

El Caspian Public University
Caspian International School of Medicine



Approved by

Director of CISM

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**Regulations for evaluating students' academic
achievements in educational programs of CISM**

CISM– International School of Medicine of Caspian university
IC – individual curriculum
VDSAID -Vice- director for strategic activity and international development
VDASA- Vice-director Director for Academic and Scientific Activities
DLC – Distance Learning Center
MCQ- Multiple choice question
SAD – students' affairs department
OSPE– objective structured practical exam
OSCE– objective structured clinical exam
CMS– center of medical simulation

1. General provisions

- 1.1. These Rules are designed to ensure the quality of education by establishing a single algorithm and uniform requirements for the assessment of educational achievements of students of the Caspian International School of Medicine
 - 1.2. Educational achievements of students in all types of educational tasks are evaluated by a point-rating letter system of knowledge assessment.
 - 1.3. Educational achievements (knowledge, skills, skills and competencies) of students are evaluated in points on a 100-point scale corresponding to the letter system with a digital equivalent accepted in international practice (positive grades, in descending order, from "A" to "D", and "unsatisfactory" – "FX", "F",) and assessments according to the traditional system.
2. The procedure for conducting ongoing monitoring of academic performance
- 2.1. The current monitoring of students' progress is carried out on each topic / section of the discipline and implies monitoring of academic achievements in classroom and extracurricular classes. Grades are given at each practical lesson.
 - 2.2. The teacher introduces students to the policy of evaluating the results of training in the discipline, with the forms and methods of current and boundary control, forms of evaluation headings and criteria for the discipline, the frequency of evaluation based on the results of training in the first lesson. Students, having familiarized themselves with the syllabus and the policy of discipline, put their signature in the educational journal.
 - 2.3. Verification of educational achievements of the student is carried out by types and forms of control, at the discretion of the department. At the same time, the types and forms of control should be reflected in syllabuses, correspond to teaching methods and ensure control over the achievement of learning outcomes in the discipline.
 - 2.4. To ensure maximum objectivity and transparency of the assessment process, teachers develop assessment sheets for conducting current, boundary and final controls on the discipline.
- 2.5. 2.5. The responsibility for identifying and supporting underachieving students is assigned to teachers and the department for work with students. Teachers regularly

monitor the progress of their study groups and write a report to the Student Relations department and group supervisors in cases when a student was absent for more than 3 classes, as well as if the student's current rating is less than 50%. The Department for Work with students, together with the curators, find out the reasons and carry out the appropriate work

2.6. The final result of the current progress control (CPC) is summed up by calculating the arithmetic mean sum of all grades received during the academic period: $TC = (n_1 + n_2 + n_3 + \dots + n) / \text{number of CC ratings}$.

2.7. The assessment of the current control (CC) is 50% of the assessment of the admission rating (AAR)

2.8. Boundary control is carried out upon completion of a major section (module) of one academic discipline.

2.9. The forms, terms, number and procedure for conducting current and boundary controls are developed by the department independently, depending on the specifics of the discipline and are reflected in the syllabus of the discipline.

2.10. The results of the milestone control are presented to the Univer system during the milestone week. Changes in the results of boundary control in order to increase them are not allowed.

2.11. The overall assessment of the boundary control is the arithmetic mean of the estimates of all boundary controls during the academic period is calculated by the formula $MC = (MC_1 + MC_2 + \dots + nMC) / \text{number of MC assessments}$

2.12. Midterm control also makes up 50% of the rating admission assessment (RAA)

2.13. To calculate the rating admission assessment (RAA) in the electronic journal calculated the arithmetic mean of the assessments of the current control (CC) and average rating of boundary control (BC).

$OSA_{disc} = (CC + MC) / 2$

2.14. When counting the HORDES integrated module, unit weight, or discipline, is defined as a specific weight number of credits (hours) unit/discipline of the total number of credits of this module.

$ORD_{module} = (ORD_{disc.1} * n_1 + ORD_{disc.2} * n_2 + \dots + ORD_{disc.n} * n_n) / p_{module}$,

Where n is the number of credits

2.15. Admission to the intermediate certification (examination session) is carried out in two stages:

a) at the first stage, the deputy. The VDSAID is admitted to the examination session of students who have fulfilled the terms of the contract for the provision of educational services;

b) at the second stage, the registrar's office grants admission to the exam in the discipline based on the assessment of the admission rating determined by the results of the current and boundary control of academic performance in an automated information system.

- 2.16. The final control of knowledge in the discipline is allowed to students who have an assessment of the admission rating (ORD) of at least 50 points.
- 2.17. With a lower ORD value, the student is not allowed to take the exam and re-studies the discipline in the summer additional semester (except for the final course), on a fee basis.
- 2.18 If the student is not certified in one of the blocks / disciplines of the integrated module, he is not allowed to the final control for this module. In this case, he must re-study this discipline in the next academic period (semester) or in the summer semester on a paid basis, after which he will be admitted to the exam in the integrated module organized in the summer semester;
3. The procedure for conducting intermediate attestation of students
- 3.1 . Intermediate attestation of students (examination session) at the CISM is carried out in accordance with the approved academic calendar, working curricula and educational programs developed on the basis of SES and standard curricula for specialties of higher and postgraduate education and syllabuses of disciplines.
- 3.2. The organization and conduct of intermediate certification of students is carried out by the departments, the registrar's office together with the students' affairs department. Each department is responsible for its own process during the interim attestation.
- 3.3 The form and procedure for conducting the exam in each academic discipline is discussed at a meeting of the department, reviewed and agreed upon by the Council of the CMSM and approved by the Educational and Methodological Council of the KOU.
- 3.4 The number of exams is determined in accordance with the IUP of the student.
- 3.5 The schedule of exams for all forms of education is compiled by the Department of Academic Work of the CMSM and approved by the Educational and Methodological Council of the KOU.
- 3.6 . The Department for Work with Students informs students and teachers of the exam schedule no later than two weeks before the expected date of the exam (examination session).
- 3.7 . In case of receiving an "unsatisfactory" grade on the exam corresponding to the "FX" mark (25-49%), the student retakes the exam without re-passing the discipline/module program, but not more than once. If the "unsatisfactory" grade is repeated, it corresponds to the "FX" mark (25-49%), the student is re-enrolled in this academic discipline (module) in the next academic period or in the summer additional semester on a paid basis, attends all types of training sessions, performs all types of academic work, according to the program and retakes the exam.
- 3.8 If a student receives an "unsatisfactory" – "F" (0-24%) on an exam in a discipline, then the student is re-enrolled in this discipline /module on a paid basis in the summer additional semester (except for final courses) in the next academic period or in the summer additional semester on a paid basis, attends all types of training sessions, performs all types of academic work according to the program and passes the final control. In case of receiving a final FX grade in the summer semester, the student has the right to retake no more than once. At the same time, non-admission in the discipline is equated to an F grade (unsatisfactory).

- 3.9 . If a graduate student receives an "unsatisfactory" – "F" (0-24%) when passing an exam in a discipline during the interim attestation period preceding the last academic period, then the student re-enrolls in this discipline / module on a paid basis in the next academic period, attends all types of training sessions (subject to weekly workload), performs all types of academic work according to the program and passes the final control. In case of receiving a final grade in the same discipline in the next academic period —FX, the student has the right to retake no more than once. At the same time, non-admission in the discipline is equated to an F grade (unsatisfactory).
- 3.10. If the student did not appear according to the main approved schedule for the final control and/or retake for a valid reason (illness, family circumstances, natural disasters), then by order of the Vice director for academic affairs, an individual deadline for passing the intermediate attestation without re-passing the curriculum / module no later than 5 working days before the start of the next academic period, subject to the provision of supporting documents, may be established. In exceptional cases, it is possible to extend the interim attestation period by order of the director of the CISM or the vice- director for academic affairs.
- 3.11. If the student did not show up for the final control and / or retake in the period established by the university for a disrespectful reason, then the student is re-enrolled on a paid basis for this academic discipline / module, attends all types of training sessions, performs all types of academic work according to the program, in the summer additional semester and retakes the final control.
- 3.12. When re-studying disciplines, if an elective discipline was not opened in the current academic year, the student has the opportunity to replace it with another elective discipline from the same block. The replacement of the discipline must be agreed with the adviser and the registrar's office
- 3.13. After completing the exam for each discipline, the student is given a final grade, which serves as an assessment of his academic achievements in the discipline and is reflected in the student's academic transcript.
- The final assessment of the discipline includes assessments of the admission rating and final control (exam). The assessment of the current and boundary performance controls (assessment of the admission rating of the ORD) is 60% of the final assessment of knowledge in the discipline, and the assessment of the exam is 40% of the final assessment of knowledge in the discipline.
- The final score is calculated using the formula:
$$IO = ORD \times 0.6 + OX \times 0.4$$
where IO is the final grade for the discipline;
AAR - assessment of the admission rating;
EA - examination assessment of the discipline.
- 3.14. The value of the minimum transfer point GPA, for transfer from course to course, is approved by the Academic Council of the University.
- 3.15 Students who have scored the minimum level of transferable score, and who do not have arrears in disciplines that are prerequisites for the next course, are transferred to the next course by order of the rector of the university, subject to the liquidation of academic debt on a fee basis
- 3.16 A student who has not scored a minimum transfer score and/or has academic debts in disciplines that are prerequisites for the next course remains for a repeat course of study on a fee basis.
- 3.17 A student who has completed the course program in full, but has not scored a minimum transfer score, in order to increase the average academic performance (GPA), is given the opportunity to re-study certain disciplines on a fee basis in the summer semester (with the exception of the discipline

"Modern History of Kazakhstan", for which the state exam is being taken) and re-take exams on them.

3.18 If the result of the repeated examination is positive, the final grade is calculated again, which is recorded in the examination sheet, the record book and the transcript.

3.19 A student left for a repeat course of study may study according to an individual curriculum previously adopted or form a new individual curriculum

4 The procedure for conducting the state exam in the discipline "Modern History of Kazakhstan"

4.1 The State exam in the discipline "Modern History of Kazakhstan" is held during the interim certification period, according to the academic calendar of the CPU.

4.2 The organization and conduct of the state exam in the discipline "Modern history of Kazakhstan" is regulated by the Academic Policy of the KOU

5. The procedure for the final attestation of students

5.1 The final attestation of the students of the CISM programs is carried out according to the forms approved by the Academic Council of the CPU, the duration and timing of which are provided for by the academic calendar and curricula of educational programs.

5.2 The final attestation of students is carried out in the form of passing a state / comprehensive exam on educational programs.

5.3 Students who have fully completed the educational process in accordance with the requirements of the State educational program, curriculum, and individual curriculum are allowed to complete the final attestation.

5.4 A student of the final academic year who has not fulfilled the requirements of the educational program, curriculum, individual curriculum, theoretical development curricula, stays for the repeated academic period of theoretical training without passing the summer semester.

5.5 For the final attestation of students, a final attestation commission (hereinafter referred to as the FAC) is created for educational programs or areas of higher and (or) postgraduate education.

5.6 The Chairman and the composition of the FAC is approved by the order of the Rector of the CPU on the basis of the decision of the Academic Council of the CPU no later than January 10 of the current academic year and is valid for the current calendar year. The quantitative and qualitative composition of the FAC is reviewed and approved by the Academic Council of the CPU. The qualification commission includes at least 5 members. The Ministry of Health and professional associations have the right to initiate initiatives on the proposal of their representatives.

5.7 The schedule of work of the FAC is compiled by the Department of Academic Work of the CISM, with the approval of the chairman and members of the commission, approved by the rector and brought to general attention no later than two weeks before the start of the IAC.

5.8 Admission of students to the final attestation is issued by the order of the rector of the university in the form of a list with the indication of surnames, names, patronymics, educational programs and areas of training of students.

5.9 Final attestation of students in the bachelor takes the form of passing a comprehensive exam software developed by the chair, in two stages in accordance with the Rules of assessment of knowledge and skills of students on programmes of medical education, approved by order of the

Minister of health of the Republic of Kazakhstan of April 23, 2019 № R DSM-46 (registered in the Register of regulatory legal acts under No. 18577):

- 1) knowledge score (computer test);
- 2) assessment of skills.

5.10 The program of the comprehensive exam is considered by the Council of the CISM and approved by the Academic Council of the CPU.

5.11 All meetings of the FAC are formalized by minutes. The protocol is filled in by the Secretary of the FAC, approved as part of the commission and not having the right to vote.

5.12 Minutes of FAC meetings at the skills assessment stage are conducted individually for each graduate.

5.13 At the stage of assessing the knowledge of graduates in the form of testing, the basis for the registration of the protocol is the examination sheet and the protocol is conducted on a subgroup

5.14 Decisions on the assessments of final exams, as well as on the award of a degree or qualification and the issuance of a state-issued diploma (without distinction, with distinction) are made by the FAC at a closed meeting by open voting by a simple majority of the votes of the FAC members who participated in the meeting. With an equal number of votes, the vote of the chairman of the commission is decisive.

5.15 At the end of the work of the FAC, its chairman writes a report on the results of the final attestation of undergraduate students, which is discussed and approved at a meeting of the CISM council within a month.

5.16 The minutes of the FAC meeting are stored in the CPU archive in accordance with the requirements of the Law of the Republic of Kazakhstan dated December 22, 1998 "On the National Archival Fund and Archives".

5.17 A student who has received an "unsatisfactory" grade according to the final certification is expelled from the CISM by the order of the rector of the CPU as "not fulfilling the requirements of the educational program". At the same time, he has the opportunity in the next academic year, no later than a month before the start of the final attestation, to write an application addressed to the head of the university for admission to the repeated final state attestation (provided there is no academic difference). To be admitted to the re-final certification, the student must be restored to the number of students for the period necessary to pass the final attestation.

5.18 A student who has failed to attend the final attestation for a valid reason writes an application in any form addressed to the chairman of the FAC, submits a document confirming a valid reason, and, with his permission, passes the exam during the FAC's work. Documents on the state of health submitted to the FAC after receiving an unsatisfactory assessment are not considered.

5.19 Repeated passing of a comprehensive exam in order to increase a positive assessment is not allowed.

5.20 A list of graduates who have completed educational programs of higher or postgraduate education, indicating their surnames, first name, patronymic (if any), educational programs and numbers of diplomas issued, signed by the rector of the CPU, is posted on the website of the CPU.

5.21 A student who has passed the final certification and confirmed the development of the educational program of higher education, by the decision of the attestation/ qualification commission, is awarded a bachelor's degree and a state-issued diploma with an appendix is issued free of charge.

5.22 In the appendix to the diploma (transcript), the latest grades are indicated according to the point-rating letter system of assessments for all academic disciplines, research and experimental

research works, types of professional practices, final certification, indicating their volume in academic credits.

5.23 A student who has passed the exams with grades A, A- "excellent", B-, B, B+, C+ "good" and has an average academic performance score (GPA) of at least 3.5, as well as who has passed a comprehensive exam with grades A, A- "excellent", is awarded a diploma with honors (excluding grades for additional types of training). A student who has had retakes or repeated exams during the entire period of study does not receive a diploma with honors.

5.24 Graduates of accredited specialties are issued a European diploma supplement Diploma Supplement.

6. Procedure for conducting an appeal

6.1 Students who disagree with the results of the final control have the right to file an appeal application addressed to the chairman of the appeal commission no later than 18.00 hours of the next working day.

6.2 Appeal commissions are established for the academic year by order of the Vice-Rector for UMR of the State Educational Institution for Schools.

6.3 The procedure and procedure for conducting an appeal is regulated by the Academic Policy of the CPU.

METHODS AND METHODS OF EVALUATION

For all types of control, the following assessment methods are used: testing, oral, written, OSE, OCE, clinical examination, project method, portfolio

Control of the methodological support of exams (tasks in test form, situational tasks, practical skills, evaluation criteria, etc.), in accordance with the UMKD, is assigned to the heads of departments.

The evaluation criteria for the current, milestone and final control are detailed in the evaluation headings (checklists) developed by the faculty of the department, discussed at the meeting of the department and approved at the meeting of the school and reflected in the syllabus on the discipline

7. Rules for evaluation by testing

7.1 Test task development procedure

7.1.1 The development of Test tasks (hereinafter TT) includes the following stages: development of the test matrix and its examination; development of technical specifications; after the test statistical analysis.

7.1.2 The test matrix is compiled on the basis of the syllabus of the discipline and allows you to ensure the representativeness of test tasks for: sections of the program; the significance of topics; cognitive levels of educational tasks of each topic.

7.1.3 Test tasks are compiled in strict accordance with the matrix.

7.1.4 The number of test tasks for certain sections of the curriculum is calculated based on the number of hours in the RUE allocated for their study, but not less than 30 TT for each credit of the discipline.

7.1.5 The cognitive level of the planned test tasks is determined for each topic. The ratio of test tasks by cognitive levels determines the complexity of the test and is balanced taking into account the level of students, the profile of the discipline (theoretical / clinical), learning outcomes.

7.1.6 Approximate ratio of TT by cognitive levels for theoretical disciplines: Memorization - 45%; understanding - 30%; application - 25%. For clinical disciplines: 25%; 40%; 35%, respectively.

7.1.7 The cognitive level of the test tasks in the discipline section is determined in accordance with the learning outcomes.

7.1.8 In general, the tasks "to know" are checked by test tasks of level 1 and 2, "to be able" - by test tasks of level 2 and 3.

7.1.9 The development and application of tests include a continuous process of quality assessment and updating of technical specifications.

7.1.10 Control over the conduct and documentation of the procedure for the examination of the quality of TK is carried out by the head of the department.

7.1.11 Substantive examination is carried out by an expert in this subject area (external or internal specialist), who is appointed at a meeting of the department.

7.1.12 The main questions that the expert should answer in his review: compliance of the content of the TOR with the training program; the importance of topics, questions; representativeness by sections and significance; relevance of data (recent regulations, standards, etc.); the presence of only one correct answer.

7.1.13 The testological examination is carried out in order to determine the compliance of the TOR with the requirements imposed on their structure, and is carried out by a specialist of the CDO.

7.1.14 The test developer, together with a specialist of the CDO, is working on the correction of TK.

7.1.15 Testing of new test questions that have passed the examination, in order to verify them from the standpoint of accuracy and reliability of measurement, is carried out by teachers of the department who did not participate in the development of the TOR.

7.1 Testing procedure

7.1.1 The schedule of testing of students is compiled by the Department of academic work on the basis of the academic calendar and applications of the department in accordance with the schedule of training sessions and is coordinated with the office registrar.

7.1.2 At the appointed hour, students are invited to the computer room and sit in places for testing. Students are introduced to the testing procedure and the rules of testing.

7.1.3 An employee of the Student Relations Department records the fact of the student's presence at the testing. The computer testing results are entered automatically after the end of the time allotted for testing or by the student himself, subject to the time frame of testing by pressing the "Complete testing" key

7.2 Rules of behavior of students during testing

7.2.1 Students must appear for the exam no later than 20 minutes before the start of the exam.

7.2.2 The student must deposit the outerwear in the cloakroom, present an identity card or ID card/student ID card; disconnect and hand over the mobile phone to the attendant.

7.2.3 Students are prohibited from entering and using: cheat sheets, textbooks and other methodological literature; camera, mobile communications, laptops, players, modems; any kind of radio-electronic communication (Wi-Fi, Bluetooth, Dect, 3G, 4G, wired and wireless headphones, etc.).

7.2.4 Students who are late for the exam by 10 minutes or more are allowed only with the permission of the head of the department for work with students.

7.2.5 The presence of unauthorized persons at the exam without the official permission of the deputy director is not allowed.

7.2.6 The student must take a seat in the classroom indicated by the exam attendant and not change seats on his own.

7.2.7 All books, notes, notebooks, bags, briefcases, backpacks should be put in a closet or a specially designated place.

7.2.8 After the student has occupied the computer, he enters his personal login and password. Then the test base opens. If there are difficulties with entering a login, password, or the program provides information about their absence, the student, without getting up from his seat, raises his hand. The attendant approaches himself and provides assistance.

7.2.9 After the start of the exam, the student has no right to leave the classroom without the permission and escort of the attendant.

7.2.10 Conversations between students are prohibited during the exam. An attempt to look into the computer monitor of another student is considered a violation of the Rules.

7.2.11 It is forbidden to rewrite or photograph test tasks, test results during the exam

7.2.12 In order to ensure academic integrity, the test takers are monitored by the Teachers on duty.

7.2.13 In case of detection of prohibited items in students and non-compliance with the Rules of Conduct; attempts to pass the exam by a figurehead, the result of the exam is canceled and the student is removed from the exam. The student is given an "F" grade.

7.3 Duties of the teacher on duty during testing

7.3.1 30 minutes before the start of the exam, open access to the classroom where the test will take place and check its readiness

7.3.2 Before the start of the exam, familiarize students with the Rules of conduct for the exam;

7.3.3 Identify students according to the list

7.3.4 Ensure the timely start of the exam in accordance with the schedule.

7.3.5 Ensure compliance with the Rules of Conduct on the exam.

7.3.6 If violations are detected, invite the specialists of the department for work with students of the CISM and draw up an act

8. Oral and written exams

8.1 Процедура разработки экзаменационных билетов и вопросов

8.1.1 Examination questions and tickets are developed by responsible teachers from among the most experienced staff of the department, discussed at a meeting of the department and approved by the Vice-director for academic affairs of CISM.

8.1.2 Examination tickets are reviewed and updated every year.

8.1.3 The originals of the examination tickets contain the appropriate signatures – the head of the department and the deputy director of the AIND.

8.1.4 Each examination ticket, as a rule, contains two questions to test the level of theoretical knowledge and 1-2 tasks to test the students' ability to apply theoretical knowledge in solving practical issues.

8.1.5 When designing ticket questions, developers proceed from the content of the discipline, taking into account the required level of knowledge and skills. The formulation of the points of the examination ticket is carried out in a narrative form. One of the main conditions for the preparation of tickets is the establishment of approximately the same amount of examination material, the degree of complexity and complexity of questions.

8.1.6 The number of tickets required for the exam depends on the number of the group taking the exam, but not less than 30. At the same time, ticket issues cover the entire scope of the academic discipline provided for by the didactic units of the state educational standard.

8.1.7 The list of questions included in the tickets is communicated to students before the session. Preliminary familiarization of students with examination tickets, as well as assignments and tasks for written and practical work is prohibited.

8.1. The procedure for conducting the oral exam

8.2.1 To conduct the exam, an examination commission of at least three people is created, which includes external examiners who are invited from other higher educational institutions whose qualifications correspond to the profile of the exam discipline and whose experience and professionalism in this field are beyond doubt; as well as internal examiners from among leading professors, associate professors, senior teachers who have qualifications corresponding to the profile of this academic discipline, who have not conducted training sessions in this academic group (stream).

8.2.2. The role of the chairman of the examination commission is assigned to an external examiner. The composition of the examination committee is discussed at a meeting of the department, transferred to the Department of academic work. In the Department of academic work, an exam schedule is compiled with the full name of the examiners, which is approved by the vice-director of the academic affairs and transferred to the Academic Department of the CPU.

8.2.3. A number of requirements are imposed on the organization of the course of the exam, compliance with which is mandatory.

8.2.4 At the beginning of the exam, 5 students are invited to the classroom. Tickets are laid out on the table with the clean side up.

8.2.5 All students are notified in advance that an audio recording will be made during the exam, and before choosing a ticket, the student signs an informed consent stating that he has no objections to this.

8.2.6 The examinee randomly chooses a task to test his knowledge, "pulling" a ticket from all the proposed ones. The student is given 20 minutes to prepare the answer in time. The time is fixed from the moment the ticket is pulled by the student.

8.2.7. After the student who answered the ticket leaves the classroom, the next one comes in. Tickets that have already been selected for a response cannot be returned to the total number of tickets for selection.

8.2. The procedure for conducting a written exam

8.3.1. Examinations in writing are organized by the department together with the Department for work with students.

8.3.2. Prior to the exam, the Registrar's Office provides the Student Relations Department with a list of students for the written exam.

8.3.3. The students' affairs department prepares answer sheets: 3 blank sheets with the signature of the head of the department and the seal of the department, as well as a spine attached to the answer sheets with the student's data (Full name, specialty, group, name of discipline, date).

8.3.4. A duty officer from the department is appointed to conduct the exam (not the examiner specified in the schedule of the examination session).

8.3.5. The attendant of the corresponding department takes the answer sheets from the Students' affairs department and brings them to the classroom where the exam will be held. The student receives his copy after he selects his exam ticket.

8.3.6. The procedure for selecting an examination card for students is similar to that for an oral exam.

8.3.7. The duration of the written exam in time is 1 hour 30 minutes, the start and end time of the exam is fixed on the blackboard (2 hours are allocated for the state exam on the Modern History of Kazakhstan).

8.3.8. After the exams are completed, the answer sheets filled in by the students are immediately handed over by the teachers on duty to the students' affairs department for putting down codes.

8.3.9. Students' affairs department encodes answer sheets to make them anonymous. To do this, each answer sheet is assigned a code, which is put in a table with lists of students. After that, the spines with the students' data are detached from the answer sheets. The time limit for this procedure is no more than two hours.

8.3.10. Teachers on duty take answer sheets with codes without student data from the Students' affairs department for checking and grading. This also takes 2 hours. Written anonymous papers of students are checked by examiners. The principle of appointing examiners is the same as for conducting an oral exam.

8.3.11. After the works have been evaluated, the teachers on duty return the pile of answer sheets with grades.

8.3.12. The Students' affairs department attaches to the answer sheets the roots with the data of the students according to the code and puts the grades in the table.

8.3.13. After filling in the table, the answer sheets are returned to the department, and the table is handed over to the registrar's office for data entry into the automated program.

8.4. Rules of conduct for students on the written exam

- 8.4.1. The student must deposit their outerwear in the cloakroom, present an identity card or ID card/student ID card; disconnect and hand over the mobile phone to the attendant.
- 8.4.2. Students are prohibited from entering and using: cheat sheets, textbooks and other methodological literature; camera, mobile communications, laptops, players, modems; any types of radio-electronic communication (Wi-Fi, Bluetooth, Dect, 3G, 4G, wired and wireless headphones, etc.).
- 8.4.3. Students who are late for the exam by 10 minutes or more are allowed only with the permission of the head of the department for work with students.
- 8.4.4. The presence of unauthorized persons at the exam without the official permission of the deputy director is not allowed.
- 8.4.5. The student must take a seat in the classroom indicated by the exam attendant and not move independently.
- 8.4.6. All books, notes, notebooks, bags, briefcases, backpacks should be put in a closet or a specially designated place.
- 8.4.7. After the start of the exam, the student has no right to leave the classroom without the permission and escort of the attendant.
- 8.4.8. Conversations between students are prohibited during the exam. An attempt to look at another student's sheet is considered a violation of the Rules.
- 8.4.9. At the end of the exam time, each student is obliged to submit his examination sheet in a timely manner, without discussing the possibility of continuing work on examination questions.
- 8.4.10. Answers are filled in only with a pen, otherwise the exam is not counted.

8.5. Duties of the teacher on duty during the written exam

- 8.5.1. 30 minutes before the start of the exam, open access to the classroom for seating students
- 8.5.2. In case of absence from the exam, the student should be noted in the attendance list, indicating the reason (absence, or withdrawn from the exam for violating the Rules);
- 8.5.3. At the entrance of students, checks the identity of students using an identity card or ID card / student tickets;
- 8.5.4. Together with the examiner, distributes examination materials, assignments and answer sheets.
- 8.5.5. Together with the examiner, ensure compliance with the Rules of Conduct at the exam.
- 8.5.6. In case of a violation of the Rules, invites a representative of the ARI and draws up an Act
- 8.5.7. At the end of the time allotted for the exam, together with the examiner collects examination papers and submits them to the ARI.

9. OSPE and OSCE

To assess the practical and clinical skills acquired by students in the process of mastering the educational program, the OSCE is used – an objective structured practical exam and the OSE is an objective structured clinical exam.

9.1. Procedure for developing clinical scenarios

- 9.1.1. The list of OSCE examination stations is developed by departments taking into account the competencies to be evaluated (collection of anamnesis / medical history, objective physical examination, performing manipulations, interpretation of laboratory

and instrumental data results, communication skills and consultation of patients) and the clinical scenario in which these competencies should be performed.

9.1.2. The Department creates clinical situations in accordance with the standard curriculum for the discipline. Clinical scenarios are developed for 5-10-15 minutes.

9.1.3. The following types of examination stations and clinical scenarios are provided:

Clinical stations - includes students' interaction with a real or standardized patient,

Practical stations - includes performing technical procedures (injections, ECG recording, etc.) - narrow specialists (for example, resuscitators) can be involved in such stations,

Static stations do not include communication with standardized patients, examinees perform various written tasks: interpretation of the results of laboratory and instrumental data, treatment plan, prescribing treatment, prescribing prescriptions, which are then collected for evaluation. At these stations, examiners do not need to monitor students, but the results of their written answers are necessarily evaluated.

9.1.4. The analysis of tasks included in the OSCE is carried out by the heads of departments, who determine the indicator of the difficulty of each station in relation to the exam as a whole and differentiate the levels of task completion by students.

9.1.5. Based on the analysis of tasks, the departments develop a form of methodological recommendations for the scenario of clinical cases, approve it at the meeting of the department and provide it to the Center for Medical Simulation of the CISM (hereinafter CMS).

9.1.6. The department also develops evaluation sheets for each station. The evaluation sheet is drawn up briefly, clearly, unambiguously. The evaluation sheet contains items that allow you to evaluate and mark the completion of the task on a scale of points and calculate the amount of points awarded by the examiner.

9.2. The procedure for conducting OSPE and OSCE

9.2.1. At least 2 weeks before the beginning of the session, the composition of the examiners and the technical secretary are approved at the meeting of the department, the coordinators of the OSCE are appointed.

9.2.2. The number of examiners includes external examiners who are invited from other higher educational institutions, whose qualifications correspond to the profile of the exam discipline and whose experience and professionalism in this field are beyond doubt (associate professors, professors with academic degrees); experienced specialists in practical healthcare of the appropriate qualification; as well as internal examiners from among leading professors, associate professors of the relevant discipline who have not conducted training sessions in this academic group. The composition of the examiners is approved by the vice-director of Academic affairs and transferred to the Academic Department of the CPU.

9.2.3. The Department of Academic Work draws up an exam schedule indicating the full name of the examiners, which is coordinated with the vice-director for the academic affairs, approved by the Vice-rector for UMR CPU, and then submitted to the CMS.

9.2.4. The list of students admitted to the exam is formed in the registrar's office and provided to the CMS.

9.2.5. A coordinator from among the competent teachers of the department is appointed for each OSPE or OSCE exam. This is usually the teacher who taught this discipline (or one of the disciplines in the case of an integrated exam) in this academic period.

9.2.6. The Coordinators hold a meeting with examiners and employees involved in the OSCE. During the meeting, they discuss the procedure for conducting the exam, determine and coordinate the

responsibility of each examiner, coordinate the exact time of the OCE, the time spent at the stations, appoint responsible teachers to instruct students on the day of the exam.

9.2.7. The coordinators prepare all the documentation necessary for the exam in the required quantity and provide the examiners in advance for familiarization: the exam program, assessment sheets; instructions for examiners and examinees containing an exact indication of the place and time of the exam, clearly and briefly outlining the rules of movement from station to station, a list of clinical skills that will be performed at the OSCE stations; a list of students taking the exam; the list of examiners and the list of equipment required for each station (information on the need for an individual phonendoscope, a centimeter tape, etc.); the layout of the stations.

9.2.8. The OSCE coordinators also provide 2 weeks before the exam to each examiner for familiarization: information about the time and place of the exam; a list of all stations on the exam, where it is noted at which station they are examiners; a list of students; an evaluation sheet for each station.

9.2.9. They prepare stations 1 day before the exam. On the door of each station, brief information for the student is posted, depending on the language of instruction (Kazakh, Russian, English) and the serial number of the station.

9.2.10. Stations are numbered according to the station layout and equipped with the equipment required for the exam. Such equipment may include: phonendoscopes, sphygmomanometers, ophthalmoscopes, a hammer for checking reflexes, pins; equipment for urine examination, a Sivtsev table, a negatoscope for reviewing X-ray images and other equipment

9.3 Conduction of OSPE and OSCE

9.3.1. The OSCE is carried out in the Center of medical simulation of the CISM. The examination rooms (station) are arranged in such a way that a bell or a horn indicating the time of transition to the next station is clearly audible at all stations. The time allotted to complete the task at each station is from 5 to 10 minutes.

9.3.2. On the day of the exam (before the exam begins), the coordinator of the OSCE in the specialty preliminarily checks the location and numbering of each station; the provision of each station with the necessary equipment and materials; the presence of all examiners at the relevant stations; the readiness of teachers to instruct students; the readiness of technical secretaries.

9.3.3. Examiners who are being examined approach the CMS 30 minutes before the start of the exam. At the beginning of the exam, each examinee is given an answer sheet and assigned a code.

9.3.4. During the exam, students move from station to station where they perform the tasks provided.

9.3.5. The examiner observes how the examinee performs the task, fills in the evaluation sheet for scoring points before the next student enters.

9.3.6. During the exam in the CMS, the use of cell phones, headphones (gadgets) is prohibited. In case of violation of the Code of Academic Integrity, the student is removed from the exam, with the cancellation of the results of the OSCE.

9.3.7. At the end of the exam, in the presence of students, Students' affairs department employees on answer sheets with codes assigned at the beginning of the exam, the full names of students are recorded.

9.3.8. After the exam is completed, the answer sheets, the examinees and a set of evaluation sheets with the grades of each examiner are handed over to the exam coordinator.

9.3.9. Summing up the exam results is carried out by the department.

9.4. Rules of behavior of students on the exam at the Medical Simulation Center of the CISM

9.4.1. For the exam at the Center for medical simulation is not permitted for students having unsightly (my hair loose, shorts, t-shirts, sportswear, Slippers, caps, caps, etc.).

9.4.2. Students should come to CMS no later than 20 minutes before the start of the exam.

9.4.3. Students should take the exam in CMS: medical gown, medical gloves, a change of shoes (Shoe covers), medical cap.

9.4.4. When you log into the CMS student must: provide proof of identification or ID card/student card and to sign; turn off your mobile phone

9.4.5. Students are prohibited from entering and using: cheat sheets, textbooks and other methodological literature; any mobile means of communication.

9.4.6. Students who are late for the exam for 10 minutes or more are allowed only with the permission of the head of the students' affairs department.

9.4.7. The presence of unauthorized persons at the exam without the official permission of the vice-director for academic affairs is not allowed.

9.4.8. The student must follow the instructions of the teachers on duty and the examiner.

9.4.9. Conversations between students are prohibited during the exam.

9.4.10. Detection of prohibited items in students and non-compliance with the Rules of Conduct entails deprivation of the right to continue the exam.

9.4.11. In each case of detection of a violation of the Rules, the teacher on duty or the examiner invites a representative of the Students' affairs department to draw up an act of violation of the Rules.

List of prerequisites for the educational programs of the CMSM
General Medicine

Course	Name of disciplines/ modules
From first course to the second	Basis of morphology and physiology
From 2 to 3 course	Module Systemic morphology and physiology of the organism 1 and 2 Biochemistry 1 and 2 Module General pathology Microbiology General immunology
From 3 to 4 course	Pathology of organs and systems-1 and 2 Propaedeutics of internal diseases-1 and 2 Pharmacology-1 and 2 Propaedeutics of childhood diseases General surgery
From 4 th to 5 th course	Module Internal diseases Module Surgical diseases Module Children's diseases Module Obstetrics and Gynecology

