

## **REGULATIONS**

### **SEMESTER TEST IN THE REMOTE MODE**

#### **1. General provisions**

1.1 Regulations for semester test in remote mode (hereinafter - the Regulations) are designed to properly organize the educational process and ensure the implementation of educational programs Igor Sikorsky Kyiv Polytechnic Institute (hereinafter - the University) and operates at a time when opportunities for physical attendance of the University by applicants for higher education (hereinafter - applicants) are limited or absent, traditional ways of terminal examination of applicants can not be used due to force majeure (natural disasters, quarantine measures and others force majeure).

1.2 Semester test should be carried out using distance learning technologies, taking into account the requirements of the provisions on the organization of the educational process in force at the University.

1.3 The amount of material of the discipline, which is studied and submitted for semester test, can be reduced due to less important, according to the scientific and pedagogical specialist, issues of the work program of the discipline (syllabus).

#### **2. Preparation for semester test**

2.1 The results of the continuous assessment of the implementation of the individual curriculum by all educational components should be displayed by the scientific and pedagogical specialists through the personal accounts of the automated information system "Electronic Campus" (hereinafter - the Electronic Campus) in the module "Continuous Assessment".

2.2 Continuous Assessment of educational components is carried out in accordance with the performance appraisal rating system.

2.3 Scientific and pedagogical specialists no later than two weeks before the planned review work inform applicants through the module "Messages" of the Electronic Campus about the procedures for semester test activities and the time of consultations. If possible, duplicate e-mails of the group or other means of communication (Telegram, Viber, etc.).

2.4 Prior to the beginning of the semester test, the applicant is obliged to confirm the fact of acquaintance with the schedule of semester test activities by voting in his / her personal account of the Electronic campus.

2.5 Heads of graduating departments control the maintenance of the scientific and pedagogical specialist module "Continuous Assessment" of the Electronic Campus and compliance with the requirements of paragraphs 2.3 and 2.4 of these Regulations.

#### **3. Conducting semester test**

3.1 Scientific and pedagogical specialist, which remotely conducts the terminal examination (hereinafter - the examiner), is obliged to ensure reliable identification (identification of the person) of the applicant. Otherwise, the applicant is considered not to have attended the semester test event. The applicant can be identified, for example, by showing the examiner through a videoconferencing his record book or other identity document.

3.2 Examinations are carried out remotely, taking into account the capabilities of technical means of audio and video communication of scientific and pedagogical specialists and applicants, with the mandatory provision of equal opportunities for applicants to pass terminal examinations and objectivity of evaluation of their results.

3.3 The examiner is responsible for conducting terminal examinations in a specific group. If necessary, due to the decision of the department, examiner may be changed with the appropriate rescheduling of the workload (including adjustment of the study load in the personal account of the Electronic Campus) and notification of the dean's office of such changes to adjust the timesheets of semester achievements.

3.4 The test is set at the last scheduled lesson in the relevant educational component, based on the current rating of the applicant, obtained during the semester in accordance with the Regulations on the system of evaluation of learning outcomes Igor Sikorsky Kyiv Polytechnic Institute

3.5 If the applicant has met the conditions of admission to the semester test in the form of a test, but scored less than 60 points or wants to increase their rating, the final grade is based on the test or final interview, the evaluation criteria of which are determined by performance appraisal rating system.

3.6 The test for the course paper/project and practice is based on the results of the online defense of the work / project / report in front of the committee.

3.7 Exams are taken by applicants in accordance with the approved schedule, which is delivered to the scientific and pedagogical specialist and applicants no later than one month before the session. Deviations from the exam schedule are not allowed.

3.8 Applicants must be consulted online before each exam (it is recommended to videotape the meeting), during which the scientific and pedagogical specialist must inform applicants:

- clear and understandable algorithm of remote examination, assessment criteria, method of communication and communication medium and environments that will be used during the examining measures;
- starting ratings according to the data generated in the module "Continuous Assessment" of the Electronic campus;
- the method of control over the applicants' compliance with the requirements of academic integrity and the consequences of their violation of these requirements;
- information on those who are not admitted to the exam and for what reason.

An obligatory part of the consultation is to answer the questions of the applicants both about the educational material and about the examination procedure.

3.9. During the oral exam, no more than 6 applicants can be online at the same time. To prepare for the answer, the applicant must be given at least 30 minutes, and the total duration of the oral exam in the study group should not exceed 6 hours. To clarify the performance level of the discipline, the examiner may ask additional questions.

3.10. The written examination requires the identification of applicants and can be carried out:

- with the use of network computer and software tools, for example, in the form of tests with a fixed duration of their writing and subsequent personal conversation of the teacher with the applicant (if necessary);
- doing tasks of the examination card in written form, in this case 3-5 minutes before the end of the examination the applicant must sign each sheet, make a photocopy of own work and send it to the examiner's e-mail address by the set time;
- by forming by the applicant of the electronic document with results of performance of the task of the examination card.

The total duration of the written examination should not exceed three hours.

3.11. During the semester test tasks, applicants are obliged to comply with the requirements of academic integrity, ethical and moral codes of conduct, requirements for materials that they can use during the review work. In case of detection of the fact of violation by the applicant of the

established requirements, the examiner has the right to remove an applicant from passing the examination (test).

3.12. It is obligatory to make an audio and video recording of the review work (the parties must be notified about the audio and video recording) and to keep the works of the applicants with the results of the semester test tasks.

3.13. If according to the results of the semester test from a certain educational component the applicant received a grade of "unsatisfactory", or was not admitted to the review work due to non-compliance with the requirements of the performance appraisal rating system, or was allowed to take the examinations but did not appear at the review work without viable reason, it is considered that the applicant has academic debt, which must be retired in a fixed time

3.14. Retirement of academic debt is carried out in accordance with the procedures defined by the [Regulations on current, calendar and semester test of learning outcomes in Igor Sikorsky Kyiv Polytechnic Institute](#) and [the Regulations on the provision of additional educational services to applicants for higher education in Igor Sikorsky Kyiv Polytechnic Institute](#).

3.15. According to the decision of the department for certain educational components for which semester test is thought to be in the form of an exam, if the Continuous Assessment measures allow to unambiguously determine the level of acquisition of competencies provided by the curriculum, it is allowed to issue a final grade "home free" on a 100-point scale, but in this case it is mandatory for the applicant to fulfill the conditions of allowance to take the examination.

#### **4. Presentation of results of semester test**

4.1 The list of semester test in electronic form is formed by the employee of the dean's office and filled in by the examiner in the module "Session" of the Electronic campus after the review work. The examiner fills in the list in accordance with the Instructions for working with the module "Session".

4.2 The results of the examining measure are announced to the applicant by the examiner personally and displayed in the personal account of the applicant on the Electronic Campus after the examiner fills in the relevant electronic information in the module "Session" of the Electronic Campus.

4.3 In case of disagreement with the mark announced and issued by the examiner, the applicant within a day from the announcement of the results of the examining measure has the right to apply with a reasoned statement (to appoint a commission to review the results) addressed to the dean/director of the institute by e-mail to Deputy Dean/Headmaster for curriculum and discipline.

4.4. An appeal against the result of the semester test is not allowed in the case of a examining measure by the commission.

4.5. The paper list of semester test is formed from the AC «Деканат» by the employees of the Dean's Office and certified by the signatures of the examiner and members of the commission (if necessary) after the quarantine. Appropriate entries according the results of semester test in the record books of applicants are made by the examiner after the applicants go back to school.

4.6. If there is a discrepancy between announced marks by the examiner and the marks displayed in the module "Session" of the Electronic Campus, the applicant must inform of the examiner and the dean's office.

4.7. The applicant, who for good reasons did not pass the semester test in time, must, no later than the next day after the examining measure, notify the dean of the faculty/institute by e-mail explaining the reasons and providing photocopies of supporting documents (if any), certified by personal signature. including actual date. Documents in original are provided to the dean's office within a week after the end of the quarantine.

4.8. An applicant who has not been identified, has prematurely terminated his participation in the examining measure or has not taken part in it according to the established schedule for any reason shall be marked "did not appear" in the electronic list.

4.9. If there are viable reasons, the applicant for higher education (on his reasoned statement) may be provided with an individual schedule for the retirement of academic debt.

NB!

- 1) It is allowed to use different software products, for example, Zoom, Google Meet, Skype, Discord, BigBlueButton, etc. for examining measures and consultations via videoconference, taking into account their capabilities and limitations (video session time, number of simultaneous users, software requirements, etc.).
- 2) Provided that the applicant has completed the conditions of admission to the semester test event and scored the number of points not less than the admission score for performance appraisal rating system ( $R_D$ ), the transfer of points according to paragraph 3.15 is carried out according to the formula (rounding off the result to the nearest counting number):

$$R = 60 + \frac{40 \cdot (R_i - R_D)}{(R_C - R_D)}$$

where:  $R$  - score on a 100-point scale;

$R_i$  - the sum of points scored by the applicant during the semester;

$R_C$  - the maximum sum of significant score of examining measures during the semester;

$R_D$  - admission score to the exam.

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