



**"APPROVED"**  
By the decision of the Academic Council  
NJSC Narxoz University  
Protocol No. 17 dated 17 08. 2022

REGULATIONS  
for offline exams with proctoring  
at NJSC Narxoz University

Almaty city,  
2022

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## Document passport

**Name:** Regulations

**Short description:** The regulation on conducting exams in offline format with proctoring establishes the procedure for organizing, preparing and conducting exams during the period of intermediate certification at NJSC Narxoz University

**Topic:** Organizational and methodological support

**Status:** Current

**Approval date:** 27. 08. 2022

**Action end date:** When replacing with a new one or canceling


**Audit date:** Upon requirement

**Responsible for audit:** Head of Academic Services Department

**Approval sheet:**

Vice Provost for Academic Affairs

Director of the Legal Department and Personnel work

 S.Y. Umirzakov

L. Bissengali

## **1. General provisions**

- 1.1. These Regulations for offline exams with proctoring at Narxoz University NJSC (hereinafter referred to as the "Regulations") are developed in accordance with the State Compulsory Standard of Higher Education, Postgraduate Education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022. No. 2, Rules for conducting intermediate certification of students at NJSC Narxoz University, Academic Policy, Charter of NJSC Narxoz University (hereinafter referred to as the "University").
- 1.2. The regulation establishes the procedures of organization, preparation and arrangement of final examinations with proctoring during the period of intermediate certification, including the appeal procedure, the interaction and functions of responsible bodies involved in exams organization, preparation and arrangement as part of the University students' intermediate certification.
- 1.3. Exams during the period of intermediate certification are held at the University in order to assess the mastery of the planned learning outcomes by students in the corresponding academic period.
- 1.4. The schedule of the examination session is drawn up by an authorized structural unit of the University, approved by the Vice Provost for Academic Affairs and brought to the attention of teachers and students no later than seven working days before it starts.

## **2. Exam Forms**

- 2.1. Examinations during the period of intermediate certification are held in written, oral (project defense) or combined forms, defined in the syllabi of academic disciplines.
- 2.2. The form of the examination, the number of examination tasks, as well as the evaluation criteria are determined by the teacher and are reflected in the syllabus of the relevant academic discipline.
- 2.3. Exam tasks should be aimed at assessing the learning outcomes indicated in the syllabus of the relevant academic discipline.

## **3. Exam procedure**

- 3.1. Exams are held during the specified period provided in the academic calendar, according to the approved schedule.
- 3.2. Students are required to arrive to the exam on time, according to the schedule, and present an identity document.
- 3.3. Students who are late for the start of the exam by more than 15 (fifteen) minutes are not allowed to take the exam. Being late for an exam (less than 15 (fifteen) minutes) does not give the right to extend the exam time.
- 3.4. The examiner, in the presence of a proctor, before the start of the exam, checks students for admission to the exam in accordance with the order on admission.
- 3.5. Before the start of the written examination, in the presence of the examiner and the proctor, an envelope with sealed examination tasks is opened and distributed to the students.
- 3.6. The examiner is obliged to give explanations on the correctness of filling in personal data on the answer sheet, on the content of examination tasks, if the student has such a need.
- 3.7. Before the start of the exam, students fill out the encoding sheet; it is prohibited to indicate on the answer sheets the last name, first name, patronymic of the examinee, other information or marks that allow the identity of the examinee to be identified, with the exception of the exam task option, if such is provided in the examination materials.

- 3.8. After all the organizational moments are complete, the time allotted for the exam is announced, and the starting time of the exam is fixed.
- 3.9. After fixing the starting time of the exam in writing, the examiner leaves the audience, the exam is conducted in the presence of the proctor.
- 3.10. During the examination, students must work independently; students can use, with the permission of the examiner, reference literature and other aids, if it is provided for in the syllabus of the relevant discipline.
- 3.11. The list of accessories required by the student in the classroom (including technical means) is determined by the examiner with advance notification of the students and the proctor.
- 3.12. Students are not allowed to leave the classroom during the exam.
- 3.13. When passing the exam, students are required to comply with the Rules of Academic Integrity [https://portal.narxoz.kz/images/original\\_img/60a3b58ca59c7.pdf](https://portal.narxoz.kz/images/original_img/60a3b58ca59c7.pdf)).
- 3.14. After fixing the starting time of the exam in the form of project defense or a combined form (oral-written), the examiner remains in the audience, the exam is held in the presence of the examiner and the proctor, the exam is video recorded. The video recording is kept for one semester.

#### **4. The procedure for the formation of the composition and functions of proctors**

- 4.1. The composition of proctors is formed at the rate of one proctor for 25–30 students. The formed composition of proctors is brought to the attention of the directorates of the Schools no later than two working days before the exam. The Director of the School is obliged to inform the proctors and ensure their timely presence at the examination.
- 4.2. The proctor (or the examiner when conducting an exam in the form of a project defense or a combined form), in case of revealing any type of academic dishonesty during the exam, is obliged to interrupt the exam, draw up an Act on violation of the rules of academic honesty indicating the reason for the early completion of the exam in accordance with Appendix No. 2 to the Regulations.  
When compiling the above Act, the student is removed from the exam, the Act is attached to the answer sheet. Such examination paper is not subject to assessment by the examiner, and F (0) grade is given automatically.
- 4.3. Acts of violation of the Rules of Academic Integrity are not subject to appeal.
- 4.4. Acts on violation of the rules of academic honesty with an indication of the reason for the early completion of the exam (if any) are transferred by the proctor to the directorates of the Schools. The proctor's decision to draw up the Act is final. The directorates of the Schools fix and save the Act.
- 4.5. After the end of the exam, the students' answer sheets are submitted by the proctor present at the exam, or the technical secretary of the examination committee for the discipline "History of Kazakhstan" to the directorate of the relevant School, whose employees carry out the coding process.
- 4.6. The proctor must:
  - read these Regulations;
  - take part in the training / introductory briefing of proctors;
  - arrive no later than 15 (fifteen) minutes before the start time of the exam;
  - comply with the procedure for conducting the exam, set out in section 3 of the Regulations;
  - identify and stop the facts of violations of the rules of academic honesty by students during the exam with the preparation of the Act on violation of the rules of academic honesty in accordance with Appendix No. 2 to the Regulations;

- timely submit the completed Acts on violation of the rules of academic honesty to the Directorates of Schools.
- 4.7. Proctor is prohibited from:
- disrupting the preparation and conduct of examinations;
  - leaving the classroom or be distracted by extraneous matters and tasks during the exam;
  - assisting or distracting the participants of the exams in the performance of examination papers.
- 4.8. In case of violation by the Proctor of the procedure for conducting the exam, disciplinary measures are applied to the Proctor in the manner prescribed by the legislation of the Republic of Kazakhstan.

## **5. How to Encrypt Exam Materials**

- 5.1. The student's answer sheets must be encrypted (encoded).
- 5.2. The process of encoding and decoding the answer sheets is carried out by the employee (s) of the School, appointed by order of the Director of the School. Before the beginning of the examination, conducted in writing, the answer sheets for students are provided to the examiner by the directorate of the relevant School.
- 5.3. The answer sheets must be stamped or stamped by the School, the encoding sheet is attached to the answer sheets (Appendix No. 1 to the Regulations).
- 5.4. After the end of the exam, the sheets of students' answers are submitted by the proctor present at the exam, or the technical secretary of the examination committee for the discipline " History of Kazakhstan" to the directorate of the relevant School, whose employees carry out the coding process.
- 5.5. After coding, the answer sheets are transferred by the Directorate of the School to the examiner / examination committee for verification.
- 5.6. If there is identification information on the answer sheets, the answer is considered invalid, the result is canceled, about which an act is drawn up, the examination paper is not transferred to the examiner for verification, the exam result is automatically 0 points.
- 5.7. When fixing the Act of Violation of Academic Integrity, the directorates of the Schools do not transfer the examination work to the examiner for verification, the exam result is automatically 0 points.
- 5.8. The formation of the examination grade is determined by the syllabus of the discipline, in accordance with the point- rating letter system for assessing knowledge.
- 5.9. Checked answer sheets are returned by the examiner to the Directorate of the School, whose employees carry out the decoding process. Based on the results of decoding, the examiner / technical secretary of the examination committee for the discipline " History of Kazakhstan" enters the final information about the examination grades in the LMS Canvas.
- 5.10. The results of the exam must be brought to the attention of students no later than 48 (forty-eight) hours (for a contingent of over 50 (fifty) people - 72 (seventy-two) hours) from the end of the exam, with the exception of the state exam in the discipline " History of Kazakhstan", the results of which must be brought to the attention of students no later than 24 hours (for a contingent of more than 50 (fifty) people - 72 (seventy-two) hours) from the end of the state exam.
- 5.11. Principals are responsible for the confidentiality of the encoding / coding of examination answers.
- 5.12. The answer sheets are stored in the Directorate of the School for 1 (one) year from the date of the end of the corresponding examination session and are subject to transfer to the archive of the University after the specified period.
- 5.13. A student who disagrees with the result of the exam has the right to file an appeal in accordance with the Rules for Intermediate Attestation of Students at Narxoz University.

## 6. A responsibility. Final provisions

- 6.1. Proctors are responsible for the proper performance of the duties and functions assigned to them in accordance with the Regulations.
- 6.2. Employees of the University, who are responsible for the organization and arrangement of the examinations by the Regulations, are responsible for the proper performance of their duties in accordance with the Regulations, the Regulations on the structural unit, job description and other internal documents of the University.
- 6.3. The regulations are approved by the Academic Council of the University. The term of this Regulation is not limited.
- 6.4. Changes and additions to the Regulations are approved by the Academic Council of the University on the proposal of the Vice Provost for Academic Affairs.
- 6.5. The date of the next audit, if necessary. Responsible for the audit - Director of the Department of educational and methodological support.

### Developer:

Vice Provost for Academic Affairs



S. Umirzakov

Head of Academic Services Department



N. Dalke

### Check mark:

Department of archive



G. Abyzova

## 7. Applications

Application No. 1.

### Encoding spine (sample).

Full name of the student	Seal or stamp of the School
Educational program, course	
Form of study	
Discipline	
*	

\* at the discretion of the commission or the examiner, the coding sheet may indicate the number of the examination ticket or the number of the variant of the examination tasks.

Application number 2.

### ACT about the revealed violation of the rules of academic honesty in the exam

1	Exam Date	
<u>2</u>	School	
<u>3</u>	Discipline	
4	Full name of the student	
5	Full name of the proctor	
6	The audience	
7	Time of drawing up the act	
8	Reason (basis) for drawing up the act	
9	Proctor's signature	