APPROVED:
Rector of EETI named after academician K. I. Satpayev
_____ D. M.Sivaraksha
«31» August 2022

QUALITY MANAGEMENT SYSTEM

POSITION

THESIS ABOUT PROCTORING

QMS-P–7.2.2–07–2022

Ekibastuz

Introduction

1 DEVELOPED BY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED by the Quality Management System, Standardization and Norm Control Management Service

3 DEVELOPER:
Diba T. V. -Head of the Department of Management of the Quality Managementя System, Standardization and Standard Control

4 APPROVED AND PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute No. 1 dated August 31, 2022

5 EXPERTS:
1) Imangazinova D. K. -Vice-rector for Academic Affairs;
2) Khammetova Zh. N. -Vice-Rector for Research and International Relations connections.
3) Kadyrbekova K. K.-Head of the "Educational department".

Content

1 Scope of application

1.1 The Proctoring Regulation (hereinafter referred to as the Regulation) defines the basic principles and unified approaches to organizing proctoring using electronic educational resources and distance learning technologies at Ekibastuz Satpayev Engineering and Technical Institute (hereinafter referred to as the Institute).

1.2. The main areas of application of the Regulation are the organization of proctoring, the implementation of e-learning and the use of distance learning technologies in the electronic information and educational environment of the Institute.

1.3. The requirements contained in these Regulations are mandatory for the application of the teaching staff, students, as well as structural divisions involved in the implementation of educational programs of the Institute.

2 Normative references

This Regulation uses references to the following regulatory documents:

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

− Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 20, 2022 No. 604 "On approval of State mandatory education standards for all levels of education";

− Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018 "On approval of Standard Rules for the activities of relevant types of educational organizations";

− 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 organizing the educational process on credit technology of training";

− Order of the Minister of Education and Science of the Republic of Kazakhstan No. 137 dated March 20, 2015. On approval of the requirements for educational organizations to provide distance learning and the rules for organizing the educational process for distance learning.

− Order of the Minister of Education and Science of the Republic of Kazakhstan No. 179 dated May 4, 2020 On additional measures to ensure the quality of education during the transition to distance education technologies during the COVID-19 coronavirus pandemic

− Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 Basic concepts and definitions

3.1 These Rules apply terms and definitions in accordance with the Law of the Republic of Kazakhstan "On Education", the State Mandatory Standard of Higher Education, the State Mandatory Standard of Postgraduate Education, the Rules for organizing the educational process pon credit technology of training, including:

Electronic information and educational environment – a set of electronic educational resources, means of information and communication technologies and automated systems necessary to ensure that students master educational programs in full, regardless of their location

Remote educational technologies - educational technologies implemented using information and telecommunication networks in the case of remote (at a distance without direct communication in the classroom) interaction between students and faculty members

Proctoring - a procedure for monitoring and controlling an online exam (attestation) in order to identify the person taking the exam

Offline proctoring – a procedure for monitoring the progress of passing control and evaluation activities/works, conducted directly in the classroom

Online proctoring - a system for verifying the identity and confirming the results of passing control and evaluation activities/works in online mode, which involves the procedure for remote monitoring of the progress of the work or exam using specialized software (the exam is taken on an external resource in remote access mode)

Proctor - a teacher-examiner-observer who performs identification of the student's personality and monitors him during the intermediate certification, both in online and offline formats.

4 General provisions

4.1. During the midterm assessment, it is necessary to observe the principles of academic integrity: the student should not leave the range of visibility of the webcam; during the exam, the student is forbidden to involve third parties and / or provide access to the computer to unauthorized persons, the student is forbidden to use notes, textbooks, study guides, etc. educational literature, use the phone, tablet, calculator, etc. other technical means (with the exception of auxiliary means specified by teachers). For violation of the regulations, the procedure for conducting the final certification, the student may be removed on the basis of a decision of the commission (act) with an unsatisfactory grade being put on the list.

4.2. When conducting intermediate certification in a remote format: exams in written and test form are conducted online using the online proctoring program.

4.3. Oral online exams can be conducted on the following platforms: Zoom, Webex Meetings, Microsoft Teams, etc., where the proctor is a teacher, and the student's identity is identified based on the identification of the student's identity by the teacher / proctor using an identity document. The exam record must be kept for one month. In this case, the use of a proctoring program is not required.

4.4. When conducting an interim assessment directly in the classroom, offline

proctoring is performed, in which the proctor directly monitors and monitors the progress of passing the interim assessment in the classroom (physically present in the classroom).

At the same time, the dean exercises general supervision over the examination procedures through selective visits.

4.5.   The procedure for conducting all types of certification is determined by the internal regulations and Academic Policy of the Institute, which can be accessed by all interested parties on the Institute's website in the Academic Policy tab.

4.6.   Instructions on the procedure for conducting an intermediate certification using online proctoring for students are posted directly on the main page on the DOT platform https://e.eiti.kz/student/proctoring

4.7.   If the proctor discovers a violation of integrity in the process of passing the intermediate certification, the student is sent for a retake, which is drawn up in the protocol according to the form in accordance with Appendix A.

Appendix A
"Form of the protocol of referral for retaking the intermediate certification based on the results of online proctoring"

protocol
retakes of the intermediate assessment

Based on the results of the interim control using the online proctoring program, send a student to the group: _____ to re-pass the exam in the discipline:_____

Certification date"___" _____ 20__city of

Violation:_____

Examiner's signature_____ _____/_____

Head of the Department _____ _____/_____

I am familiar with the protocol of retaking the intermediate certification_____/_____

LIST for registering changes, additions, and revisions to a document

№ Change No-нения	. Date of amendment, addition and conducting events revision	Sheet numbers	Document on the basis of which the changes were made, the audit	was carried out Summary of the change	Signature of the person who made the change
1	2	3	4	5	6