

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
"SALYMBEK UNIVERSITY" INSTITUTION**



APPROVED
at the meeting of the Academic Council of
"Salymbekov University" Institution
Protocol No. _____ " _____ " _____ 20____

APPROVED
Rector of the "Salymbekov University"
Institution Zhumadilov E.Zh.
Order No. _____ " _____ " _____ 20____

**INSTRUCTION
on the final control of students' knowledge,
on the credit system**

Bishkek 2019

1. GENERAL REGULATIONS

- 1.1. This Instruction (hereinafter referred to as the "Instruction") was developed to establish a unified procedure for conducting and organizing the final control in the "Salymbekov University" Institution (hereinafter referred to as "SU").
- 1.2. The dean's office is responsible for compliance with the rules and procedures for the final control established by the Instruction.
- 1.3. The instruction was developed in addition to the Regulation on the modular-rating system of teaching and assessing student progress.

2. PROCEDURE FOR CONDUCTING THE FINAL CONTROL

- 2.1. The final control should be carried out in the audience strictly according to the schedule in the presence of observers from the staff of the dean's office.
- 2.2. Access to the classroom is terminated after the distribution of blank sheets with control tasks.
- 2.3. Observers and students are not allowed to leave the audience during the final control. In exceptional cases, the student is allowed to leave the classroom, but he must hand over the control tasks and the sheet of his written answer to the observer.
- 2.4. Before the start of the exam, the observer distributes the turnout and strictly monitors the completion of the turnout by the students. The observer fills out the attendance sheet, which indicates the number of those present and absent. Distributes special forms, gives instructions on how to fill them in correctly. Written work is performed on special forms, indicating the full name, group, course and discipline name. After filling, the corner is glued without fail with the specified data. The observer, in the presence of students, prints an envelope with control tasks and distributes to students.
- 2.5. The criteria for assessing the student's answer on the exam are brought to the attention of the students by the teacher-examiner before the final control.

3. APPEAL

- 3.1. The appeal is initiated by the student.
- 3.2. If a student does not agree with the results of the assessment of the written examination, then he has the right to appeal to the name of the rector within 3 days after the announcement of the results in this discipline. If the written examination is checked again, the results of the first check will be canceled. The result of the second check is recorded in the statement, regardless of the assessment received during the first check.

4. STUDENT'S OBLIGATIONS

- 4.1. The student must appear for the exam 10 minutes before its start, have a pen, pencil and other accessories allowed by the examiner and observer.
- 4.2. At the entrance to the classroom, the student is obliged to present the student ID card or other identity document to the observer.
- 4.3. Students should leave bags, books, and other supplies in the designated area, and unplugged cell phones on the edge of the table.

5. STUDENT'S RIGHTS

- 5.1. During the exam, students can use reference books and other aids approved by the examiner and observer.

Administrative measures in relation to students:

Any way of using cheat sheets, cell phones, talking, cheating, tactless behavior, rudeness and other violations during the module and final control are grounds for removing the student from the classroom. In this case, the observers draw up an act of violation and give it to the student for acquaintance with a personal signature. If the student refuses to sign the act, the observers make a corresponding record of the refusal. The act, together with the canceled work, is filed in a separate folder and transferred to the dean's office. Canceled work is scored at "0" points.

6. TEACHER

- 6.1. The teacher-examiner will consult for 10 minutes in case of questions about the control tasks, however, during the written work at the final control, the teacher-examiner should not be present.
- 6.2. Upon receipt of written works, the teacher is obliged to recount the number of works for compliance with the registration sheet for this discipline.
- 6.3. Written works by the teacher-examiner should be checked only with a red rod in a specially designated auditorium, from where it is strictly forbidden to take out the work.
- 6.4. The results of the exam are recorded in the written statement and the electronic journal of the SU within three days after the exam.
- 6.5. The teacher is prohibited from correcting the displayed results in the work.
- 6.6. Written papers are opened by the teacher after checking and grading the papers in the presence of the course manager.
- 6.7. After checking, the teacher returns the written work to the dean's office, where they are stored depending on the training cycle.

7. OBSERVER

- 7.1. Observers must maintain strict discipline in the audience.
- 7.2. After the end of the exam, observers submit written works in accordance with the registration sheet to the dean's office.
- 7.3. The observer is personally responsible for the incorrect filling of the turnout lists, for the number of written works on the turnout list.
- 7.4. The observer is strictly prohibited from making any corrections to the attendance lists.

APPROVAL AND RECOGNITION SHEET

" ____ " _____ 20____

Rector of "Salymbekov University"
Institution

Zhumadilov E.Zh.

Registration of changes

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