



APPROVED BY

First Vice-Rector

“Astana IT University” LLP

S. Omirbayev

2024

Instructions for final examinations of the examination session (staff)

General provisions

1. Vice-Rector of Academic Affairs approves the form of the final control of disciplines (examination form) and the schedule of final examinations before the beginning of the examination session.
2. Office of the Registrar approves 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.
7. External access to LMS Moodle will be closed to everyone during the examination session. The posting of materials for the exam will be available only on campus.

Grading an exam

8. 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).
9. 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.
10. 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.
11. 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

12. Proctor must arrive to the examination room 15 minutes prior to the beginning of the exam (in accordance with the exam schedule).
13. 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.
14. Any person who is not officially involved in the examination process must not enter the examination room.
15. Students' personal belongings and gadgets must be placed in the specified storage area.

16. 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.

17. Proctor fills in an attendance list at the beginning of the exam and submits it to the department manager after the exam. The manager of the department submits the attendance list to the Dean's office and to the examiner (copy). *A student who is late by 15 minutes or more cannot be included in the attendance list and should not be allowed to take the exam.* See Appendix 1 for a template.

18. The examiner verifies the results of the final examination according to the attendance list.

19. 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.

20. 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.

21. 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.

22. 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*.

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

Appeals

24. 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.

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

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

27. 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 list

Discipline _____

Proctor's name _____

| № | Student name | Group | Signature |
|----|--------------|-------|-----------|
| 1 | | | |
| 2 | | | |
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| 25 | | | |
| 26 | | | |

Proctor's signature _____

Date _____

**ACT
on violation of the Rules of Academic Integrity**

| | |
|--|-----------------------------------|
| Discipline: | |
| Type of training activity: | |
| Teacher's name | Student's name: _____ _____ |
| | Course _____ group _____ |
| Date: Classroom: Time: Description of the violation: | |
| Signature of the teacher or a person authorised to attend the examinations (proctor): _____ _____ 202__. | |
| Student's signature: _____ _____ 202__. | |
| The act has been familiarised with: Dean: _____ _____ 202__. | |
| Group adviser : _____ _____ 202__. | |