

Unofficial translation
MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
INSTITUTION "SALYMBEKOV UNIVERSITY"



REGULATION ON COMPUTER TESTING STUDENT KNOWLEDGE

Bishkek 2021

I. General provisions

1. This provision has been developed in accordance with the Law of the Kyrgyz Republic "On Education" and other regulatory legal acts of the Kyrgyz Republic in the field of education and approved in the manner determined by the Government.
2. The regulation regulates the activities of the subdivisions of the "Salymbekov University" Institution in the organization and conduct of computer testing to control the quality of mastering the main educational programs of higher medical education and students' knowledge.
3. Computer testing of students is carried out in order to:
 - 3.1. Obtaining independent, objective information about the educational achievements of students;
 - 3.2. Compliance of the content, level and quality of student training with the requirements of the state educational standard (SES) in the disciplines;
 - 3.3. Using the results of the exam in the formation of the final rating of the student in the discipline.
4. Carrying out computer testing is regulated by administrative orders of the rector or vice-rector for academic work.
5. The place for conducting computer testing is the computer class of the SU. The software is carried out by the automated system e-Bilim.
6. Terms and concepts used in the Regulations:
 - 6.1. Test task - contains the text of the task (question) and having one unambiguous correct answer out of four options.
 - 6.2. Fund of assessment tools (FOS) - a logically ordered structure of a finite number of test tasks, which allows you to automatically generate many forms of tests.
 - 6.3. Test - a system of tasks of a standard form, the performance of which can be quantified (assessed) and allows you to set the level of knowledge, skills and abilities of the test person.
 - 6.4. Content validity of the test - the degree of completeness and depth of coverage of the content of the academic discipline in the test items.
7. Computer testing is a mandatory form of control in the disciplines of the curriculum in accordance with the requirements of the State Educational Standard of the Higher Professional Education.
 - 7.1. Computer testing should provide monitoring of the quality of student knowledge.
 - 7.2. The type of computer testing is determined by the goals and objectives implemented in the educational process of the tested discipline.
 - 7.3. The results of computer testing are used when setting examination grades or credits in the relevant disciplines. The test results must be kept for the entire duration of the student's education in the test and examination sheets.
 - 7.4. Computer testing does not exclude or replace other forms of quality control of students' knowledge.
 - 7.5. Computer testing of students is used during the current and final control of students' knowledge.
8. Technical support of computer testing is carried out by the SU IT specialist.
9. The fund of tests should consist of a database of tests in the disciplines of the PEP, implemented at the university.
10. The results of testing should be expressed in points, correctly, completed tasks from the total volume of the test

II. Responsibilities of teachers

- 2.1. The composition of teachers participating in the examination in the form of computer testing is formed by the department for which this academic discipline is assigned. To conduct a semi-annual and state attestation commission of students, according to specialties, an examination commission is created every year, which includes teachers from the departments of SU, as well as members of the SAC.

- 2.2. Annual formation of a bank of test tasks in accordance with the current curricula;
- 2.3. Ensuring the entry into the database of the contingent of students admitted to the session;
- 2.4. Providing technical support for the testing system;
- 2.5. Processing of test results;
- 2.6. Ensuring the confidentiality of test items.

III. Duties of students

- 3.1. Arrive at the computer class no later than 15 minutes before the start of the test (if the test is conducted online, the student must register no later than 10 minutes from the start of the exam), otherwise the student is not allowed to take the exam with a mark of examination sheet "non-attendance";
- 3.2. Observe the rules of conduct in computer classes and comply with the requirements of technical administrators and the teacher;
- 3.3. do not disclose your attributes (login, password): providing attributes to another person and an attempt to falsify the test results is a violation of the established testing procedure, which entails the imposition of a penalty in the form of annulment of the exam results;
- 3.4. In the case of testing online, ensure the possibility of identifying your identity.

IV. Test preparation

- 4.1. The departments are developing and regularly updating test tasks for the current and final control of knowledge. Third-party organizations may be involved in the development of test items to approve reviews.
- 4.2. Test tasks for the final control and verification of residual knowledge, developed by teachers of departments or involved specialists, undergo internal examination at the department and are approved at a meeting of the department (methodical commission of the department), which is drawn up by the appropriate protocol. The head of the department is responsible for the content of the tests of the State Educational Standards in the relevant specialty/direction or the requirements of the work program.
- 4.3. The procedure for including test tasks in the computer testing program is regulated by the teachers and IT specialist of the SU.
- 4.4. Departments responsible for filling the database of test items for a particular discipline, module, etc., at least once a year, must check its content for relevance and quality, updating test items as necessary.
- 4.5. Instructing students on the technical side of the computer testing procedure;
- 4.6. Regular updating of the computer testing program;
- 4.7. Preparation of a report on the results of testing at the end of the session.

V. Procedure for testing

- 5.1. The decision to conduct the current control of knowledge, the final control of knowledge using computer testing is taken by the Educational- methodical Council of SU and fixed by the order of the rector.
- 5.2. The teacher of the discipline is responsible for organizing and conducting the current control of knowledge. The organization of the final test control of knowledge is carried out by the departments.
- 5.3. The head of the department is responsible for conducting the final test control of knowledge.
- 5.4. For the final control of knowledge, the schedule of modules / exams is established by the Educational-methodical Department SU. The schedule of computer testing of students is drawn up in accordance with the schedule of the examination session, indicating the time of each examination, approved in the prescribed manner and brought to the attention of teachers and students by the teaching and methodological department at least a month before it starts. The exam schedule is compiled in such a way that at least 2 days are allotted for the preparation of students for each exam (including weekends and holidays).
- 5.5. Before each exam, a consultation on discipline issues is provided.
- 5.6. Based on the schedule of modules and exams, teachers submit an application to an IT specialist to schedule a test.
- 5.7. Before testing, an IT specialist provides teachers and students with access to a computer testing program.
- 5.8. Registration of users in the computer testing program in the case of ongoing knowledge control is carried out by an IT specialist.

- 5.9. Setting attributes and user rights (logins and passwords for students) is performed by the SU IT specialist.
- 5.10. Students must be warned in advance about the nature of the upcoming test, as well as the time and place of its conduct.
- 5.11. When passing computer testing, tasks for each student are randomly selected by the program from the FOS in the relevant discipline (in accordance with the established parameters), in the amount of no more than 80 questions.
- 5.12. The student is given time to complete the test tasks at the rate of 1.0 - 2.0 minutes per task, according to the instructions attached to the tests.
- 5.13. During the testing in the classroom, except for the students undergoing testing, the presence of other persons, except for an IT specialist, an observer and an examiner, is not allowed.
- 5.14. During testing, students are not allowed to use cell phones, cheat sheets, etc. Also, attempts to communicate with other students or other persons, including using electronic means of communication, unauthorized movements of students, etc. are not allowed. These actions are the basis for the removal of the student from the classroom and the subsequent affixing of the mark "unsatisfactory" to the statement.
- 5.15. A student who appears for testing, but decides that for health reasons he cannot participate in it, must declare this before receiving the task, which is recorded as "absence" in the examination sheet. Otherwise, the refusal to continue participation in testing is recorded as an "unsatisfactory" grade, regardless of the presence of a medical certificate, both before and after such a statement.
- 5.16. A valid reason for non-attendance is an illness confirmed by a medical certificate issued by the doctor of the SU medical center, presented to the dean's office on the day on which it is indicated to start classes, as well as other important reasons, documented.
- 5.17. When a student is released from taking the exam, the department at the end of the test week must provide the dean's office with an extract from the minutes of the cathedral meeting with the attached agreed list of students and an indication of their final rating in the discipline.
- 5.18. After passing the exam, the final rating (IR) of the student in the discipline is calculated, which is translated on a scale into an assessment and put on the sheet on the day of the exam.
- 5.19. Filling in the examination sheets and submitting them to the dean's office are carried out by teachers of responsible departments on the day of testing.
- 5.20. The printed examination sheets of the test exam must be kept in the dean's offices and at the respective departments during the entire period of the student's study.

VI. Algorithm for developing and applying a database of test items

- 6.1. Every year, the departments develop or update a bank of test items in accordance with the current curricula, approve at a meeting of the department, which is drawn up in the appropriate protocol, and submit for approval to the RS no later than October 1 (autumn semester) and March 1 (spring semester) of the current year .
- 6.2. In the case of an interdisciplinary exam, test tasks are previously provided to the responsible representative of the department, who is obliged to compile a single FOS for all cycles and send it to the CS for approval within the above timeframes.
- 6.3. The Chairman of the CA sends for conducting a testological and substantive examination of the FOS, presented by the department.
- 6.4. The term of the examination is no more than 10 days. If there are comments on the results of the examination, the experts send them to the developer with an indication of the deadline for eliminating comments.
- 6.5. Subsequently, the final versions of the FOS, approved by experts, are approved at a meeting of the PC and submitted to the educational-methodical department in electronic form in Word and PDF formats no later than November 1 (autumn semester) and April 1 (spring semester).
- 6.6. The IT specialist and all participants in the test development process are responsible for the safety and confidentiality of the test examination material.
- 6.7. Approved exam tests for current student exams are not issued to students.
- 6.8. Tests for passing the State Attestation Commission (SAC) are handed out to students without specifying answer options no later than 30 days before the exam.
- 6.9. Practice tests for current exams on all topics of the work program (in the amount of at least 25% of the total number of exam tests) are posted on the E-Bilim platform by each department without indicating the correct answer, no later than 1 month from the beginning of the semester.

6.10. FOS for the discipline for the current exam is determined by its volume (at least 80 questions).

VII. Appeal procedure

7.1. The student has the right to appeal the test results. An application for appeal is submitted by the student to the Vice-Rector for Academic Affairs on the day of the exam. The submitted appeal is considered by the commission created for this purpose within three working days.

7.2. The application must state the specific grounds for the appeal. These may include:

incorrectness in the formulation of questions, their going beyond the scope of the program, errors in the answers of test tasks;

violation by the examination committee of the established testing procedure;

Circumstances hindering an objective assessment of the work by the examination committee;

7.3. Student's dissatisfaction with the level of the received grade cannot be the basis for an appeal.

7.4. The Board of Appeal holds a meeting in the presence of the student. If a student fails to appear at a meeting of the appeal commission without a documented valid reason, the application is rejected.

7.5. Only the grounds set out in the application are subject to consideration in the appeal process. An additional survey of the student on the materials of the work and the subject to be handed over is not provided.

7.6. As a result of the appeal, the examination test score may be changed.

7.7. The decision on the results of the appeal is drawn up in a protocol, which is signed by the chairman of the appeal commission.

VIII. Requirements for the design of test tasks

8.1. Requirements for the format of test tasks:

- font style - Times New Roman;
- font size - 14 pt; answers are numbered in capital Latin letters;
- The correct answer is marked in red.

8.2. The test kit should contain a title page including:

- name of the discipline;
- faculty and course for which the test tasks are intended;
- names of developers (with signatures);
- information about reviewers;
- indication of the total number of test tasks, the number of test tasks in one version and the total time allotted for the test.

8.3. FOS specification - an extended plan, where all sections of the discipline, the amount of material, the cognitive level (degree of complexity) of test tasks and the percentage of tasks for each topic are recorded.

8.4. Two examinations:

- substantive - conducted by an associate professor or professor of an adjacent department;
- testological - carried out by an expert with a scientific degree, who is not an employee of the SU.

8.5. An extract from the minutes of the cathedral meeting, signed by the head of the department and confirming the compliance of the content of the test tasks with the curriculum for the discipline, should be sent for approval to the RS.

- Extract from the minutes of the meeting of the department
- Main test
- Closing Statement

8.6. Violation of these Regulations by members of the examination committee, the dean's office can be appealed by students individually. Failure to comply with the Regulations is considered as a violation of the established procedure for conducting the educational process.

APPROVAL SHEET