

**Quality Management System
Organization Standard**
CONTROL OF KNOWLEDGE AND
CONDUCTING FINAL CERTIFICATION
OF STUDENTS



«S.Seifullin Kazakh Agro Technical
University» NC JSC

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«Approved by»
Order of Chairman of the Board
dated 14.09.2020
№ 469-N

QUALITY MANAGEMENT SYSTEM

ORGANIZATION STANDARD

**CONTROL OF KNOWLEDGE AND CONDUCTING FINAL
CERTIFICATION OF STUDENTS**

OS QMS 02.2007-2020

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NUR-SULTAN 2020

Foreword

1 DESIGNED AND INTRODUCED by the working group jointly with the quality service

name of the working group (WG)

2 APPROVED AND INTRODUCED BY Chairman of the Board (place-holder, official approving the document) order dated 14.09.2020 № 469-N. (name, date and number of the approving organizational and administrative document)

3 DEVELOPERS:

- director of DAA – N.A.Serekpayev
position, full name
- head of students` registration and certification department - Z.Z.Orazalina
position, full name
- head of quality service – S.S. Aldabergenova
position, full name
- quality service specialist – M.T. Zhagalbayeva
position, full name

**4 FIRST CHECK TIME
CHECK PERIOD**

2025
5 years

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1 Application area

1.1 This organization standard defines the purpose, objectives, sequence and basic requirements for organizing the process, preparing and conducting the current, intermediate, final certification of students at S.Seifullin Kazakh Agro-Technical University (hereinafter - S.Seifullin KATU).

1.2 Organization standard is mandatory for use by all departments responsible for the educational process (DAA, deans, departments) and it is part of the quality management system documentation.

2 Normative references

References to the following regulatory documents are used in this standard:

Rules for the organization of the educational process on credit technology of training approved by the order of MES RK dated April 20, 2011 No. 152. Registered in MJ RK on May 27, 2011 No. 6976

Standard rules for the activities of educational organizations of the corresponding types approved by the order of MES RK dated October 30, 2018 No. 595. Registered in the MJ RK on October 31, 2018 No. 1765

The state compulsory standard of higher education approved by the order of MES RK dated October 31, 2018 No. 604

The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III

ISO 9000: 2005 quality management Systems. Basic provisions and dictionary.

ISO 9001: 2015 quality management Systems. Requirements.

QMS SO 01.1011 - 2020 Quality Management System. Standard of organization. General requirements for the construction, presentation and documentation of a quality management system.

DP QMS 01.1006 - 2020 Quality Management System. Documented procedure. Document management.

DP QMS 01.1007 - 2020 quality management System. Documented procedure. Managing quality records.

3 Definitions

Terms and definitions in this standard are applied in accordance with ISO 9000-2015.

4 Designations and abbreviations

The following abbreviations apply in this Standard:

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JSC "S.SeifullinKATU " - JSC "S.SeifullinKazakh Agro Technical University ";
 RLA - regulatory legal acts
 OS - organization standard;
 RQM - representative of the quality manual;
 DAA - Department of Academic Affairs;
 DRaCS - department of registration and certification of students;
 QS - quality service;
 CC - current control;
 FC - final control;
 WC - working curriculum;
 STSS – student`s task for self study;
 STOH–student`s task for office hours under the guidance of a teacher;
 GPA - grade point average;
 DIT - Department of Information Technology;
 CC – certification committee.

5 Responsibility and authority

5.1 Approved by this standard organization (hereinafter - OS) by order of the chairman of the Board of S.Seifullin KATU.

5.2 Responsibility for the development of this OS, namely for its content, structure is borne by the Director of the Department of Academic Affairs (hereinafter DAA), for the design, approval and implementation is the responsibility of the quality service (hereinafter QS).

5.3 Responsibility for the development of the requirements of this OS, their compliance with the requirements of legislative and regulatory documents rests with the director of DAA.

5.4 Responsibility for the management of this OS lies with the director of the DAA.

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5.5 Responsibility for the organization and coordination of activities for the implementation of specific stages of the procedure and the quality of the final results lies with the heads of departments who are participants in the implementation of a specific stage.

Head of Department, who are participants in the implementation of a particular stage.

5.6 Responsibility for safety and unauthorized copying of documents of Quality Management System (further - QMS) which are in division and leak of office information is borne by heads of divisions.

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5.7 The project SO must be consistent with the management representative for quality (further MRQ), DAA- Department of Academic Affairs, Department of registration and assessment of students, Head of Legal Department, Head of Quality Service(further HQS) and is made out in "Approval list" (Appendix F).

5.8 The division submits the project for registration to the quality service (further QS), prepares the original, collects the approval signatures.

5.9 The QS prepares an order for the implementation of this standard, which is approved by the Chairman of the Board.

5.10 The head of the division is responsible for bringing the approved SO to the attention of the relevant staff of the division. Record of acquaintance shall be issued in "Acquaintance Sheet" (Appendix Ch).

6 Monitoring and evaluation of students ' knowledge: current control

6.1 The organization of the educational process within one academic year is carried out on the basis of the academic calendar, which is approved by the decision of the Academic Council. The academic calendar reflects the periods of training sessions, intermediate and final certification, professional practices and other types of educational work during the academic year, rest days (vacations and holidays).

6.2 The educational achievements of students in all types of control (current control, intermediate and final certification) are assessed according to the point-rating letter system (PRLS) for assessing the educational achievements of students with a transfer to the traditional rating scale according to (Appendix A) to this OS.

6.3 Academic achievements (knowledge, abilities, skills and competencies) of students are assessed in points on a 100-point scale, corresponding to the internationally accepted letter system with a digital equivalent (positive marks, in descending order, from "A" to "D" , and "unsatisfactory" - "FX", "F",) and the ratings according to the traditional system.

6.4 The proportion of forms of control: 60% is allocated for current control (TC), final control (IC) - 40% of the total amount of the final assessment.

6.5 The final mark is set for each discipline separately in percentage according to a 100% scale. To calculate this indicator, you need data on TC, IC, which the student has collected during the academic period.

6.6 TC is a systematic check of the educational achievements of students on each topic or section of the syllabus of the discipline, carried out by the teacher in the current training sessions.

6.7 When studying the discipline, various types of current control of students' knowledge can be provided: an oral survey, a written survey, a combined survey, discussions, trainings, round tables, tests, essays, the implementation of a course project (work), etc.

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6.8 TC is carried out by the teacher within the framework of lectures, practical / seminars, laboratory, studio classes and independent work of students under the guidance of a teacher (hereinafter referred to as SROP). At SROP, the teacher advises students and monitors the implementation of assignments.

6.9 The organization and conduct of the TC of students in seminars / practical and laboratory, studio classes, should be carried out by teachers in accordance with the accepted BRBS, indicated in the syllabus of the discipline. The syllabus for the assessed tasks should indicate the criteria for assessing the student's educational achievements.

6.10 Assessments of the current control of educational achievements of students are put up by the teacher in an electronic journal in AIS. The given marks in the "Assignment" module of the AIS "Platonus" are automatically reflected in the electronic journal.

6.11 If the student was absent from the lesson, then the mark "n" / "g" is put in the electronic journal for the missed type of lesson. The algorithm for working off missed classes and imposing penalties on the student for each course of the discipline, for all types of educational activities is reflected in the syllabus in the section "Course Policy".

6.12 When calculating current control, we take into account the following types of activities, like laboratory classes, practical / seminar classes, studio.

Students written works (coursework) are tested for the presence of borrowed material and the text with a synonymous words and expressions replacement without changing the meaning (paraphrase), including text usage translated from another language (hereinafter - borrowing).

6.13 The teacher is obliged to submit grades for current control regularly to the electronic journal, but at least once every three weeks.

6.14 With the current control of progress, the educational achievements of students are evaluated on a 100 point scale for each task (from "0%" to "100%") indicated in the syllabus. If the student fails to complete the task, or if it is performed poorly, not in full, not on time - the teacher has the right to put in the electronic journal of laboratory, practical / seminar, studio lessons the corresponding value from 0 to 49% ("fail").

6.15 Students who have not received the assessment of current control within the established timeframe for objective reasons (documented) have the right to extend the deadlines for the delivery of monitoring tasks according to an individual schedule. The student, no later than three days of the specified period, with the attachment of a copy of supporting documents, writes an application addressed to the director of DAV (indicating the reason, providing supporting documents, a list of disciplines, an individual schedule). (Appendix B).

When organizing the learning process with the use of DOT, the student sends a scanned application and supporting documents through the AIS "Platonus" section "Letters" or to the corporate mail (@kazatu.kz) to the adviser.

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After the approval of the application by the director of the DAV, the employee of the DRaCS opens the teacher access to the corresponding section of the electronic journal for grading.

Medical certificates must be certified at the branch 5 of the city polyclinic at KATU them. Seifullin, located at: st. Moldagulova 29a. When organizing the educational process with the use of DOT, certificates (scanned version) are sent by the adviser to the branch 5 of the city polyclinic at KATU im. Seifullin, located at: st. Moldagulova 29a for confirmation.

7 Monitoring and evaluation of students' knowledge: intermediate certification (final control)

7.1 Each academic period ends with a period of intermediate certification of students who pass the final control in all disciplines, professional practices, NIRM / D, EIRM / D.

7.2 Forms of the exam: computer testing (when organizing the educational process using DOT - in AIS "Platonus", with proctoring), written exam (when organizing the educational process using DOT - using web conferences, for example ZOOM, CISCO, WEBEX, etc., with proctoring). In language disciplines (foreign, Kazakh, Russian), other forms can be used (listening, etc.).

The list of test tasks and questions for the exam are included in the UMKD, are considered at a meeting of the department, the methodological commission of the faculty and are stored at the corresponding department.

7.3 Students of all specialties / areas of training at the bachelor's level pass the state exam in the discipline "Modern history of Kazakhstan" upon completion, in the same academic period.

When organizing the educational process using DOT, the state exam in the discipline "Modern History of Kazakhstan" can be carried out in the form of computer testing - in the AIS "Platonus" and in the form of a written exam with proctoring using web conferences (for example, ZOOM, CISCO WEBEX, etc.). P.).

The formation and storage of materials for intermediate certification (tests, examination tickets) is carried out by the department with limited access rights. The head of the department appoints a person responsible for the storage of materials for intermediate certification.

7.4 The results of passing state exams in the discipline "Modern history of Kazakhstan" are recorded in the minutes of the meeting of the State Examination Commission and announced on the day of their holding. (Appendix B).

7.5 The schedule of examinations for all forms of training is approved by the director of the DAI and is communicated to the students and teachers no later than two weeks before the start of the examination session. When organizing the educational

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process with the use of DOT, the number of the web conference (identifier) is indicated in the schedule.

The schedule of exams (Appendix D) is drawn up in electronic form and posted on the educational portal of the university (<http://portal.kazatu.kz/>).

7.6 In order to improve the quality of the implementation of the educational program and ensure the objectivity of the assessment of the educational achievements of students, the learning and final control processes are separated. To conduct the written exam, examiners are appointed from among the leaders, teachers with qualifications corresponding to the profile of the given academic discipline, and, as a rule, who did not conduct training sessions in this academic group / stream. When organizing the educational process using DOT, it is recommended that the teacher participates in a written examination to identify students and in the role of a proctor.

The teacher / examiner keeps a video record of the written exam and stores it for one academic / calendar year (from September 1 of the academic year to August 31). Video recording is carried out by software that recommends / installs / advises DIT.

7.7 For the exam, teachers prepare:

- questions to the database of test items based on - 4 questions per lecture and / or practical (laboratory, studio) hour per week (Appendix D);
- time for one test task 1.5-2 minutes
- questions for a written exam based on - 3 questions (including tasks) for one lecture and / or practical (laboratory, studio) hour per week (Appendix E).

7.8 Tickets for the written examination are formed in an amount of at least twenty-five, three theoretical questions or two theoretical questions and one problem, or one theoretical question and two problems in each ticket (Appendix G).

To control written work and the objectivity of the assessment of educational achievements of students, it is recommended to use encryption or coding of answer sheets.

7.9 The teacher loads the base of test tasks (import of tests) into AIS "Platonus" two weeks before the end of the term / semester with the obligatory "View" of all loaded questions for correct display. The assignment of testing should be carried out after the students have given current marks. Test assignment should be carried out in accordance with the exam schedule.

7.10 When organizing the educational process using DOT, an intermediate certification exam in the form of a written exam on tickets is taken using an on-line random number generator (for example: <https://randstuff.ru/number/>). The choice and use of random number generator programs is carried out on the recommendation / agreement with the DIT.

The examiner fills in the "List of the results of the generation of the student's ticket number" (Appendix 3) and the transfer of the text of the selected ticket - personally to each student, using any means of communication of information transmission (including chat ZOOM, CISCO WEBEX, etc.):

- chat in a web conference - personally to each student with a file (preliminary check of ticket sending and delivery);

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- WhatsApp - if there is a group chat, with a valid phone number and full Surname, Patronymic of the student - individually for each student;
- other verified means of communication for sending the file (ticket).

The student is given time to prepare a response to the ticket - 15-20 minutes. After completing the preparation of the answer, the student sends the prepared file (an electronic version of the file, or a scanned version (photo) via chat (ZOOM, CISCO WEBEX, etc.), or to the e-mail specified by the teacher. The student speaks about the ticket and answers the examiner's questions.

7.11 The results of the exam are recorded in the examination-rating sheet of the AIS. The form of the electronic version of the examination-rating sheet is presented in Appendix I. The examination sheet (Direction) in electronic format is stored in the electronic folders of the DRaCS controls with limited access rights. (Appendix K).

7.12 After the assessment of the final control has been given - adjustments, changes in the assessments of the current control are not allowed.

The teacher / examiner, in accordance with the exam schedule, conducts asynchronous proctoring of the final control disciplines, conducts an analysis, makes an appropriate decision (not to cancel / cancel).

The teacher-examiner is directly responsible for the correctness of filling out the examination-rating sheet (assigned points and grades).

7.13 Admission to the examination session is carried out in two stages:

1) At the first stage, admission to the exam in the discipline is carried out on the basis of an assessment of the admission rating, determined by the results of current monitoring of progress. The admission rating for the final control by discipline must be at least 50% of the TC.

2) At the second stage, the dean's offices make admission to the examination session of students who do not have arrears in payment for tuition (based on the data of the center).

7.14 Retaking a positive mark on the final control with the aim of increasing it in the same period of intermediate certification is not allowed.


7.15 To retake the exam in order to improve the average grade point (GPA), the student in the summer semester again attends all types of training provided by the work curriculum for this discipline, receives admission and passes the final control.

In this case, the student again goes through the registration procedure for the academic discipline.

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

When organizing the educational process with the use of DOT, the specialists of DRaCS conduct daily monitoring of the exam results. Based on the monitoring, the specialists of DRaCS automatically open access to the reassignment of testing / assignment of marks to the electronic journal to the students who received the FX mark (25% -49%).

The teacher / examiner, in the event that students have FX (25% -49%) based on the exam results, must check the electronic journal for access to reassign testing / assign marks to the electronic journal.

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The teacher, having gained access, in a timely manner reassigns testing / assigns marks to the EJ

The student is obliged to monitor the grades for his progress in the electronic journal.

7.17 In case of receiving an “unsatisfactory” mark corresponding to an “F” grade, the student re-enrolls in this academic discipline (module), attends all types of training sessions, performs all types of educational work, according to the program and retakes the final control.

7.18 The transcript contains all academic disciplines and (or) modules that the student studied, indicating the final grade, including FX and F. ”.

7.19 For the period of the examination session, by order of the Chairman of the Management Board, an appeal commission is created from among the teachers whose qualifications correspond to the profile of the disciplines appealed.

The appeal commission has the right to use the student testing logs (the log of answers to test). A request for testing logs is carried out using the EDI "Arta" in the student registration and certification department.

The Re-Ex, according to the decision of the appeal commission, is carried out during the examination session, but no later than three working days after the end of the examination session.

7.20 A student who disagrees with the result of the final control submits an appeal no later than the next working day after the exam.

a) Personal statement of the student (Appendix L) addressed to the director of DAA. The appeal is carried out orally by the subject appeal commission in accordance with the composition specified in the Order. The appeal is made only on the appealed questions (incorrect question, two or more correct answers, no correct answer, etc.). An application for an appeal can be submitted in connection with a malfunction of computer equipment or software - in this case, confirmation is required on the application of a student from the Department of Information Technology (DIT). The student's statement and the results of the appeal, drawn up in the Protocol and signed by the members of the appeal commission, are transferred to the DRaCS. An employee of the DRaCS opens access to the examiner to enter the results of the appeal.

b) When organizing the educational process with the use of DOT, a student who disagrees with the result of the final control after the exam, submits an application for appeal (Appendix L) no later than the next working day after the exam// cancellation of the assessment based on the results of proctoring.

The appeal is carried out in the following cases: 1) incorrectness of the question / answer, two or more correct answers, lack of correct answer, etc .; 2) malfunction of computer hardware or software. 3) an appeal against the cancellation of the assessments of the final control based on the results of proctoring.

The student writes an application for appeal (Appendix L) addressed to the Director of the DAA, indicating only the issues appealed. The student photographs (scans, etc.) the completed and signed application and sends it to the advisor. The adviser takes appropriate measures to transfer the documents to the appeal committee of the department according to the declared discipline (the appeal committee has the right to request the student's test report at the DRaCS).

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The student writes an application for appeal (Appendix L) addressed to the Director of DAA indicating the failure of computer equipment or software. The student photographs (scans, etc.) with a statement and photo / video of a malfunction of computer equipment or software and sends it to the adviser. The adviser takes appropriate measures to transfer documents to the appeal committee of the department according to the declared discipline.

The student writes a statement of appeal (Appendix L) addressed to the Director of the Department for Academic Affairs with a justification for disagreeing with the cancellation of control assessments based on the results of proctoring. The completed and signed application is photographed (scanned, etc.) by the student and sent to the adviser. The adviser takes appropriate measures to transfer documents to the appeal committee of the department according to the declared discipline.

The results of the meeting of the appeal commission (platform ZOOM, CISCO WEBEX, etc.), drawn up by the Protocol - (scans / photographs) are transmitted through the EDMS "Arta" to the head of the DRaCS. The Appeal Commission must notify the student and teacher of its decision. Based on the Protocol (Appendix M), a specialist of DRaCS with a positive decision (name of the student, group, discipline) opens access to reassignment of testing (failure of computer hardware or software) / assignment of marks to the electronic journal. Having gained access, the teacher reassigns testing / grades in the EJ in a timely manner.

The student is obliged to monitor the final grades on the progress of disciplines in the electronic journal, including monitoring the results of proctoring.

7.21 The final score for the discipline as a percentage is determined by:

$$F\% = ME * 0.6 + E * 0.4$$

where:

ME-percentage of midterm exam points;

E-percentage of exam score.

F% - the final score in percentage is translated into the final grade in numerical and alphabetic equivalent according to the scale of assessment of knowledge provided in Appendix A.

7.22 If the student did not appear for the exam for a valid reason or because of non-admission to the exam then the calculation of his final grade is not carried out and the statement is affixed "a.(v.the reason.)/ a.(n.the reason.)".

7.23 Students who did not show up for the examination session for objective reasons (documented) have the right to extend the terms of the examination session on an individual schedule.

a) The student, no later than three days of the specified period in the supporting document, writes a statement (Appendix B) in the DRaCS to extend the session addressed to the director of the DAA (indicating the reason, providing supporting documents, a list of disciplines, an individual schedule). After approval of the application by the director of DAA, an employee of the registrar's office opens access for assigning marks to the corresponding sections of the journal.

b) When organizing the educational process using DOT, the student, no later than three days of the specified period in the supporting document, writes a statement in any form addressed to the Director of DAA. (Appendix B) The student photographs the application (scans, etc.), supporting documents and sends it to the advisor. The adviser,

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upon receipt of an application and supporting documents from a student, organizes work with an employee of DRaCS. The specialist of DRaCS opens access to the teacher for assigning marks to the corresponding sections of the journal and notifies the adviser. Advisor, communicates with the subject teacher and the student. Having gained access, the teacher reassigns testing / grades in the EJ in a timely manner.

Medical certificates must be certified at the branch of the 5th city polyclinic at the KATU named after S.Seifullin village, located at: st. Moldagulova 29a. When organizing the educational process with the use of DOT, certificates (scan) are sent by the adviser to the student clinic for confirmation.

The student monitors his grades in the electronic journal.

7.24 Health documents submitted after receiving an “unsatisfactory” mark on an exam will not be considered.

7.25 DAA conducts continuous monitoring of the results of intermediate certification of students and their analysis.

7.26 Based on the results of the midterm certification (examination session), DAA presents information / analysis of the session results at the Academic Council of the university. The results of current control and intermediate certification of students are considered at meetings of departments.

Based on the results of the intermediate and final attestation, DRaCS DAA analyzes the examination sheets for deviations from the Bell Curve in the educational programs of the university, and in academic groups - faculties and departments.

The results of intermediate certification are available for viewing in the AIS for students and heads of departments (deans, heads of departments, advisers, employees of DAA)

7.27 Summer examination session is a transfer one, and for transfer to the next course it is not enough to pass the session with positive marks. To transfer a teacher from one course to another, the higher educational institution establishes the average transfer score (GPA) - the weighted average assessment of the level of educational achievements of the student for one academic year for the selected program, which is defined as the ratio of the sum of the products of credits to the digital equivalent of the final control scores in the disciplines to the total the number of credits for the current period of study.

The value of the minimum transfer score for transferring from course to course GPA is established by the decision of the Academic Council in the context of courses and faculties.

The student's GPA for the period of study is defined as the weighted average assessment of the level of educational achievements of the student for the entire previous period of study by the formula:

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$$GPA (SB) = \frac{I1 \cdot K1 + I2 \cdot K2 + \dots + In \cdot Kn}{K1 + K2 + \dots + Kn}$$

$$K1 + K2 + \dots + Kn$$

where: I1, I2, ... In - the final grades in the disciplines in digital terms;

K1, K2 ... Kn - volumes of the studied disciplines in credits;

n is the number of disciplines studied over the entire training period.

7.28 Students who have scored a score above the minimum transfer score are transferred to the next course by order of the head of the university.

7.29 A student who has completed the course program in full, but did not achieve the minimum transfer score, in order to increase his GPA, is given the opportunity to re-study certain disciplines on a paid basis in the summer semester and take exams on them again.

7.30 Students - holders of state educational grants, left for a second course of study, continue their further education on a paid basis.

8 Final certification of students

8.1 Final certification of students (Qualification Examination) is a procedure carried out in order to determine the degree of their mastery of the scope of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state compulsory standard of the corresponding level of education.

8.2 Final attestation is at least 12 academic credits in the total volume of the educational program of higher education and is carried out in the form of writing and defending a thesis or diploma project; for educational programs of the magistracy is carried out in the form of writing and defending a master's thesis (project); for educational programs of doctoral studies is carried out in the form of writing and defending a doctoral dissertation (project).

8.3 At the same time, instead of a thesis or graduation project, two comprehensive exams are taken for the following categories of persons:

- 1) being on long-term treatment in a hospital for health reasons;
- 2) with special educational needs, including disabled children, disabled since childhood, disabled people of group I;
- 3) pregnant women or raising children under the age of 2 years;
- 4) extramural students who are completing their studies.

To pass the comprehensive exam, the student writes an application addressed to the head of the university and submits the corresponding document.

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.

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8.4 Forms of conducting complex exams (CE № 1 instead of defense of DW (P), CE № 2 instead of defense of DW (P): written work, computer testing. Forms of the title page of tickets and test tasks are given in Appendix L.

8.5 Comprehensive examinations are conducted according to a program developed on the basis of curricula of basic and major disciplines.

The list of disciplines in the CE № 1 instead of the DW (P) defense, the EC # 2 instead of the DW (P) defense - is determined by the issuing department.

Programs of EC No. 1 instead of protection of DR (P), CE № 2 instead of protection of DW (P) are approved by the decision of the Faculty Council (Appendix O). Programs are developed to help students prepare and pass comprehensive exams. The curriculum for each question includes a list of topics and questions that you should pay attention to when preparing for the exam. An approximate list of test items, testing technology is given.

8.6 The list of questions CE № 1 instead of protecting DW (P), CE № 2 instead of protecting DW (P) is considered at a meeting of the department, approved by the Faculty Council and approved by the dean of the faculty. Questions and tickets CE № 1 instead of protection of DW (P), CE № 2 instead of protection of DR (P) are issued in accordance with Appendices P, R, C).

8.7 To conduct a comprehensive exam CE № 1 instead of protecting DW (P) (4 credits) / CE № 2 instead of protecting DW (P) (4 credits):

- in the form of computer testing: the number of test items uploaded to the testing database is determined on the basis of at least 40 test questions per 1 credit;

- in the form of a written exam on tickets: the number of exam questions per 1 credit is at least 30 questions (including tasks).

8.8 Each ticket contains 3 questions. Tickets for the written exam are formed by three theoretical questions or two theoretical questions and one problem, or one theoretical question and two problems in each ticket.

8.9 Heads of departments submit, no later than a month before the start of work, the Schedule for the final certification (VCC number of the secretary of the IA) (by group - form, date, time) in accordance with the academic calendar, in DAA (Appendix_T).

General for the university The schedule for the final certification (VCC number of the secretary of the IA) (by group - form, date, time) is published in the educational portal no later than two weeks before the final certification.

Heads of departments draw up a "Schedule for the work of the certification commission" with a list of students, indicating the date, time and other information and inform the students.

8.10 To carry out the final certification of students, an attestation commission is created for educational programs or areas of training. The chairman and composition of the attestation commission for bachelor's and master's degrees is approved by order of

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the head of the university no later than January 10 of the current academic year and is valid during the current calendar year.

8.11 The chairman of the undergraduate certification commission is appointed from among the professors, associate professors, scientists, teachers, experienced production specialists with practical experience, corresponding to the profile of the graduated specialists, and not working in this university.

The chairman of the attestation commission of the magistracy is a person who has an academic degree or academic title, or a PhD or doctor in a profile corresponding to the profile of graduated specialists who do not work in this organization.

8.12 The attestation commission of the bachelor's degree as its members includes: the dean of the faculty or the head of the graduating department. The rest of the members of the state attestation commission are formed from the number of leading professors, associate professors, highly qualified specialists corresponding to the profile of the graduated specialists. The members of the attestation commission of the magistracy include persons with an academic degree or academic title or academic degree corresponding to the profile of the graduated specialists; for a specialized master's degree - qualified specialists from production, corresponding to the profile of the graduated specialists.

The quantitative composition of one attestation commission should be at least four people.

8.13 The competence of the certification commission includes:

- 1) checking the level of compliance of the theoretical and practical training of graduates with the established requirements of educational programs;
- 2) awarding a graduate of a bachelor's, master's degree in the corresponding educational program;
- 3) development of proposals aimed at further improving the quality of personnel training.

8.14 Students who have completely 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 the final certification.

8.15 Comprehensive examination

Admission to the final attestation to the comprehensive examination of students is issued by the order of the dean of the faculty according to the list of students no later than two weeks before the start of the final attestation - a comprehensive examination based on an extract from the department meeting on recommendations for admission to the comprehensive exam.

8.16 Forms of conducting complex examinations:

- paperwork,
- computer testing.

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1) The secretary, no later than ten working days before the start of the comprehensive exams (EC # 1 instead of protecting DR (P), EC # 2 instead of protecting DR (P)) forms an electronic folder with examination materials (tickets, base of test tasks - originals and scanned electronic options), transferred to him by the head of the department and is personally responsible for the non-distribution and confidentiality of the use of examination materials.

2) On the server of the university LMS MOODLE, the electronic folder with the materials of the final attestation (EFMFA) of the secretaries must contain:

a. One file in * .doc (x) "Examination tickets for the disciplines of the complex exam (EC # 1, EC # 2) with questions for all tickets. (Appendix_U)

b. One scanned file with signatures and seals "Examination tickets for the disciplines of the complex exam (EC # 1, EC # 2) with questions for all tickets.

c. 30 files with the names of tickets "Ticket №1.doc", "Ticket №2.doc", "Ticket №30.doc" - in each file the text of the corresponding ticket. (Appendix_F)

a. File in "* .doc" "Test assignments for the discipline __ discipline name __ complex exam (CE # 1, EC # 2)" (the number of such files depends on the number of disciplines declared for CE / CE # 1 and CE # 2). (Appendix_X)

b. File in "* .mht". "Test assignments for the discipline __ name of the discipline __ complex exam (EC # 1, EC # 2)" (the number of such files depends on the number of disciplines declared for the EC / EC # 1 and EC # 2).

c. File "Test assignments for the discipline __ name of the discipline __ complex exam (CE # 1, EC # 2)" (the number of such files depends on the number of disciplines declared for CE / CE # 1 and CE # 2) - scanned with signatures and seals

d. File with test destination parameters (app_yu)

e. the schedule of the final certification (VCC number of the secretary of the IA) (Appendix_T)

f. Work schedule of the certification commission of the specialty

3) Access to this folder is carried out strictly by identifiers (login and password) of the secretary.

The secretary gives / assigns access to this folder personally to the chairman and members of the commission "for reading".

In order to prevent force majeure, the secretary creates and stores files from the above database on his computer / laptop (copy) until the completion of the final certification.

Not later than five working days before the start of the comprehensive exam, the secretary loads (import tests) the base of test tasks into the AIS "Platonus" (with the obligatory "View" of all loaded questions for correct display) and, in accordance with the Schedule for the final certification, assigns testing to the students according to the list (according to the order of the dean on the admission of students to the comprehensive exam) test tasks.

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Not later than five working days before the start of the comprehensive exam, the head of the department holds an online meeting (VCC with the CE number) with the chairman and members of the certification commission on the organization and technical readiness of the upcoming complex exam procedure. The presence of the secretary is mandatory.

DIT provides consulting assistance on technical issues (videoconferencing, Internet communication, video recording of videoconferencing, etc.).

No later than five working days before the start of the comprehensive exam, the head of the department holds an online meeting (HQS with the CE number) with students on the organization and technical readiness of the upcoming complex exam procedure, the rules for conducting examinations, the requirements of the "Code of Academic Integrity of Participants in the Educational Process" (CAIPEP QMS 02.2059-2019). The presence of the secretary is mandatory.

DIT provides consulting assistance on technical issues (videoconferencing, Internet communication, video recording of videoconferencing, etc.).

8.17 Taking a comprehensive examination in writing (with tickets)

When organizing the educational process using DOT, a comprehensive examination in writing (for tickets) is held at an open meeting of the certification commission with the participation of the chairman and at least 2/3 of its members online using web conferences (ZOOM, CISCO WEBEX and etc.).

The choice and use of web conferencing programs is carried out on the recommendation / agreement with the DIT.

30 minutes before the start of the comprehensive exam, the secretary connects the web conference and notes the presence of the chairman and members of the certification commission, identifies the students from the list.

In order to reliably identify students, the head of the department can help the secretary to identify the teacher / employee of the department for the identification procedure.

The identification process is accompanied by the secretary's entry in the "Checklist for the presence of students at the IA" (Appendix H).

After checking the presence of the chairman and members of the attestation commission, students - the secretary informs the chairman of the results.

In accordance with the schedule of the Schedule for the final attestation, the chairman begins the meeting of the attestation commission at the appointed time.

8.18 When organizing the educational process using DOT, a comprehensive exam in the form of a written exam on tickets is taken using an on-line random number generator (for example: <https://randstuff.ru/number/>).

The choice and use of random number generator programs is carried out on the recommendation / agreement with the DIT.

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The secretary of the attestation commission conducts the procedure for choosing examination tickets and fills in the "Sheet of the results of generating the ticket number of students at the IA" (Appendix_Z).

The secretary of the certification commission transfers the text of the selected ticket - personally to each student, using any means of communication for transmitting information (including chat ZOOM, CISCO WEBEX, etc.)

- chat in a web conference - personally to each student with a file (preliminary check of ticket sending and delivery);

- WhatsApp - if there is a group chat, with a valid phone number and full Surname, Patronymic of the student - individually for each student;

- other verified means of communication for sending the file (ticket).

The student is given time to prepare a response to the ticket - 15-20 minutes. After completing the preparation of the answer, the student sends the prepared file to the secretary (an electronic version of the file, or a scan (photo) by chat (ZOOM, CISCO WEBEX, etc.), or by another verified means of communication to the specified email address of the secretary of the certification commission.

The student answers on ticket issues and questions from members of the commission.

The secretary forms a Protocol with questions, etc. (Appendix_Ya-1).

Upon completion of the acceptance of students' answers, the CC secretary disconnects the students from the videoconferencing of the final certification.

The decision on the acceptance of the complex exam by the CC takes at the closed part of the meeting, after discussing the answers of the students, including the written answers of the students, which the secretary submits to the certification commission.

The results of the attestation commission voting on the assessment of each student are entered into Google forms.

Upon completion of the discussion at the closed part of the meeting, the CC secretary notifies the students about re-entering the HQS to announce the results of the comprehensive exam. The results of the comprehensive exam are announced on the day of the CE.

If during the preparation and taking of the complex exam there was an unstable Internet connection or a break in the Internet connection, the chairman of the CC decides to continue the preparation and reception of the complex exam, or to postpone it to a later time on the same day, or to another date.

The decision of the chairman of the CC can be influenced by the period of time during which the student was absent from the VCC with the same ticket. If the VCC was not restored within 10 minutes, the student takes a new ticket. If the Internet connection is unstable, or the Internet connection is broken for the second time, the student submits an appeal for technical reasons.

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A student, if, during his preparation and passing a comprehensive exam in writing (with tickets), he discovered an unstable Internet connection, or a break in the Internet connection, using communication means, he contacts the CC secretary / head of department / adviser.

The secretary in the minutes of the meeting of the CC records information about an unstable Internet connection, or a break in the Internet connection, and the decision of the chairman of the CC.

The Secretary of the CC / head of the department / adviser informs the student of the decision of the chairman of the CC to continue the preparation and administration of the complex exam, or to postpone it to a later time of the same day, or to another date.

The secretary records the meeting of the certification commission. Upon completion of the meeting of the CC, the video is transferred to the archive for storing documents on the IA.

A means of proctoring the final attestation of taking a comprehensive examination in writing (for tickets) is web conferences (for example, ZOOM, CISCO WEBEX, etc.) on-line.

Video recording of the meeting of the attestation commission is carried out by software that recommends / installs / advises DIT.

8.19 taking a comprehensive exam in the form of computer testing

When organizing the educational process using DOT, a comprehensive examination in the form of computer testing is held at an open meeting of the certification commission with the participation of the chairman and at least 2/3 of its members online using web conferences (ZOOM, CISCO WEBEX) and AIS "Platonus" - testing module. The choice and use of web conferencing programs is carried out on the recommendation / agreement with the DIT.

30 minutes before the start of the comprehensive exam, the secretary connects the web conference and notes the presence of the chairman and members of the certification committee, identifies the students according to the list, as well as the connection of students to the AIS "Platonus".

In accordance with the schedule of the Schedule for the final attestation, the chairman begins the meeting of the attestation commission at the appointed time.

8.20 When organizing the educational process with the use of DOT, taking a complex exam in the form of computer testing, students, in accordance with the Schedule for the final certification, open the test assigned for the comprehensive exam in their personal account and begin testing.

If during the preparation and acceptance of a comprehensive exam in the form of computer testing there was an unstable Internet connection, or a break in the Internet connection, which led to the disconnection of the testing module in AIS "Platonus", the secretary in the minutes of the meeting of the CC records information about the unstable Internet connection, or the Internet connection is broken.

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A student, if, during his preparation and passing a comprehensive exam in the form of computer testing, he found an unstable Internet connection, or a break in the Internet connection, which led to the disconnection of the testing module in AIS "Platonus", using the communication means, he contacts the secretary of the CC / head. department / adviser.

If during a complex exam in the form of computer testing there was an unstable Internet connection or a break in the Internet connection, which led to the termination of the student's video image in a web conference (ZOOM, CISCO WEBEX), then the chairman of the CC decides to postpone the comprehensive exam in the form of computer testing at a later time on the same day, or on another date.

In the event that during the preparation and admission of a comprehensive exam in the form of computer testing, there was an unstable Internet connection, or a break in the Internet connection, which led to the disconnection of the testing module in the AIS "Platonus" or to the termination of the student's video image in the web conference (ZOOM, CISCO WEBEX) - the student writes an application for appeal for technical reasons addressed to the Director of DAA. The student photographs (scans, etc.) the completed and signed application and sends it to the advisor. The adviser takes appropriate measures to transfer the documents to the appeal committee of the department (the appeal committee has the right to request the protocol of the student's test at the DRaCS).

The results of the meeting of the appeal commission (platform ZOOM, CISCO WEBEX, etc.), drawn up in the Protocol - (scans / photographs) are transmitted through the EDMS "Arta" to the DRaCS. The Appeal Commission must notify the student and the CC Secretary of its decision. A specialist of DRaCS, on the basis of the Protocol with a positive decision (full name of the student, group), opens access to the scoring in the Protocol of the meeting of the certification commission. The Secretary of the CC, having received access, timely carries out the relevant work.

After opening access to reassign tests, the secretary must re-schedule the test and inform the student about it.

The secretary of the academician / head of the department / adviser informs the student about the date and time of access to the reassigned testing.

The student checks the grades in the journal and transcript.

The results of the comprehensive exam are announced on the day of the comprehensive exam in the form of computer testing.

The secretary or another designated person in charge shall record the meeting of the certification commission. Upon completion of the meeting of the AC, the video is transferred to the archive for storing documents on the IA.

An online web conference (ZOOM, CISCO WEBEX, etc.) is a means of proctoring the final certification of a comprehensive examination in the form of a written exam in the form of computer testing.

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The video recording of the meeting of the certification commission is carried out by software that recommends / installs / advises DIT.

**DEFENSE OF DIPLOMA WORK (PROJECT),
MASTER'S DISSERTATION (PROJECT)**

8.21 Admission to the final certification for the defense of the thesis (project) of students is issued by the order of the dean of the faculty; for the defense of a master's thesis (project) of master students is drawn up by order of the head of the university according to the list of students no later than two weeks before the start of the final certification of the defense of the thesis (project), master's thesis (project) on the basis of an extract from the decision of the meeting of the department on the recommendation of the diploma work (project) / master's thesis (project) for the defense signed by the head of the graduating department.

8.22 Written graded works of students (diploma theses (projects), master's theses (projects) and doctoral dissertations) 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 translated text from another language (hereinafter - borrowing). The rules and procedure for conducting a check for borrowings are determined by the university.

8.23 The thesis (project) is reviewed by external specialists from third-party organizations whose qualifications correspond to the profile of the work being defended. Peer review of master's theses (projects) is carried out by external specialists with academic degrees, academic titles, academic degrees of Doctor of Philosophy (PhD), Doctor of Philosophy or Master's degree from third-party organizations, whose qualifications correspond to the profile of the defended master's thesis (project).

8.24 Reviewers of diploma theses (projects), master's theses (projects) are approved by the order of the Chairman of the Board of S. Seifullin KATU by a general list on the proposal of the head of the graduating department indicating the place of work, position and education (academic or academic degree in the specialty, basic education in Diploma of Higher Education).

8.25 No later than five working days before the start of the defense of the thesis (project) / master's thesis (project), the following documents are submitted to the certification commission (when organizing the educational process using DOT, all of the following documents are provided in electronic format):

- 1) an order / order for the admission of students to the final certification;
- 2) revocation of the supervisor of the thesis (project), in which a reasoned conclusion is given "is allowed for defense" or "is not allowed for defense"; positive feedback from the supervisor of the master's thesis (project);
- 3) a review of a specialist, whose qualifications correspond to the profile of the work being defended, for the thesis (project) / master's thesis (project), which gives a comprehensive description of the thesis (project) / master's thesis (project) presented for

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defense and a reasoned conclusion indicating the assessment on the point-rating letter system for assessing knowledge and the possibility of awarding the degree "bachelor" / "master" or qualification in the relevant specialty;

4) a written opinion of the graduating department on the recommendation for public-personal protection (an extract from the minutes of the department meeting);

5) at least one publication on the topic of a master's thesis (project) in scientific publications or speeches at an international or republican scientific conference;

6) a certificate of passing the check of the thesis (project) / master's thesis (project) for plagiarism.

If the supervisor and / or the graduating department gives a negative conclusion “not allowed for defense” or “not recommended for defense”, the master student has no right to defend the master's thesis.

8.26 When organizing the defense of the thesis (project), master's thesis (project) with the use of DOT, no later than ten working days before the start of the defense of the thesis (project) / master's thesis (project), the secretary of the attestation commission for each student forms an electronic folder with the above documents in clause 7.17 in electronic form (original and scanned, photographs, etc.). Also, in the electronic folder of each student there must be an electronic version of the thesis / master's thesis, tested for anti-plagiarism and material for the presentation of the graduation work (multimedia presentation, files of graphic programs, etc.)

Folders with files for each student are transferred to the chairman and members of the attestation commission no later than ten working days before the start of the final attestation.

8.27 Other materials that characterize the scientific and practical value of the completed thesis (project), unofficial reviews, written opinions from organizations carrying out practical activities in the profile of the thesis (project), certificates or acts of implementation of the results of scientific research, can also be submitted to the certification commission, models, samples of materials, products, agricultural products, collections of minerals, herbarium, etc.

8.28 The duration of a meeting of the certification commission should not exceed 6 academic hours per day. No more than 6-8 students are allowed to defend a day.

The defense of the thesis (project), master's thesis (project) is carried out at an open meeting of the certification commission with the participation of the chairman and at least 2/3 of its members. The duration of one defense should not exceed 30 minutes. To defend the thesis (project), master's thesis (project), the student makes a report to the certification committee for no more than 15 minutes.

8.29 When organizing the educational process with the use of DOT, the defense of diplomatic work (project), master's thesis (project) is carried out at an open meeting of the certification commission with the obligatory participation of the chairman and the presence of at least 2/3 of its members online using the web conferences (ZOOM,

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CISCO WEBEX, etc.). The duration of one defense should not exceed 20 minutes. To defend the thesis (project), master's thesis (project), the student makes a presentation to the certification committee for no more than 5-7 minutes. The graduate's speech is accompanied by the presentation of the thesis (project), master's thesis (project).

15 minutes before the start of the defense of the thesis (project), master's thesis (project), the secretary connects the web conference and notes the presence of the chairman and members of the attestation commission, identifies the students according to the list.

In accordance with the schedule of the SCHEDULE OF THE FINAL CERTIFICATION, the chairman starts the meeting of the certification commission at the appointed time.

In accordance with the data of the "Schedule of the Certification Commission", the order and sequence of students' performances is determined.

The student makes a presentation of the report in the form of presentation material, and answers questions from members of the commission.

8.30 Decisions on the defense of the thesis (project) are made by the attestation commission at a closed meeting by open vote by a simple majority of votes of the CC members who participated in the meeting. In case of an equal number of votes, the decisive vote of the chairman of the commission.

8.31 When organizing the educational process with the use of DOT (defense of diplomatic work (project), master's thesis (project)) - upon completion of the admission of students' defense, the CC secretary disconnects the students from the videoconferencing of the final certification.

The decision on the acceptance of the defense of the thesis (project), master's thesis (project) is made by the certification commission at the closed part of the meeting in the videoconferencing of the final certification.

Upon completion of the discussion at the closed part of the meeting, the secretary of the AC notifies the students about re-entering the HQS to announce the results of the acceptance of the defense of the thesis (project), master's thesis (project). The results of the acceptance of the defense of the thesis (project), master's thesis (project) are announced on the day of the defense of the thesis (project), master's thesis (project).

8.32 If during the defense of the thesis (project), master's thesis (project) there was an unstable Internet connection or a break in the Internet connection, the chairman of the CC decides to continue the defense of the thesis (project), master's thesis (project) students, or its transfer to a later time of the same day, or to another date.

A student, if during his defense of his thesis (project), master's thesis (project), he discovered an unstable Internet connection, or a break in the Internet connection, using communication means, he contacts the CC secretary / head of the department / adviser.

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The CC secretary / head of the department / adviser informs the student of the decision of the CC chairman to continue the defense of the thesis (project), master's thesis (project), or to postpone it to a later time on the same day, or to another date.

The secretary in the minutes of the meeting of the CC records information about an unstable Internet connection, or a break in the Internet connection, and the decision of the chairman of the CC.

The secretary or another designated person in charge shall record the meeting of the certification commission. Upon completion of the meeting of the CC, the video is transferred to the archive for storing documents on the IA.

By means of proctoring the final certification of the defense of the thesis (project), master's thesis (project). is a web conferencing (ZOOM, CISCO WEBEX, etc.) on-line.

Video recording of the meeting of the attestation commission is carried out by software that recommends / installs / advises DIT.

8.33 All meetings of the certification commission are recorded in minutes. The minutes of the meetings of the certification commission are kept individually for each student in the form according to Appendix P.

8.34 When organizing the educational process with the use of DOT (defense of diplomatic work (project), master's thesis (project)), the secretary keeps a video recording of the meeting of the certification commission for the defense of the thesis (project), master's thesis (project). At the end of the meeting of the CC, the video is transferred to the archive for storing documents on the IA.

8.35 The protocol is filled in by the secretary of the attestation commission, approved as part of the commission from among the teachers of the graduating department and who does not have the right to vote.

8.36 The scores of knowledge given for the defense of the thesis (project), master's thesis (project) are entered into the protocols, as well as the questions asked and the opinions of the members of the attestation commission are recorded. In cases where the opinion of one member of the attestation commission does not coincide with the opinion of the other members of the commission, he has the right to write down his opinion in the minutes and personally sign.

The protocol indicates the assignment of qualifications, the academic degree, as well as which diploma (with or without distinction) is issued to the graduate of the university.

8.37 A student who does not agree with the result of a comprehensive exam shall submit an appeal no later than the next working day of its holding.

For an appeal, an appeal commission is created by order of the head of the university.

When organizing the educational process with the use of DOT, a student who does not agree with the result of a comprehensive examination or defense of a thesis (project), master's thesis (project)) after the final certification meeting, submits an

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appeal no later than the next working day after the comprehensive examination or defense of the thesis (project), master's thesis (project)).

The student writes an application for appeal addressed to the Director of the DAA indicating only the appealed questions of the comprehensive exam or the defense of the thesis (project), master's thesis (project)). The student photographs (scans, etc.) the completed and signed application and sends it to the advisor. The adviser takes appropriate measures to transfer the documents to the appeal committee of the department (the appeal committee has the right to request the protocol of the student's test at the DRaCS).

The results of the meeting of the appeal commission (platform ZOOM, CISCO WEBEX, etc.), drawn up in the Protocol - (scans / photographs) are transmitted through the EDMS "Arta" to the DRaCS. The Appeal Commission must notify the student and the CC Secretary of its decision. A specialist of DRaCS, on the basis of the Protocol with a positive decision (full name of the student, group), opens access to the scoring in the Protocol of the meeting of the certification commission. The Secretary of the CC, having received access, timely carries out the relevant work.

The student checks the grades in the journal and transcript.

8.38 The decision on awarding a degree or qualification and issuing a diploma (without distinction, with distinction) is made by the certification commission at a closed meeting by open vote by a simple majority of votes of the CC members who participated in the meeting. With an equal number of votes, the decisive vote of the chairman of the commission.

8.39 At the end of the work, the minutes of the meeting of the attestation commission must be numbered, laced and handed over for storage to the archive of the university for storage in the prescribed manner.

8.40 At the end of the work of the CC, its chairman writes a report on the final certification of undergraduate / graduate students, which is discussed and approved within a month at a meeting of the Faculty Council.

The original of the report is kept at the department. The report of the chairman of the certification commission reflects:

- the level of training of bachelors / masters in this specialty in a higher educational institution;
- the quality of the performance of theses (projects) / master's theses (projects);
- correspondence of the topic of diploma theses (projects) / master's theses (projects) to the current state of science, technology, culture and production demands;
- characteristics of the students' knowledge, revealed in the comprehensive exam, shortcomings in the training of specialists in certain disciplines;
- analysis of the quality of training specialists in this area;
- shortcomings in the preparation of bachelors / masters;

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- correspondence of the conclusion of the department, the opinion of the supervisor, the review to the level of protection of diploma theses (projects) / master's theses (projects);

- specific recommendations for the further improvement of the training of specialists in a higher educational institution.

8.41 For a student of a higher education educational program who has final grades A, A- "excellent", B-, B, B +, C + "good" in academic disciplines and other types of educational activities, with an average grade point (GPA) of at least 3 , 5, as well as those who have passed a comprehensive examination or defended their thesis (project) with grades A, A - "excellent", are awarded a diploma with honors (excluding grades for additional types of education).

8.42 At the same time, a student who has a retake or repeated passing of the final control (exam) during the entire period of study is not issued a diploma with honors.

8.43 Repeated passing of complex exams or defense of the thesis (project), master's thesis (project) in order to increase the positive mark is not allowed.

8.44 Retake of complex exams, as well as re-defense of the thesis (project), master's thesis for persons who have received the mark "unsatisfactory" are not allowed during this period of final certification.

8.45 A student who has received an "unsatisfactory" grade according to the final attestation is expelled from the university by the order of the first head as "did not fulfill the requirements of the educational program" and "did not defend the thesis (project), or master's thesis (project)" or "did not pass the comprehensive exam".

8.46 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 a statement addressed to the head of the university for admission to the repeated final certification.

8.47 Documents submitted to the attestation commission on the state of health after receiving an "unsatisfactory" grade are not considered.

8.48 The results of the defense of theses (projects) / master's theses (projects) are announced on the day of the hearing.

8.49 A student who received an “unsatisfactory” grade on the final attestation is expelled from the university by order of the head of the university as “who did not fulfill the requirements of the educational program: did not defend the thesis (project) or master's thesis (project)” or “did not fulfill the requirements of the educational program: did not pass the complex exam”.

A student who has passed the final certification and confirmed the mastery of the educational program of higher and (or) postgraduate education, by the decision of the certification commission, is awarded a bachelor's or master's degree or is awarded the qualification of a specialist in the relevant educational program and is issued a diploma with an attachment free of charge.

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In the appendix to the diploma (transcript), the latest assessments are indicated according to the point-rating letter system of assessments for all types of educational and (or) research (experimental research) work, indicating their volume in academic credits and hours.

8.50 The list of graduates who have completed educational programs of higher and (or) postgraduate education, indicating their surnames, first name, patronymic (if any), educational programs and numbers of issued diplomas, signed by the first head of the educational organization, is submitted to the authorized body in the field of education in a month after the issuance of the corresponding order, and is also posted on the website of S. Seifullin KATU.

8.51 Organization and conduct of the defense of doctoral dissertations is carried out in accordance with the Rules for awarding academic degrees, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 (registered in the Register of State Registration of Normative Legal Acts of the Republic of Kazakhstan under No. 6951).

8.52 After defending the thesis, the graduate of the doctoral program provides a Certificate with the results (assessment) of the defense of the thesis (original) at DAA, DRaCS. An employee of the DRaCS enters the grade into the graduate's transcript.

In the absence of the above-mentioned Certificate in the transcript of the graduate of doctoral studies for the defense of the thesis, an assessment is made equivalent to the average GPA score for the credits earned during the period of study.

8.53 After receiving the Diploma on the award of the degree, the graduate of the doctoral studies submits a copy of the Diploma to the DAA, TsOO. The TsOO employee enters the diploma data into the AIS "Platonus" and prints out the diploma supplement (transcript).

9. Graphical Description of the Process

9.1 The process of preparing and conducting an examination session is presented in Appendix S, with an indication of its main inputs, outputs, regulatory documents and necessary resources.

9.2 Identification of inputs and outputs of the process of monitoring and measuring knowledge, skills and abilities of students is given in Appendix T.

10. Distribution of work, responsibility and authority

Preparation and maintenance of documentation for examination sessions is distributed according to the Table of events (Appendix Sh') and the current OS.

11 Procedure for making changes

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11.1 Changes to the OS are made only with the permission of the RQM and must be documented with his (their) signature. Sheets withdrawn from the changed OS version are stored with a document on authorization to make changes.

11.2 Amendments to the OS deposited in the QS are made in accordance with the requirements of DP QMS 01-2015.

11.3 Changes to the OS are made by a quality service specialist with a mandatory mark in the “Change Registration list” (Appendix Yu).

12 Storage and distribution

12.1 Responsibility for the transfer of the approved OS (original) for storage to the quality service is borne by the head of the development department.

12.2 Responsibility for the storage and distribution of a copy of the OS to the departments is assigned to the quality service.

12.3 OS are registered in electronic format in the ARTA SYNERGY electronic document management system and are sent to all divisions.

| | | |
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Appendix A (necessary)

F.02.2007-01

The point-rating letter system for assessing the accounting of educational achievements of students with their translation into the traditional grading scale and ECTS (easytest)

| Alphabetic system of assessment | digital equivalent | Grades (with) | Traditionalsystemassessment |
|---------------------------------|--------------------|----------------|-----------------------------|
| 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 | Satisfactory |
| C | 2,0 | 65-69 | |
| C- | 1,67 | 60-64 | |
| D+ | 1,33 | 55-59 | |
| D | 1,0 | 50-54 | Unsatisfactory |
| FX | 0,5 | 25-49 | |
| F | 0 | 0-24 | |

The point-rating letter system for assessing educational achievements of students studying in foreign languages in accordance with the level model and translation into ECTS (Isityes) and the traditional grading scale

| Level and description of language proficiency according to European competence (hereinafter - OEK) | Alphabetic system of assessment | ECTS Grade (easytest) | The digital equivalent of grades | In percent | Traditionalsystemassessment |
|--|---------------------------------|-----------------------|----------------------------------|------------|-----------------------------|
| 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 | |

| | | |
|---|---|--|
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| | | | | | |
|--|--------------------------------|------------|----------------------------------|------------|-----------------------------|
| | C | | 2,0 | 65-69 | |
| | C- | D | 1,67 | 60-64 | Satisfactory |
| | 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 | Alphabetic system of assesment | ECTS Grade | The digital equivalent of grades | In percent | Traditionalsystemassessment |
| 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 |

| | | | | | |
|--|--------------|-------------|----------------------------------|-----------|---------------------------|
| | 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 Grade | ECTS score) | The digital equivalent of 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 |
| | F | FX, F | 0 | 0-49 | Unsatisfactory |
| Level and description of language proficiency in OEK | Letter Grade | ECTS score) | The digital equivalent of 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 | | 3,0 | 80-84 | |
| | B- | C | 2,67 | 75-79 | Good |
| | C+ | | 2,33 | 70-74 | |
| | C | | 2,0 | 65-69 | |
| | C- | D | 1,67 | 60-64 | Satisfactory |
| | 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 Grade | ECTS score) | The digital equivalent of points | % content | Traditional grading scale |
| C1 | 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 | | 2,0 | 65-69 | |
| | C- | D | 1,67 | 60-64 | Satisfactory |
| | 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 Grade | ECTS score) | The digital equivalent of 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 | | 2,0 | 65-69 | |
| | C- | D | 1,67 | 60-64 | Satisfactory |
| | D+ | | 1,33 | 55-59 | |
| | D | E | 1,0 | 50-54 | Satisfactory |
| F | FX, F | 0 | 0-49 | Unsatisfactory | |

Appendix B
(necessary)

F.02.2007-02

Application form for extension assignments
Current, final control on an individual schedule

Director of DAA
N.A. Serekpayev
from student of group _____
Full name _____

Application

I ask you to let me pass _____, since he was absent during the control for a reason _____, I attach a supporting document.

Due date from «__» _____ 20__ till «__» _____ 20__.

| № | List of disciplines | Teacher's full name | Examiner's full name | Estimated date of delivery of control |
|---|---------------------|---------------------|----------------------|---------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Date _____
Signature _____

Appendix V
(mandatory)

F.02.2007-02

The form
Minutes of the Meeting of the State Examination Commission on Discipline
"Modern history of Kazakhstan"

Protocol № _____
Meetings of the State Examination Commission on Discipline
"Modern history of Kazakhstan"

Date: _____ from __ hour __ min till __ hour. __ min

Were presented : Chairman of the Attestation meeting Commission

 (full name, academic degree, title)

 (university, position)

Members of commission

pass the state exam on discipline or specialty

The student is examined:

 (full name)

 (specialty)

Exam questions: (test results on the blocks of discipline)

1. _____
2. _____
3. _____

1. Student : _____
 (full name)

Pass the state examination :

| | | |
|----------------------|-----------|---------------|
| | (letters) | (percentage) |
| (numeric equivalent) | | (traditional) |

It should be noted that

 (full name)

Dissenting opinions of members of commission

| | | |
|--|--------------------------|--|
| | Chairman | |
| | Members of commission | |
| | Members | |
| | Members | |
| | Members | |
| | Secretary | |

**Appendix G
(required)**

F.02.2007-02

**EXAM SCHEDULE FORM
S. Seifullin Kazakh agrotechnical university**

"Approved"
 Director of the department on Academic Affairs

 " ____ " _____ ____y.

EXAM SCHEDULE

_____ y - _____ y.
 _____ Faculty _____ course " _____ "

| Date | (faculty) (specialty code, specialty name) | | |
|-------------------------------|--|--|--|
| | ____-____-____ group (group number, the language of the group) | ____-____-____ group (group number, the language of the group) | ____-____-____ group (group number, the language of the group) |
| Monday __-__-__y | (Name of the course, the language of the course, the time of the classroom, the academic degree and full name of the lecturer, the classroom number) | (Name of the course, the language of the course, the time of the classroom, the academic degree and full name of the lecturer, the classroom number) | (Name of the course, the language of the course, the time of the classroom, the academic degree and full name of the lecturer, the classroom number) |
| Tuesday __-__-__y | | | |
| Wednesday __-__-__y | | | |
| Thursday __-__-__y | | | |
| Friday __-__-__y | | | |

Deputy Director of the Registrar's Office Department _____
 Head of the Students' Registration Office _____
 Specialist of the Students' Registration Office _____

**Appendix D
(mandatory)**

F.02.2007-03

Examination Test Cover Page Form

Ministry of agriculture of the
republic of Kazakhstan

S. SEIFULLIN KAZAKH AGROTECHNICAL UNIVERSITY

Discipline Test Questions

«_____»
discipline name

Compiled by: _____
academic degree, position, full name

Considered at a meeting of the department _____

protocol No. _____ of «_____» _____ 20__ y.

Head Chair. _____
academic degree, position, full name

Nur -Sultan 20__

Appendix E
(mandatory)

F.02.2007-04

Form of title page of exam tasks

Ministry of Agriculture of the
Republic of Kazakhstan

S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY

Exam cards on the discipline «_____»
discipline name

Compiled by: _____
academic degree, position, full name

Considered at a meeting of the department _____

Protocol No. _____ dated «_____» _____ 20__ y.

Head of the department. _____
academic degree, position, full name

Nur-Sultan - 20__

| | | |
|---|---|--|
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Appendix Z
(mandatory)

F.02.2007-03

Form of the list of results of generation of the ticket number of students

NC JSC "KAZAKH AGROTECHNICAL UNIVERSITY named after S. SEIFULLIN"

List of results of generation of student ticket numbers

| № | Student's full name | Card's number |
|---|---------------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Note: The sheet before the procedure for generating the student ticket number must contain information - last name, first name, patronymic of students

Means of ticket transfer:

- 1) -chat in a web conference - personally to each student with a file (preliminary check of ticket sending and delivery);
- 2) - WhatsApp - if there is a group chat, with a valid phone number and full Surname, Patronymic of the student - personally to each student by a file;
- 3) - other verified means of communication for sending the file (ticket).

Appendix I
(mandatory)

F.02.2007-06

Form of Examination Rating List

**С.Сейфуллин атындағы қазақ
агротехникалық университеті
ЕМТИХАН-РЕЙТИНГТІК ВЕДОМОСІ/**

**S.Seifullin Kazakh
Agro Technical University
EXAMINATION RATING LIST**

Апелляцияны есепке алмағанда/ Excluding appeal

_____ оқу жылы / academic year
 Факультеті / Faculty _____ семестрі /semester ____
 Мамандығы / Specialty _____
 Пән / Subject _____
 Кредит/ Credits _____

| № п/п | Оқушының аты-жөні, тегі/ Student's full name | Топ/ Group | Ағ-к/ СС | Емтихан/ Exami nation | Қорытынды бағасы/Итоговая оценка | | | |
|----------|--|---------------|-------------|-----------------------------|----------------------------------|----------------------------|-----------------|---------------------------|
| | | | | | % бен/ in % | Санд./ Numerica lly. | Әріп./ Literal. | дәстүрлі/ Conventional |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

Оқушылардың саны/ Number of students:
 Тапсырғандар/Passed:

Of them:
 on "A" 0 "A-" 0
 on "B+" 0 "B" 0 "B-" 0
 on "C+" 0 "C" 0 "C-" 0 "D+" 0 "D" 0
 on "F" 0
 Келмегендер/not come: 0
 Жіберілмегендер/ Not admitted : 0

Үлгерімі/Academic progress: _____
 Сапасы/ Quality: _____

Күні/Date _____
 Кафедра/Department _____
 Оқытушы/Lecturer _____
 Емтиханалушы/Examinator _____
 Ағамаманы/ Senior Specialist _____

 М.Ө./Seal

Аты-жөні, тегі/Full name
 Аты-жөні, тегі/ Full name
 Аты-жөні, тегі/Full name
 Аты-жөні, тегі/Full name

**Appendix K
(mandatory)**

F.02.2007-07

**Form of Examination List (referral)
S.Seifullin Kazakh Agro Technical**

№ ____ **ЕМТИХАН ПАРАҒЫ**
EXAMINATION LIST № ____
 (stitched to the main list of the group)

Оқу жылы (academic year) _____
 Мамандығы (specialty) _____
 Факультеті (Faculty) _____ Семестрі (semester) _____
 Топ (group) _____ Курсы (course) _____
 Кафедрасы (department) _____
 Пәні (discipline) _____
 Оқытушының аты – жөні (Lecturer's full name) _____
 Кредиттің саны (credits number) _____ Күні (date) _____

| № | Оқушының аты-жөні Student's full name | ТК % | Examination score Емтихан бағасы Э, % | Final score | | | |
|---|--|------|---|-------------|--------------|--------------------|--------------|
| | | | | И, % | Score credit | Literal equivalent | Conventional |
| 1 | | | | | | | |

Lecturer _____ Senior specialist SR and CD _____
 signature

| | | |
|--|--|---|
| <p align="center">Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS</p> |  <p align="center">SAKEN SEIFULLIN UNIVERSITY</p> | <p align="center">«S.Seifullin Kazakh Agro Technical University» NC JSC</p> |
| <p align="center">OS QMS 02.2007 - 2020 Page 43 of 69 Version 5</p> | | |

Appendix L
(mandatory)

F.02.2007-02

Appeal Application Form

Director of DAA

from student of group _____

Full name _____

Application

Requesting permission for the discipline appeal _____, control date _____,
Full name of the lecturer _____, for reason that i am not agree with the result of
control:

1) By the content of the question / answer: (*incorrect question / answer,
two or more correct answers, lack of correct answer, etc.;*

or

2) For technical reason:..... (*malfunction of computer hardware or
software*)

or

3) *On cancellation of control assessments based on the results of proctoring,
because I believe that.....*

Date _____

Signature _____

**Appendix M
(mandatory)**

F.02.2007-02

Appeal Record Form

КеАҚ С.Сейфуллин атындағы
Қазақ агротехникалық университеті

S. Seifullin Agrotechnical
University NC JSC

№ __ ХАТТАМА
__.__.2020 ж.

Protocol № __
__.__. 2020

Department _____
Meeting of the Appeals Commission

Қатысқандар: апелляциялық комиссия мүшелері: _____, _____, _____,
Төрағасы: _____
Хатшы: _____

КҮН ТӘРТІБІ:

Апелляцияға түскен өтініш туралы.

Тыңдалды:

.....
.

ШЕШІМ:

- 1) Қорытынды бағаны қою үшін электрондық журналды ашу: білім алушының ТАЖ, топ, пән атауы
Немесе
- 2) ҚАЙТАЛАУ тесті ашу: білім алушының ТАЖ, топ, пән атауы
Немесе
- 3) Апелляцияны қабылдамау.

Комиссия төрағасы: _____

Мүшелері: _____

Хатшы: _____

| | | |
|---|---|--|
| Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS |  SAKEN SEIFULLIN UNIVERSITY | «S.Seifullin Kazakh Agro Technical University» NC JSC |
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Appendix N
(mandatory)

F.02.2007-08

Application Form for summer semester

To Director of the DAI

From student _____
Full name _____

Application

Please register me for the summer semester of the 201_ -201_ academic year to eliminate academic arrears (difference in subjects / increase of GPA).

| № | Discipline name | Number of Credits | Full name of the lecturer |
|---|-----------------|-------------------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

I enclose a copy of the receipt for payment of loans.

Date _____ Signature _____

**Appendix O
(mandatory)**

F.02.2007-09

Form of the Complex Exam Program

Ministry of Agriculture of the Republic of Kazakhstan

S.SEIFULLIN KAZAKH AGROTECHNICAL UNIVERSITY

Considered

CONFIRM

At the Faculty Council

Faculty dean

Protocol № ___ dated _____ 20__

« ___ » _____ 20__

PROGRAM
of the complex exam

Discipline _____

For direction _____

Nur- Sultan 20__

Continuation of Appendix O

The complex exam program is based on

(name of the curriculum of the discipline, by whom and when approved)

Considered at a meeting of the department

(name of the department)

, protocol № _____.

(date, month, year)

Head of Department

(signature)

(Full name)

Approved by Faculty Council

Protocol № _____

(date, month, year)

| | | |
|---|---|--|
| Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS |  SAKEN SEIFULLIN UNIVERSITY | «S.Seifullin Kazakh Agro Technical University» NC JSC |
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**Appendix P
(mandatory)**

F.02.2007-10

Form of the title page of the examination test for the complex exam

Ministry of Agriculture of The Republic of Kazakhstan

S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY

CONFIRM

_____ Faculty dean

(Full name)

(date, month, year)

**Test tasks (computer testing)
For the complex exam on the discipline(s)**

« _____ »
Name of the discipline

Compiler: _____
academic degree, position, full name

Considered at a meeting of the department _____
protocol № _____ dated « ____ » _____ 20__

Head of department _____
academic degree, position, full name

Considered and approved at a meeting of Faculty council
protocol № _____ dated « ____ » _____ 20__

Nur-sultan - 20__

| | | |
|---|---|--|
| Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS |  SAKEN SEIFULLIN UNIVERSITY | «S.Seifullin Kazakh Agro Technical University» NC JSC |
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**Appendix R
(mandatory)**

F.02.2007-11

**Form of the cover list of examination questions
on the complex exam**

Ministry of Agriculture of the Republic of Kazakhstan

S. SEIFULLIN KAZAKH AGROTECHNICAL UNIVERSITY CONFIRM

CONFIRM

Faculty Dean _____

(full name)

(date, month, year)

**Test tasks
For the complex exam on the discipline(s)**

« _____ »
Name of discipline

Compiled: _____
(scientific degree, position, full name.)

Considered at a meeting of the department _____
protocol № _____ from « ____ » _____ 20__ .

Head of department _____
Academic title, position, full name

Considered and approved at a meeting of Faculty council
protocol № _____ dated « ____ » _____ 20__

Nur –Sultan 20__

| | | |
|--|---|---|
| <p align="center">Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS</p> |  <p align="center">SAKEN SEIFULLIN UNIVERSITY</p> | <p align="center">«S.Seifullin Kazakh Agro Technical University» NC JSC</p> |
| <p align="center">OS QMS 02.2007 - 2020 Page 50 of 69 Version 5</p> | | |

**Appendix S
(mandatory)**

F.02.2007-12

Card form at the complex examination

Ministry of Agriculture of the republic of Kazakhstan

S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY

CONFIRM

Faculty dean _____
(signature)

(month, day, year)

**TASKS
FOR THE COMPLEX EXAM ON THE DISCIPLINE(S)**

Specialty / Education Program: _____
(code, the name of specialty)

Discipline: _____

Examination card №

- 1
- 2
- 3

Head of department _____
The name of department (signature) (full name)

**Appendix T
(mandatory)**

F.02.2007-13

The form of the schedule of the final certification

| D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|-------------------|----------------------------|---------------|--------|---|---------------------------|---|--------------------------------|---------------------------|-------------------------------|--|---|---|---|---|--|---|---|---|---|
| Код специальности | Наименование специальности | Язык обучения | Группа | Количество обучающихся в текущем семестре | Номер ВКС программы ДР/ДП | Количество обучающихся допущенных к ИА (данные на текущий момент) | Дата проведения экзамена ДР/ДП | Время начала защиты ДР/ДП | Время завершения защиты ДР/ДП | Форма проведения комплексного экзамена №1 (КС №1) вместе с защитой ДР/ДП: по билетам (номер ВКС) / тест АИС "Platonus" | Количество обучающихся допущенных к ИА (данные на текущий момент) | Дата сдачи комплексного экзамена №1 (КС №1) вместе с защитой ДР/ДП: | Время начала комплексного экзамена №1 (КС №1) вместе с защитой ДР/ДП: | Время завершения комплексного экзамена №1 (КС №1) вместе с защитой ДР/ДП: | Форма проведения комплексного экзамена №2 (КС №2) вместе с защитой ДР/ДП: по билетам (номер ВКС) / тест АИС "Platonus" | Количество обучающихся допущенных к ИА (данные на текущий момент) | Дата сдачи комплексного экзамена №2 (КС №2) вместе с защитой ДР/ДП: | Время начала комплексного экзамена №2 (КС №2) вместе с защитой ДР/ДП: | Время завершения комплексного экзамена №2 (КС №2) вместе с защитой ДР/ДП: |
| 1 | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | |
| 6 | Всего | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | |

| | | |
|--|---|---|
| <p align="center">Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS</p> |  <p align="center">SAKEN SEIFULLIN UNIVERSITY</p> | <p align="center">«S.Seifullin Kazakh Agro Technical University» NC JSC</p> |
| <p align="center">OS QMS 02.2007 - 2020 Page 52 of 69 Version 5</p> | | |

Appendix U
(mandatory)

F.02.2007-12

The form of the title page of examination tickets
on the disciplines of the complex examination

S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY

CONFIRM

Faculty dean _____
(signature)

(month, day, year)

COMPLEX EXAM

Exam cards

Specialty / Education Program: _____
(code, the name of specialty)

DISCIPLINES

Composer/s: _____
position, full name

Considered at the meeting of the department _____

Protocol № _____ **from «** _____ **»** _____ **20** _____

Department's head _____
Full name, position

NUR-SULTAN - 20__

**Appendix U-1
(mandatory)**

F.02.2007-12

The form of the title list of examination tickets
on the disciplines of the complex examination

S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY

Complex exam

Exam cards

Specialty / Education Program: _____
(code, the name of specialty)

Department _____

Disciplines _«_____», «_____», «_____» _____

Exam card № 1

1 _____
2 _____
3 _____

Department's head _____
signature full name

date, month, year

**Appendix F
(mandatory)**

F.02.2007-03

Form of the title page of test tasks
on the discipline of the complex examination

S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY

COMPLEX EXAM

Discipline's test questions

«_____»
discipline's name

Composers: _____
position, full name

Protocol № _____ from «_____» _____ 20__

Department's head _____
Full name, position

NUR-SULTAN - 20__

| | | |
|---|--|--|
| Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS |  SAKEN SEIFULLIN UNIVERSITY | «S.Seifullin Kazakh Agro Technical University» NC JSC |
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Appendix F-1
(mandatory)

F.02.2007-03

Form of the title list of test tasks
on the discipline of the complex examination

S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY

COMPLEX EXAM
parameters for assigning test tasks
on disciplines

Group _____ (full group name)

| | |
|------------------------------|---|
| Name | Parameters |
| The language of testing | Kazakh, russian... |
| Testing name | Complex exam // // Complex exam №1// // Complex exam №2 |
| Time for testing one student | |
| Control's type | State exam |

on following disciplines:

| Discipline's name | TOTAL QUALITY OF QUESTIONS | INCLUDED IN TESTING TESTS |
|-------------------|-------------------------------|------------------------------|
| Discipline №1 | | |
| Discipline №2 | | |
| | | |
| Discipline №3 | | |

Protocol № _____ from « _____ » _____ 20__

Department's head _____
Full name, position

NUR-SULTAN - 20__

Appendix H
(mandatory)

F.02.2007-03

List form of checking the presence of students studying in the FC

S.SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY

List of checking the presence of students studying in the FC

Final certification's type _____

Date _____

Time _____

Group _____

| № | Full name of student | Marking the presence | Marking of absence, reason | Note |
|---|----------------------|----------------------|----------------------------|------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note: The sheet before the start of the verification procedure should contain information - last name, first name, patronymic of the students

Appendix Ts
(mandatory)

F.02.2007-13

**Form of the protocol of the Attestation Meeting
Commission at the exam**

Protocol № _____

Meetings of the State Attestation Commission

Date: _____ from ___ hour ___ min till ___ hour. ___ min

Were presented : Chairman of the Attestation meeting Commission

_____ (full name, academic degree, title)
 _____ (university, position)

Members of commission

pass the state exam on discipline or specialty

The student is examined:

_____ (full name)
 _____ (specialty)

Exam questions: (test results on the blocks of discipline)

- 4. _____
- 5. _____
- 6. _____

2. Student : _____ (full name)

Pass the state examination :

| | |
|----------------------|---------------|
| (letters) | (percentage) |
| (numeric equivalent) | (traditional) |

It should be noted that

_____ (full name)

Dissenting opinions of members of commission

| | | |
|--|--------------------------|--|
| | Chairman | |
| | Members of commission | |
| | Members | |
| | Members | |
| | Members | |
| | Secretary | |

**Appendix Ts-1
(mandatory)**

F.02.2007-11

**Form of the minutes of the meeting of the attestation commission for the defense of
diploma work (project) / master's thesis**

Protocol № _____

Meetings of the State Attestation Commission

Date: _____

from ___ hour ___ min till ___ hour. ___ min

Were presented : Chairman of the Attestation meeting Commission

_____ (full name, academicdegree, title)

_____ (university, position)

Members of commission _____

On consideration od diploma work (project)/master dissertation of student

_____ Full name, specialty

On theme:

Participated: Chairman

_____ Full name, position

_____ Workplace

Members:

Diploma work (project) / master dissertation (project) is performed with scientific advisor

_____ full name, position

While consulting _____

_____ workplace

Reviewer _____

_____ full name, position

_____ workplace

The following materials were presented to the certification committee:

- 1) estimated - explanatory note or text of the thesis (project) on _____ pages;
- 2) drawings, tables for diploma work (project) on _____ sheets;
- 3) Reviews of the supervisor of the diploma work (prekta) / master's dissertation (project) with
conclusion _____

Review of the thesis (project) / master's dissertation (project) with evaluation

_____ mark

After the message about the completed diploma work (project) / master's dissertation (project) in the course of ____ minutes were taught the following questions:

1. _____
Full name of committee member and the question
2. _____
Full name of committee member and the question
3. _____
Full name of committee member and the question
4. _____
Full name of committee member and the question
5. _____
Full name of committee member and the question

General characteristics of the answers to the questions asked to him

In the course of defense of diploma work (project) / master's dissertation (project) studying

_____ Full name

Has shown

_____ (what level of knowledge in general theoretical and special training)

Recognize that the student _____ performed and defended his diploma work (project) / master's dissertation (project) with evaluation:

| | |
|----------------------|---------------|
| (letter) | (procentage) |
| (digital equivalent) | (traditional) |

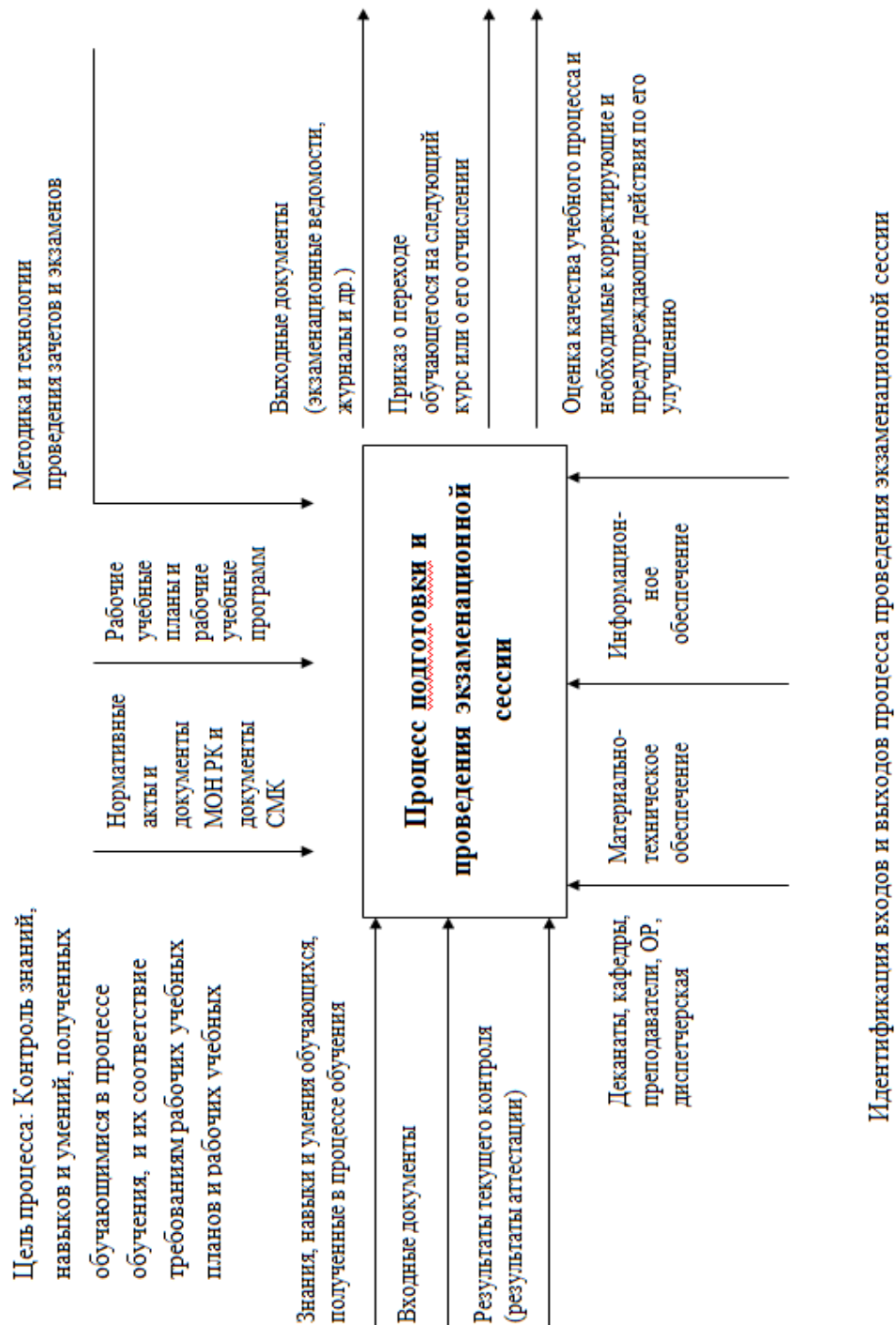
Dissenting opinions of members of commission

Chairman _____
Members of commission _____
Members _____
Members _____
Members _____
Secretary _____

**Appendix Ch
(referential)**

F.02.2007-15

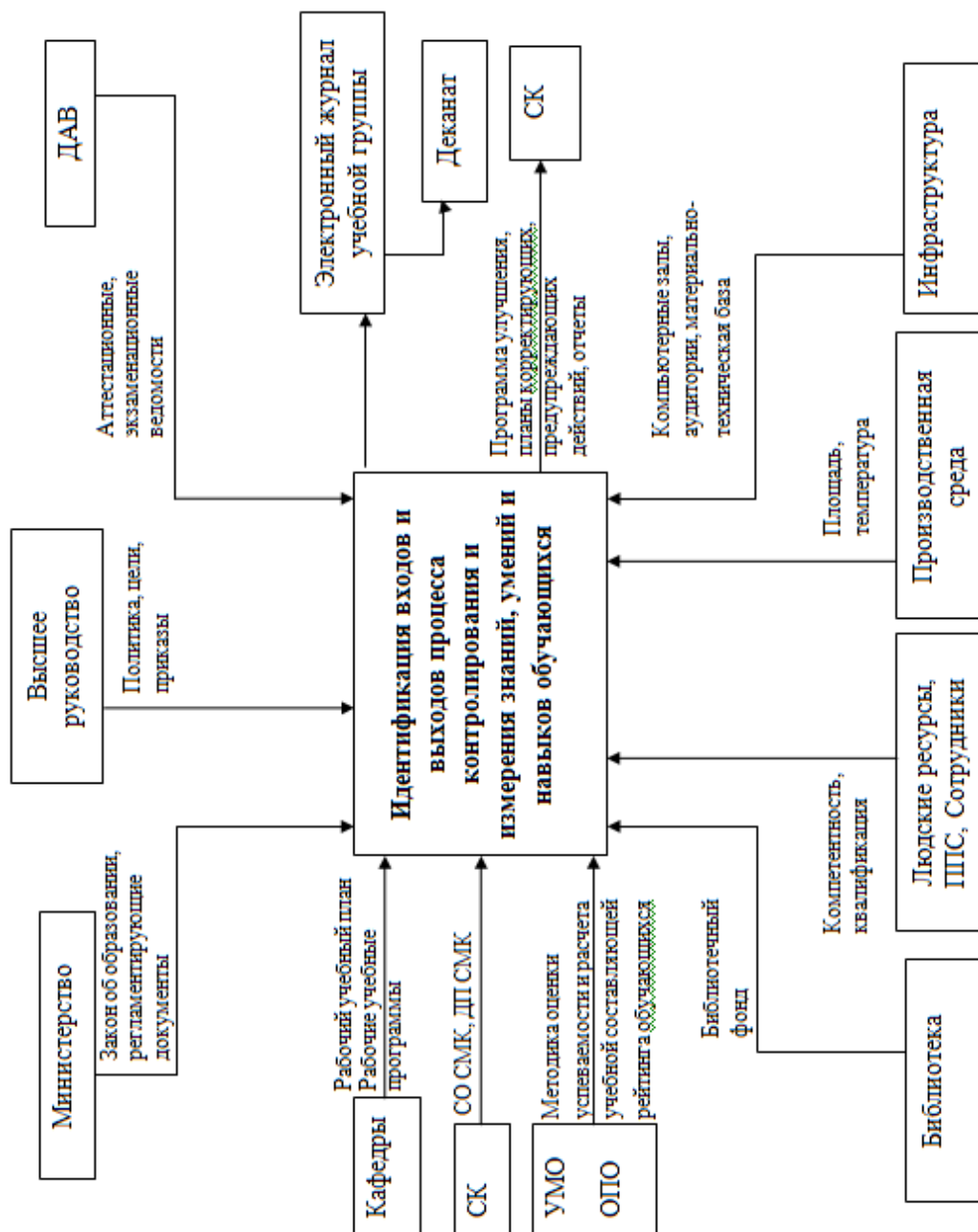
**Identification of process inputs and outputs
Conducting an examination session**



Appendix Sh
 (referential)

F.02.2007-16

Identification of inputs and outputs of the monitoring process and
 measuring knowledge, skills and abilities of students



СК – Служба качества; УМО – Учебно-методический отдел; СО СМК – Стандарт организации. Система менеджмента качества; ДП СМК – Документированная процедура. Система менеджмента качества; ППС – Профессорско-преподавательский состав; ЦСИТ – Центр современных информационных технологий

| | | |
|---|---|--|
| Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS |  SAKEN SEIFULLIN UNIVERSITY | «S.Seifullin Kazakh Agro Technical University» NC JSC |
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Appendix Sh'

Table of events for the intermediate and final certification of students

| Name of the event | Responsible for the preparation of the material | Timing | Note |
|--|---|--|--|
| The procedure for interim control of students' progress | | | |
| The results of exams and proposals for improving the educational process after the completion of the examination session are discussed at a meeting of the Academic Council of the university. | | | |
| The procedure for conducting the state exam in the discipline "Modern history of Kazakhstan" in higher educational institutions | | | |
| Approval of the form of the state exam in the discipline "Modern history of Kazakhstan" at the Faculty Council. | Head of the HK department | No later than December 1 of the current academic year | |
| Formation of the Order for the State Examination Commission (SEC) for a calendar year for taking the state exam in the discipline "Modern History of Kazakhstan". | Faculty dean | No later than December 1 of the current academic year | |
| Formation of the Order for the appeal commission on the discipline "Modern history of Kazakhstan" for the appeal. | Faculty dean | No later than December 1 of the current academic year | |
| Discussion and approval at the meeting of the Faculty Council of the Chairman's report on the work of the SEC. | Chairman of SEC | Upon completion of the state examination | The place of storage of the report (in Kazakh and Russian languages) is the HK department. |
| Transfer of the Minutes of the SEC meeting to the archive of the university | Head of the Department of HK Archive manager | Upon completion of the SEC | |
| The procedure for the final certification of students of bachelor's and master's degrees in higher educational institutions | | | |
| Approval by the decision of the Councils of faculties of the list of major disciplines for which a comprehensive exam is passed instead of defending the thesis (project). | Heads of graduating departments | No later than December 1 of the current academic year | |
| Order of the head of the university for the Chairpersons and the composition of the MCC bachelor's and master's degrees | Forms and launches the order of the DAA (based on the SZ with the appropriate | No later than January 10 of the current academic year and is valid for the current calendar year | |

| | | |
|--|--|--|
| Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS |  SAKEN SEIFULLIN UNIVERSITY | «S.Seifullin Kazakh Agro Technical University» NC JSC |
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| | | | |
|---|---|--|--|
| | content from the heads of the issuing departments with the agreement of the dean) | | |
| The order of the dean's office on the admission of students to the final attestation of the bachelor's degree in the form of a payroll indicating the names, names, patronymics (if any), specialties (educational programs) of students. | Dean's office (on the basis of SZ heads of departments) | Not later than two weeks before the start of the final certification | |
| Order of the head of the university on admission to the final certification of undergraduates (to defend a master's thesis (project)) according to the list. | Dean's office (on the basis of SZ heads of departments) | Not later than two weeks before the start of the final certification and is submitted to the MCC | |
| Approval of the programs of complex examinations instead of defending the thesis (project) at the Faculty Council. | Dean's office (based on SZ with the appropriate content from the heads of the issuing departments) | No later than January 10 of the current academic year | |
| 1) Approval of scientific supervisors of theses (projects) with an indication of the topic at the Academic Council of the university. 2) Order of the head of the university on scientific supervisors of diploma theses (projects) with an indication of the topic. | DAA DRaCS (based on SZ with appropriate content from the heads of the issuing departments with the agreement of the dean) | No later than December 1 of the current academic year | |
| 1) Approval of the scientific supervisors of the master's thesis (project) with an indication of the topic at the Academic Council of the university. 2) Order of the head of the university on the supervisors of the master's thesis (project) with an indication of the topic. | | No later than November 1 of the current academic year | |
| The order of the head of the university for reviewers of diploma theses (projects), master's theses (projects) with a general list indicating the place of work, position and education (academic or academic degree in the specialty, basic education according to the diploma of higher education). | DAA DRaCS (based on SZ with appropriate content from the heads of the issuing departments with the agreement of the dean) | No later than November 1 of the current academic year - for master's degree prof., 1.5 years No later than February 1 of the current academic year - for all others | |
| Transfer of the Minutes of the meeting of the CC bachelor's and master's degrees to the archive of the university. | Heads of departments Head of archive | Upon completion of the CC | |

| | | |
|--|---|---|
| <p align="center">Quality Management System Organization Standard CONTROL OF KNOWLEDGE AND CONDUCTING FINAL CERTIFICATION OF STUDENTS</p> |  <p align="center">SAKEN SEIFULLIN UNIVERSITY</p> | <p align="center">«S.Seifullin Kazakh Agro Technical University» NC JSC</p> |
| <p align="center">OS QMS 02.2007 - 2020 Page 64 of 69 Version 5</p> | | |

| | | | |
|--|--|--|--|
| <p>The order of the head of the university on the appeal commission on bachelor's, master's, doctoral studies on all types of control</p> | <p>DAA, DRaCS (on the basis of SZ with the appropriate content from the heads of the issuing departments with the agreement of the dean)</p> | <p>No later than October 10 of the current academic year</p> | |
| <p>Discussion and approval at the meeting of the Council of the Faculty Report of the Chairman of the CC on the final certification of undergraduate and graduate students.</p> | <p>Chairman of the MCC</p> | <p>During the monthly period at the end of the work of the MCC</p> | <p>The place of storage of the report (in the Kazakh and Russian languages) - the graduating department.</p> |
| <p>The list of graduates of the bachelor's, master's, corresponding educational programs, with the indication of their surnames, names, patronymics (in cash), specialties and numbers issued by the educational institutions, signed by the educational institution, signed by the letter of recommendation</p> | <p>TsOO</p> | <p>Upon completion of state certification</p> | |
| <p>Transfer of diploma works (projects), master's dissertations (projects) in the archives of the university</p> | <p>Head of the department Head of archive</p> | <p>Upon completion of state certification</p> | |

| | | |
|--|---|--|
| <p align="center">Quality Management System Organization Standard Control of knowledge and conducting final certification of students</p> |  <p align="center">SAKEN SEIFULLIN UNIVERSITY</p> | <p align="center">«S.Seifullin Kazakh Agro Technical University» NC JSC</p> |
| <p align="center">OS QMS 02.2007 - 2020 Page 65 of 69 Version 5</p> | | |

Appendix Sh'

Score distribution table for management

| Assessments used in the university (from maximal to the minimum position-body assessment) * | Number of positive points nok, supplied in referent group | Percentage of each rating in relation to the total number of positive ratings | Cumulative percentage of positive evaluations |
|--|---|---|---|
| 10 | 50 | 5% | 5% |
| 9 | 100 | 10% | 15% |
| 8 | 350 | 35% | 50% |
| 7 | 300 | 30% | 80% |
| 6 | 200 | 20% | 100% |
| Total | 1000 | 100% | - |

Appendix Ie
(required)

F.1.1-01

Approval list

| Position | Full name | Date | Signature |
|--|--------------------|------|-----------|
| RQM | Abdyrov A.M. | | |
| Director of DAA | Serekpaev N.A. | | |
| Director of DIT | Rakhimzhanov M.N. | | |
| Head of the department of registration and certification of students | Orazalina Z.Z. | | |
| Head of the law department | Kerimshe A.S. | | |
| Head of the quality service | Aldabergenova S.S. | | |
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Appendix Yu
(required)

Ф.1.01-03

Change Registration Sheet

| Sheet Numbers | | | | № of notice on the basis of which the change is made | Name of person contributed changes | Signature contributor changes | date of making changes |
|---------------|-------------|-----|-----------|--|--|-------------------------------------|------------------------------|
| changed | substituted | new | cancelled | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | - | - | - | Memo from 10.11.2020 | M.T. Zhagalbayeva | | 11.11.2020 |
| 12 | - | - | - | Memo from 21.12.2020 | M.T. Zhagalbayeva | | 21.12.2020 |
| 10 | - | - | - | Memo from 08.02.2021 | M.T. Zhagalbayeva | | 08.02.2021 |
| 10-13 | - | - | - | Memo from 02.03.2021 | M.T. Zhagalbayeva | | 02.03.2021 |
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**Quality Management System
Organization Standard
Control of knowledge and conducting
final certification of students**



**«S.Seifullin Kazakh Agro Technical
University» NC JSC**

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**The Application Ya
(obligatory)**

F.1.01- 04

Periodic inspection list

| Date of review | Name of the person who performed the check | Signature of the authenticator | The wording of the comments |
|----------------|--|--------------------------------|-----------------------------|
| 1 | 2 | 3 | 4 |
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