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APPROVED:

Rector of EETI named after academician K. I. Satpayev

 D. M. Sivaraksha

«31» August 2022



## QUALITY MANAGEMENT SYSTEM

### RULES

#### RULES FOR ONGOING MONITORING OF ACADEMIC PERFORMANCE, INTERMEDIATE AND FINAL CERTIFICATION OF STUDENTS

QMS-PR-7.2.2-02-2022

Ekibastuz

U "Ekibastuz Engineering and Technical Institute named after academician K. Satpayeva"	
«Rules for the ongoing monitoring of academic performance, intermediate and final certification of students»	CMK-IP-7.2.2-02-2022

## **Introduction**

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Academician K. Satpayev, 2022

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## 1 Scope of application

These Rules determine the procedure for conducting current monitoring of academic performance, intermediate and final certification of students, and accounting for academic achievements in the Institution "Ekibastuz Engineering and Technical Institute named after Academician K. V. Kropotkin". Satpayev Institute (hereinafter referred to as the Institute) in the quality management system.

Current monitoring of academic performance, intermediate and final attestation, and accounting of academic achievements are carried out in order to determine the degree to which students have mastered professional curricula and the state mandatory standard of higher education, to ensure the transparency of the assessment system and to improve the quality of the organization of the educational process at the Institute.

Compliance with these Rules is mandatory for students and teaching staff of the Institute.

## 2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Rules of organization of the educational process on credit technology of training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;
- Standard rules of activity of educational organizations of the corresponding types, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018;
- State mandatory standard of higher education of the Republic of Kazakhstan. Approved by Resolution of the Government of the Republic of Kazakhstan No. 604 dated July 20, 2022;
- Rules of organization of the educational process on distance learning technologies, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 137 dated March 20, 2015;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 123 dated April 1, 2020 On strengthening measures to prevent the spread of coronavirus infection COVID-19 in educational organizations during the pandemic;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 345 dated August 13, 2020 On approval of Methodological Recommendations for the implementation of the educational process in educational organizations during the period of restrictive measures related to the spread of coronavirus infection;
- Methodological recommendations of the Ministry of Education and Science of the Republic of Kazakhstan on the organization of intermediate and final certification in organizations of higher and (or) postgraduate education during the COVID-19 coronavirus pandemic;
- Methodological recommendations of the Institute on the organization of intermediate and final certification during the COVID-19 coronavirus pandemic;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

## 3 Basic concepts and definitions

*academic mobility* – transfer of students or research teachers to study or conduct research for a certain academic period (semester or academic year) in another university (within the country or abroad) with mandatory transfer of mastered academic programs, disciplines in the form of academic credits in their own university or to continue their studies in another university;

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*academic integrity* is a set of values and principles that express the student's integrity in teaching when performing written works (tests, term papers, essays, theses, dissertations), answering exams, in research, expressing their position, in relationships with academic staff, teachers and other students, as well as assessment.

*academic Calendar (academic calendar)* – a calendar of educational and control events, professional practices during the academic year with indication of rest days (vacations and holidays).

*academic credit* – a unified unit of measurement for the volume of scientific and (or) academic work (load) of a student and (or) teacher;

*academic period (Term)*– the period of theoretical training set independently by the educational organization in one of three forms: semester, trimester, quarter.

*academic hour* – a unit of measurement for the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes, is used for drawing up the academic calendar (schedule of the educational process), the schedule of training sessions, when planning and accounting for the completed educational material, as well as when planning the pedagogical load and accounting for the teacher's work;

*bachelor's degree* – a level of higher education aimed at training personnel with the award of a bachelor's degree in the corresponding educational program with the mandatory development of at least 240 academic credits.

*point-rating letter system for evaluating academic achievements* – a system for evaluating the level of academic achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing you to set the rating of students;

*деcкpиптopы (descriptors(descriptors) (деcкpиптopc))* - description of the level and scope of knowledge, skills, abilities and competencies acquired by students upon completion of the study of the educational program of the corresponding level (stage) of higher and postgraduate education, based on the results of training, formed competencies and academic credits.

*thesis (project)* – a final work that summarizes the results of independent study by a student and a cadet (hereinafter referred to as the student) an actual problem corresponding to the profile of the educational program.

*Additional Educational Program (Minog) (minor)*- a set of disciplines and / or modules and other types of academic work determined by the student for studying in order to form additional competencies.

*registration for an academic discipline (Enrollment)*- the procedure for registering students for academic disciplines;

*individual curriculum (hereinafter referred to as IEP)* – the student's curriculum, independently formed by him for each academic year with the help of an adviser on the basis of the educational program and the catalog of elective disciplines point-rating letter system for evaluating academic achievements - a system for assessing the level of knowledge in points that correspond to the letter system adopted in international practice and allows you to set the rating of students;

*final certification of students* is a procedure for assessing the theoretical level of knowledge of graduates, formed professional competencies, readiness to perform professional tasks and compliance of their training with the requirements of the educational program.

*credit mobility* – transfer of students for a limited period of study or internship abroad - as part of continuing studies at their home university - in order to accumulate academic credits (after the mobility phase, students return to their educational organization to complete their studies);

*credit technology of training* – training based on students' choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;

*module* – an autonomous structural element of the educational program completed in terms of learning outcomes, which has clearly formulated the knowledge, skills, competencies acquired by students and adequate assessment criteria.

*modular training* – a method of organizing the educational process based on the modular construction of the educational program, curriculum, and academic disciplines.

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*main educational program (Major)* – an educational program defined by the student for studying in order to form key competencies;

*Registrar office* is an academic service that registers the history of academic achievements of students, taking into account the credits they have mastered, organizes intermediate and final attestations of students, and calculates their academic ratings.

*Postrequisite* – disciplines and / or modules and other types of academic work that require knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and / or modules;

*prerequisites* - a list of disciplines that contain the knowledge, skills and abilities required to master the discipline being studied.

*intermediate certification of students* is a procedure for assessing the level of academic achievements (knowledge, skills, abilities and competencies) of students in accordance with the curriculum of the discipline after completing its study.

*boundary control* - control of academic achievements of students after completing a major section (module) of one academic discipline.

*Grade Point Average (GPA)* - a weighted average assessment of a student's academic achievements, defined for one academic year for the selected program as the ratio of the sum of all credits and the digital equivalent of intermediate assessment points in disciplines to the total number of credits in intermediate assessment disciplines.

*current monitoring of students' progress* - systematic testing of students' knowledge, skills and abilities on individual topics, sections, modules in accordance with the curriculum of the discipline conducted by the teacher in classroom and extracurricular classes according to the schedule and (or) schedule during the academic period.

*Transcript* - a document that is attached to the diploma and contains a list of completed disciplines for the corresponding period of study, indicating credits and grades according to the point-rating letter system of knowledge assessment.

*advisor* - a teacher who performs the functions of an academic mentor studying under the relevant educational program, who provides assistance in choosing the learning path (forming an individual curriculum) and mastering the educational program during the training period;

*examination session* - the period of intermediate attestation of students in higher educational institutions.

*elective subjects* – academic subjects included in the university component and the elective component within the established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

*university component (hereinafter referred to as VC)* – a list of academic disciplines and the corresponding minimum amounts of academic credits determined by the university independently for the development of the educational program.

*mandatory component* – a list of academic subjects and the corresponding minimum amounts of academic credits established by the State Educational Standard and studied by students without fail according to the training program.

*working curriculum (hereinafter referred to as RUP)* is an educational document developed by universities independently on the basis of the educational program and individual student curricula.

*A standard curriculum (hereinafter referred to as a TUP)* is a training document of a discipline of a mandatory component of the educational program, which determines the content, volume, and recommended literature.

*competencies* – the ability to make practical use of the knowledge, skills and abilities acquired in the course of training in professional activities;

### 3.1 Designations

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AK –attestation commission.  
DB – basic disciplines.  
VK – university component.  
University – a higher educational institution.  
SSO – The State mandatory standard of education.  
KV-a component of your choice.  
OK required component.  
OOD – general education subjects.  
OP – educational program.  
OR-the registrar's office.  
PD – profile disciplines.  
EK –examination board.

#### **4 General provisions**

4.1 The academic year consists of academic periods, periods of intermediate certification, internships, vacations, and the final certification period (in the final year).

4.2 Each academic period ends with a period of intermediate certification of students.

4.3 The procedure for conducting current monitoring of academic performance, intermediate and final certification of students is determined by the university in accordance with its academic policy and the established point-rating letter system for evaluating students ' academic achievements with their transfer to the traditional assessment scale and ECTS (ISITPS).

4.4 The number of academic credits and the required volume of the higher education program for students enrolled on the basis of a technical and vocational program, or a post-secondary program, or a higher education program, or on the basis of a general secondary education program for studying in abbreviated higher education programs is determined by the university independently, taking into account the recognition of previously achieved results of formal and non-formal education By Order of the Minister of Education and Science of the Republic of Kazakhstan dated September 28, 2018 No. 508 "On approval of the Rules for Recognition of Learning outcomes obtained by Adults through Non-formal Education provided by Organizations included in the list of Recognized organizations providing Non-formal education "(registered in the Register of State Registration of Regulatory Legal Acts under No. 17588).

4.5 The duration of a bachelor's degree is determined by the amount of academic credits you have completed. Upon completion of the set amount of academic credits and achievement of the expected learning outcomes for obtaining a bachelor's degree, the higher education program is considered fully developed.

4.6 The academic year for undergraduate programs begins on the first of September, according to the programs and ends according to the academic calendar.

4.7 The main criterion for completing bachelor's degree programs is that the student has completed at least 240 academic credits for the entire period of study, including all types of academic activities of the student.

4.8 Academic credits are awarded to students in academic disciplines (modules) and other types of academic work, as well as upon completion of the study of the OP as a whole, with a positive assessment of the learning outcomes achieved by them.

4.9 Students ' written evaluated works (term papers, theses, projects) are checked for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter - borrowing). The rules and procedure for conducting a check for the presence of borrowings are determined on the basis of the QMS "Anti-Plagiarism Regulation".

4.10 For persons with special educational needs, the Institute creates special conditions for training.

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4.11 For the period of the state of emergency and/or quarantine, the educational process with the use of DOT at the Institute is organized in accordance with the Rules for organizing the educational process using distance learning technologies and is regulated by Methodological Recommendations developed and approved by the rector of the Institute.

4.12 Training sessions are conducted on platforms approved by the Institute. In the context of a pandemic, emergency, or quarantine, the educational process is carried out using distance learning technologies. The main system of distance education is the Distance Learning Portal, which uses the system of organizing distance and full-time training for educational institutions "Online Education System" with support for proctoring and webinars from OES LLP (<https://oes.kz> Technical specifications: 2000 Gbt of space, webinar for up to 500 people (100 MBT/s guaranteed channel width), hosted in the data center, backups, chats, file sharing, assignments, testing, exams with proctoring function, mailing lists, 100% support for mobile platforms.

4.13 In addition to OES.kz Institute supports other educational technologies: Zoom, BigBlueButton, Google Classroom, via YouTube channels.

4.14 Necessary technical means for distance learning: availability of a personal computer, laptop, tablet or smartphone; availability of a camera and headphones; access to the Internet; access to LMS OES.kz (current username and password).

## **5 Procedure for conducting current and mid-term monitoring of students ' progress at the Institute**

5.1 Academic achievements of students in all types of control (current control, intermediate and final attestation) are evaluated according to the point-rating letter system for evaluating academic achievements of students with a transfer to the traditional assessment scale and ECTS (isitses) in accordance with Appendix A to these Rules.

5.2 Academic achievements of students in languages (Kazakh, foreign, Russian) They are evaluated in accordance with the point-rating letter system for evaluating academic achievements of students studying in foreign languages in accordance with the level model and translation to ECTS (ISITES) and the traditional scale in accordance with Appendix B to these Rules.

5.3 Current monitoring of students ' progress is carried out on each topic of the discipline and includes monitoring of knowledge in classroom and extracurricular classes. Assessment of the current control of academic performance (assessment of the admission rating) consists of assessments of the current control in classroom and extracurricular classes and assessments of border control.

5.4 Academic achievements (knowledge, skills, abilities and competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system with a digital equivalent adopted in international practice (positive grades, in descending order, from "A" to "D", and "unsatisfactory" – "FX", "F",) and estimates based on the traditional system.

5.5 In the course of mastering the disciplines, in accordance with the thematic plan and calendar schedule of control activities, students must complete all the tasks provided for in the syllabuses for the disciplines.

5.6 Each discipline provides for conducting current control in the form of two boundary controls of knowledge of the completed material of the corresponding modules of the discipline.

5.7 If the student was absent from the border control for a valid reason, then the opportunity is given to work it out on an individual task and on time specified by the teacher.

5.8 A score of less than 50 corresponds to an unsatisfactory grade. If the student did not participate in the boundary control, then his rating is not determined, i.e. it will be equal to 0.

To be admitted to the exam, you must have positive ratings based on the results of 1-2 ratings.

Students who have scores on their current academic performance (TU) are allowed to participate in the boundary control. Based on the results of TU and RK, the rating of P1 and P2 is determined. They are determined by the following formula:

$$P1 (2) = TU1 (2) * 0.7 + PK1(2)*0.3,$$



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where P1 is the first rating,  
P2 – second rating,  
TU1 – current academic performance for the first half of the semester,  
TU2 – current academic performance for the second half of the semester,  
RC1 – first border control,  
RC2 – second border control

The rating is not determined if the student did not pass the ROK or received less than 50 points in the ROK. In this case, the dean sets individual deadlines for passing the RC.

The student's admission rating (AP) in the discipline for the semester is as follows:

$$RD = \frac{PP1 + P2}{P2 \cdot 2}$$

The final score (s) consists of exam scores (S), admission rating scores, and their corresponding weight shares. It is determined by the following formula:

$$I = RD \cdot 0.6 + IR \cdot 0.4,$$

where RD is the tolerance rating,  
IR - points for the exam,

VDRD – weight fraction of the tolerance rating (0,6),  
VDIK – weight percentage of exam scores (0.4).

For students with OOP, the form and procedure for organizing the educational process when studying the discipline, as well as the form of conducting final control, can be revised with a written application from the student.

Table 5.1-Evaluation criteria

Score	Criterion
Score ( A, A-)	This rating is given if the student has shown complete assimilation of the program material and has not made any mistakes, has completed the work in a timely and correct manner, has shown original thinking, has completed homework in a timely manner and without any mistakes, and has independently used additional literature when studying the discipline.
Rating (B+ B, B - and C+)	This rating is given if the student has mastered the program material by at least 70 % and at the same time did not make any gross errors in the answer, completed the work in a timely manner and passed homework in a timely manner without comments, used additional literature as directed by the teacher, made unprincipled inaccuracies or fundamental errors corrected by the student himself with the help of the teacher.
Score (C, C -, D+, and D)	This rating is given if the student mastered the program material by at least 50%, needed the teacher's help when completing homework, made inaccuracies and unprincipled errors in the answer, did not show activity, and was limited only to the educational literature specified by the teacher.
Rating (F,FX)	This assessment is given if the student has discovered gaps in the knowledge of the main material provided for in the program, has not mastered more than half of the discipline program, has made fundamental mistakes in the answers, has not completed certain tasks provided for in the current, intermediate and final control forms, has not worked through all the main literature provided for in the program.

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The final score is calculated only if the student has positive marks, both on the admission rating and on the final control.

## **6 Procedure for conducting interim monitoring of students ' academic performance at the Institute**

6.1 Intermediate certification of students at the university is carried out in accordance with the academic calendar, working curriculum and curricula.

6.2 Intermediate certification of students is carried out in the form of passing exams, defending term papers (projects) and reports on professional practice with a mandatory assessment and is defined as an examination session.

6.3 Intermediate certification of students is referred to as an examination session. There are winter and spring exam sessions. The spring examination session is a transfer session, and based on its results, the rector's order is issued on the recommendation of the dean to transfer students from one course to another.

6.4 In cases related to illness of students, family circumstances (birth of a child, death of close relatives), business or study trips, coming out of academic leave, if there are supporting documents on the student's personal application (addressed to the dean of the faculty), it is possible to pass the examination session on an individual schedule within the academic calendar in accordance with Academic Policy.

6.5 In the event of a state of emergency and/or quarantine, it is allowed to pass an examination session on an individual schedule within the academic calendar in accordance with the Rules for organizing the Educational Process using distance learning technologies and Methodological Recommendations developed and approved during the period of restrictive measures.

6.6 The purpose of the interim assessment is to assess the quality of students ' mastering the results of OP training, including a separate part or the entire volume of the academic discipline at the end of the semester.

6.7 The main forms of intermediate certification in the form of an exam are: written exam, computer testing, exam in creative form.

6.8 Students are given the right to choose the language for passing the exam (Kazakh, Russian, foreign).

6.9 Test databases for computer testing are provided to students without answers.

6.10 An exam in written form or in the form of a creative exam in academic disciplines within one module, is possible in the form of a comprehensive exam.

6.11 For students studying with the use of DOT, intermediate and final attestations are conducted offline.

6.12 For conducting intermediate and final certification, in emergency situations, online proctoring technologies are used, which allow you to verify the student, track the screen and behavior of the student, and record the entire exam on video. Conducting the exam, regardless of its form (with the exception of the creative form), is carried out through the proctoring technology (system).

6.13 For intermediate attestations, the composition of the appeal commission is approved by the rector's order on the basis of submissions from the heads of departments no later than 10 days before the start of the examination session.

6.14 During the exam, the student can use the syllabus of the discipline and reference literature.

6.15 After completing the exam and evaluating the exam paper in each discipline, the student is given an assessment in accordance with the point rating scale

6.16 The organization and conduct of the intermediate certification (examination session) of students is carried out by the OR. Based on the results of the intermediate certification, the OR compiles an academic rating (summary statements) of students.

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6.17 When summing up the results of the intermediate certification in an academic discipline, the score obtained on the exam and the average score of the current performance monitoring assessments during the academic period (assessment of the admission rating) are taken into account.

6.18 A positive assessment of the intermediate certification serves as the basis for crediting completed credits in the prescribed amount in the relevant academic discipline and is recorded in the student's transcript. It is not allowed to retake a positive assessment on the final control in order to improve it during the same period of intermediate certification.

6.19 Students, if necessary, take exams in the disciplines of additional types of training, the results of which are recorded in the exam sheet and transcript (except for military training).

6.20 A student who does not agree with the result of the final control, submits an appeal no later than the next working day after the exam. The decision of the appeal commission is drawn up in a protocol, on the basis of which the exam sheet is compiled (in any form).

6.21 Based on the results of the exam sessions (results of the winter, spring and summer sessions), the OR calculates the transfer score for the course as a weighted average assessment of the student's level of academic achievement.

6.22 Students who have scored the minimum transfer score are transferred to the next course by order of the head of the university based on the submission of the dean of the faculty.

6.23 A student who has not received the minimum transfer score remains for a second course of study.

6.24 A student who has completed the course program in full, but has not scored the minimum amount of transfer points, in order to improve their average academic performance (GPA), is given the opportunity to re-study certain disciplines on a paid basis in the summer semester and re-pass exams on them.

6.25 If the result of repeated examination is positive, the final score is calculated again, which is recorded in the exam sheet and transcript.

6.26 The transcript records all final grades of the student, including positive results of repeated exams.

6.27 A student who is retained for a second course is taught according to a previously accepted or newly formed individual curriculum.

6.28 A student who has accumulated the minimum transfer score and is transferred to the next course of study, if there is academic debt, re-studies the relevant disciplines on a fee basis and eliminates academic debts.

6.29 When receiving an "FX" grade of "unsatisfactory", it is allowed to retake the final control (exam) in accordance with the academic calendar of the university without re-passing the program of the academic discipline (module) no more than once.

If the student receives an "unsatisfactory" grade corresponding to the "F" grade, the student re-enrolls in this academic discipline (module), attends all types of training sessions, performs all types of academic work, according to the program, and retakes the final control.

6.30 A student who is expelled from the Institute is issued a transcript signed by the head of the university and sealed.

The transcript records all academic subjects and / or modules that the student has studied, indicating the final grade, including the FX and F grades.

6.31 The exam schedule for all forms of study is communicated to students and teachers no later than two weeks before the start of the exam session.

6.32 To conduct the exam, examiners are appointed from among the teaching staff who have qualifications corresponding to the profile of this academic discipline, and, as a rule, have not conducted training sessions in this academic group (stream).

6.33 The presence of persons who do not take part in the examination procedure is not allowed without the written agreement of the dean.

6.34 At the disposal of the dean of the faculty on admission to the examination session, the last name, first name, patronymic, course, specialty and academic group of the student are indicated.

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6.35 The results of exams and suggestions for improving the educational process after the end of the exam session are discussed at a meeting of the Department, the Academic Council of the Institute.

## **7 Procedure for conducting the state exam in the discipline "History of Kazakhstan" at the Institute**

7.1 Students of higher education institutions of all bachelor's degrees pass the state exam in the discipline "History of Kazakhstan" at the end of its study, in the same academic period.

7.2 The organization of the state exam is carried out by the department that conducts classes in the academic discipline "History of Kazakhstan" (hereinafter referred to as the department) together with the dean's office of the faculty and the OR.

7.3 To conduct the state exam in the discipline "History of Kazakhstan", the department develops a working curriculum (Syllabus) based on the standard curriculum for this discipline, which is uniform for all forms of education and specialties.

7.4 The form of conducting the state exam in the discipline "History of Kazakhstan" is determined on the basis of the decision of the Academic Council of the Institute.

7.5 For admission to the state exam in the discipline "History of Kazakhstan", the EC is formed for the calendar year.

7.6 The schedule of EC meetings is drawn up in accordance with the academic calendar and approved by the head of the university no later than two weeks before the start of the state exam.

7.7 The procedure for organizing and conducting the state exam in the academic discipline "History of Kazakhstan", as well as the procedure for meeting the EC is determined by the university for each academic year.

7.8 The results of the state exam are evaluated according to the point-rating letter system for evaluating students' knowledge.

7.9 A student who has received a "unsatisfactory" grade according to the results of the state exam in the discipline "History of Kazakhstan", corresponding to the letter grade "FX", has the opportunity to retake the exam once without re-passing the program of the academic discipline/module on a paid basis.

7.10 Retake the exam with a score corresponding to the "FX" sign is allowed until the beginning of the next academic period, and according to the results of the summer examination session, until the order to transfer from one course to another is issued. After issuing an order to transfer from one course to another, the exam score corresponding to the "FX" sign becomes an academic debt.

7.11 A student who has received an "unsatisfactory" grade according to the results of the state exam in the discipline "History of Kazakhstan", corresponding to the "F" grade, is re-registered for the discipline and studies it in the summer semester or the next academic period on a paid basis.

7.12 A student who does not agree with the result of the state exam, submits an appeal no later than the next day after the EC.

7.13 To conduct an appeal, the order of the head of the university creates an appeal commission for the discipline "History of Kazakhstan" from among experienced teachers in this discipline.

## **8 Procedure for final certification of undergraduate students of the Institute**

8.1 The purpose of the final attestation is to evaluate the results of training and mastered skills. competencies achieved upon completion of the study of the higher education curriculum.

8.2 The final certification is not less than 12 academic credits in the total volume of the educational program of higher education and is conducted in the form of writing and defending a thesis / diploma project or passing a comprehensive exam on the educational program in oral form.

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8.3 The final certification form is attached in Table 8.1

Table 8.1-Final certification form

GPA	Final Assessment Form
3.0-4.0	Writing and Defending DR(DP) or Group DP
1.0 - 2.67	Comprehensive Oral Exam

8.4 Special conditions for the final certification forms can be applied only for the following categories of persons:

- those who are undergoing long-term treatment in a hospital for health reasons;
- with special educational needs, including children with disabilities, people with disabilities from childhood, and people with group 1 disabilities.
- pregnant women or raising children under 2 years of age;

For these categories of persons, after approval of the final certification form for the student before the final certification period, it is allowed to change the final certification form. To do this, the student writes an application addressed to the dean of the faculty.

8.5 The list of profile subjects for which a comprehensive exam is taken, examination materials are approved by the decision of the Academic Council on the basis of the presentation of the graduating department.

8.6 When passing a comprehensive exam, the number of questions in one ticket should not exceed 3 formulations. The maximum number of questions in one discipline should not exceed 50 formulations.

8.7 The list of questions for conducting a comprehensive exam is transmitted by the heads of the graduating department to the operator of the Antiplagit system for creating an electronic database.

8.8 An electronic database of questions for the formation of exam tickets for disciplines is created on the basis of a template of the established form.

8.9 Exam tickets are generated by a computer program based on an electronic database, using a random sample method.

8.10 A new set of tickets is issued for each comprehensive exam. Tickets are signed by the head of the graduating department and placed in an envelope.

8.11 Tickets are issued to the head of the graduating department on the day of the exam in a sealed envelope to prevent unauthorized access to the materials of the AK.

8.12 The ticket envelope is opened before the start of the exam by the chairman or Deputy Chairman of the AK in the presence of students and members of the AK.

8.13 At the end of the exam, tickets are considered invalid.

8.14 The comprehensive exam program reflects integrated knowledge and key competencies that meet the requirements of the labor market in accordance with the educational program of higher education.

8.15 Management of theses or projects is carried out by teachers in the profile and (or) specialists corresponding to the 7th level of the national qualification framework with at least 5 years of work experience and the 8th level of the national qualification framework with at least 3 years of work experience.

8.16 To carry out the final certification of students, the university creates a certification commission for educational programs or training areas.

8.17 The competence of the attestation commission includes: checking the level of compliance of theoretical and practical training of graduates with the established requirements of educational programs; awarding a bachelor's degree to a graduate in the relevant educational program; developing proposals aimed at further improving the quality of training.

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8.18 The number of members of the AC must consist of the chairman, Deputy Chairman, at least three members of the AC and the secretary.

The AC chairs can be professors, associate professors and teachers who have an academic or academic degree and do not work at the Institute, highly qualified production specialists (with at least three years of work experience) who correspond to the profile of graduates, scientific and pedagogical workers who have an academic degree, title and do not work at the Institute, including on the following terms: full-time part-time work or hourly wages.

AC staff is formed from the number of leading teaching staff and / or highly qualified specialists from production, corresponding to the profile of the trained personnel.

8.19 Students who have fully completed the educational process in accordance with the requirements of the State Educational Standard, the educational program, working and individual curricula, and working curricula are allowed to complete the final certification.

8.20 Students are given the right to choose the language for passing the final certification (Kazakh, Russian, foreign). A student who has expressed a desire to pass the final certification in a language other than the language of instruction, applies with a written application to the dean of the faculty.

8.21 In case of non-attendance at the final attestation, the student, legal representative or relatives of the student are obliged to inform the chairman of the final attestation commission and the first day of attendance at the Institute in writing about this fact no later than the day of the exam or defense of the thesis (project), indicating a valid reason, and submit original documents of the established sample (medical certificates, subpoenas, and other documents), confirming the reasons for the absence.

8.22 In case of non-attendance at the final attestation due to a valid reason, but without timely informing and/or not timely providing documents confirming the existence of a valid reason, the chairman of the final attestation commission recognizes non-attendance at the final attestation as non-attendance without a valid reason.

8.23 It is not allowed to change the terms of the final attestation without a valid reason, without the approval of the chairman of the final attestation commission, and outside the terms established by the academic calendar.

8.24 A final year student who has not fulfilled the requirements of the educational program, working and individual curricula, and working curricula, remains for a second course of study without passing the summer semester.

8.25 The Company's work schedule is drawn up and communicated to the general public no later than two weeks before the start of the Company's work.

8.26 No later than three working days before the start of the comprehensive exam, the following documents must be submitted to the AC:

- 1) order on admission of students to the comprehensive exam;
- 2) a transcript of students with the calculation of the average score of academic performance (GPA) for the entire period of study.

8.27 Before the start of the defense of the thesis (project), the following documents are submitted to the AC:

- 1) review of the thesis (project) supervisor, which gives a reasoned conclusion "allowed to defend" or "not allowed to defend";
- 2) a review of the thesis (project), which provides a comprehensive description of the thesis (project) submitted for defense and a reasoned conclusion indicating the score according to the point-rating letter system for assessing knowledge and the possibility of awarding a bachelor's degree or qualification in the relevant specialty;
- 3) certificate of passing the examination of the thesis (project) for plagiarism.

8.28 If necessary, materials describing the scientific and practical value of the completed thesis (project), unofficial reviews, written opinions of organizations engaged in practical activities in the profile of the thesis (project), certificates or certificates of implementation of the results of

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scientific research, models, samples of materials, products, agricultural products, mineral collections and herbariums are submitted to the AC.

8.29 A comprehensive exam, as part of the final certification, for the educational program is conducted according to the program developed by the university on the basis of academic programs of disciplines.

The student defends the thesis (project) in the presence of a positive review of the supervisor and one review of a specialist corresponding to the profile of the protected work (project) and a certificate of passing the examination of the thesis (project) for plagiarism.

8.30 If the supervisor gives a negative conclusion "not allowed to defend", the student is not allowed to defend the thesis (project).

The student is allowed to defend the thesis (project) both with a positive and negative reviewer's conclusion.

8.21 Review of the thesis (project) is carried out by external specialists from organizations whose qualifications correspond to the profile of the defended thesis (project).

8.22 Based on the results of a comprehensive exam or defense of a thesis (project), grades are issued according to the point-rating system for assessing students' knowledge, taking into account the level of theoretical, scientific and practical training of the student, as well as feedback from the supervisor and reviewer.

8.23 The results of passing a comprehensive exam and defending a thesis (project) are announced on the day of their implementation after signing the minutes of the AC meeting.

8.24 All AC meetings are recorded in minutes.

8.25 Minutes of AC meetings are kept individually for each graduate.

8.26 The minutes are filled in by the AC secretary, who is approved by the commission and does not have the right to vote.

8.27 Decisions on the assessment of a comprehensive exam, the defense of a thesis (project), as well as on the award of a degree or qualification and the issuance of a diploma of their own sample (without distinction, with honors) are made by the AK at a closed meeting by open voting by a simple majority of votes of the AK members who participated in the meeting. If the number of votes is equal, the vote of the chairman of the commission is decisive.

8.28 A student who does not agree with the results of the final assessment submits an appeal no later than the next business day after it is held.

8.29 To conduct an appeal, the order of the Rector of the university creates an appeal commission from among experienced teachers whose qualifications correspond to the profile of the specialty.

8.30 Repeated passing of a comprehensive exam or defense of a thesis (project) in order to increase the positive assessment is not allowed.

8.31 Retaking a comprehensive exam, as well as re-defending a thesis (project) that has received a rating of "unsatisfactory", is not allowed during this period of final certification.

8.32 A student who has received an "unsatisfactory" grade on the final certification is expelled from the university by order of the head of the university as "did not fulfill the requirements of the educational program: failed thesis (project) "failed to meet the requirements of the educational program: failed the comprehensive exam."

8.33 A person who has not passed the final certification, in the next academic year, no later than one month before the start of the final certification, writes an application to the head of the university for admission to the repeated final certification.

8.34 Admission to repeated final certification is issued by the order of the Rector of the university.

8.35 Repeated final certification of a student is carried out only in those forms in which he received an unsatisfactory grade in the previous final certification.

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8.36 The list of subjects submitted for comprehensive exams for persons who have not passed these exams is determined by the curriculum that was valid in the year of completion of the theoretical course.

8.37 Repeated passing of a comprehensive exam or defense of a thesis (project) in order to increase the positive assessment is not allowed.

8.38 Retaking a comprehensive exam, as well as re-defending a thesis (project) that has received a rating of "unsatisfactory", is not allowed during this period of final certification.

8.39 A student who has received an unsatisfactory rating on the final certification is expelled from the Institute by order of the Rector of the university as "did not fulfill the requirements of the educational program" and "did not defend the thesis (project)" or "did not pass the comprehensive exam".

8.40 A student who has passed the final certification and confirmed the development of the relevant educational program of higher education is awarded a bachelor's degree or a qualification in the relevant educational program by the decision of the AK and is issued a free diploma of their own sample with an appendix within five working days from the date of issuing the order on graduation.

8.41 In the appendix to the diploma (transcript), the latest grades for the point-rating letter system of knowledge assessment in all academic disciplines, completed term papers (projects), research or experimental research works, types of professional practices, and the results of final certification with an indication of their volume in academic credits are indicated.

The university approves the forms and requirements for filling out educational documents of its own sample.

8.42 A student in a higher education program who has passed exams with grades A, A - "excellent", B -, B, B+, C+ "good" and has an average academic achievement score (GPA) of at least 3.5, as well as who has passed comprehensive exams or defended a thesis (project) with grades A, A - "excellent", a diploma with honors is issued (without taking into account grades for additional types of training).

8.43 At the end of the work of the Academy, its chairman writes a report on the final certification of undergraduate students, which is discussed and approved within a month at a meeting of the Academic Council of the Institute.

8.44 Based on the results of the final certification, an order is issued by the head of the university on the release of students who have completed their studies in the relevant educational program of higher education and successfully passed the final certification, with the award of a bachelor's degree or qualification in the relevant educational program.

8.45 A student who has not fulfilled the requirements of the educational program is expelled from the university by the order of the Rector of the Institute as not having completed their training.

8.46 A list of university graduates who have completed educational programs of higher education, indicating their surnames, first names, patronymics (if any), educational programs and numbers of issued diplomas, signed by the first head of the Institute, is submitted to the authorized body in the field of education within one month after the relevant order is issued, and is also posted on the Institute's website.

## **9 Procedure for conducting current knowledge monitoring, intermediate and final certification of students with special educational needs**

9.1 The Institute provides opportunities for inclusive education-ensures equal access to education for all students, taking into account the diversity of special educational needs (hereinafter referred to as PLO) and individual opportunities.

9.2 Special conditions are provided for students with OOP, upon written application of the student, taking into account the educational needs and individual capabilities.



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9.3 For students with OOP, based on the conclusion of the medical consultation commission or other medical document, the terms and methods of organizing the current knowledge control, intermediate and final certification of students with special educational needs may be revised.

### Appendix A

#### A point-rating letter-based system for evaluating academic achievement accounting, students with their transfer to the traditional assessment scale and ECTS

Letter system score	Digital equivalent	Points (% content)	Rating according to the traditional system
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	
C	2.0	65-69	Satisfactory
C-	1.67	60-64	
D+	1.33	55-59	
D-	1.0	50-54	
FX	0.5	25-49	Unsatisfactory
F	0	0-24	

### Appendix B

**Point-rating letter system for evaluating academic achievements of students studying in foreign languages in accordance with the level model and translation to ECTS (ISITES) and the traditional rating scale**

Level and description of language proficiency in the Pan - European competence (hereinafter referred to as the JEC)	Letter System	Score ECTS Score (ISITR)	Digital Equivalent points	%content	Traditional grade scale
A1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grade scale
A2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
B1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
B2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	

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Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
	C1	A	A	4.0	95-100
A-		3.67		90-94	
B+		B	3.33	85-89	Good
B		C	3.0	80-84	Good
B-			2.67	75-79	
C+			2.33	70-74	
C		D	2.0	65-69	Satisfactory
C-			1.67	60-64	
D+			1.33	55-59	
D		E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
C2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	

