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“Approved”  
 by Order of the Chairman of  
 the Board – Rector  
 No. 247-N dated May 24,  
 2022

INTERNAL REGULATORY DOCUMENTS

**ORGANIZATIONAL STANDARD**

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**ORGANIZATION OF ACADEMIC PERFORMANCE CONTROL DURING  
 ONGOING AND INTERMEDIATE STUDENT ASSESSMENT**

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**OS IND 02.2078-2022**

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## Preface

**1. DEVELOPED AND SUBMITTED** by the Department for Student Affairs jointly with the Quality Committee

name of the structural unit that developed the OS IND

**2 APPROVED AND ENACTED** by the Chairman of the Board – Rector

Order No. 247-N dated May 24, 2022 (position of the official approving the document)

(name, date, and number of the approving administrative document)

### 3 DEVELOPERS:

- Director of the Department for Student Affairs –

K. K. Daurenbekov

position, full name

- Chief Manager of the Department for Student


Affairs – N. B. Utarova

position, full name

**4 FIRST REVIEW DATE**  
**REVIEW FREQUENCY**

2027  
EVERY 5 YEARS


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### 1 Scope of Application

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1.1 This Organizational Standard defines the purpose, objectives, sequence, and key requirements for organizing, preparing, and conducting ongoing and intermediate assessments of students at the Non-Profit Joint Stock Company “Saken Seifullin Kazakh Agrotechnical Research University” (hereinafter – NPJSC “S. Seifullin KATU”).

1.2 This Organizational Standard is mandatory for all structural units responsible for the educational process (Department for Student Affairs, faculties, and departments) and is included in the documentation of the Quality Management System.

## 2 Normative References

This Organizational Standard refers to the following normative documents:

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

Rules for the Organization of the Educational Process under the Credit-Based Learning System, approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152.

Model Rules for the Activities of Educational Organizations of Corresponding Types, approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595.

State Compulsory Standard of Higher Education, approved by Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2.MS.

OS IND 01.1011-2020 Internal Regulatory Documents. Organizational Standard. Rules for the Structure, Presentation, and Design of Quality Management System Documentation.

DP IND 01.1006-2020 Internal Regulatory Documents. Documented Procedure. Documentation Management.

DP IND 01.1007-2020 Internal Regulatory Documents. Documented Procedure. Quality Records Management.


## 3 Definitions

The terms and definitions used in this Standard comply with ISO 9000:2015.

## 4 Abbreviations and Acronyms

This Standard uses the following abbreviations:

- NPJSC “S. Seifullin KATU” – Non-Profit Joint Stock Company “Saken

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Seifullin Kazakh Agrotechnical Research University”;

- NLA – Normative Legal Acts;
- OS – Organizational Standard;
- DSA – Department for Student Affairs;
- QC – Quality Committee;
- AD – Administrative Department;
- DLA – Department of Legal Affairs;
- DD – Department of Digitalization;
- CA – Current Assessment;
- FA – Final Assessment;
- WEP – Working Educational Plan;
- ISR – Independent Student Work;
- ISWI – Independent Student Work under Instructor’s Supervision;
- GPA – Grade Point Average;
- AC – Attestation Commission.

## **5 Responsibilities and Authorities**

5.1 This Organizational Standard (hereinafter – OS) is approved by an order of the Chairman of the Board – Rector of S. Seifullin Kazakh Agrotechnical Research University.

5.2 The Director of the Department for Student Affairs (hereinafter – DSA) is responsible for the development of this OS, including its content and structure, while the Quality Committee (QC) is responsible for its formatting, approval, and implementation.


5.3 The Director of the DSA is responsible for developing the requirements of this OS and ensuring their compliance with legislative and regulatory documents.

5.4 The Director of the DSA is responsible for the management of this OS.

5.5 The heads of structural units involved in specific stages of the procedure are responsible for organizing and coordinating activities, as well as for the quality of the final results at each stage.

5.6 The heads of structural units are responsible for the safekeeping of internal regulatory documents (hereinafter – IRD), prevention of unauthorized copying, and for ensuring the confidentiality of official information within their divisions.

5.7 The draft of this OS must be coordinated with the Member of the Board – Vice-Rector for Operational Activities, Director of the Department for Student Affairs (DSA),

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Director of the Administrative Department (AD), Director of the Department of Digitalization (DD), Director of the Legal Service, and Chief Manager of the Quality Committee (QC). The coordination is recorded in the “Approval Sheet” (Appendix Q).

5.8 The division submits the draft for registration to the QC, prepares the original version, and collects the required approval signatures.

5.9 The QC prepares an order to put this Standard into effect, which is then approved by the Chairman of the Board – Rector.

5.10 The head of the department is responsible for communicating the approved OS to the relevant staff members. A record of acknowledgment must be documented in the “Acknowledgment Sheet” (Appendix R).

## **6 Control and Evaluation of Students’ Knowledge: Ongoing Assessment**

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

6.2 Students’ academic achievements in all types of assessment (ongoing control, intermediate, and final certification) are evaluated according to the point-rating letter grading system (PRLGS) for assessing students’ academic performance, with conversion to the traditional grading scale in accordance with Appendix A of this Organizational Standard.

6.3 Academic achievements of students in language courses (Kazakh, Russian, and foreign languages) are evaluated in accordance with the point-rating letter grading system for foreign language proficiency, based on the level-based model and ECTS conversion, and are entered in the electronic journal as the “level and description of language proficiency according to the Common European Framework of Reference (CEFR)”, in accordance with Appendix A of this Standard.

6.4 The weight of assessment components is distributed as follows:


- Ongoing Control (OC) – 60%
- Final Control (FC) – 40% of the total final grade.

6.5 The final grade for each discipline is given separately as a percentage on a 100-point scale. To calculate this indicator, data on OC, midterm control, and FC earned by the student during the academic period are used.

6.6 Ongoing control represents a systematic assessment of students’ academic achievements for each topic or section of the course syllabus, conducted by the instructor during regular class sessions.

6.7 Various forms of ongoing assessment may be used when studying a discipline, including: oral questioning, written tests, combined assessments, discussions, trainings, round tables, tests, essays, and course projects (papers), among others.

6.8 Ongoing assessment is carried out by the instructor during lectures,

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practical/seminar, laboratory, or studio classes, as well as during Independent Student Work under Instructor’s Supervision (ISWI). During ISWI, the instructor provides consultations and monitors the completion of assignments.

6.9 The organization and implementation of ongoing control during seminars, practical, laboratory, and studio sessions must be carried out by instructors in accordance with the PRLGS specified in the syllabus of the discipline. The syllabus must indicate the assessment criteria for all graded assignments.

6.10 Grades for ongoing assessment of students’ academic performance are entered by the instructor into the AIS “Platonus” electronic journal. Grades entered in the “Assignment” module are automatically reflected in the electronic journal.

6.11 If a student is absent from a class, a mark “Н.Я”/“Ж” (absent) is entered into the electronic journal for the missed session. The procedure for making up missed classes and applying penalties for each course and type of academic activity is specified in the syllabus under the section “Course Policy.”

6.12 During ongoing assessment, each assignment listed in the syllabus is evaluated on a scale from 0% to 100%. The instructor must enter the corresponding value in the electronic journal, including grades from 0% to 49% (“unsatisfactory”) for assignments that are incomplete, of poor quality, insufficiently completed, submitted late, etc. The average ongoing control score (OCavg) is calculated based on all numerical values entered by the instructor, including “Н.Я”/“Ж” marks.

6.13 When calculating OCavg, grades from all types of classes are considered: lectures, laboratory, practical/seminar, and studio sessions, as well as ISWI, including attendance marks (“Н.Я”/“Ж” are treated as “0%”).

6.14 Instructors are required to enter ongoing control (OC) grades weekly in the electronic journal:

–For lectures and Independent Student Work under Instructor’s Supervision (ISWI), the instructor must record at least one numerical grade before each Midterm Control 1 (MC1) and Midterm Control 2 (MC2);


–For other types of classes, at least six numerical grades must be entered over the course of 15 academic weeks. The entry “not provided” may be used no more than nine times, excluding lectures and ISWI. (If the academic calendar consists of 10 academic weeks, grades must be entered at least six times, with no more than four “not provided” entries.)

Access for entering ongoing control grades in the electronic journal will be closed by Wednesday of the following week.

Grades for the 15th week must be entered before the start of the final control period.

$$TK1, TK2 (\text{types of classes}) = \text{lec/prac/sem/lab/studio/ISWI} (1+2+n)/n$$

During ongoing assessment (overall TK1, TK2), the weighted average evaluation system takes into account and calculates the scores earned throughout one academic period (7th and 15th weeks), depending on the planned types of learning activities within the discipline (lectures, practical/seminar sessions, laboratory work, studio classes, and

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independent student work — hereinafter ISW).

The calculation is performed automatically by the AIS “Platonus” system according to the coefficient ratios shown in the table below.

Coefficient of the Weight of Assessment by Types of Academic Work							
Variants / Types	Types of Classes						Total
	Lectures	Practical/Seminar Sessions	Laboratory Work	Studio Classes	Independent Work	Total	
1	0,2	0,5			0,3	1	1
2	0,2	0,2	0,3		0,3	1	1
3	0,2		0,5		0,3	1	1
4	0,2			0,5	0,3	1	1
5	0,7				0,3	1	1
6		0,7			0,3	1	1
7			0,7		0,3	1	1
8				0,7	0,3	1	1
9	0,2	0,2		0,3	0,3	1	1

$$TK1(2)_{total} = \Sigma [TK1(2) \text{ by class type} \times \text{weighting coefficient}]$$

Midterm Control (RK1, RK2) is the assessment of students’ academic achievements upon completion of a major section (module) of a course. Midterm control is mandatory.

The midterm (rating) control score is calculated automatically at the end of the 7th week (P1) and the 15th week (P2) of each semester, except in 10-week study formats, where it is calculated at the end of the 5th week (P1) and the 10th week (P2) according to the academic schedule.

$$RK1(2) = (\Sigma TK1(2) \text{ by class type}) / \text{number of class types}$$

The rating (R1, R2) is determined as the arithmetic mean of the ongoing control (TK1total, TK2total) and the midterm control (RK1, RK2).


$$R1(2) = (TK1(2)_{total} + RK1(2)) / 2$$

The admission rating (RD) is determined as the arithmetic mean of the midterm controls (RK1 and RK2).

$$RD = (R1 + R2) / 2$$

A student is admitted to the final exam only if they have obtained an admission rating (RD) of at least 50%.

6.15 Students who did not receive ongoing control (OC) grades within the established deadlines for valid documented reasons (such as illness, family

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circumstances, natural disasters, academic or credit mobility, participation in national or international events) have the right to extend the submission deadlines for ongoing control assignments according to an individual schedule.

The student, no later than three days after the specified deadline, must submit an application addressed to the Director of the Department for Student Affairs (DSA), attaching copies of supporting documents and indicating the reason, list of disciplines, and individual schedule (Appendix B). The instructor then submits a request in the AIS “Platonus” system to reopen access for the student, attaching the supporting documents.

If the educational process is conducted using distance learning technologies (DLT), the student must send a scanned application and supporting documents to the Deputy Dean for Academic Affairs via Internet communication tools.

After the application is approved by the Director of the DSA, a DSA staff member grants the instructor access to the relevant section of the electronic journal to enter the grades.

Medical certificates must be verified by the branch of City Polyclinic No. 5 located at the S. Seifullin Kazakh Agrotechnical Research University, 29a A. Moldagulova Street. Certificates are accepted with a QR code or officially stamped by the branch of City Polyclinic No. 5 at the same address.

## **7 Control and Evaluation of Students’ Knowledge: Intermediate Certification (Final Assessment)**

7.1 Each academic period concludes with a period of intermediate certification, during which students take final assessments in all academic disciplines, professional practices, and research activities (NIRM/D, EIRM/D).

Students must take the final assessments strictly in the classrooms indicated in the examination schedule.

Taking the final assessment outside the designated examination locations or outside the university’s corporate network (without the use of authorized technical tools) is prohibited.


Results of final assessments taken in unauthorized locations or outside the corporate network are annulled.

Final control grades for all disciplines are entered into the AIS “Platonus” electronic journal according to the examination schedule for the intermediate certification period.

Grades for final control in NIRM/D and EIRM/D must be entered no later than the last day of the intermediate certification period.

Grades for final control in professional practices are entered into the electronic journal after the completion of the practice and submission of reports, in accordance with the academic schedule of the specialty/educational program.

After the end of the intermediate certification period, DSA managers, according to the examination schedule, print and register the examination sheets, affix the DSA stamp and their signature.

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7.2 The forms of final examinations include:

- Computer-based testing in AIS “Platonus” (with proctoring when distance learning technologies – DLT – are applied);
- Written examinations (in DLT mode – using web conferencing tools such as Zoom, Cisco Webex, etc., with proctoring).
- For language disciplines (foreign, Kazakh, Russian), other formats (e.g., listening comprehension) may also be applied.

The list of test questions and examination materials is included in the educational-methodical complex (UMKD), reviewed at department meetings and faculty academic quality councils, and stored at the respective department.

The formation and storage of intermediate assessment materials (tests, examination tickets) are carried out by the department with restricted access rights.

The Head of the Department appoints a responsible person for the storage of these materials.

7.3 Students of all specialties and bachelor’s programs take the State Examination in the discipline “History of Kazakhstan” upon completion of the course within the same academic period.

When distance learning technologies (DLT) are used, the state exam in “History of Kazakhstan” may be conducted in the form of computer-based testing in AIS “Platonus” or a written examination with proctoring via web-conferencing tools (e.g., Zoom, Cisco Webex, etc.).

7.4 The results of the state examinations in the discipline “History of Kazakhstan” are formalized in the Minutes of the State Examination Commission Meeting and are announced on the same day (Appendix C).

7.5 The examination schedule for all forms of study must be communicated to students and instructors no later than two weeks before the start of the examination session.


When using distance learning technologies (DLT), the schedule must include the web-conference number (identifier).

The examination schedule is displayed in the Personal Account of students and teaching staff in AIS “Platonus”.

The electronic version of the examination schedule (Appendix D) is published on the university’s educational portal (<http://portal.kazatu.kz/>).

7.6 To improve the quality of educational program delivery and ensure the objectivity of student assessment, the teaching and final assessment processes are separated. Leading instructors with qualifications relevant to the discipline are appointed to conduct the written exam. These instructors typically have not taught classes in the given academic group/course. When organizing the educational process using distance learning, it is recommended that an instructor participate in the written exam to identify students and act as a proctor.

The instructor/examiner records the written exam and stores it for one academic/calendar year (from September 1st of the academic year to August 31st). The

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recording is performed using software recommended/installed/consulted by the Data Center.

7.7 To conduct the exam, instructors prepare:

- questions for the test assignment database at a rate of 4 questions per lecture and/or practical (laboratory, studio) hour per week (Appendix D).
- time per test assignment is 1.5-2 minutes.
- questions for the written exam at a rate of 3 questions (including problems) per lecture and/or practical (laboratory, studio) hour per week (Appendix E).

7.8 The written exam consists of at least twenty-five answer sheets, each containing three theoretical questions, two theoretical questions and one problem, or one theoretical question and two problems (Appendix G).

To monitor written work and ensure an objective assessment of student academic achievement, it is recommended to use encryption or coding of answer sheets.

7.9 The teacher uploads the test assignment database (test import) to the Platonus automated information system two weeks before the end of the trimester/semester, with a mandatory "View" of all uploaded questions to ensure they are displayed correctly.

Assigning tests/grading final assessments is completed no earlier than one business day after the current assessments are posted in the electronic gradebooks.

Assigning tests/grading final assessments for courses is carried out strictly in accordance with the midterm assessment exam schedule.


7.10 When organizing the educational process using DOT, the midterm assessment exam, which is a written exam using tickets, is administered using an online random number generator (e.g., <https://randstuff.ru/number/>). The selection and use of random number generator programs is carried out upon recommendation/approval with the Data Center.

The examiner completes the "Student Ticket Number Generation Results Sheet" (Appendix 3) and transmits the text of the selected ticket to each student personally, using any means of information transfer (including ZOOM chat, CISCO WEBEX, etc.):

- Web conference chat – to each student personally via file (preliminary check of ticket delivery);
- WhatsApp – if a group chat is available, with a reliable phone number and the full last name, first name, and patronymic of the student – to each student personally via file;
- Other verified means of communication for sending the file (ticket).

The student is given 15-20 minutes to prepare their answer to the question. After completing their answer, the student sends the prepared file (either an electronic version or a scanned version (photo)) via chat (ZOOM, CISCO WEBEX, etc.) or to the email address specified by the instructor. The student then addresses the questions on the question and answers the examiner's questions.

7.11 Exam results are recorded by the instructor/alternate instructor in the examination and rating form in the university's automated information system (AIS). The

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paper version of the examination and rating form (Appendix I) is stored in the Department of Social Security.

The original examination forms (Referrals) (Appendix K) are stored in the departments. The electronic (scanned) version of the examination form (Referrals) is transmitted via the university's electronic document management system to the Department of Social Security no later than three days from the exam date.

7.12 After the final assessment grade has been assigned, adjustments or changes to current assessment grades are not permitted.

The instructor/examiner is directly responsible for the accuracy of the examination rating sheet (assigned scores and grades).

Final assessment during an examination session using DOT is conducted using proctoring.

Proctoring requirements:

- 1) A clear image of the student's face in the video camera.
- 2) A full image of the examinee's face on the video.
- 3) Providing adequate illumination of the face and visibility of the eyes and pupils.
- 4) The use of headphones is prohibited.
- 5) The presence of unauthorized persons in the room is prohibited.
- 6) Talking, reading text, etc. are prohibited.
- 7) Lighting is prohibited, including from a window behind the examinee, etc.
- 8) Turning off the video and sound is prohibited.
- 9) Stable internet connection.

No later than the day following the exam, the instructor/examiner will analyze the asynchronous proctoring of students' final assessments in the subjects taught and, if necessary, submit a memo with a justification for the annulment of the final assessment results. If questions arise during the video proctoring review, the instructor may invite the student to a video conference to clarify the circumstances that gave rise to the questions. If a final assessment grade is annulled, the instructor will notify the student.


At the department meeting following the exam session, the instructor will present a report on the proctoring results.

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

1) In the first stage, admission to the course exam is based on the admission rating assessment. The admission rating is determined as the arithmetic mean of the midterm assessment scores (RK1, RK2). A student is admitted to the exam upon receiving a mandatory admission rating (AR) of at least 50%.

2) In the second stage, deans' offices admit students with no outstanding tuition fees to the examination session. Faculty deans' offices compile lists of disqualified students with outstanding fees and notify the faculty.

7.14 Retaking a passing final assessment for the purpose of improving it during the same midterm assessment period is not permitted.

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7.15 To retake an exam to improve their grade point average (GPA), a student must attend all classes stipulated by the working curriculum for a given course during the summer semester, obtain admission, and pass the final assessment.

In this case, the student must re-register for the course.

7.16 If a grade of "FX" (unsatisfactory) is received, the student may retake the final assessment (exam) in accordance with the university's academic calendar without repeating the course (module) program, but only once.

During the midterm assessment period, DSV managers monitor exam results daily. Based on the monitoring, DSV managers automatically grant access to reschedule testing/posting a grade in the electronic journal for students who received a grade of "FX" (25%-49%).

If a student's exam results show "FX" (25%-49%), the instructor/examiner is required to check the electronic journal for access to reschedule the test/enter grades in the electronic journal.

Once the instructor has access, they reschedule the test/enter grades in the electronic journal in a timely manner.

The student is required to monitor their grades in the electronic journal and transcript.

7.17 If a student receives an "unsatisfactory" grade, equivalent to an "F," they must re-enroll in the given course (module), attend all classes, complete all coursework as per the program, and retake the final assessment.

Graduating-year students who receive an "unsatisfactory" grade, equivalent to an "F," must repeat the course.

7.18 All courses and/or modules completed by the student are recorded on the transcript, along with the final grade, including "FX" and "F."


7.19 By order of the Chairman of the Board, an appeals committee for current, final assessment, and final certification is established, consisting of faculty members whose qualifications correspond to the profile of the courses being appealed.

In its work, the appeals committee may use student testing logs (test response logs). Requests for testing logs are made through the university's electronic document management system (EDMS) in the Department of Social Development. The re-take of the exam, in accordance with the decision of the appeals committee, is carried out during the examination session, but no later than three working days after the completion of the examination session.

7.20 A student who disagrees with the final assessment result must file an appeal no later than the next business day after the exam.

An appeal is permitted in the following cases: 1) an incorrect question/answer, two or more correct answers, no correct answer, etc.; 2) a computer or software failure; 3) an appeal against the cancellation of final assessment grades based on proctoring results (with confirmation from a DC employee).

The student submits an appeal statement (Appendix L) addressed to the Director of the Department of Social Studies, specifying only the questions being appealed,

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indicating the computer or software failure (in this case, confirmation from a DC employee on the student's application is required), and justifying their disagreement with the cancellation of assessment grades based on proctoring results. The Deputy Dean for Academic Affairs will take appropriate steps to submit the documents to the departmental appeals committee for the requested course. The results of the appeals committee meeting (if necessary, the appeals committee has the right to request the student's DSV test report), documented in a Protocol (with attached documents), are transmitted via the university's electronic document management system to the DSV's chief manager. The appeals committee must notify the student and instructor of its decision. Based on the Protocol (Appendix M) with a positive decision (name of the student, group, and subject), the DSV manager grants access to reschedule the test/post a grade in the electronic journal. Once access is granted, the instructor promptly reschedules the test/posts grades in the electronic journal.

If violations of the Academic Integrity Code (KACHUOP VND 02.2059-2019, paragraph 8 - Types of Violations) are detected, as well as those specified in paragraph 7.1, students are not permitted to retake the final assessment.

Students are required to monitor their final course grades in the electronic journal, including monitoring the proctoring results.

7.21 The final course score as a percentage is determined as follows:

$$I\% = RD * 0.6 + E * 0.4$$

where: RD is the percentage of admission rating points;


E is the percentage of the examination score. I% - the final score as a percentage is converted into a final grade in digital and letter equivalents according to the knowledge assessment scale presented in Appendix A.

7.22 If a student fails to appear for an exam for a valid/unvalid reason, then their final grade is not calculated (the report indicates "abs.(valid reason)/abs.unvalid reason"), and in the case of ineligibility for the exam, the grade is "F").

7.23 Students who fail to attend an examination session for objective reasons (illness, family circumstances, natural disasters, academic or credit mobility programs, national or international events), supported by documentation, are entitled to an extension of the examination session according to their individual schedule.

a) No later than three days from the deadline specified in the supporting document, the student submits a request (Appendix B) for an extension addressed to the Director of the Department of Social Work (DSW), stating the reason, providing supporting documents, a list of subjects, and an individual schedule. After the Director of the Department of Social Work approves the request, a DSW employee grants access to the relevant sections of the gradebook for grading.

b) When organizing the educational process using DLT, the student, no later than three days from the deadline specified in the supporting document, submits a request in any format addressed to the Director of the Department of Social Work (Appendix B). The student takes a photo (scans, etc.) of the request, along with supporting documents, and sends it to the Deputy Dean for Academic Affairs. Upon receiving the student's

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application and supporting documents, the Deputy Dean for Academic Affairs coordinates the work with a member of the Department of Social Studies (DSS). The member of the DSS grants the instructor access to post grades in the relevant sections of the journal and notifies the Deputy Dean for Academic Affairs. The Deputy Dean for Academic Affairs then communicates with the subject instructor and the student. Once the instructor has access, he or she promptly reschedules the test and posts grades in the online journal.

Sick leave certificates are accepted with a QR code or certified at the branch of City Polyclinic No. 5 at the S. Seifullin Kazan State Technical University (29a A. Moldagulova Street). When organizing the educational process using DLT, certificates (scanned) are submitted by the Deputy Dean for Academic Affairs to the student polyclinic for confirmation.

Students monitor their academic grades in their electronic journal and transcript.

7.24 Health documents submitted after receiving an "unsatisfactory" grade on an exam will not be considered.

7.25 The Department of Social Affairs (DSV) continuously monitors and analyzes the results of students' midterm assessments.

7.26 Following the midterm assessment (examination session), the Department of Social Affairs (DSV) presents information/analysis of the session results to the University Academic Council. The results of ongoing monitoring and midterm assessments are reviewed at department meetings. Based on the results of the midterm and final assessments, the Department of Social Affairs (DSV) analyzes the examination reports for deviations from BellCurve across the university's educational programs. Faculties and departments analyze the examination session for deviations from BellCurve across academic groups.

The results of the midterm assessments are available for viewing in the Platonus automated information system for students and department heads (deans, department heads, deputy deans for academic affairs, and DSV staff).

7.27 To transfer a student from one course to another, a higher education institution establishes a grade point average (GPA)—a weighted average of the student's academic achievements for one academic year in the selected program. This average is defined as the ratio of the sum of the products of credits multiplied by the digital equivalent of the final assessment scores in the disciplines to the total number of credits for the current period of study.

The minimum GPA for transferring from one course to another is determined by the Academic Council for each course and faculty.


A student's GPA for a period of study is determined as the weighted average of the student's academic achievements for the entire previous period of study using the formula:

$$\text{GPA (SB)} = \frac{I_1 * K_1 + I_2 * K_2 + \dots + I_n * K_n}{K_1 + K_2 + \dots + K_n}$$

$$K_1 + K_2 + \dots + K_n$$

where:  $I_1, I_2, \dots, I_n$  are the final grades in the disciplines in digital equivalent;

$K_1, K_2 \dots K_n$  are the number of credits studied in the disciplines;

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n is the number of disciplines studied during the entire period of study.

7.28 Students who achieve a score above the minimum transfer grade are transferred to the next year by order of the head of the university.

When calculating the transfer GPA, "unsatisfactory" grades are not taken into account if the student enrolled and passed the course with a passing grade in an additional semester, including at another university, during the current academic year. All grades in courses during the additional semester of the current academic year are taken into account when calculating the transfer GPA.

7.29 A student who has fully completed the course program but has not achieved the minimum transfer grade is given the opportunity to retake individual courses in the summer semester on a fee-paying basis and retake the exams in them in order to improve their GPA.

7.30 Students who are holders of state educational grants and are retained for a repeat year of study continue their education on a fee-paying basis.

## **8 Graphic description of the process**

8.1 The process of preparing and conducting the examination session is presented in Appendix C, indicating its main inputs, outputs, regulatory documents, and necessary resources.

8.2 Identification of the inputs and outputs of the process of monitoring and measuring student knowledge, skills, and abilities is provided in Appendix T.

## **9 Distribution of work, responsibility and authority**


Preparation and maintenance of documentation for examination sessions is distributed according to the Table of Activities (Appendix P) and the current SO.

## **10 Procedure for making changes**

10.1 Amendments to the organizational standard are made only with the permission of the Board Member-Vice-Rector for Operations, and must be documented with their signature.

10.2 Amendments to, and approval of, the organizational standard are carried out in accordance with the requirements of DP VND 01.1006-2023, paragraph 8.4.1.

10.3 Amendments to the organizational standard are made by the senior QC manager, with a mandatory note in the "Amendment Registration Sheet" (Appendix U).

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## **11 Storage and distribution**

11.1 The head of the developing department is responsible for transferring the approved organizational standard (original) for safekeeping to the Quality Control Department.

11.2 The Quality Control Department is responsible for storing and distributing the approved organizational standard to departments.

11.3 The head of the department is responsible for disseminating the approved organizational standard to department employees. A record of familiarization must be recorded in the "Familiarization Sheet" (Appendix E).

11.4 The organizational standard is registered electronically in the electronic document management system and distributed to all departments of the S. Seifullin KATIU.

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## Appendix A (required)

Φ.02.2007-01

### A point-rating letter system for assessing the academic achievements of students with their translation into the traditional grading scale and ECTS (Icities)

Letter grading system	Digital equivalent	Points (% content)	Assessment according to the traditional system
A	4,0	95-100	Great
A-	3,67	90-94	
B+	3,33	85-89	Fine
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactorily
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	

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

Level and description of language proficiency according to the Common European Framework of Reference (hereinafter referred to as the CEF)	Letter grading system	ECTS score (isities)	Digital equivalent of points	% content	Traditional grading scale
A1	A	A	4,0	95-100	Great
	A-		3,67	90-94	
	B+	B	3,33	85-89	Fine
	B	C	3,0	80-84	Fine
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency according to the Common European Framework of	Letter grading system	ECTS score (isities)	Digital equivalent of points	% content	Traditional grading scale



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Reference (hereinafter referred to as the CEF)					
A2	A	A	4,0	95-100	Great
	A-		3,67	90-94	
	B+	B	3,33	85-89	Fine
	B		3,0	80-84	Fine
	B-	C	2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency according to the Common European Framework of Reference (hereinafter referred to as the CEF)	Letter grading system	ECTS score (ities)	Digital equivalent of points	% content	Traditional grading scale
B1	A	A	4,0	95-100	Great
	A-		3,67	90-94	
	B+	B	3,33	85-89	Fine
	B		3,0	80-84	Fine
	B-	C	2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency according to the Common European Framework of Reference (hereinafter referred to as the CEF)	Letter grading system	ECTS score (ities)	Digital equivalent of points	% content	Traditional grading scale
B2	A	A	4,0	95-100	Great
	A-		3,67	90-94	
	B+	B	3,33	85-89	Fine
	B		3,0	80-84	Fine
	B-	C	2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily



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Level and description of language proficiency according to the Common European Framework of Reference (hereinafter referred to as the CEF)	Letter grading system	ECTS score (ities)	Digital equivalent of points	% content	Traditional grading scale
C1	A	A	4,0	95-100	Great
	A-		3,67	90-94	
	B+	B	3,33	85-89	Fine
	B	C	3,0	80-84	Fine
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
F	FX, F	0	0-49	Unsatisfactory	
C2	A	A	4,0	95-100	Great
	A-		3,67	90-94	
	B+	B	3,33	85-89	Fine
	B	C	3,0	80-84	Fine
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
F	FX, F	0	0-49	Unsatisfactory	

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Appendix B  
(required)  
F.02.2007-02

Application Form for Extension of Assignment Deadlines  
Current and Final Assessments According to an Individual Schedule

To the Director of the Children's Day Care Center

From a student in Group \_\_\_\_\_

Full Name: \_\_\_\_\_

Statement

I ask you to allow me to hand over \_\_\_\_\_, as I was absent during the inspection due to \_\_\_\_\_, I am attaching a supporting document.

№	List of disciplines	Full name of the teacher	Full name of the examiner	Estimated date of completion of control

Date \_\_\_\_\_

Signature \_\_\_\_\_

Appendix B  
(required)

Ф.02.2007-02



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Form

Minutes of the Meeting of the State Examination Commission for the Subject "History of Kazakhstan"

Minutes No. \_\_\_\_

Meeting of the State Examination Commission for the Subject "History of Kazakhstan"

Date: \_\_\_\_ a.m. to \_\_\_\_ a.m.

Present: Chairman of the State Examination Commission:

\_\_\_\_\_

(фамилия, имя, ученая степень, ученое звание)

\_\_\_\_\_

(наименование организации, занимаемая должность)

Members of the commission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On passing the state exam in the subject "History of Kazakhstan"

1. The student taking the exam:

\_\_\_\_\_

(Фамилия, Имя, Отчество)

\_\_\_\_\_

(Специальность/ОП)

1. 1. Questions: (when conducting an exam in the form of testing, a test task completed by the student is attached to the protocol) \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

1. 1. Student:

\_\_\_\_\_

(Фамилия, Имя, Отчество)

Has an approval rating

\_\_\_\_\_

(балл рейтинга)

To recognize that the student \_\_\_\_\_ has passed the State Exam in the discipline "History of Kazakhstan" with the grade:

(alphabetic) (percentage)	(alphabetic) (percentage)
(numeric equivalent) (traditional)	(numeric equivalent) (traditional)

2. Student Amina Sabitovna Abilova's final grade in the History of Kazakhstan course is:

Percentage \_\_\_\_\_

Alphabetical \_\_\_\_\_

Number equivalent \_\_\_\_\_

Traditional \_\_\_\_\_

2. 2. Dissenting opinion of members of the State Examination Commission

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Chairman \_\_\_\_\_

Commission \_\_\_\_\_

Members \_\_\_\_\_

Commission \_\_\_\_\_

Members \_\_\_\_\_


Commission \_\_\_\_\_

Members \_\_\_\_\_



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Commission  
Members \_\_\_\_\_  
Commission  
Members \_\_\_\_\_  
Secretary \_\_\_\_\_

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Appendix G  
(required)

Exam Schedule Form

**S. Seifullin Kazakh Agrotechnical Research University**

"I approve"

Dean of Faculty \_\_\_\_\_


" \_\_\_\_\_ " \_\_\_\_\_ ж.

**EXAM SCHEDULE**

\_\_\_\_\_ Г - \_\_\_\_\_ ГГ.  
\_\_\_\_\_ faculty \_\_\_ year \_\_\_\_\_ " \_\_\_\_\_ "  
(specialty/OP code)

День	code of specialty/educational program		
	_____ group (group number, language of instruction of the group)	_____ group (group number, language of instruction of the group)	_____ group (group number, language of instruction of the group)
Monday _._.____	(Name of the course, language of the course, time of classes, teacher's academic degree and full name, classroom number)	(Name of the course, language of the course, time of classes, teacher's academic degree and full name, classroom number)	(Name of the course, language of the course, time of classes, teacher's academic degree and full name, classroom number)
Tuesday _._.____			
Wednesday _._.____			
Thursday _._.____			
Friday _._.____			

Senior Manager DAV \_\_\_\_\_

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Appendix D  
(mandatory)

Ф.02.2007-03

Form of the title page of examination tests

NAO "KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY NAMED AFTER S. SEIFULLIN"

**Test questions on the subject**


« \_\_\_\_\_ »  
name of the discipline

Compiled by: \_\_\_\_\_  
academic degree, position, full name

Considered at the department meeting \_\_\_\_\_  
protocol № \_\_\_\_\_ от « \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ г.

Head of Department \_\_\_\_\_  
academic degree, position, full name

ASTANA 20 \_\_\_\_

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Appendix E  
(mandatory)

Φ.02.2007-04

Form of the title page of examination questions

NAO "KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY NAMED AFTER S. SEIFULLIN"

**Examination tickets for the discipline**


«\_\_\_\_\_»  
name of the discipline

Compiled by: \_\_\_\_\_  
academic degree, position, full name

Considered at the department meeting \_\_\_\_\_  
protocol № \_\_\_\_\_ от «\_\_\_\_\_» \_\_\_\_\_ 20\_\_ г.

Head of Department \_\_\_\_\_  
academic degree, position, full name

Astana 20\_\_\_\_

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Appendix G (mandatory)

Φ.02.2007-05

Examination ticket form

**NAO "KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY NAMED AFTER S. SEIFULLIN"**

**Department** \_\_\_\_\_


**Discipline** \_\_\_\_\_

**EXAM TICKET #1**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

Compiled by: \_\_\_\_\_  
(signature)                      (Full name)

\_\_\_\_\_  
(date, month, year)

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Appendix 3  
(mandatory)

Ф.02.2007-03

Student Ticket Number Generation Result Sheet Form

**NAO "KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY NAMED AFTER S. SEIFULLIN"**

Student ID card generation results sheet


No.	Full name of the student	Ticket number

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

- 1) Ticket transfer means:
- 2) - Web conference chat - sent to each student individually via file (preliminary verification of ticket delivery);
- 3) 3) WhatsApp - if a group chat is available, with a valid phone number and the student's full last name, first name, and patronymic - sent to each student individually via file;
- 4) 4) Other verified means of communication for sending a file (ticket).

Appendix I  
(required)

Ф.02.2007-06

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### Form of examination and rating report

S. Seifullin Kazakh Agrotechnical Research Institute	S. Seifullin Kazakh Agrotechnical Research Institute
---	---

#### EXAM-RATING FORM / EXAM RATING SHEET

Without taking into account the appeal

\_\_\_\_\_ academic year  
 Faculty \_\_\_\_\_ semester \_\_\_\_  
 OP/Specialty \_\_\_\_\_  
 Item \_\_\_\_\_  
 Credit \_\_\_\_\_

№ п/п	Full name of the student	Group	TC	Exam	Final assessment			
					%	./Digital	Letters	traditional
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Number of students:

Passed:

Of these:

на "A" 0 "A-" 0

на "B+" 0 "B" 0 "B-" 0

на "C+" 0 "C" 0 "C-" 0 "D+" 0 "D" 0

на "F" 0

Didn't show up: 0

Not allowed: 0

Academic performance: \_\_\_\_\_

Quality: \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Teacher \_\_\_\_\_

Examiner \_\_\_\_\_

DSV manager \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First name, last name/full name

First name, last name/full name

First name, last name/full name

First name, last name/full name

M.P.



Appendix K  
(required)

Ф.02.2007-07

Form of examination list (direction)

S. Seifullin Kazakh Agrotechnical Research University

EXAM SHEET № \_\_\_\_\_

(is filed with the main group statement)


academic year \_\_\_\_\_  
OP/specialty) \_\_\_\_\_  
faculty \_\_\_\_\_ semester \_\_\_\_\_  
group \_\_\_\_\_ well \_\_\_\_\_  
department \_\_\_\_\_  
discipline \_\_\_\_\_  
Full name of the teacher \_\_\_\_\_  
(number of credits) \_\_\_\_\_ date \_\_\_\_\_

№	Full name of the student	TC %	Examination assessment E, %/Э, %	Қорытынды баға/ Итоговая оценка			
				%/	credit	Literal equivalent	Traditional

Teacher \_\_\_\_\_  
signature

Senior manager of DSV \_\_\_\_\_  
signature



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Appendix L  
(required)

Φ.02.2007-02

Appeal Application Form

To the Director of the DSV

\_\_\_\_\_

from a student in the group \_\_\_\_\_

Full name \_\_\_\_\_

Statement


I request you to allow my disciplinary appeal. \_\_\_\_\_, date of control \_\_\_\_\_,  
Full name of the teacher \_\_\_\_\_, because I do not agree with the results of the  
inspection:

- 1) 1) By the content of the question/answer: ..... (*Incorrectness of the question/answer, two or more correct answers, absence of a correct answer, etc.;*)
- 2) AND/OR
- 3) For a technical reason:..... (failure of computer hardware or software)
- 4) AND/OR
- 5) 5) *Regarding the cancellation of assessments based on the results of proctoring, since I believe that...*

Date \_\_\_\_\_

Signature \_\_\_\_\_

Appendix M  
(required)

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Φ.02.2007-02

## Form of the Appeal Protocol

NAO Kazakh Agrotechnical Research University named after S. Seifullin

PROTOCOL № \_\_\_\_\_  
\_\_\_\_.\_\_\_\_. 20\_\_\_\_ г.

Department \_\_\_\_\_

### Meeting of the Appeals Commission

Present: members of the appeals commission: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

### AGENDAS:

Regarding the received appeal.

We heard:

.....  
.

### SOLUTION:

1) Opening an electronic journal for assigning a final grade: full name of the student, group, name of the course

Or

2) Opening a retest: Full name of the student, group, name of the discipline

Or

3) Reject the appeal.

Chairman of the Commission: \_\_\_\_\_

Members of the commission: \_\_\_\_\_

\_\_\_\_\_

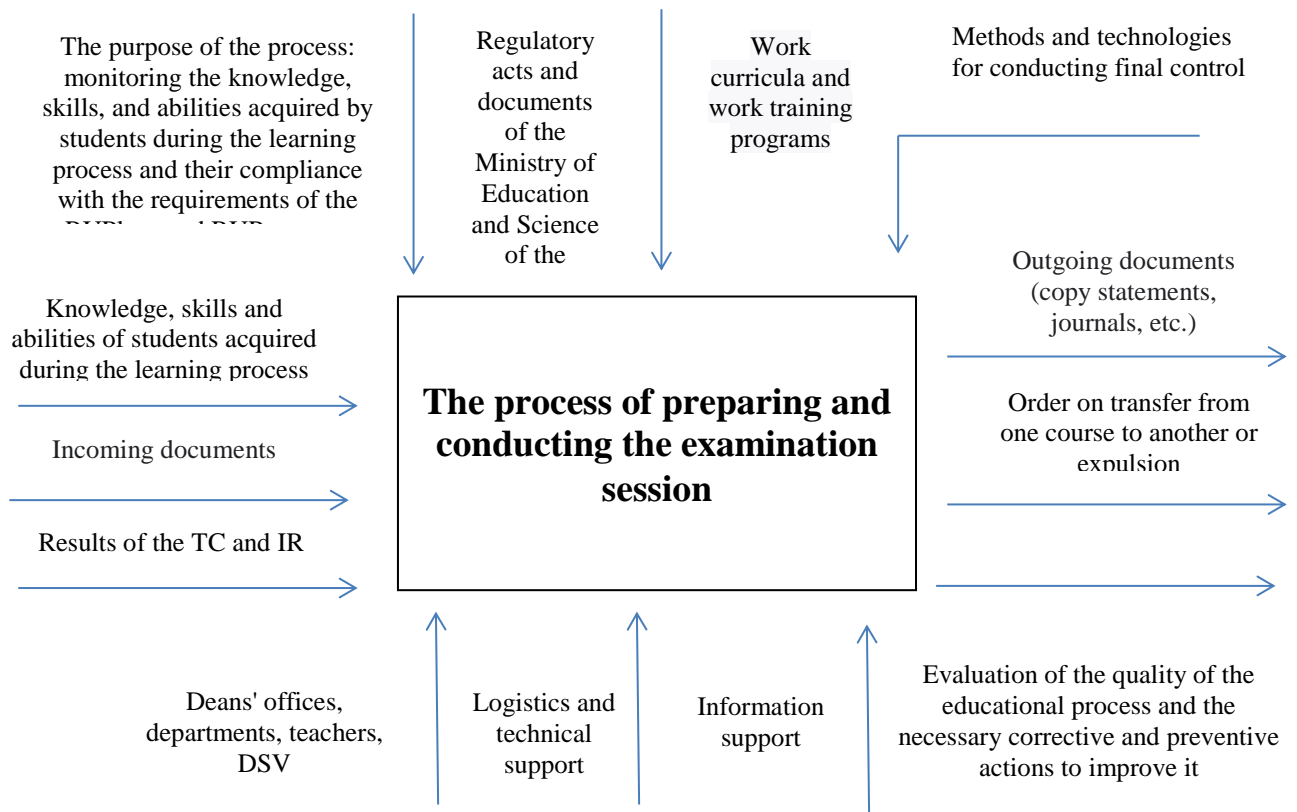
\_\_\_\_\_


Appendix H  
(informative)



Φ.02.2007-15

### Identification of inputs and outputs of the examination session process

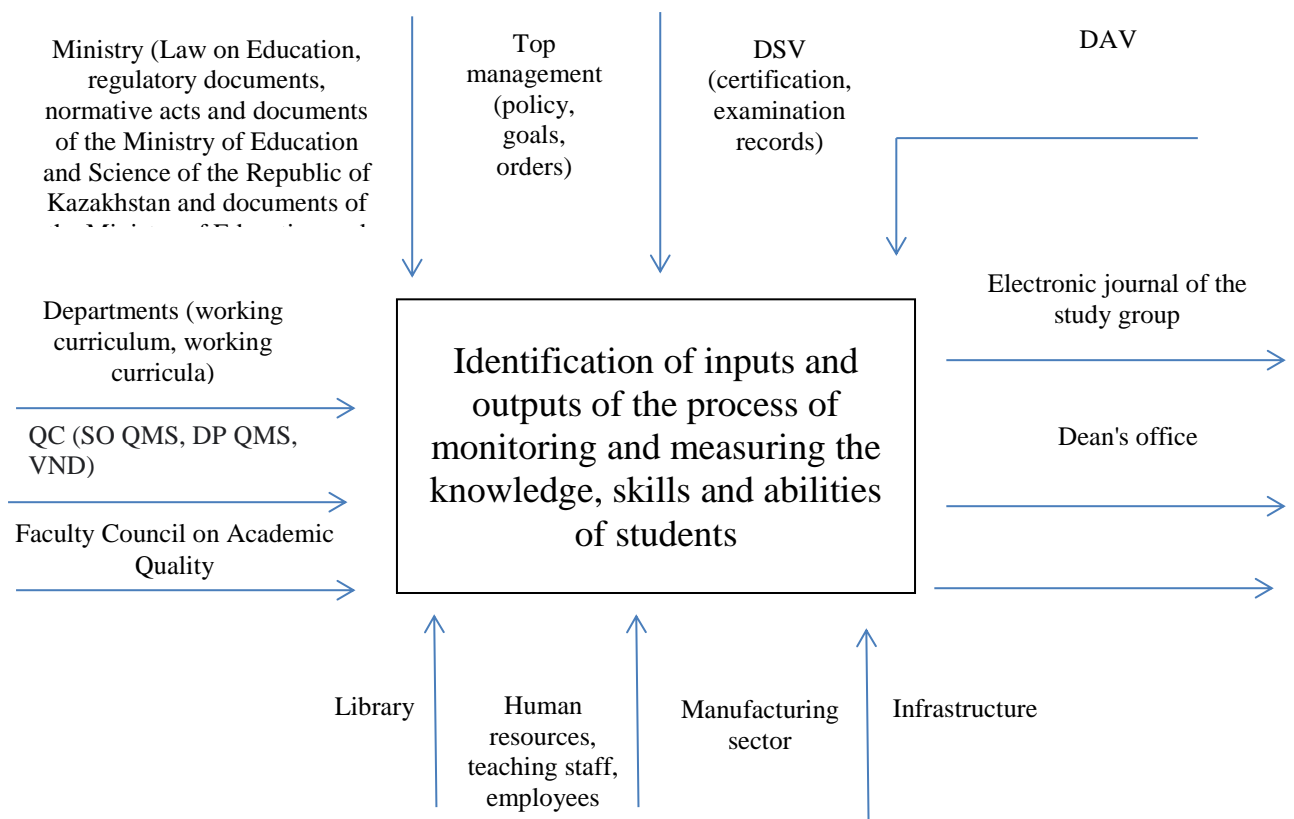



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## Appendix O (informative)

Φ.02.2007-16


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



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**Appendix P**  
Table of activities for conducting midterm assessment of students

Name of the event	Responsible for preparing the material	Deadlines	Note
<b>The procedure for conducting interim monitoring of students' academic performance</b>			
The results of the examinations 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.			
Order of the head of the university on the appeals committee for bachelor's, master's, and doctoral programs for all types of control	DSV (based on the SZ with the relevant content from the heads of the graduating departments with the approval of the dean)	No later than October 10 of the current academic year	
<b>The procedure for conducting the state examination in the discipline "History of Kazakhstan" in higher educational institutions</b>			
Approval of the form of the state examination in the discipline "History of Kazakhstan" by the Faculty Council	Head of the IR Department	No later than December 1 of the current academic year	
Formation of an Order for the State Examination Commission (SEC) for the calendar year for the administration of the state examination in the discipline "History of Kazakhstan"	Dean of the Faculty	No later than December 1 of the current academic year	
Formation of an Order for the Appeals Commission for the discipline "History of Kazakhstan" to conduct an appeal	Dean of the Faculty	No later than December 1 of the current academic year	
<b>Discussion and approval at a meeting of the Faculty Council of the Chairman's report on the work of the State Examination Commission</b>	Chairman of the State Examination Commission	Upon completion of the state exam	The location of the report (in Kazakh and Russian languages) is the IR Department
Transfer of the minutes of the State Examination Commission meeting to the university archive	Head of the IK Department Head of the Archives	Upon completion of the State Examination Commission	

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## Appendix P


### Rating Distribution Table for Management

Grades used at the university (from maximum to minimum positive grade)*	Number of positive ratings given in the reference group	The percentage of each rating in relation to the total number of positive ratings	Cumulative percentage of positive ratings
10	50	5%	5%
9	100	10%	15%
8	350	35%	50%
7	300	30%	80%
6	200	20%	100%
Total	1000	100%	-

## Appendix C






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Appendix U  
(mandatory)

Ф.1.01-03

Change Registration Sheet

Sheet numbers				No. of the notification on the basis of which the change was made	Full name of the person who made the changes	Signature of the person who made the changes	Date of changes
changed	replaced	new	canceled				
1	2	3	4	5	6	7	8
3, 7, 16, 18, 35, 36				Extract №1 от 27.09.2022 г.			
7				Memo № 17198 от 15.11.2022			15.11.2022
8, 9		-	-	Memo № 2885 от 21.02.2023			24.02.2023
5,7,9,10,12,14,15,16				Memo № 8988 от 05.06.2023			12.06.2023
7,8,9,13,14,15,30,33	-	-	-	Memo 1.14.2-20/1510 от 07.02.2024			16.02.2024

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