



Ministry of Health of the Russian Federation

North-Western State Medical University named after I.I. Mechnikov

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ACCEPTED

by the Academic Board
NWSMU named after I. I. Mechnikov
under the Ministry of Health
of the Russian Federation
30 November 2017,
Record № 11

APPROVED

by Acting Rector
NWSMU named after I. I. Mechnikov
under the Ministry of Health
of the Russian Federation

_____ O.G. Khurtsilava
_____ 2017

ENDORCED

at the meeting of the Student Council
NWSMU named after I. I. Mechnikov
under the Ministry of Health
of the Russian Federation
Record № __ dated _____ 2017

_____ S.S.Kudlakhmedov
_____ 2017

Regulations

on interim assessment of students of bachelor's, specialist's (MD courses), and master's degree programmes at North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation

1. General provisions

1.1. These Regulations on interim assessment of students of bachelor's, specialist's (MD courses), and master's degree programmes at North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter – the Regulations) are drawn up in accordance with the Federal Law «On education in the Russian Federation» dated 29.12.2012 № 273-ФЗ, the Order of the Ministry of Education and Science «On approval of the Procedure for organizing and implementing educational activities under higher education programmes – bachelor's programmes, specialist (MD courses) programmes, master's programmes» dated 05.04.2017 № 301, Federal state educational standards for higher education, the legislation of the Russian Federation, the Charter of North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter – the University), local acts of the University.

1.2. Main terms used in the Regulations:

Assessment is a determination of the level of a student's knowledge during the reporting period.

Interim assessment is one of the forms of quality evaluation of the part or the entire subject, course, discipline of the educational programme. Interim assessment is used to assess the results of a student's training activities during a semester (year).

Curriculum is a document that determines the list, workload, sequence and distribution over periods of study of the subjects, courses, disciplines (modules), practical training, and other types of training activities and forms of interim assessments of students.

Academic calendar means periods of theory classes, practical training and internship, interim assessment, final thesis, holidays, and their alternation during the whole period of study.

Semester is a period of time specified in the academic calendar, during which the study process is carried out in the form of lectures, seminars, practical and laboratory classes, as well as self-study.

Pass-fail test is a form of subject knowledge check, conducted at the end of a semester or a year of study, with a grade of «passed».

Examination is a form of subject knowledge check, conducted at the end of a semester or a year of study, with a differentiated grade.

Current debt means unsatisfactory grades, incomplete assignments, missed lectures, seminars, and practical and laboratory classes during the semester.

Academic debt means unsatisfactory interim assessment results in one or more subjects, or failure to pass interim assessment without valid reasons.

2. Forms, frequency and procedure for interim assessments, and grading criteria

2.1. Interim assessment is conducted in a form of examinations and pass-fail tests.

2.2. Interim assessment is conducted twice a year at the end of semesters.

2.3. The total number of examinations and pass-fail tests, as part of the interim assessment during the academic year, shall not exceed twenty-two. The specified number does not include examinations and passes/failed tests in physical education and optional subjects. Students with an individual study plan (with a shortened study period) take no more than twenty examinations during the academic year.

2.4. It is unacceptable to charge students a fee for passing interim assessment.

2.5. The assessment tools for interim assessment in each discipline shall be approved at the chair meeting and shall correspond to the competence model of a graduate in a particular specialty (field of study) and the requirements of the work programme of the discipline.

2.6. Forms and methods of interim assessment shall be determined on the basis of the aims and objectives of the monitoring. Priority should be given to the most objective and comprehensive forms of knowledge check.

Interim assessment may be conducted in written, oral or combined (written and oral) form.

2.7. Knowledge, abilities and skills of a student are determined by the grades: «excellent», «good», «satisfactory», «unsatisfactory» and/or «passed», «failed». Good grades are recorded in a grade sheet and in a student's record book; unsatisfactory grade/«failed» are recorded only in a grade sheet.

2.8. Criteria for assessing students' knowledge:

«Excellent» grade is awarded to a student who has a comprehensive, systematic and in-depth knowledge of the programme content, is able to freely complete the assignments stipulated by the programme, has mastered the basic literature and is familiar with additional literature recommended by the programme. As a rule, an «excellent» grade is awarded to students who have learnt the correlation between the main concepts of the discipline and their significance for the profession they are studying, and have shown creative abilities in understanding, presenting and using the programme content.

«Good» grade is awarded to a student who has demonstrated full knowledge of the programme content, has successfully completed the assignments stipulated by the programme, has mastered the basic literature recommended by the programme. As a rule, a «good» grade is awarded to students who have shown systematic knowledge of the discipline and are able to independently enrich and update it in the course of further study and professional activity.

«Satisfactory» grade is awarded to a student who has demonstrated knowledge of the

programme content to the extent necessary for further study and work, has coped with the assignments stipulated by the programme and is familiar with the basic literature recommended by the programme. As a rule, a «satisfactory» grade is awarded to students who have made mistakes in answering the examination and completing examination tasks, but who have the necessary knowledge to correct them under the guidance of the professor/teacher.

«Unsatisfactory» grade is awarded to a student who has discovered significant gaps in knowledge of the core programme content and has made fundamental mistakes in completing the assignments stipulated by the programme.

2.9. Student has the right for certification of the learning outcomes of individual disciplines (modules) and (or) practices mastered (completed) by a student in receiving secondary vocational education and (or) higher education, as well as additional education (if any). Certified learning outcomes shall be considered as the results of interim assessment. Certification of the learning outcomes is carried out in accordance with the Regulations on training on the individual study plan, including accelerated training, within the mastered educational programme in areas of training (specialties) of higher education, approved by the Order dated 30.11.2017 № 2185-O.

2.10. The deadlines for interim assessment shall be established by the order of the Rector and regulated by the curriculum, academic calendar and other local acts, which shall be communicated to students by the dean's offices no later than one month before the start of the examination period. The examination schedule shall be drawn up with a minimum of two days to prepare for the examination on each discipline. The time for examination preparation shall be calculated starting from the day following the last day of the semester.

In exceptional cases, Rector or Vice-Rector on Studies may set individual deadlines for a student's interim assessment by orders. Individual deadlines for interim assessment are established on the basis of student's application indicating the reasons, addressed to the Vice-Rector on Studies with the signature of the Head of the Centre for Bachelor's, Specialist and Master's Programmes and the Dean of the Faculty (Appendix 1). Exceptional cases are the following: health conditions, family circumstances, natural disasters and other circumstances that make it difficult for a student to pass the interim assessment in the regular way. All the aforementioned circumstances shall be confirmed by official documents. In case of «unsatisfactory» grade, a student is allowed to retake the examination, in accordance with the established procedure, on the re-examination days or following an individual schedule.

2.11. Medical certificates (sick notes) and other necessary documents shall be submitted to the dean's office within three days from the date of issuing the certificate from a medical or other institution. The certificates shall be registered in the University Clinic. In case of illness or other valid reasons, student is required to notify the dean's office of the reasons for absence in a timely manner (before the end of the interim assessment period).

2.12. Specific deadlines for prolonging (postponing) interim assessment are formalized by the order of the Vice-Rector on the basis of the Dean's memo coordinated with the Head of the Centre for Bachelor's, Specialist and Master's Programmes. On the basis of the order, the dean's office gives a student an examination sheet, which is required to be returned to the dean's office on the day of the examination.

2.13. Student, who has no current debts in all subjects of the curriculum of the current semester, shall be admitted to interim assessment (including the pass-fail test)

Admission of a student to interim assessment shall be made by placing a stamp «Admitted to the examination» and a stamp of the University Clinic to a student's record book. Students, who do not have admission to interim assessment, are not allowed to take examinations.

2.14. If there is no interim assessment in the form of examinations at the end of a semester, the date of summing-up a semester shall be the last day of a semester. If a student has a debt on the last day of a semester, this debt is considered to be academic.

2.15. If a student is unable to take an examination due to medical reasons, documents confirming the student's inability to work shall be submitted before the examination.

2.16. Absence of a student shall be indicated in the grade sheet with the words «failed to appear». Unexcused absence of a student from the examination (including the lack of admission to interim assessment) is equal to the «unsatisfactory» grade.

2.17. Examination/pass-fail test grade sheets shall be drawn up in duplicate (in accordance

with the instructions in Appendix 2).

2.18. A student, who has fully completed the requirements of the curriculum for a semester (a year), is required to submit his/her record book to the dean's office to verify compliance of the grades with the examination/pass-fail test grade sheet.

2.19. In order to ensure the objectivity of the results of interim assessment, the tests and examinations process may be audio- and/or video recorded.

3. Procedure and deadlines for the elimination of academic debt

3.1. Students are obliged to eliminate academic debt.

3.2. Students with academic debt have the right to pass interim assessment in the respective subject, course or discipline no more than twice in accordance with the Interim assessment schedule for persons with academic debt, within one year from the date of academic debt (this period shall not include periods of sick leave, academic leave or maternity leave).

3.3. The deadline for the elimination of academic debt for the winter interim assessment is 1 March of the current year; for the summer interim assessment – 1 October of the current year. In order to conduct interim assessment for the second time, a commission shall be formed. The grade given by the commission is final.

3.4. The University may conduct the first repeated interim assessment and (or) the second repeated interim assessment during the holiday period. In this case, the University establishes several deadlines for the respective repeated interim assessments both in the holiday period and in the period of implementation of disciplines (modules).

3.5. Repeated interim assessments shall not be conducted during the period of practical training or during the period of interim assessment. The time of interim assessment should not coincide with the time of the classes held in the form of contact work.

Appendix 1 to the Regulations

To the Vice-Rector on Studies

(full name)

from the _____ year student

(full name)

studying at _____ *(faculty)*
at the expense of budgetary allocations from the
federal budget/ under the contract for the provision of
paid educational services (underline)
specialty _____

APPLICATION

I request to consider the possibility to pass interim assessment within individual time limits
due to _____.

(reason)

Appendix: _____

(Documents confirming the reason for absence from interim assessment)

Date

Signature

Agreed:

Head of the Centre for Bachelor's,
Specialist and Master's Programmes

Full name

Dean of the Faculty of _____

Full name

INSTRUCTIONS ON THE ISSUANCE, PROCESSING AND STORAGE OF EXAMINATION/PASS-FAIL TEST GRADE SHEETS AND EXAMINATION SHEETS

1. The document confirming that a student has passed an examination or a pass-fail test in a discipline is an examination/pass-fail test grade sheet or examination sheet.
2. Examination/pass-fail test grade sheets are formed on the basis of the approved by the dean's offices curriculum in the AXAPTA system and are transmitted to the chairs before the start of interim assessment in 2 copies.
3. Grade sheets shall be filled in in the same color (blue or black pen) without any blots or corrections. The results of pass-fail tests shall be assessed as «passed» или «failed». Examinations are graded as «excellent», «good», «satisfactory», and «unsatisfactory». The following abbreviations are allowed in the grade sheets: «exc.» (excellent), «good», «S» (satisfactory), «U» (unsatisfactory).
4. It is prohibited to use correction pen (tape, fluid) when filling in the grade sheets, as well as make notes and use a pencil.
5. Good grades are recorded in an examination/pass-fail test grade sheet and in a student's record book; unsatisfactory grade/«failed» is recorded only in an examination/pass-fail test grade sheet.
6. In an examination grade sheet, the admission to the examination shall be recorded in the «pass-fail test mark» column as «passed», in case of non-admission – «failed».
7. If a student fails to appear at the examination, the head of the chair's study unit shall indicate in the «examination mark» column «failed to appear».
8. At the end of the examination, the head of the chair's study unit checks the completion of all columns of the examination grade sheet, calculates the average grade, certifies with a signature the correctness of the sheet and the reliability of the information on grades and examiners, and submits the completed sheet to the dean's office.
9. Dean (Assistant Dean) checks the correctness of the sheet, and if mistakes or corrections are found, the sheet is returned to the chair. In case a sheet accepted by the dean's office is found to be incorrect, the responsibility is borne by the Dean of the Faculty.
10. All columns of the examination grade sheet shall be completed. Examination grade sheet shall contain the signatures of only those professors/teachers who have accepted the examination in that group, with printed names. No corrections shall be made in the examination record sheet. If corrections need to be made to the examination grade sheet, the head of the chair shall write an explanatory note to the Head of the Centre for Bachelor's, Specialist and Master's Programmes with a request to reissue the examination grade sheet, stating the reason for its deterioration. The explanatory note with the signature of the Head of the Centre for Bachelor's, Specialist and Master's Programmes shall be submitted to the dean's office for the reissuance of the examination grade sheet to the chair.
11. One copy of the grade sheet is kept in the dean's office, and a second copy – in the chair.
12. Document specialist in the dean's office enters the results of the pass-fail tests and examinations into the AXAPTA electronic system on the next day after the pass-fail test/examination.
13. After the completion of interim assessment, the results are added to the transcript by a document specialist.

14. After the order on transfer to the next year of study is issued, the Assistant Dean certifies the accuracy of the transcript with a signature.

15. Student's re-examination is formalized by the examination sheet.

16. A student who has missed the examination for a valid reason shall be given an examination sheet marked «primary».

17. Students who have missed the examination for an unexcused reason or have passed with an «unsatisfactory» grade shall be given an examination sheet marked «repeated».

18. In case of repeated «unsatisfactory» grade, an examination sheet marked «commission» shall be given. In order to accept an examination in «commission», a commission of several examiners is formed in the chair: a person (professor/teacher) who accepts the examination on this discipline, the head of the chair, professors/teachers who have not previously conducted training and examination for persons applying for re-examination, the Dean (the Assistant Dean), the Head of the Centre for Bachelor's, Specialist and Master's Programmes (Head of the Department of Planning and Organization of Training). The examination sheet contains the surnames and initials of all the examiners; the grade is certified with signatures of all the members of the commission. The head of the chair indicates his/her surname and initials in the record book, write a good grade and certify it with his/her signature.

19. The upper part of the examination sheet shall be returned to the dean's office and filed with the examination grade sheet on this discipline. The results of re-examinations are entered into the AXAPTA system on the next day after the re-examination.

20. The lower part of the examination sheet shall be kept in the chair.

21. **Sample form of the pass-fail test grade sheet**

№	Student's full name	Mark (pass/fail)	Record book	Professor's/Teacher's signature	Note
1	Ivan I. Ivanov	passed	112129		
2	...	failed	112131		Passed (date)
3	...		112158		

Professors/teachers:

Signature/Printed name /

_____ / _____ /

Head of study unit Signature /Printed name/

22. **Sample form of the examination grade sheet**

№	Student's full name	Pass-fail test mark	Professor's/Teacher's signature	Examination mark	Record book	Examiner's signature
1	Ivan I. Ivanov	passed		excellent	153023	
2	...	passed		good	153028	
3	...	passed		satisfactory	153031	
4	...	passed		unsatisfactory	153003	
5	...	passed		Failed to appear	153039	

6	...	failed		Failed to appear	153048	
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Examiners: _____ Signature_/Printed name
 _____ / _____ /
 _____ / _____ /
 _____ / _____ /
 _____ / _____ /
 _____ / _____ /

| Excellent 1_
 | Good..... 1_
 | Satisfactory..... 1_
 | Unsatisfactory..... 1_
 | Not certified..... 2_
 | Average grade. 3,5_

Head of study unit Signature /Printed name/