades. The Ethics Commission considers violations in accordance with the established procedure. Full list of violations is provided in the Rules of Academic Integrity.
11. If a proctor or examiner reveals the violation, he/she fills the corresponding act and the student will be excluded from the examination. The Act on detection of violations *is not a subject to an appeal*.
12. If a violation is found (including the video records) and acted, the final grade for the examination may be cancelled within 1 month after the final examination.

### **Application for appeal**

13. A student who disagrees with the result of the examination fills in an application for appeal within one working day after receiving the examination result. The application must be submitted to the Dean's Office. See Appendix 1 for the application template.

---

<sup>1</sup> Full text can be accessed at: <https://drive.google.com/drive/folders/1A8fNGFIVa4cO--1BovUYJSOFIMMkNYDe>.

14. The Appeal Commission reviews the application and makes the decision within one working day.
15. The Appeal Commission provides an explanation of the decision to the student.
16. Appeal application is accepted only in cases:
  - of incorrect wording of the examination question;
  - when the examination question does not meet the content of discipline curriculum;
  - due to grammatical mistakes in the text of the correct answer (LMS Moodle tests);
  - the absence of a correct answer.
17. The appeal is considered only for the reasons stated in the student's application.
18. Examination paper can be obtained from the discipline's instructor.

**Fill in by hand**

**Appendix1**

To the chairman  
of the Appeal Commission  
Z. Syzdykova  
from the student:

group \_\_\_\_\_

name \_\_\_\_\_

phone number \_\_\_\_\_

**Application**

I request a review of my final examination results (examination grade): discipline \_\_\_\_\_, as I believe that my answer has been incorrectly graded for the following reason:

Question number and wording	Appeal reason	Justification

Student signature \_\_\_\_\_

Date \_\_\_\_\_

