

**MINISTRY OF EDUCATION AND SCIENCE OF THE
KYRGYZ REPUBLIC**

ADAM UNIVERSITY



**PROVISION ON CONDUCTING OF ONGOING
CONTROL AND INTERIM ASSESSMENT OF
STUDENTS OF THE ADAM UNIVERSITY**

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CONTENT

SECTION 1. General provisions	4
SECTION 2. Procedures for current, midterm control and interim assessment	6
SECTION 3. procedure of liquidation from academic debts	12
SECTION 4. Documentation of the examination session	16
SECTION 5. Appeal procedure of written examinations	18

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PROVISION ON CONDUCTING OF ONGOING CONTROL AND INTERIM ASSESSMENT OF STUDENTS OF THE ADAM UNIVERSITY

This Provision determines the procedure of ongoing and midterm examination, interim assessment and liquidation of academic debts of the Adam University students (hereinafter the University).

SECTION 1. General provisions

1.1. Midterm examination and interim assessment (admission of credits and examinations) of University students – maintaining control over academic achievements of students in accordance with the requirements of State Educational Standards towards minimum content of education and the level of training of graduates.

1.2. Interim assessment of students' academic achievements (hereinafter: Interim Assessment) is a compulsory control at the end of the semester (during the examination session) through the admission of credits and examinations on subjects covered by the study plan in the semester.

It is permitted to hold examinations and credits on academic disciplines during the semester if, in terms of work, the theoretical and practical course ends before the beginning of the examination session and all the necessary conditions for passing the examination or credit are met. Reporting on this

subject is consolidated at the end of the session with all disciplines that have been submitted.

1.3. Midterm examination of students' academic achievement is the operating control during the semester and evaluation of the level of knowledge and the degree of students' learning of educational materials on completed sections (modules, sections, chapters) of the corresponding disciplines in the process of their learning. Monitoring of midterm examinations are carried out at the control points every seven weeks, without interruption of the educational process, in accordance with the training schedule approved by the Vice-rector of Academic Work for the respective academic year. Received estimates are presented in the Midterm Examination Statement.

Forms and methods of midterm examination of disciplines are determined by the work programs of subjects (oral survey, test, control work, colloquium, etc.)

1.4. Continuous assessment of students' academic achievement (hereinafter: continuous assessment) is the operational control during the semester and evaluation of the level of knowledge and degree of students' learning of educational material on logically completed subjects of the corresponding disciplines in the course studying.

1.5. The procedure for interim, ongoing control and midterm assessment is determined by the university and is brought to the attention of students by the beginning of the semester.

1.6. Upon completion of training, the Final State Certification of Graduates is carried out in accordance with the

Regulations on the Final State Certification of Graduates of Adam University and the Regulations on the Final State Certification of Graduates of Higher Education Institutions of the Kyrgyz Republic.

1.7. Students are admitted to the State Certification of Graduates after passing all examinations and credits on subjects of State and University components, as well as selective courses by the choice of students provided by the University curriculum.

1.8. On facultative subjects students pass exams at their request, which are entered in the schedule and attached to the diploma.

SECTION 2. Procedures for current, midterm control and interim assessment

2.1. Current control over students' academic achievement is monitored continuously in all types of study. Forms and methods of monitoring current performance are determined by the work programmes of the academic disciplines.

2.2. Midterm control and intermediate assessment are carried out in accordance with the University's timetable for the relevant academic year, approved by the Vice-rector of Academic Work in accordance with the established procedure.

2.3. Current and midterm controls are conducted during the semester, which consists of two modules with a total score of 100.,

Conversion of 100 points to current/midterm control

Scale (out of 100 points)	Academic mark
0-40	"2" (unsatisfactory - it is necessary to repeat course, without the right to be admitted to exams)
40 - 54	"2" (unsatisfactory - with the right of admission to the examination).
55 - 69	" 3" (satisfactory)
70 - 84	"4" (good)
85-100	" 5" (excellent)

2.4. Students of all forms of studying are admitted to the examination session, as a rule, if they do not owe academic debts from previous semesters (courses) and if they fulfilled all terms of the contract in respect of payment.

2.5. Full-time undergraduate and specialized students are allowed to pass examinations and credits in the relevant disciplines on the basis of the results of current and midterm control, and after protection of the course works provided by curriculum.

2.6. Full-time undergraduate and specialized students who did not achieve 40 points or more by the results of the current and frontier tests are not allowed to take an examination in the relevant discipline. Students who did not pass through a current and midterm control on individual disciplines are not

allowed to pass examinations in these disciplines, but they are entitled to take exams on other disciplines.

2.7. Full-time master's degree students are allowed to take exams in the relevant disciplines on the basis of ongoing monitoring and after protection of the academic and research work in the relevant subject as stipulated in the curriculum.

2.8. Students of extramural courses are allowed to take examinations and credits in the relevant disciplines if they have completed all test tasks and course projects (paper work) in the disciplines to be admitted to the examination session.

2.9. The Head of the Educational Department has the right to set deadlines of completion of test tasks, course projects (paper works) and to allow them to the examination session individually.

2.10. The Head of the Educational Department may, at the request of the Dean of the Faculty and the Heads of Programmes and Departments, set individual deadlines for the completion of study assignments, course projects (works) and, in exceptional cases, admit them to examinations and credits in selected disciplines prior to examination sessions.

2.11. Students are required to have a student card, which is presented to the examiners and observers, on examinations and credits.

2.12. Examinations at the University are accepted in writing on specially prepared letterhead of the University or **through computer testing, form of exams are determined by the relevant structural unit and approved at its meeting. Exams are conducted under video surveillance.**

2.12.1. Examination control materials are designed by teachers, reviewed at a meeting of the faculty, programs and departments and submitted to the training department on paper and electronically, no later than 15 days before the examination session.

2.12.2. A teacher of a faculty, program or department must act as an observer in the full-time bachelor's and specialist's department, which handles the control materials and who is responsible for the examination, a teacher is not involved in the educational process of the subject under examination.

2.12.3. In the full-time master's degree and in the part-time department of the University, examinations are taken by examiners (professors, associate professors, senior teachers) who have given lectures and practical exercises. By decision of the Program (Department), teachers who have conducted other forms of group instruction in the subject (practical, seminar, laboratory, etc.) attend the examinations.

2.12.4. The duration of the written examination (credit) shall normally consist of two academic hours and may not exceed three academic hours. The duration of the examination must be announced to the students prior to the examination. The time of the written exam is when handing of assignment ends.

2.12.5. A student is obliged to come to the interim assessment at the time specified in the approved schedule. In case of delay, the time allotted for the intermediate inspection shall not be extended. A student who is more than 10 minutes late at the frontier check is not allowed to take an exam.

2.12.6. The criteria for determining the resulting evaluation of interim control should be set out in the work programme of the discipline.

2.12.7. Non-appearance on interim control is noted in the register by the word «non-attendance» and is certified by the signature of the teacher. It is forbidden to record «nonattendance» at the student's request.

2.13. Thesis defense (projects), the calculation work and the practice report are carried out by a commission appointed by the head of the faculty, programme and department.

2.14. The results of the examination are evaluated in points in accordance with the curriculum of the discipline and are converted into the grades «excellent», «good», «satisfactory», «unsatisfactory», according to the scale accepted by the University.

Conversion of 100 points to current/midterm control

Scale (out of 100 points)	Academic mark
0-54	"2" (unsatisfactory)
55 - 69	"3" (satisfactory)
70 - 84	"4" (good)
85-100	"5" (excellent)

training and take measures for a further improvement of the educational process. Results of the examination sessions are reviewed by the Academic Meeting of the University.

SECTION 4. Documentation of the examination session

4.1. Results of examinations and credits are the basis for transfer to the next year and for the issuance of higher vocational education documents.

4.2. The documentation of the examination sessions is the responsibility of the Educational Department.

4.3. The main documents on examinations and credits are:

- Certificate and exam record;
- Individual examination (credits) sheet;
- Student transcript

The document for the administration of the University is the Consolidated Examination List (Semester's Journal of Academic Achievement).

4.4. Credits and examination sheets are prepared by the Educational Department. The number of students in the study group entered in the register is certified by the signature of the Head of the Educational Department (or the substitute person).

4.5. Credit and examination records are issued to the disciplined units prior to the day of the examination or credit.

4.6. Grades shall be returned to the Educational Department **no longer than three days after the test.**

4.7. Examination and credit records, as well as individual examination sheets, are kept in group and semester folders and are kept in the Educational Department as a record of strict reporting.

4.8. Individual examination (credit) sheet shall be used to replace the examination or credit card in cases if student's passing the examination or passing a break-off (early, repetition, extension of the examination session, elimination of arrears or difference).

An individual examination (credit card) is given to the student in hand. The examiner returns the sheet to the Educational Department the day after the examination (credit) was held.

4.9. The transcript must include results of all intermediate controls (examinations and credits), as well as the results of State Examinations and Defense of Final Qualifications, signed by the head of the training department.

4.10. All transcript entries must be made in electronic format, all corrections must be clearly signed by the persons making the corrections.

4.11. The transcript of the student is stored in the educational department as a document of strict reporting. At the end of the examination session, all grades from the examination, credits and sheets are entered into the student's e-learning card. Corrections to the transcript must be certified and signed by the head of the training department. By using the computer program «Office of the Registrar of the University» by the staff

of the educational department within 2 weeks after the end of the session, the results of the end of the academic semester in printed form, certified by the signature of the head of the educational department, are filed in the student's personal file.

4.12. For operational work with students (monitoring of academic performance, issuing of examination papers, awarding of a scholarship, transfer to the next course, etc.), the Education Department maintains a semester academic record drawn from the records of each study group. A seven-year report is drawn up by the staff of the training department using a uniform form. After the end of the examination session, the results of students' performance are evaluated.

SECTION 5. Appeal procedure of written examinations

5.1. **Appeal** is a procedure conducted to identify and remove factors that contributed to the biased assessment of students' knowledge.

5.2. An appeal is allowed only if it can affect the overall rating and, as a result, improve the student's final assessment of his or her knowledge.

5.3. The appeal is initiated by the student in the following cases:

- Examination papers have incorrect wording;
- Examination papers if the test does not contain the correct answer;

- Examination papers if the test contains several correct answers;

- Examination assignments are outside the curriculum of the discipline described in Educational Methodological Complex.

5.4. The appeal is held on the day following the announcement of the results of the intermediate control of the discipline on the basis of the student's application.

5.5. The rules governing the organization of appeals are as follows:

- The student submits an application for appeal on the day of the announcement of the results, indicating the discipline and the number of the question to be considered by the commission;

- The Head of the Educational Department, together with the Dean of the Faculty or the Head of the Programme/Department, shall review the application and decide whether to appeal, taking into account paragraphs 5.2;

- The Vice-rector of Academic Work issues an order on the composition of students admitted to appeal;

- The Vice-rector of Academic Work, at the request of the Dean of the Faculty or the Head of the Programme/Department, shall issue an order on the composition of the Board of Appeals, which shall consist of a representative of the Educational Department, the Dean of the Faculty or the Head of the Programme/Department;

- Results of the appeal shall be recorded in an appeal sheet prepared by a training officer;

- The results of the ongoing monitoring received by the student during the semester of the appeal may not be altered;

- The results of the appeal are entered in the student's transcript.