

**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____

**REGULATIONS ON CONDUCTING CURRENT
CONTROL AND INTERMEDIATE
EVALUATION OF STUDENTS**

Bishkek 2019

This Regulation on the current control and intermediate certification of students of the “Salymbekov University” Institution determines the procedure for the current control, intermediate certification and elimination of the academic debt of the University students .

1. General regulations

1.1. The Regulation was developed on the basis of the Law of the Kyrgyz Republic "On Education", Resolution of the Government of the Kyrgyz Republic No. 346 dated May 29, 2012, the University Charter and local regulatory legal acts of the University, as well as other existing regulatory legal acts of the Kyrgyz Republic in the field of education.

1.2. The Regulation on the current monitoring of progress and intermediate attestation of students of the University (hereinafter referred to as the Regulation) determines:

- 1.2.1. form of current monitoring of progress and intermediate certification of students;
- 1.2.2. requirements for the organization of current control;
- 1.2.3. the procedure for conducting current control;
- 1.2.4. rules for evaluating and using the results of current control;
- 1.2.5. requirements for the organization of intermediate certification;
- 1.2.6. the procedure for conducting intermediate certification;
- 1.2.7. the procedure for the elimination of academic debt;
- 1.2.8. the procedure for transferring students to the next course.

1.3. Organization, preparation and implementation of ongoing monitoring of progress and intermediate certification of students are mandatory elements of theoretical practical training of students.

1.4. The results of the current monitoring of progress and intermediate certification of students are used by the rector, deans of the faculty and heads of departments as documented information to analyze the effectiveness of the educational process and the possibilities for its further improvement.

2. The procedure for monitoring progress

2.1. Current control and intermediate attestation of students (acceptance of credits, exams, modules, tests, abstracts, reports, oral surveys) - control over the assimilation of educational material by the University students in accordance with the requirements of the state educational standards of the Kyrgyz Republic.

2.2. Current monitoring of students' progress - operational monitoring during the semester and assessment of the level of knowledge and the degree of mastering by students of educational material in the completed sections (modules and chapters) of the relevant disciplines in the process of studying it in the form of receiving modules, oral questioning, abstracts, reports, tests.

2.2.1. The current control consists of daily progress and assessment of the student's independent work (ISW).

2.2.2. The current monitoring of the learning outcomes of students is carried out daily at seminars, practical and laboratory classes. Forms and methods of current control in the discipline are determined by the teacher. When using distance learning technologies (DLT), ready-made tasks must be sent to the DLT portal and / or by e-mail to the teacher, who checks, evaluates in points and enters them into the journal.

2.2.3. The results of the current monitoring of progress cannot serve as a basis for not admitting a student to intermediate certification.

2.3. Midterm control of students' progress - checking the completeness of knowledge, abilities and skills based on the material of the module as a whole. Midterm control is carried out twice a semester in the classroom in accordance with the approved schedule for midterm control. Midterm control is carried out depending on the number of credits per semester in the classroom in accordance with the approved schedule of midterm control.

- 2.3.1. The main forms of midterm control of learning outcomes in the disciplinary module are written form, computer testing, oral questioning, combined form.
- 2.3.2. The written form of the midterm control is carried out by the teacher leading the discipline on control questions and assignments from the work program. The student should have a pen (with blue or black paste), pencil, ruler, eraser and other stationery with them. It is forbidden to have mobile phones, other electronic devices with you, as well as to leave the classroom, if necessary, hand over the work to the teacher. Access to the classroom is terminated after the start of midterm control. Written works of midterm control are kept at the department during the academic year.
- 2.3.3. The computer form of the midterm control is carried out in the form of computer testing. For this, the teacher leading the discipline develops 100-200 test questions (tasks) and enters them into the educational portal of the DLT. According to the schedule of midterm control in the form of computer testing, the student is tested in the educational portal of the DLT of the University.
- 2.3.4. The oral form of the midterm control is carried out by the teacher leading the discipline on control questions and assignments from the work program.
- 2.3.5. The combined form of midterm control is carried out in the form of a combination of the above forms.
- 2.4. The schedule of midterm control is drawn up in accordance with the schedule of the educational process.
- 2.5. Retaking of midterm control for students who have not passed the module in a timely manner for a respectful/disrespectful reason, or received a rating of "unsatisfying" is allowed no more than two (2) times.
- 2.6. Independent work, according to the discipline, is planned and performed by students during the study of the discipline, based on the total labor intensity of independent work indicated in the working curriculum.

3. Interim certification procedure

- 3.1. Intermediate certification of students' progress - compulsory control at the end of the semester (during the examination session) by taking differential credits and exams in the disciplines, the study of which is provided for by the curriculum in the current semester.
- 3.2. Exams are one of the main forms of intermediate control of knowledge and quality of education and are aimed at assessing the student's work for a semester, the degree of assimilation of theoretical knowledge, test the skills of independent work, the ability to synthesize the knowledge gained and apply them in solving practical, professional problems.
- 3.3. Credits, in the absence of an exam in the discipline, are a form of assessing the theoretical knowledge of a student, and also serve as a form of checking the performance of students in laboratory, practical and seminars.
- 3.4. Current control and intermediate certification are carried out in accordance with the schedule of the educational process of the University for the academic year.
- 3.5. Students of all forms of study are admitted to the examination session if they do not have academic debts for previous semesters (courses).
- 3.6. Students who have not fully passed the current control in certain disciplines are not allowed to take exams in these disciplines, but have the right to take exams in other disciplines.
- 3.7. Examinations are taken by examiners (professors, associate professors, senior teachers) who conducted lectures in the presence of observers approved at the cathedral meeting. By the decision of the department, teachers who conducted other forms of group studies in this discipline (practical, seminar, laboratory classes) take part in the exam.
- 3.8. Credits are accepted by teachers who conducted practical, seminar and laboratory classes in this discipline in the group.
- 3.9. The defense of the report on the passage of internships is carried out by a commission appointed by the department with the participation of their leaders.

- 3.10. The results of examinations, tests and reports on the passage of internships are rated as: "excellent", "good", "satisfying" and "unsatisfying".
- 3.11. The form of examinations and tests, as well as the criteria for assessing student progress, is established by the University.
- 3.12. The presence of unauthorized persons who are not related to the educational process at exams and tests is not allowed without the permission of the head of the faculty (institute) or the vice-rector for academic affairs.
- 3.13. In cases where individual sections of the discipline are read by several teachers, then the examination or test is carried out by all teachers who conducted lectures, practical and laboratory classes in this discipline, but one grade is put down.
- 3.14. The results of tests and exams are entered on the report card. Failure to appear for the exam and test within the time period established by the schedule for passing exams and tests shall be noted on the examination sheet with the words "failure to appear".
- 3.15. The schedule of exams is made in such a way that at least two calendar days are allotted to prepare for exams in each discipline.
- 3.16. The number of exams and graded credits per semester is usually set according to the curriculum. This number does not include physical education credits and elective discipline reporting. The schedule of exams for all forms of education is approved by the Rector of the University and communicated to teachers and students no later than a month before the start of the examination session.
- 3.17. The rules for scoring within the point- rating system are determined by the Regulations "On modular rating system of training and assessment of students` success".
- 3.18. The results of the current, midterm control and intermediate certification of students are put in an electronic sheet by the teacher himself within 2 (two) working days from the date specified in the test or exam schedule. The sheet is printed out, signed by the dean of the faculty and the teacher.
- 3.19. In case of untimely filling of the electronic sheet, the dean of the faculty prepares a report addressed to the head of the educational methodical department to open access to the electronic sheet with the provision of an explanatory note from the teacher indicating the reason for not filling out the sheet.
- 3.20. The rector, vice-rectors, head of the educational methodical department, deans of faculties and heads of departments, together with the teaching staff, during the examination session, analyze the quality of student training and take measures to ensure further improvement of the educational process. The results of the examination sessions are considered at the meetings of the departments and the Academic Council.

4. The procedure for the elimination of academic debt

- 4.1. A student who, at the end of the examination session, has an unsatisfactory mark in at least one exam or credit is considered to have academic debt.
- 4.2. Students who could not pass the tests and exams on time for a documented good reason (illness, family circumstances, long business trips, natural disasters) are set by the order of the dean of the faculty individual deadlines for passing exams and tests.
- 4.3. Retaking the exam with an unsatisfactory mark during the examination session is not allowed.
- 4.4. Retaking an unsatisfactory grade in the same discipline is allowed no more than two times. Retake for the second time is accepted by a commission formed by the head of the department or the dean of the faculty. The decision of the commission is final and is drawn up in a protocol.
- 4.5. Retaking with the aim of increasing a positive mark ("satisfying", "good") during the interim control is not allowed.

4.6. Re-passing exams in order to increase a positive mark for obtaining a diploma with honors is allowed only in the graduation course on a substantiated (motivated) presentation of the dean of the faculty and no more than three disciplines. All issues of such a retake of exams must be resolved no later than a month before the start of the meeting of the State Attestation Commission.

4.7. Elimination of academic debt by students is carried out within the terms approved by the dean of the faculty.

4.8. Students who fail to meet the program of practice for a good reason, with the permission of the Dean of the Faculty of re-routed to the practice. The terms of repeated practice are set by the head of the department of practice of the University on an individual basis.

4.9. Upon receiving an unsatisfactory mark on the written exam, the student has the right to appeal. The appeal can be filed by him within two days (including the day of the exam). To consider the appeal, the rector creates a commission consisting of at least three teachers, including the examiner who gave an unsatisfactory assessment, chaired by the head of the department or his substitute. The commission evaluates the student's written response given earlier. If the commission comes to the conclusion that the student's answer deserves a positive mark, this mark is put on the examination sheet. The assessment given by the committee is final.

4.10. The issue of eliminating the difference in curricula, for persons admitted to higher educational institutions in the order of transfer or restoration, regardless of the time that has passed since the date of receiving the assessment, is carried out within the time frame established by the certification commission.

4.11. For a student left for a second year of study, the dean of the faculty sets the disciplines in which he must attend a course of lectures, complete laboratory, practical tasks and pass tests and exams.

4.12. Students who have not liquidated their academic debt in time are expelled from the University.

4.13. All statements are stored in a place protected from access by unauthorized persons, in duplicate - in the dean's office and at the department, which conducted intermediate certification in the discipline.

5. Responsibility

5.1. The head of the department is responsible for:

- correspondence of the content of examination test questions;
- compliance by teachers with methodological requirements for the organization and conduct of tests and exams;
- objectivity in the assessment of knowledge, practical skills of students in the test and exam;
- Timeliness of discussion of the results of tests and exams and the development of measures to improve the organization of the learning process, improve the quality of student training.

5.2. The dean of the faculty is responsible for:

- Timeliness of filling out the teacher's sheets by discipline;
- the correctness and timeliness of the preparation of the test and examination sheets;
- formation of a database of student progress throughout the entire period of his studies;
- Timeliness of preparation of submissions for transfer to the next training courses;
- the timeliness of the preparation of submissions for the expulsion of students from the University for academic failure.

5.3. The members of the appeal commission are responsible for the improper performance or failure to fulfill their duties.

APPROVAL AND RECOGNITION SHEET

" ____ " _____ 20____

Dean of the Faculty

Head of Educational-methodical department

Akmatova A.T.

Head of department NH

Kasymalieva K.K

Registration of changes

[illegible]