 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

«APPROVED»
Chairman of the Board-Rector
_____ Y. Zhunussov
« ____ » _____ 2020.

ACADEMIC POLICY OF DISTANT EDUCATION IN NCJSC “SEMEYMEDICALUNIVERSITY”

WORKED OUT:


Director of the department of innovative education A. Myssayev

Director of the department of academic work A. Zhunussova

AGREED:

№ п/п	Position	Name	Date/signature
1	Deputy chairman for academic work	M. Zhanasspaev	« ____ » _____ 2020
2	Director of the Department of Legal and Human Resources	D. Yenikeeva	« ____ » _____ 2020
3	Director of the Department of Strategic Development	Sh. Uisenbayeva	« ____ » _____ 2020

Semey, 2020

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

General Provisions

1.1. This Academic Policy at the NCJSC " Semey Medical University " (hereinafter referred to as the NCJSC "SMU") was developed on the basis of the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III with amendments and additions; Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On approval of the Rules for the organization of the educational process on credit technology of education"; Standards and guidelines for quality assurance systems in the European Higher Education Area; Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of State Compulsory Education Standards of All Levels of Education" dated October 31, 2018 No. 604; Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Model Rules for the Activities of Educational Organizations of the respective Types" dated October 30, 2018 No. 595; Methodological guidance on the work of higher educational institutions in the conditions of academic and managerial independence. Letter of the Ministry of Education and Science of the Republic of Kazakhstan 14-4 / 1369-1 dated December 27, 2018, Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 123 dated 1.04.2020


"On strengthening measures to prevent the spread of coronavirus infection COVID-19 in educational institutions during the pandemic period"

1.2. Academic policy is the rules and procedures in the field of educational activities aimed at the implementation of education in the context of distance learning technologies

1.3. Academic policy is intended for students, faculty, heads of structural divisions of the NCJSC "SMU", organizing the educational process, as well as for a wide range of interested parties.

1.4 Terms and definitions:

- **Multiple-choice questions (MCQ)** - an objective assessment form in which the examiner needs to choose only one correct answer from the options offered in the form of a list;
- **Multi-select questions (MSQ)** - a form of objective assessment in which the examiner needs to choose several correct ones from the options offered in the form of a list.
- **Bachelor's degree** - the level of higher education aimed at training personnel with the award of a "bachelor" degree in the relevant educational program with the obligatory development of at least 240 academic loans;
- **Distance education (DE)** - an independent form of learning, implemented through information technology (mainly the Internet) or other means of providing interactivity;
- **Online proctoring** - a system of verification of personality and confirmation of the results of passing online exams;
- **Proctor** - an examiner-supervisor who monitors the online exam and ensures compliance with the principles of academic honesty;
- **Final Year grade** (hereinafter - FYG) - the criterion for transferring from one course to another for 1-3 year students of the specialty "General Medicine" and 1 year of the specialties "Dentistry", "Pharmacy", "Nursing" with a threshold level of 60% and above ;
- **Final Grade of the discipline** (hereinafter - FGD) - the average weighted assessment of student's academic achievements, consisting of formative (FA) and summative assessments (SA) for the discipline

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

2. Rules for the organization of training in the context of the use of distance education technologies (DET)

2.1. The main task of organizing training in the context of the use of distance education technologies (DET) is to ensure the implementation of State compulsory education standards, curricula, standard curricula, not to reduce hours, to ensure teachers' salaries in accordance with the approved staffing list (rating list);

2.1. During the period of DET, the internal and external mobility of students is suspended at the university;

2.2. It is allowed to postpone disciplines and modules for later periods, according to which the organization of the educational process on the basis of distance educational technologies is impossible;

3. The procedure for organizing the educational process in the NCJSC "SMU"

3.1. The organization of the educational process is carried out in accordance with the established training load, educational programs, with a working curriculum and educational schedule.

3.2. In NCJSC "SMU" training is conducted by using information and telecommunication technologies and telecommunication facilities, implements training programs in accordance with the State Educational Standard, the curriculum and the academic calendar. If necessary, adjustments may be made to the academic calendar, the content of programs, syllabuses, caused by the need to create a flexible organizational form of training.

3.3. To organize the educational process, all participants in the educational process are given access to electronic platforms and other electronic sources for conducting classes (lectures, video lectures, television lectures, independent work, an electronic journal, chat classes, web classes, and other necessary tools).

4. The rules of the work of teaching staff for the period of distance education

4.1. Distance learning format implies independent training of students, for which they are personally responsible. Teachers and the department as a whole are responsible for the materials and blueprints uploaded to KEYPS.


4.2. The head of the department is responsible for the timely loading and completeness of materials.

4.3. The group teacher creates a chat in the WhatsApp application and includes all students in the group. This chat is used for the work of the group, where organizational issues that relate to the teacher and students of the group are resolved. Through this application, teachers can advise students on issues that they encountered during the development of the material.

4.4. The status of the Teacher in the WhatsApp application during classes in accordance with the approved schedule will be "on-line". Interactions between a student and a teacher, consultations that contribute to increasing student achievement and the quality of acquired knowledge, acquired skills can be carried out in this chat.

4.5 In order to optimize the time of the student and teacher, questions can be asked during classes, since the teacher has this time allocated to students. Students can also ask a chat question outside of this time, but then the teacher can answer them at any free time for him.

4.6. Chat times are limited from 8.00 - 16.00 (working hours). If the lesson is scheduled at a different time (for example, until 18.00), then the chat time corresponds to this time.

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

4.7. The teacher and the group can organize a Skype session (Skype, WhatsApp group call, zoom, or using another application) if the educational process requires it. The absence of a student in a Skype session is considered as a missed, but does not require retaking. Skype session time is during scheduled classes. At other times, a skype session can be arranged by agreement between the group and the teacher. The need for a Skype session is determined by the needs of the teacher and students. Skype session is considered as a discussion platform for question and answer, when students and the teacher can "work live". If necessary, the teacher and the group can use e-mail and other means of communication

4.8. The teacher monitors the process of mastering the material of the lesson by working in the working chat of the teacher and the group.

4.9. If necessary, the teacher can call students for an oral survey of previous topics during the lesson according to the schedule. Students must answer the teacher's call. If for any reason the student was not able to answer the teacher's call, then he is obliged to call him back until 6 p.m. of the current day. If the student did not answer the question correctly or did not call the teacher back, the teacher records it. If there are two such cases, the teacher informs the tutor and the school about such a student.

4.10. The tutor takes measures to clarify the reasons for the lack of communication with the student and informs the school (Deputy Dean) about the measures taken.

5. Monitoring the work of group chat and the teacher within the framework of Distance education control

5.1. Providing access to the Internet for distance learning for a student is the responsibility of the student at the place of his dislocation. When a student lives in a dormitory of the University, Department of digital technologies is responsible for access to the Internet.

5.2. Teachers, in the created distance learning chats with the group, must add the group tutor and the monitoring person.

5.3. The inclusion of tutors and a monitoring person in the chats of teachers and groups of students is carried out in order to monitor student activity and the distance learning process in general.


5.4. Monitoring should be carried out both to control the pedagogical load of teachers, and to collect material for reporting distance learning transmitted to the Ministry of Education and Science of the Republic of Kazakhstan (paragraph 2, paragraph 11 Order No. 108 of the Ministry of Education and Science of the Republic of Kazakhstan dated 14.03.2020).

5.5. The teacher notes the presence of students in KEYPS after the end of the lesson, making sure that the student is studying remotely (participates in roll call and actively works in chat).

5.6. The main task of the teacher is to control the process of students self-mastering the material.

5.7. Chat work is mainly carried out during group occupation, according to the schedule in KEYPS. The teacher can organize the work of the chat at his discretion, alternating a period of active work with a passive one (the time it takes for students to work independently). At the same time, active work in chat means the teacher's answers to students' questions, students' answers to teacher's questions, discussion, clarification, discussion, etc. By the passive part of the work is meant the student's work on the teacher's task, time for independent study of the new and consolidation of the material passed, preparation for formative assessment, etc.

5.8. Monitoring by tutor and the monitoring person is carried out passively, without wedging into the educational process and the work of the teacher with the students of the group.

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

5.9. It is recommended to alternate the active and passive part of the chat. However, during the active work in the chat, the teacher is obliged to answer the students' questions.

5.10. The monitoring person pays attention to the active discussion in the chat, to students' questions and the answers of teachers.

5.11. In the absence of a teacher's answer to students' questions (until the end of the day) or passivity of chatting, the monitoring person informs the head of the department about this. In this case, the head of the department should take measures to strengthen the work of the teacher in the chat.

5.12. The group's tutor monitors the online activity of students in his group and, if necessary, contacts each student to find out the reasons, conduct explanatory work and activate the student's online activities. The tutor is responsible for the participation of students of his tutorial group in distance learning.

5.13. Every week on Friday until 3 p.m. the monitoring person sends a scan Pdf-version of the completed report form (Appendix 1) to the appropriate deputy dean of the school by e-mail. The name of the file to be sent must contain "specialty_group_names of discipline_date".

6. Missing classes

6.1. If the student has registered absent for a disrespectful reason, in total more than 30% of the discipline (committee), then he is not allowed to the summative exam and passes the discipline (committee) again.

6.2 If a student has registered absent for a disrespectful reason for a total of less than 30% in discipline (committee), then he is allowed to take a summative exam. At the same time, the risk of getting a low score increases.

6.3 If a student has registered absent for a valid reason for discipline (committee), regardless of the number of missed classes, he is allowed to take a summative exam. In this case, the student should not have not retaken formative exams.

6.4 If a student missed a formative exam for technical reasons (they turned off the light, there is no connection, etc.), then he should notify the chief specialist of the office registrar on the same day (the day of the formative exam) by sending a message, indicating the name, course, group, specialty, formative exam module and reason. Based on this message, the chief specialist will later appoint the registrar's office.

6.5. If there was no such message on the day of passing the formative exam, then in the subsequent formative exam is not retaken and remains "0".

6.6 Also, formative exam is not retaken due to the fault of the student (he forgot, did not know, etc.) or for disrespectful reasons, set to "0".

7. Formative exam procedure


7.1. Log in to the system using personal details (login - IIN, password - set individually).

7.2. Go to the timetable (Learning Activities> Timetable).

7.3. Find the current date, and click on the colored block with the subject.

7.4. To study all learning tasks at all levels, as well as handouts attached to them, video / audio lectures and other materials.

7.5. On a certain day, log into a formative exam, in accordance with generally accepted instructions.

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

7.6. In accordance with the schedule of formative examinations in the discipline, formative exams are independently appointed by the office registrar or teachers from 00:00 to 23:59 of the current day.

7.7. The student is given 24 hours to complete the electronic testing. During this period, the student can enter the system at any time convenient for himself, pass the test, or supplement the answers given earlier

7.8. During the period of remote study of the discipline, the student is required to pass all the designated formatted exams. Otherwise, the student is also not allowed to the summative exam.

7.9. For the period of distance learning and formative exams, measures are introduced for increased control of authorization in the KEYPS system with fixing the date and time of entry, time of use in the system, fixing other system information that allows identifying the user authorized for the exam.

7.10. The facts of passing formative exams for another person will be recorded, and the participants of the violation will be punished in accordance with the internal rules of the university and the principles of academic honesty.

7.11. The final grade of the discipline (FGD) is calculated by the following formula:

\

Final grade of the discipline = formative exam mark (30%) + summative exam mark (70%)

7.12. For the period of distance learning for students of **4-7 courses**, adjustments are made to the formula for calculating the formative assessment. The formative exam consists of two parts: testing in the KEYPS system and assessment of student preparation. Formative exam grades are calculated using the following formula:

Assessment of formative exam (30%) = assessment of student preparation (15%) + average mark of formative testing in KEYPS (15%)

7.12.1. Assessment of student preparation is carried out on the KEYPS checklist, which consists of three items:

1. The degree of preparation of the student for the lesson - rating scale of 1-10 points.
2. Student's activity during the discussion of the topic of the lesson - rating scale of 1-10 points.
3. The degree of usefulness in the discussion of each student - rating scale of 1-10 points.

7.12.2. According to these points, each student in a group is evaluated by the teacher once before formative testing (for the entire period between formative assessment). In this case, the assessment is carried out by the teacher, based on personal pedagogical experience and the prevailing subjective opinion about the student during CBL sessions on the lessons.

7.12.3 This assessment is carried out in all disciplines (corridor and cycle). Video on assessing the preparation of students of teaching staff in addition.

7.13. For the distance learning period for 1-3 year students, the formula for calculating the formative assessment remains the same and is calculated according to the following formula:

Formative exam mark (30%) (1-3 course) = average mark of formative testing in the KEYPS system

7.14 If necessary, departments and directors of disciplines can include an assessment of student preparation in the assessment of a formative exam at other courses than is prescribed in clauses 7.12 and 7.13 after approval.

7.15. Formative testing (FT) is carried out according to the schedule in KEYPS.

The format testing algorithm for employees of the registrar's office is presented in table 1.

Table 1

Day	Participa	Stage	Start	End	Comments
1 day before formative testing	Office registrar	Open formative testing for students		21:00	Toopenaccess

An algorithm for formative testing for teaching staff is presented in table 2

Table 2

Day	Participan	Stage	Start	End	Comments
3 day before formative testing	Teacher	Submitting formative testing questions in KEYPS			Teachers must submit questions to KEYPS at least three days before formative testing starts


An algorithm for formative testing **for students** is presented in table 3

Table3

Day	Participant	Stage	Start	End	Comments
The day of	Student	Takeformative testing	0:00	23:59	It is possible to enter, finalize, change answers during this period of time

7.16. Formative testing is carried out once. The mark received for formative testing is not retaken, it does not increase. Students should strive to get the highest score possible. For this, the time for passing formative testing is increased to 24 hours, during which the student can answer questions and make corrections if necessary. In fact, the student's assessment of formative testing will be recorded in KEYPS.

7.17 Formative assessment itself must be regarded not only as an assessment tool, but also as a teaching method when questions are offered and students must find answers to

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

them within 24 hours.

7.18. Mastering the material and passing the formative assessment to a high score increases the student's chances of passing the summative assessment positively, but does not completely guarantee the latter!

8. Summative examination in the conditions of Distant Education (undergraduates)

8.1 Conducting summative examinations in the conditions of distance education imposes certain requirements, for example, such as meeting the conditions of automatic or synchronous proctoring.

8.2 The main task of proctoring systems is to confirm compliance with the exam regulations in automatic or semi-automatic modes through access to the webcam, microphone and user's desktop, as a real controller (proctor) would do, in our case, the examiner, if he exam.

8.3 For more detailed instructions on the implementation of proctoring will be done by the Digital Technology Department of the university. After there will be held training seminars. Links to explanation of the meaning of proctoring:
<https://www.coursera.org/lecture/howtomoooc/liektsiia-proktoringh-yfbRI>

8.4 Summative examinations are conducted in the format developed by the department (or directors of disciplines) for each cycle or corridor discipline, clerkship. The percentages of the theoretical and practical parts of the summative exam remain unchanged, i.e. the same as the department declared before the DE (distant education) (Appendix 1- will be developed by schools).

8.5 The approved schedule of exams for the information of students is provided on the official website, via WhatsApp and Telegram. The responsible person is the deputy deans of the schools. Additionally, the schedule will be placed on the KEYPS schedule by director of the committee/responsible person for discipline.


8.6 The summative exam may consist of computer testing, a structured oral exam, written work, or their combination. One of the stages can be submitted to the session time, the second can be passed at the end of the cycle (at the last lesson). Another option is to carry out 2 stages at the end of the cycle. The option of conducting summative exam is chosen by the director of the discipline together with the departments (integrated program) or the department (not integrated program), which must be agreed with the dean of the school.

8.7 If in the discipline the practical part of the exam consists of practical skills that cannot be assessed during a structured oral exam, requires special equipment, then this part of the exam is postponed to the next school year (may be during adaptation week) for non-graduate students, when full-time education is possible. Then it will be issued in the form of a separate committee, which will be evaluated separately (this will be an independent discipline) and its result will affect the appointment of a scholarship in the winter of the next school year.

8.8 Stage - computer testing.

8.8.1 At this stage, 50 questions of the MCQ, MSQ format, pair selection are submitted. Tests are compiled according to the learning objectives from blueprints of the topics covered to the high and middle levels. Test items which were not in the blueprints are not allowed for testing.

8.8.2 Proctoring at this stage consists in a time limit (time pressure), as well as mainly using questions of the MCQ, MSQ format, pair selection. The time allotted for the delivery of computer testing will be informed additionally (taking into account the requirements of proctoring).

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

8.9 Stage - A structured oral exam.

8.9.1 To implement the second stage of the summative exam in the format of DE, both the student and the teacher need a personal computer or laptop and reliable Internet. The personal computer should be equipped with a web camera, microphone and speakers (headphones). In a laptop, the camera and microphone must be working. If at the stage of distance learning the communication level is weak, then the student must make sure in advance that there is good quality Internet for the period of the second stage. These are 2 mandatory requirements for passing this stage of the summative exam!

8.9.2 Automated proctoring will be carried out using special software to exclude cheating.

8.9.3 During the exam, the student must always be in front of the camera. The student is not allowed to look away, leave the camera's field of view, turn his head, look away from the computer screen and camera, use other devices (or open tabs) to find the answer to the question. It is also forbidden to be outsiders in the room when the exam is taken.

8.9.4 After the student has received the assignment, if necessary, he prepares for 1-2 minutes and begins to respond. For these 1-2 minutes there is no need to write the whole answer to the question, but it is necessary to outline a plan of the answer, according to which the student will answer. In this case, the answer plan can be written with a pen on a blank sheet of paper, which the student shows to the examiner before the answer itself. This is done in order to make sure that the response plan has just been drawn up and has not been prepared in advance.


8.9.5 The stage involves the assessment of cognitive skills by solving the presented cases with a checklist of an oral structured exam, or objectively structured clinical exam OSCE (OSPE). In the latter case, the case will be virtual, or the case will be with a standardized patient (SP), which is the teacher. The number of cases on the ticket is set by the coordinators together with the departments independently, but at least 2 cases on one ticket. The main goal is to observe the uniform complexity of tickets among themselves. Each case is accepted by one examiner, judging by the principle of "one case - one check list". The examiner independently connects students sequentially using the online platform (BBB), either zoom, or another suitable application. When passing the integrated discipline (1-3 courses), all examiners accept the answer and fill out the checklist collectively. When passing a clinical discipline in the 4th-5th year of a theoretical, non-integrated discipline, one examiner takes the answer and fills in his checklist.

8.9.6 Cases are compiled according to the learning objectives of the blueprints of the topics studied. Cases on learning tasks that are not in blueprints are not allowed.

8.9.7 Connection of group students is carried out by the teacher (examiner) independently. The examiner also regulates the procedure for connecting students. If necessary, students can be randomized to take the exam. Departments are advised to conduct a preliminary check of communication with each student in order to eliminate possible technical problems. At the pre-examination consultation, it is necessary to work out proctoring with students. This will allow the teacher and students to navigate and conduct the exam itself at a high level.

8.9.8 Synchronous proctoring at this stage of the summative exam is as follows:

1. The student names his name, group, course, specialty, exam, which passes.
2. The student shows on the camera a document proving his identity.
3. The student shows his room by turning the webcam 360 degrees. If it is a laptop, then the student shows the room, turning the laptop. The teacher makes sure that there is no one in the room, the student is alone.
4. The student shows the table, we make sure that there is nothing superfluous, only what is allowed - a pen, a blank sheet, a computer.

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

5. The student shows the desktop of the computer by demonstrating a screen - the examiner makes sure that all tabs are closed, except for the tabs required for passing the summative exam.

6. The student should be in the camera during the response, and the examiner should see not only the face of the examinee, but also his hands, to exclude their use for cheating

8.9.9 Upon completion of the structured oral examination, the student is announced the grade from the checklist and, if necessary, is given a short feedback from the examiner.

8.9.10 During the passing of a structured oral exam, a video is taken from the moment the student connects to the examiner until the end of the exam. This video will be used during the appeal (if there will be any).

8.10 Verification of written work

8.10.1 This format can be used in disciplines, where students by the end of the discipline are preparing some kind of “product” of their own. This can be a literary review, an article (scientific publication), a protocol of a planned research, a protocol of some project, etc., that is, a “product” that a student creates with his intellectual work.

8.10.2 A prerequisite for using this format:

1. Verification of written work through the system of verification of the borrowed text "Anti-plagiarism";

2. "Blinding" of examiners checking this work;

3. Independence of examiners - examiners should check the work of students from whom they did not teach, i.e. initially not familiar with the “product”.

4. Collegiality of assessment - at least 2 teachers independently check the work, put their grades on the check list in KEYPS. KEYPS then derives the average score from exam scores.

8.10.3 Criteria, requirements for verifying written work through the Anti-Plagiarism verification system are described in the Regulation on the Anti-Plagiarism program.

8.10.4 The above conditions make it possible to fulfill the conditions of academic honesty.

8.10.5 Chairs, directors of disciplines, coordinators can additionally apply procedures that increase academic honesty and transparency.

8.11 Ticket randomization

8.11.1 A ticket with a set of cases is distributed to students randomly. The department needs to determine from the number of employees the person responsible for randomization. This person will be responsible for the correctness of the randomization procedure and its secrecy.

8.11.2 Randomization is carried out using online random number generators:

- <https://random.org> (English version)
- <https://randstuff.ru/number/>
- <https://randomus.ru/>
- <https://generator-online.com/numbers/>
- <https://calculator888.ru/generator-sluchajnyh-chisel/>

8.11.3 Departments randomize themselves. Confirmation documents for randomization should be kept at the department for 1 year and, if necessary, should be submitted.


8.11.4 Randomization can be applied for the following:

1. Distribution of tickets among students - required

2. Distribution of the examiner and the examinees - at the discretion of the departments

3. The distribution of the students passing the exam within the group (within the stream) - at the discretion of the departments

8.11.5 Initially, a list of students passing the exam is formed at the department. Next, a list of tickets by numbers is formed. Then, the person responsible for randomization (from the department) forms a sequence of random numbers using a random number generator. Each

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

number in this series corresponds to a ticket number. The responsible person puts down the received numbers from a row to the list of students from the first to the last one in a row, without gaps.

8.11.6 If the number of students passing exam is greater than the number of tickets, then the randomization procedure can be repeated.

8.11.7 If students pass the exam on different days, then randomization is carried out for each day (if necessary, for each stream).

8.12 Academic Honesty during online examination

8.12.1 The implementation of the proctoring system will allow to maintain the academic honesty of passing summative exams. It is the main measure to ensure academic integrity during the session.

8.12.2 In addition, videos of student responses will be randomly viewed (selectively, not massively). The purpose of the spot check is to make sure the honesty of the exam, not in the content and correctness of the answer, but in the absence of cheating during the exam. This measure is complementary to proctoring.

8.12.3 During the summative exam, it is strictly forbidden to use: the Internet (using extraneous tabs to search for information on a question / case), cell phones, smartphones, tablets, smart watches, and other electronic devices (for searching information on a question / case); abstracts, cheat sheets and other types of storage media; the presence in the room at that time of unauthorized persons assisting in the search for information on the issue / case.

8.12.4 If these facts are discovered by the examiner (proctor), an electronic act is drawn up to remove the student from the exam for violation of the Academic Honesty Policy, with the subsequent cancellation of the exam results and a rating of "0".

8.12.5 When deciding on an exam for another student or otherwise using another student's account during the exam, the result is canceled by both students with the preparation of an act of removal from the exam.

8.12.6 If the student is removed from the summative assessment for violation of academic honesty, the student is not allowed to the subsequent stages of the summative assessment, and remains for the summer paid semester for discipline/committees/clerkship. At the same time, the materials are transferred to the Anti-Corruption Committee to resolve the issue of academic honesty of the teacher and student and to make measures regarding their impact.

8.13 If there is a good reason for the student to miss the summative exam (being in hospital, the occurrence of emergency events: natural disasters, accidents, etc.), the group monitor or tutor must inform the director of the discipline/committee/clerkship and the school about the incident in any way possible (by telephone, etc.) with the provision of documents confirming this fact within three days. In this case, the student, by order of the dean, together with the registrar's office, sets an individual schedule for passing the exam.


8.14 Rules for an appeal

8.14.1 A student who does not agree with the result of the summative examination, no later than at 12.00 the next working day, shall submit an appeal statement addressed to the chief specialist of the Office - registrar (Appendix 2).

8.14.2 The scanned version of the application signed by the student is sent to the email address of the office - registrar: registrar@nao-mus.kz.

8.14.3 An appeal is considered only if in the application the student points out the incorrectness of the issue or its inconsistency with the learning objectives of the blueprints.

8.14.4. After 12.00 a.m. of the next working day after the summative examination, the Office Registrar specialist draws up a list of students who filed an appeal, and transfers one copy to the appropriate school.

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

8.14.5 By order of the Chairman of the Board - Rector, an appeal commission is formed consisting of the Deputy Chairman for academic work, the dean of the relevant school, a member of the Anti-Corruption Committee, representatives of the SSU. Also, the director of the committee/discipline, the teacher of the committee/discipline, who took this question on the summative exam, is also involved in the work of the commission.

8.14.6 The responsibility for notifying the date of the appeal of the director of committee / discipline, the teacher of committee/discipline, who took this question on the summative exam, lies on the Registrar; a member of the Anti-Corruption Committee, representatives of the SSU and students - to the School.

8.14.7 The registrar's office prepares for the date of the appeal all the necessary documents (examination sheets or statements with the results of the summative exam, as well as the appeal lists).

8.14.8 During a meeting of the appeal commission, the content of checklists, student response sheets (if any) and the video from the student's response are examined, each item specified in the appeal statement is disassembled.

8.14.9 The Commission collectively decides. If necessary, the appeal commission may hold a Zoom session with the student who filed the appeal to clarify the nuances of the application.

8.14.10 At the end of the work of the appeal commission, the executive secretary draws up a protocol of the meeting of the appeal commission, indicating the number of applications examined and made on each decision. One electronic copy of the minutes of the meeting is handed over to the Chairman of the Anti-Corruption Committee, the second (electronic) is stored in the Office Registrar for 1 year, then it is archived.

8.14.11 A student who has filed an appeal shall be informed by the executive secretary of the decision of the appeal commission.

9. Annual exam (Year Exam)


9.1 The Year Exam (YE) is the final exam and is designed to control knowledge gained by students 1-3 courses of the specialty "General Medicine" and 1 course of the specialties "Dentistry", "Pharmacy", "Nursing" for the current academic year. The main goal of the YE is to identify students who have sufficient knowledge to continue their studies at a medical university, and who do not have a second course of study.

9.2 Students with current academic debts are not allowed to YE. Such students will pass the YE after the elimination of academic debt on an individual schedule.

9.3 For students 1-3 years of specialty "General Medicine" and 1 year of specialties "Dentistry", "Pharmacy", "Nursing" the following rules are established: if each FGD in the course for basic and specialized disciplines, included in YE (Appendix 3), is equal to or higher than 80%, then the student does not pass the YE, because his achievements on the basis of the assessment for discipline are considered successful. Students who have scored less than 80% in at least one of the committees/disciplines, included in YE (Appendix 3), will pass the YE, after which the Final Year Grade (FYG) is considered.

9.4 FYG consists of a weighted average score for basic and specialized disciplines according to Appendix 1, its specific gravity is 60% and annual exam assessment (YEG) is 40%. It is possible to round the FYG according to the following: 59.49 and below - up to 59; 59.50 and above - up to 60 points

$$FYG = \frac{\sum(C * FGD) * 0,6}{\sum C} + (YEG * 0,4)$$

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

FYG – final year grade, FGD – final grade of the discipline, C – credits of the discipline, YEG–Year exam Grade

9.5 FGD - the average weighted assessment of student's academic achievements, consisting of formative (FA) and summative assessments (SA) for the discipline and calculated according to the following formula: $FGD = FA * 0.3 + SA * 0.7$

9.6. Based on the FYG, students are transferred to the next course of study. The criterion for transferring from one course to another at the courses under consideration is an FYG of 60 points or more.

9.7 If the FYG is less than 60%, the student is required to retake the annual exam. If the student has not scored 60% of the annual mark after retake, the student is considered not to have mastered the annual training program, is deprived of a state grant and is subject to deduction or has the right to master the course program again on a paid basis.

9.8 The criterion for the program for the 2019-2020 academic year is for 4-year students of GM, 2–3 courses in Nursing, 2–4 courses in Pharmacy, 2–4 courses in Dentistry is considered successful passing exams during summer session. The criterion for transferring from one course to another is ATS (annual transfer score), a weighted average FGD score of 60 points or more.

9.9 Annual (Year) exam format.

9.9.1 Testing with automatic proctoring.

9.9.1.1 At this stage, 80-100 questions of the MCQ, MSQ format, and selection of a pair are submitted. Tests are compiled according to the learning objectives from blueprints of the topics covered to the high and middle levels.

9.9.1.2 The number of questions and tests provided for the annual exam from the directors of the committee/discipline varies depending on the number of credits in the committee/discipline.

9.9.2 Structured oral exam in the absence of automatic proctoring.

9.9.2.1 It is used to assess the cognitive field of knowledge and gives the examiner the opportunity to study the depth of students' knowledge, as well as the ability to express them accurately and competently.


9.9.2.2 The oral response to the exam should be clearly structured (according to a check list). Checklists must be prepared by committee directors (on an integrated program) or disciplines directors (on a non-integrated program).

9.10 Organization of the year exam in the format of a structured oral exam.

9.10.1. The annual exam in the DE format is implemented with distance exams in the online mode, while both the student and the teacher need a personal computer or laptop and reliable Internet. The personal computer should be equipped with a web camera, microphone and headphones. In a laptop, the camera and microphone must be working. If the level of communication is weak at the stage of distance learning, then the student must make sure in advance that the Internet is of good quality during the course of the ET. These are 2 mandatory requirements for passing the YE.

9.10.2. The year exam includes all committees/disciplines in accordance with Appendix 3.

9.10.3. The examination ticket for 1-2 courses of the specialty "General Medicine" and 1 course of the specialties "Dentistry", "Pharmacy", "Nursing" consists of 3 questions; on the 3rd year of the specialty "General Medicine" - from 3 cases. The directors of the committees prepare questions / cases according to the learning objectives from the blueprints of the topics studied. Responsibility for the collection and systematization of questions / cases regarding prerequisites (a list of questions must be worked out with the coordinator of the next year of study) rests with the coordinators of the year of study. Questions should be distributed in such a way as to ensure uniform complexity of tickets among themselves and minimize the effect of the "luck factor".

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

9.10.4. A ticket with questions is distributed to students randomly (depending on the stream). Randomization is carried out using online random number generators.

- <https://random.org> (English version)
- <https://randstuff.ru/number/>
- <https://randomus.ru/>
- <https://generator-online.com/numbers/>
- <https://calculator888.ru/generator-sluchajnyh-chisel/>

9.10.4.1 Deputies dean of the school dean randomizes themselves. Initially, a list of course students who pass the exam is formed. Next, a list of ticket numbers is formed. Then the deputy dean forms a sequence of random numbers using a random number generator. Each number in this series corresponds to a ticket number. The obtained numbers from the series are put down in the list of students from the first to the last one in a row, without gaps. If the number of students passing is greater than the number of tickets, then you can repeat the randomization procedure. The randomization procedure for each stream is carried out separately.

9.10.4.2 Supporting documents for randomization should be kept by the Deputy Dean of the school for 1 year and, if necessary, should be submitted. The file with the results of randomization is classified and stored in an inaccessible place until the day of the exam. The responsibility for the secrecy of the randomization file lies to the deputy dean. 30 minutes before the start of the exam, a file with the results of randomization is transmitted to the coordinators of the training years, which are sent to the examiners.

9.10.4.5. To conduct the YE, a group of examiners is formed from among the teaching staff of basic and specialized departments - 3 teacher-examiners in each exam group (hereinafter - the EG). EGs are also divided into languages of instruction. Responsibility for the formation of the EG lies to the coordinators of the years of study.


9.10.4.6. The students of the group are connected by one of the teachers (examiners) independently. Next, students will be connected in series to the created conference session. The examiner also regulates the procedure for connecting students.

9.10.4.7 If necessary, students can be randomized to an exam order. Departments are advised to conduct a preliminary check of communication with each student in order to eliminate possible technical problems. At the pre-examination consultation, it is necessary to work out proctoring with students. This will allow the teacher and students to navigate and conduct the exam itself at a high level.

9.10.4.8. A prerequisite for conducting year exam in the context of distance education is compliance with proctoring. The main task of proctoring systems is to confirm compliance with the exam rules in automatic or semi-automatic modes through access to a web camera, microphone and user's desktop, as a real controller (proctor) would do, in our case, an examiner, if he takes the exam physically.

9.10.4.9 Synchronous proctoring for year exam is as follows:

1. The student names his name, group, course, specialty, exam, which passes.
2. The student shows on the camera a document proving his identity.
3. The student shows his room by turning the webcam 360 degrees. If it is a laptop, then the student shows the room, turning the laptop. The teacher makes sure that there is no one in the room, the student is alone.
4. The student shows the table, demonstrating that there is nothing superfluous, only what is allowed - a pen, a blank sheet, a computer.
5. The student shows the desktop of the computer by demonstrating a screen - demonstrating that all tabs are closed.

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

6. The student should be in the camera during the response, and the examiner should see not only the face of the examinee, but also his hands, to exclude their use for cheating. It is also forbidden to be outsiders in the room when the exam is taken.

9.10.10 After the student has received the assignment, if necessary, he prepares for 1-2 minutes and begins to respond. For these 1-2 minutes there is no need to write the whole answer to the question, but it is necessary to outline a plan of the answer, according to which the student will answer. In this case, the answer plan can be written with a pen on a blank sheet of paper, which the student shows to the examiner before the answer itself. This is done in order to make sure that the response plan has just been drawn up and has not been prepared in advance. The total response time is calculated at the rate of 10 minutes per 1 question / case.

9.10.11 During the course of the YE, a video is taken from the moment the student connects to the examiner until the end of the exam. This video will be used during the appeal (if there will be any).

9.10.12 Upon completion of a structured oral exam, the student is announced the grade from the checklist and, if necessary, gives short feedback from the examiner.

9.10.13 In order to put Year Exam grade in the KEYPS system, it is necessary to create the discipline "Year Examination" for 1-3 courses of the specialty "General Medicine" and 1 course of the specialties "Dentistry", "Pharmacy", "Nursing" with the corresponding assessment model.

9.10.14 In case that the student believes that the question on the ticket was incorrect, does not meet or only partially meets the objectives of learning from blueprints, he has the right to fill an appeal no later than 12:00 a.m. the next working day addressed to the dean of the school (Appendix 4).

9.10.14.1 The application must indicate the name, group, course, specialty, ticket number and state the meaning of the appeal (with which the student specifically disagrees).

9.10.14.2 The scanned version of the application signed by the student is sent to the email address of the corresponding deputy dean of the school:

1. 1-2 courses of the specialty "General Medicine" - aktoty.buzheyeva@nao-mus.kz

2. 3 course of the specialty "General Medicine" - assem.uristemova@nao-mus.kz

3. 1 course of specialties "Dentistry", "Nursing" - elmira.zhakupbekova@nao-mus.kz


4. 1 course of the specialty "Pharmacy" - zhulduz.shuakbayeva@nao-mus.kz

9.10.14.3 An appeal is considered only if in the application the student points out the incorrectness of the question or its inconsistency with the learning objectives of the blueprints.

9.10.14.4 After 12.00 the next working day after the ET, the deputy dean of the School draws up a list of students who have filed an appeal, and sends one copy to the Registrar Office.

9.10.14.5 By order of the Chairman of the Management Board - Rector, an appeal commission is formed consisting of the Deputy Chairman of the Management Board for academic work, the dean of the relevant School, a member of the Anti-corruption Committee, representatives of the SSU. Also, the director of the committee/discipline, the teacher of the committee/discipline, who took this question on the summative exam, is also involved in the work of the commission.

9.10.14.6 The responsibility for notifying the date of the appeal of the director of committee / discipline, the teacher of committee / discipline, who took this question on YE, rests with the Registrar; a member of the Anti-Corruption Committee, representatives of the SSU and students - at the School.

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

9.10.14.7 The registrar's office prepares for the date of the appeal all the necessary documents (examination sheets or statements with the results of the YE, as well as the appeal lists).

9.10.14.8 During a meeting of the appeal commission, the contents of checklists, student response sheets and a student's response video are examined; each item specified in the appeal statement is analyzed.

9.10.14.9 The Commission collectively decides. If necessary, the appeal commission may hold a Zoom session with the student who filed the appeal to clarify the nuances of the application.

9.10.14.10 At the end of the work of the appeal commission, the executive secretary draws up a protocol of the meeting of the appeal commission, indicating the number of applications considered and the decisions made for each. One copy of the minutes of the meeting is handed over to the Chairman of the Anti-Corruption Committee, the second is stored in the schools for 1 year, and then is archived.

9.10.14.11 If the decision of the Appeal Committee meeting reconsiders the student with the FEG, then the appeal list is issued, in which the dean of the relevant School, the director of the committee / discipline, and the teacher for committee / discipline who accepted this question on the YE put their signatures.

9.10.14.12 A student who has filed an appeal shall be informed by the executive secretary of the decision of the appeal commission.

9.10.15 In order to ensure a uniform load on the EG, on the basis of the list of EG provided by the coordinators of each years, the schools draw up a schedule for the annual exam and submit them for approval to the Deputy Chairman for academic work.

9.10.15.1 Duration of one online session (one examiner and one ticket) - no more than 30 minutes (10 minutes per question / case). The approved schedule of exams for the information of students is provided on the official website, through WhatsApp, Telegram. Responsibility lies to the deputy deans of the schools. Additionally, directors of committees are responsible for discipline / directors place it on the KEYPS schedule.

9.10.16 If KEYPS has the function of automatically uploading the results of the YE upon request, the methodologist and deputy dean of the School within 3 working days after the FYG upload the results of the ISS for each course by profession.

9.10.17 If KEYPS doesn't have the function of automatically uploading the results of YE upon request, the Office Registrar within 2 working days after the YE unloads the results of the FYG for each course by profession and transmits them to the appropriate deputy dean of the school an electronic version (an additional version with a signature is provided by Chief Specialist of Office Registrar).


9.10.18 On the basis of the list uploaded, the school forms the school's decision on transferring students who have reached FYG 60% or more to the next course within 2 working days.

9.10.19 An academic department, based on the decision of the school, creates an Order of the Chairman of the Board - Rector on the transfer of students who have reached the FYG of 60% or more to the next course within 2 working days.

9.11 Ensuring an academic honesty in online examinations.

9.11.1 The implementation of a proctoring system is the main measure to ensure academic honesty during the completion of the YE.

9.11.2 During the YE, it is strictly prohibited to use: the Internet (using extraneous tabs to search for information on a question / case), cell phones, smartphones, tablets, smart watches, and other electronic devices (for searching information on a question / case); abstracts, cheat sheets and other types of storage media; the presence in the room during the YE of unauthorized persons assisting in the search for information on the issue / case. If these facts are discovered by the

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

examiner (proctor), an electronic act is drawn up on the removal of the student from the YE for violation of the Academic Honesty Policy, with the subsequent cancellation of the results of the YE. At the same time, the materials are transferred to the Anti-Corruption Committee to resolve the student's academic integrity and to take action with respect to them, including deductions for violating the principles of academic honesty.

9.12 Skipping the Year exam

9.12.1 If there is a good reason for the student to miss YE (staying in hospital, emergencies of an extraordinary nature: natural disasters, accidents, force majeure circumstances when connecting to the Internet and others), the student, the group monitor or the tutor must inform the committee director within 24 hours / discipline and the corresponding deputy dean (school) about what happened in any way possible with the provision within three days of documents confirming this circumstance.

9.12.1.1 The following are considered as official documents confirming the validity of the reason for failure to appear on the YE:

1. a certificate from the attached clinic of the established form, the number of which coincides with the number in the journal issuing certificates of the clinic;
2. death certificate of loved ones;
3. certificate of marriage; birth certificate of a child;
4. certificate from the military registration and enlistment office;
5. in the event of emergency events - an official document confirming the event;
6. release by the school or the department of Youth Policy (agreed with the dean of the school)

9.12.2 If there is good reason for the student, an individual exam schedule is set by order of the dean of the school.

9.12.3 In the absence of supporting documents, the reason is considered disrespectful. The legitimacy of the certificate provided is confirmed by the physician of the medical center of the university with a seal and signature. Other types of supporting documents, if necessary, are confirmed by the School. In the case of false information, administrative measures will be taken in accordance with the Internal Rules.

9.12.4 In the event that the student did not get in touch during the YE due to a disrespectful reason (he overslept, forgot, was not provided with Internet access and other unreasonable reasons), the rating is set to "0" for the YE, the student is considered not to have completed the program and goes on a second course of study with the deprivation of the state educational grant on a paid basis.


9.13 Feedback.

9.13.3 In order to ensure transparency and compliance with the anti-corruption policy of the university, as well as to improve the quality of medical education in conditions of pre-school education, at the end of the year exam, students are questioned for satisfaction with the organization of pre-school education. The responsibility for the development, implementation and analysis of feedback from students to the quality control department of medical education.

10. Final state attestation (FSA) and state exam

10.1 Assessment of students' knowledge and skills is carried out in the specialties of education and is based on the list of competencies of graduates of programs of the corresponding specialty.

10.2 Assessment of students' knowledge and skills includes two stages:

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

1. Knowledge assessment (computer testing);

2. Assessment of skills.

10.3 Assessment of knowledge and skills is carried out in the language of the choice of the student (Kazakh, Russian or English).

10.4. The first mandatory stage (computer testing) is submitted to 100 questions, 20% of which will be MCQ, 80% MSQ and questions on pairing.

10.4.1 Proctoring at this stage consists in time pressure, as well as mainly using MSQ questions and questions for pairing.

10.4.2 The time for computer testing is 130 minutes (taking into account proctoring).

10.4.3 For admission to the second stage, passing a test for a positive assessment is required. Upon receipt of an unsatisfactory assessment by the results of computer testing, students are not allowed to the second stage of skill assessment.

10.4.4 Students who did not come to pass a knowledge assessment (computer testing), regardless of the reason for their failure to attend, are tested on an individual schedule.

10.5 The second stage is conducted in the format of a structured oral exam.

10.5.1 Using special software for proctoring, a check is carried out to exclude cheating. The stage involves the assessment of cognitive skills by solving the three cases presented with a checklist of an oral structured exam, or OSCE (OSPE). In the latter case, the case will be virtual, or a standardized patient (SP), which is the teacher.

10.5.2 Each case accepts one of two / three teachers of the corresponding specialty, who are located on the same computer, or the secretary connects the student to each of the teachers sequentially, using the online platform. They will also have an IT specialist responsible for that support. Examiners are placed in the computer room, depending on the capacity of the audience.

10.5.3 In advance, the FSA secretaries will check the connection with each graduate 1-2 days before the FSA. Eliminate all possible problems and establish a connection.

10.5.4 On the day of the exam, the IT specialist will connect the student 10 minutes before the start of the test time, send a link to connect, etc. During the discussion of the first student, an IT specialist prepares to connect the next student. etc.

10.5.5 In advance, the FSA secretary will prepare a list of students and their personal connection time. Examiners and an IT specialist will work on it.


10.5.6 Assessment of students' skills is carried out in accordance with the final learning outcomes and will include an assessment of skills in 3 blocks of nosologies. The staff of the departments of clinical disciplines prepare questions according to the presented nosologies. Responsibility for the collection and systematization of questions lies with the main graduate department.

10.5.7 A ticket with a set of three cases is distributed to students randomly (randomly). The secretary of the FSA is appointed responsible for randomization.

10.5.8 A ticket with questions is distributed to students randomly (depending on the stream). Randomization is carried out using online random number generators.

- <https://random.org> (English version)
- <https://randstuff.ru/number/>
- <https://randomus.ru/>
- <https://generator-online.com/numbers/>
- <https://calculator888.ru/generator-sluchajnyh-chisel/>

10.5.9 FSA secretaries conduct randomization on their own. Initially, a list of graduates who pass the exam is formed. Next, a list of ticket numbers is formed. Then the secretary forms a sequence of random numbers using a random number generator. Each number in this series

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

corresponds to a ticket number. The obtained numbers from the series are put down in the list of students from the first to the last one in a row, without gaps.

10.5.10 If the number of graduating students is more than the number of tickets, then you can repeat the randomization procedure. The randomization procedure for each thread is carried out separately.

10.5.11 Supporting documents for randomization should be stored in the FSA documentation. The file with the results of randomization is classified and stored in an inaccessible place until the day of the exam. The secretary of the FSA is responsible for the secrecy of the randomization file 2 hours before the exam begins; a file with the results of randomization is transferred to the annual coordinator, who sends it to the examiners.

10.5.12 Examiners and students at the time of the exam should be equipped with a laptop or personal computer with a working webcam, microphone and speakers (headphones), as well as reliable Internet. If at the stage of distance learning the communication level is weak, then the student is obliged to make sure in advance that the Internet is of high quality during the delivery of the FSA. These are 2 mandatory requirements for passing the final state exam!

10.5.13 Procedure for passing practical skills:

- 1) Examiners are located in the computer room and take the exam. FSA members monitor the work of examiners personally.
- 2) Students are aware of the time of their connection, by timely notification by the secretary by sending information. In order to avoid violations of academic honesty, the student is not informed in advance about which examiner he will be connected to.
- 3) Immediately before the exam, the student receives a link to the online session and, passing through it, connects to the examiners.

10.5.14 During the entire exam, recording and automatic proctoring are carried out.

10.5.15 Throughout the exam, continuous verification of the person's identity at the computer is carried out, which is based on the methods of automatic detection and recognition of faces and the analysis method of keyboard handwriting.

10.5.16 Additional proctoring is carried out by members of the FSA, who oversee the process of passing the FSA. If necessary, members of the FSA can interrupt the exam at any time and indicate the reason by verbally speaking to the examiner and examinee.

10.5.17 After the exam is completed, an assessment of the degree of confidence in the exam results in percent is formed, an interactive protocol is generated with a video of all the broadcasts, a history of correspondence and minute-by-minute details of the violations recorded.


10.5.18 60 minutes are allowed for one student, then the exam is completed, the video is paused and saved under the name "group_specialty_NAME". The calculation of time comes from the number of cases, 3 cases of 20 minutes each.

10.5.19 Upon completion of the SA, the secretary transfers all the videos to one file, one copy of which is transferred to the main specialist of the digital technology department for storage and the second copy to the appropriate School for subsequent delivery to the archive.

10.5.20 The state exam (The modern history of Kazakhstan) is held in the form of a structured oral exam online by analogy with the FSA (second stage).

10.5.21 For the period of the assessment of knowledge and skills to resolve disputes and protect the rights of students, an appeal commission is created by order of the Chairman of the Board - Rector.

10.5.22 In case of disagreement with the results of one or two stages of assessment, students have the right to appeal within 24 hours after the exam by sending an application (Appendix 5) to the post of the secretary of the State Customs Committee.

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

10.5.23 In his appeal statement, the student must indicate the name, group, course, specialty, ticket number and state the essence of the appeal (with which he specifically disagrees). Based on the statements, the secretary of the FSA compiles a list of students who have filed an appeal. The list is transmitted to the chairman of the appeals commission.

10.5.24 Applications are considered by the appeal commission consisting of the Deputy Chairman for Academic work, the dean of the relevant school, members of the FSA, a member of the Anti-Corruption Committee, a representative of the SSU, and the teacher who took these questions to the FSA

10.5.25 The record of the response of the student who filed the appeal is reviewed, and each item specified in the appeal is examined. The commission collectively decides. If necessary, the appeal commission may hold a Zoom session with the student who filed the appeal to clarify the nuances of the application.

10.5.26 At the end of the work of the appeal commission, the executive secretary draws up a protocol of the meeting of the appeal commission, indicating the number of applications examined and made on each decision. One copy of the minutes of the meeting is stored in the documents of the FSA for 1 year, then it is submitted to the archive. A copy of the protocol is transmitted to the Chairman of the Anti-Corruption Committee.

10.5.27 The student who filed the appeal statement is informed by the secretary of the decision of the appeal commission.

10.5.28 The result of the assessment of knowledge and skills is summarized from the points of two stages and the arithmetic average is displayed.

10.5.29 The final result of the FSAs is evaluated as follows:

0 - 49 points - unsatisfactory;

50 - 69 points - satisfactory;

70 - 89 points - good;

90 - 100 points - excellent.

11. Professional practice


11.1. Professional and pedagogical practice is postponed to a later date, with the exception of graduation courses. To do this, the schedule for the next school year will be amended accordingly. Industrial practice is carried out in compliance with sanitary and epidemiological safety standards.

11.2. Professional practice at the graduate course (specialties as GM and Dentistry) can be transferred to the first year of internship, as an internship for all graduates of GM and Dentistry is mandatory. To do this, the schedule for the next school year will be amended accordingly. In other specialties, alternative methods based on DE will be thought out.

12. The development of practical skills

12.1 Practical skills (manual) that are not mastered during this academic year and requiring special devices (mannequins, tools, etc.) are transferred to the next academic year. The schedule will take into account the time (as part of the adaptation week) when students return to their relevant departments and learn the transferred skills.

12.2 If the practical skill is simple enough, does not require special equipment, then the teacher can evaluate it in the online format or by checking the video that the student recorded at home and sent to the teacher for verification (if such a format is acceptable).

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

12.3 It is also possible to review and practice simple practical skills as part of a case based discussion.

12.4 The department has the right to use other various valid methods of mastering practical skills in the framework of the DE, which allow them to master fully.

13. CALL CENTER

13.1. If the student has technical problems with logging in, login and password, and other technical problems, he must restore the username and password through the password recovery form. If necessary, the student can contact the IT-specialists of the university: Egizekov Dias 8-747-475-92-82, Dmitry Krivobokov 8-777-748-59-40, MukhtargalievRauan 8-776-611-66-22. Contact time: 08.00-18.00 working days.

13.2. Further issues are resolved through the hotline in the KEYPS system. The designated responsible people in the hot-line monitor student's appeals and send requests to the relevant departments. After receiving an answer, they will inform students, again through a hot-line in the KEYPS system. Therefore, students must independently track the response to the request in the hot-line in the KEYPS system.

13.3. If a student has questions on discipline, on material in KEYPS, then he can contact the teacher using WhatsApp chat directly.

13.4 If other questions arise, the student can contact his deputy dean directly.

Appendix 3


List of committees/disciplines included in the Year Exam

№	Specialty	Disciplines	Credits
---	-----------	-------------	---------

1 course			
1	General Medicine, Stonatology	Chemical, molecular and physical fundamentals of life	5
2		Cell metabolism	5
3		HeredityandTissues	5
4		The musculoskeletal system in norm	5
5	Nursing	Chemical, molecular and physical foundations of life	5
6		Cell metabolism	5
7		HeredityandTissues	5
8		Anatomy, physiology, pathology	6
9	Pharmacy	Chemical, molecular and physical foundations of life	5
10		Cell metabolism	5
11		HeredityandTissues	5
12		NaturalSciences	11
2 course			
1	General Medicine	The nervous system and sensory organs in norm	5
2		The genitourinary system in norm	3
3		Blood and lymph in norm	3
4		The digestive and endocrine system in norm	5
5		The cardiorespiratory system in norm	6
6		Biologicalbasisofdiseases	6
3 course			
1	General Medicine	Generalpathology	11
2		Pathology of the nervous system and sensory organs	4
3		Genitourinarypathology	4
4		Digestive and endocrine system pathology	8
5		Pathology of the cardiorespiratory system	8
6		Pathology of blood and lymph	4
7		Musculoskeletalsystempathology	4
8		Pharmacology	6

Appendix4

Sample of appeal application


 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

Dean of the school _____
 Name of the dean _____
 from the student ___ group ___ course
 specialty « _____ »
Name _____
According to passport
 Form of study –
 Language of study –
 Telephone number

Application

I ask you to review the results of the Year exam conducted by DD / MM / YY (indicate the date of the exam) due to the fact that _____ (indicate the reason for the appeal).

Date
Signature

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28

Appendix 5

Sample of appeal application


To the chairman of the FSA _____
Name of the chairman of the FSA

from the student ___ group ___ course
specialty « _____ »
Name _____
According to passport
Form of study –
Language of study –
Telephone number

Application

I ask you to review the results of the Final State Attestation conducted by DD / MM / GG
(indicate the date of the exam) due to the fact that _____
(indicate the reason for the appeal).

Date
Signature

 Semey Medical University, Non-Commercial Joint-Stock Company	INTEGRATED MANAGEMENT SYSTEM	
	<i>ACADEMIC POLICY OF DISTANCE LEARNING IN SEMEY MEDICAL UNIVERSITY, NON-COMMERCIAL JOINT-STOCK COMPANY</i>	
G-041.03.32-2020	Ed.01, 27 April 2020	Page 1 of 28