Rules of the system for evaluating students' academic achievements

1. Basic regulations

1.1 Rules on the system of evaluating students of "Astana IT University" LLP developed on the basis of the Government Compulsory Standard of Higher Education (SESE), approved by order of the MES of RK on October 31, 2018 order number 604, Rules for the organization of the educational process on credit technology of education, approved by order of the MES of RK on April 20, 2011 № 152 with amendments and additions from October 12, 2018 № 563, the Academic Policy of the University and Rules of Academic Integrity of "Astana IT University" LLP. 1.2 These Regulations establish a unified system for evaluating academic achievements, organization and control of the process of evaluating students' achievements "Astana IT University" in the context of student-centered learning.

1.3 Clear criteria of formative and summative assessment, intermediate and final controls are prescribed in the course syllabus and are provided to the student in advance. Without prior knowledge of the assessment criteria, the student has the right to challenge the assessment results.

1.4 The student's knowledge is assessed using a grade-rating letter system with the appropriate conversion to a traditional grading system in accordance with the student's knowledge grading scale in Attachment 1;

1.5 This provision applies to all learning activities and final grades, including written exams, coursework, projects, oral presentations or any other form of assessment.

2. Evaluation Requirements

2.1 The university creates the necessary conditions for the examinations (schedule, classrooms, proctors, etc.).

2.2 The grades received by students on the results of examinations are entered into the Platonus database and printed out in the examination list in the Registrar's Office and signed by the instructor.

2.3 The dean has overall responsibility for conducting and organizing the evaluation of students' academic achievement and delegates responsibility for developing the evaluation algorithm to the EP coordinator, who is responsible for providing the EP disciplines with evaluation forms.

2.4 EP coordinators are responsible for the regularity and quality of evaluation of students' achievements in EP.

2.5 Assessment is divided into the following types:

Formative assessment, which provides performance indicators and helps identify improvements in achievements to ensure the continued development of learners;

summative assessment, which measures learners' performance against the learning outcomes of the course;

formal assessment (interim and final control), which is defined as a time-limited assessment that takes place at a set time. 2.6 All types of assessment of learners' achievements (formative, summative, current and final assessment, etc.) should be planned and arranged in accordance with the academic calendar and course policy.

2.7 Evaluation policies, criteria and evaluation methods are presented in the discipline sylabus and are available to internal and external examiners as well as students. When registering for a discipline, students should be informed of the assessment procedures and principles (e.g. plagiarism or late submission of work) at the beginning of each program or course.

2.8 All students should:

be fully informed about the types of assessment;

be informed of specific quantitative (number) and qualitative (content and skills) assessment mechanisms for all types of assignments/work, clear procedures and deadlines for assignments in accordance with their curriculum, where and to whom assignments are to be presented, and penalties for late submission;

receive feedback on their progress in the course, and effectively use the comments received to improve and promote their learning;

2.9 Assessment should be meaningful and constructive and have appropriate assessment strategies at the level of the educational programme, which should be adapted to the individual needs of students.

2.10 Evaluation criteria should be understandable to students for their own review of their academic performance.

2.11 Penalties for failing to submit an assessment should be specified in the discipline sylabus.

2.12 The feedback from the course instructors must be focused on the achievements in relation to the learning outcomes.

2.13 When retake exams to improve grades, the result of the last exam will be displayed for the course.

2.14 All participants in the course of study must abide by the Rules of Academic Integrity. Any violation of the principles of academic integrity will be analyzed in accordance with the procedures set forth in the Rules of Academic Integrity.

2.15 To ensure the principles of transparency in accordance with and proper conduct of the examination session, a team of proctors/observers shall be appointed with responsibilities:

submit the examination material and the attendance sheet;

ensure that the Rules of Academic Integrity are observed;

record any instances of irregularities in the evaluation procedures;

submitting the answer sheet to the Registrar's Office.

3.Organization of evaluation procedures and controls

3.1 The final grade for each discipline is determined as the sum of points earned by the student on a scale of 0-100% for current and border/route controls, with 60% (maximum) for midterm control and 40% (maximum) for final control.

3.2 Students' learning achievements (knowledge, skills and competencies) are regulated by scores on a 100-point scale corresponding to the internationally accepted letter system with a numerical equivalent (positive scores, as they decrease, from "A" to "D", and "unsatisfactory" - "FX", "F") and scores according to the traditional system. If an "unsatisfactory" rating is obtained, the corresponding "FX" mark allows the student to retake the final control without having to repeat the discipline/module programme. If the grade is unsatisfactory, the student is re-registered for the discipline/module, attends all types of training sessions, performs all types of training according to the programme and retake the final control.

3.3 These points are distributed/identified by the teacher to different types of work. Each type of work should be evaluated according to clearly defined and presented in a sillabus evaluation criteria.

3.4 A positive final grade for the discipline passed is the basis for credit of the established number of academic credits for the discipline.

3.5 Awarding of academic credits to a student by academic disciplines (modules) and other types of training work, as well as by the completion of the study of EP as a whole is carried out with a positive assessment of the training results achieved by him.

3.6 Deadlines for submitting and checking the work should be set taking into account the periods of training as well as the workload of students.

3.7 The control and measuring materials should contain all necessary information and be made in an accessible form (no additional explanations are required during the examination) and should be checked for text errors.

3.8 All test materials shall be confidential and shall be kept in the dean's office 10 days prior to the start of the final inspection.

3.9 The number of examinations allowed is not more than 1 per day, with a test form of control not more than 2.

3.10 The evaluation results must be entered into the Platonus electronic database within 2 days after the examination.

3.11. If a student misses a type of control for a valid reason (health condition, family circumstances, etc.), the student must submit a written application for a postponement for the period of his/her illness or other with supporting documents to the dean's office.

3.12. Within 2 working days of submitting the application, the dean's office together with the Registrar's Office issues an order to take the examination(s) according to an individual schedule.

3.13 A student who disagrees with the result of the final examination submits an appeal to the dean no later than the next working day after the submission of the examination results.

Alphabetical system for evaluating students' learning achievements, corresponding to the digital equivalent of a four-point system

Assessment by letter system	Digital equivalent of points	% content	Traditional system evaluation
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Okay
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactorily
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0	25-49	Unsatisfactory
F	0	0-24	