Testing Center

Instructions for students during examination sessions

Updated: 24.03.2023

‖ CONTENT

COMPUTER TESTING

OFFLINE TESTING - TRADITIONAL

> **i** *Description: The exam is taken by the student right in the classroom according to the schedule. The examiner oversees the testing process and enforces the rules of academic integrity.*

Platform used – **UNIVER**

Exam format - **Offline format (in a computer class)**

Exam duration and number of questions:

- **45 minutes for one subject**

Note: The countdown will start from the moment you click on the "Go to the exam" button

Schedule - **The time and date of the exam can be viewed in the system Univer - Schedule - Schedule of exams.**

Seats will be published 30 minutes before the start of the exam in the Univer system - News

The exam is scheduled. Students and teachers should be informed in advance about the exam schedule - the responsibility of the leadership of the departments and the institute

The assessment of the final control (exam) can be canceled at any time by the Testing Center based on the results of the behavior check in case of revealing the academic dishonesty of the student. We ask all students to observe ethical and moral standards, do not break the rules or commit academic dishonesty when taking the exam, as this may lead to the cancellation of the assessment.

Read the video instruction before starting testing - **watch**

ALGORITHM FOR CARRYING OUT COMPUTER TESTING IN THE TRADITIONAL FORMAT

1. Testing is carried out according to the approved schedule.
2. Testing takes place in the Univer system using proctoring.
3. Entrance to the audience is allowed only with an identity document of the student and a boarding list.
4. The student takes all subjects prohibited during the exam. Entrance to persons not participating in testing is strictly prohibited.
5. The student signs in the turnout list and takes the place indicated in the landing list
6. The countdown will start from the moment you click on the "Go to the exam" button
7. The exam page will display Questions (5 questions per page)
8. After answering all the questions, the student presses the Finish button
9. Next, log out of the Univer account

‖ COMPUTER TESTING

‖ ONLINE TESTING

> **ℹ** *Description: the student undergoes identification, the test is supervised by an automatic proctoring system.*

Used platform – **UNIVER + PROCTORING**

The exam format is **online using digital platforms.**

Exam duration and number of questions:

- **Bachelor's, Master's and DOT - 60 minutes, 40 questions each**

Note: The countdown will start from the moment you click on the "Start" button in the extension

Proctoring - **Automated proctoring system with artificial intelligence.**

You will need:

- Login and password from the Univer system (Your Advisor or Dean's office can recover your password)
- Website – e.kaznpu.kz
- Quiet, well-lit room
- Reliable Internet connection (you can check here - 1Mbps required)
- Computer or laptop

ATTENTION: IT IS FORBIDDEN TO TAKE THE TEST FROM A SMARTPHONE! AUTOMATIC CANCEL!

Your computer must be equipped with:

- Front camera (webcam test - here)
- Microphone

Install:

- Google Chrome browser latest version (download Chrome)
- Proctoring extension (download extension)

The exam is scheduled. Students and teachers should be informed in advance about the exam schedule - the responsibility of the leadership of the departments and the institute

The assessment of the final control (exam) can be canceled at any time by the Testing Center based on the results of the behavior check in case of revealing the academic dishonesty of the student. We ask all students to observe ethical and moral standards, do

not break the rules or commit academic dishonesty when taking the exam, as this may lead to the cancellation of the assessment.

Read the video instruction before starting testing - **watch**

ALGORITHM FOR CARRYING OUT COMPUTER TESTING IN ONLINE FORMAT

1. Testing is carried out according to the approved schedule.
2. Testing takes place in the Univer system using proctoring.
3. The countdown will start from the moment you click on the "Go to the exam" button
   - proctoring system records screen and webcam recordings;
4. The exam page will display Questions (5 questions per page)
5. After answering all the questions, the student presses the Finish button
6. Sign out of your Univer account

COMPUTER TESTING RULES

STUDENTS ARE PROHIBITED

> **i** *ATTENTION: IT IS FORBIDDEN TO TAKE THE TEST FROM A SMARTPHONE!*

- It is forbidden to take the exam from the phone (answers sent from the smartphone are canceled immediately)
- You must be in a quiet, well-lit area without bystanders.
- Your ears must be clearly visible (necessary to collect hair before the exam)
- Your face must be clearly visible (the face must not be out of focus of the camera)
- It is forbidden to use headphones
- It is forbidden to use auxiliary materials: mobile devices, notes or textbooks
- It is forbidden to copy and memorize answers from other sources
- It is forbidden to communicate with anyone during testing
- Don't take your eyes off the screen
- Under no circumstances switch the test window in the browser
- Any third party webcam applications are prohibited
- It is forbidden to use a second monitor or any software for remote screen access or display.
- You can only use one keyboard and one mouse
- It is forbidden to disable access to the camera, microphone or screen recording
- It is forbidden to turn off the Internet
- It is forbidden to receive incoming calls during the exam
- It is forbidden to replace the tested by an outsider
- It is forbidden to leave the workplace during the exam

STUDENTS ARE ALLOWED

- Short head turns (no more than 3 seconds)
- Extraneous noise is not a violation if it does not carry clues to the exam
- Internet connection interruptions

‖ A WRITTEN EXAM

‖ OPEN BOOK

> **ℹ** *Description: the form of the exam, when students are allowed to use any reference, educational literature and the Internet. Tasks in the form of cases or essays.*

Platform used - **Oqylyq LMS**

The exam format is **online using digital platforms.**

Exam duration - **7 days (5 days for work and 2 days for checking by the teacher)**

Number of questions - **1 essay or case topic**

Proctoring - **Disabled**

Anti-plagiarism - **Enabled**

Attaching Files to Reply Box - **Disabled**

You will need:

- Login and password from the Oqylyq system
  - Website – app.oqylyq.kz
  - Login - use the login from the Univer system
  - Password - 123456
- Reliable internet connection
- Computer or laptop

Install:

- Google Chrome browser latest version (download Chrome)

Check out the instructions for uploading a response:

- Video instruction - download

ALGORITHM FOR CONDUCTING A WRITTEN EXAM WITH AN OPEN BOOK

1. At the specified time, the student will have access to the exam on the **app.oqylyq.kz** website.
2. **Using the login from the Univer system** and **the password 123456**, the student enters the site and selects an exam.
3. A ticket is generated for each student automatically.
4. The anti-plagiarism exam begins:
   4.1. The student rewrites the topic of an essay or case onto a sheet
   4.2. Closes a browser tab
5. After writing his work, he returns to the site "app.oqylyq.kz" opens the same exam.
   5.1. Copies and pastes the text of the completed work into the response field.

6. Upon completion of the exam, the student presses the "Finish" button.

7. At the end of the exam, the teacher and the reviewer check the students' work.

IMPORTANT! Only works that pass uniqueness through anti-plagiarism can be evaluated. Uniqueness: Bachelor's degree - not less than 40%, Master's degree - not less than 55%

8. After evaluating all the works, the teacher transfers the points to the statement in the Univer system manually.

❙❙ A WRITTEN EXAM

❙❙ **CLOSED BOOK**

> ℹ️ *Description: is the most "usual" form, when the student sees the questions for the first time and writes the answers. During the exam, the student's behavior is monitored by a proctoring system.*

Platform used - **Oqylyq LMS**

The exam format is **a combined (online or offline) format.**

Exam duration - **from 60 minutes to 90 minutes (exams where formulas in the answer are used can be extended up to 180 minutes at the discretion of the teacher)**

Number of questions - **3 questions (2 theoretical and 1 practical.)**

Proctoring - **Enabled**

Anti-plagiarism - **Enabled**

Attaching Files to Reply Box - **Disabled**

You will need:

- Login and password from the Oqylyq system
    - Website – app.oqylyq.kz
    - Login - use the login from the Univer system
    - Password - 123456
- Quiet, well-lit room
- Reliable internet connection
- Computer or laptop

Your computer must be equipped with:

- Front camera (webcam test - here)
- Microphone

Install:

- Google Chrome browser latest version (download Chrome)

Check out the instructions for uploading a response:

- Video instruction - download

ALGORITHM FOR CONDUCTING A WRITTEN EXAM WITH A CLOSED BOOK

1. At the specified time, the student will have access to the exam on the **app.oqylyq.kz** website.
2. **Using the login from the Univer system** and **the password 123456**, the student enters the site and selects an exam.
3. A ticket is generated for each student automatically.
4. The exam begins with mandatory proctoring: you need a laptop or smartphone.
5. The student receives 3 generated questions, then answers in the answer field.
6. After answering all the questions, the student presses the "Finish" button.
7. At the end of the exam, the teacher and the reviewer check the students' work.
8. After evaluating all the works, the teacher transfers the points to the statement in the Univer system manually.

WRITTEN EXAM RULES CLOSED BOOK

STUDENTS ARE PROHIBITED

- You must be in a quiet, well-lit area without bystanders.
- Your ears must be clearly visible (necessary to collect hair before the exam)
- Your face must be clearly visible (the face must not be out of focus of the camera)
- It is forbidden to use headphones
- It is forbidden to use auxiliary materials: mobile devices, notes or textbooks
- It is forbidden to copy and memorize answers from other sources
- It is forbidden to communicate with anyone during testing
- Don't take your eyes off the screen
- Under no circumstances switch the test window in the browser
- Any third party webcam applications are prohibited
- It is forbidden to use a second monitor or any software for remote screen access or display.
- You can only use one keyboard and one mouse
- It is forbidden to disable access to the camera, microphone or screen recording
- It is forbidden to turn off the Internet
- It is forbidden to receive incoming calls during the exam
- It is forbidden to replace the tested by an outsider
- It is forbidden to leave the workplace during the exam

STUDENTS ARE ALLOWED

- Short head turns (no more than 3 seconds)
- Extraneous noise is not a violation if it does not carry clues to the exam
- Internet connection interruption

PRACTICE EXAM - MICROSOFT TEAMS

> **ℹ** *Description: The student performs practical tasks. Defends completed tasks before the commission.*

Platform used – **Microsoft Teams**

Exam format - **Getting the task and attaching the answer remotely, Protection - traditionally, in the classroom according to the approved schedule.**

Exam duration - **7 days (of which 5 days for work and 1 day for defense with a commission and 1 day for grading)**

Number of questions - **from 15 to 100 practical tasks**

Proctoring - **Disabled**

Anti-plagiarism - **Disabled**

Time to answer - **the answer of each student to one question should not exceed 5 minutes**

You will need:

- Login and password from Microsoft Teams
    - Website Login and password can be found in the system Univer - Bachelor (Master)
- Reliable internet connection
- Computer or laptop

Install:

- Google Chrome browser latest version (download Chrome)
- Microsoft Teams for work and school (download Microsoft Teams)

Check out the instructions for uploading a response:

- Video instruction - download

STUDENTS ARE PROHIBITED:

Send the exam paper by e-mail or instant messengers (WhatsApp, Telegram, etc.).

ALGORITHM FOR CARRYING OUT THE PRACTICAL EXAM

1. At the specified time, each student begins to complete all attached tasks in the Microsoft Teams program.
2. The student logs in through his account login@abaiuniversity.edu.kz. Next, Teams → Go to the team you need → Tasks
3. A list of tasks is displayed, transfers them to Word or downloads, closes Microsoft Teams and proceeds to complete the tasks.
4. After writing his work, he returns to the Microsoft Teams program, opens the Assignment, attaches the work using the Attach button.
5. Presses the "Submit" button.
6. The teacher and the commission, together with the students, conduct defense in the classroom or online using Microsoft Teams or Zoom according to the schedule. The instructor must start recording the meeting.
7. The teacher decides which of the practical tasks each student will answer.
8. The teacher and the commission rate each student.
9. After evaluating all the works, the teacher transfers the points to the Univer system record manually.

‖ PROJECT EXAM - MICROSOFT TEAMS

> **ℹ** *Description: One or a group of students performs one project work. Defend(s) the work before the commission.*

Platform used – **Microsoft Teams (Zoom)**

Exam format– **Getting the task and attaching the answer remotely, Protection - traditionally, in the classroom according to the approved schedule.**

Exam duration - **7 days (of which 5 days for work and 1 day for defense with a commission and 1 day for grading)**

Number of questions - **1 project topic is issued for one or a group of students.**

Attaching Files to Reply Field – **Enabled**

Proctoring – **Disabled**

Anti-plagiarism **– Disabled**

You will need:

- Login and password from Microsoft Teams
  - Website Login and password can be found in the system Univer - Bachelor (Master)
- Reliable internet connection
- Computer or laptop

• **Install:**

- Google Chrome browser latest version (скачать Chrome)

- Microsoft Teams for work and study (скачать Microsoft Teams)

See the instructions for uploading a response in Microsoft Teams:

- Video instruction – скачать

STUDENTS ARE PROHIBITED:

Send the exam paper by e-mail or instant messengers (WhatsApp, Telegram, etc.).

If you can't find your Microsoft Teams account, please contact the Dean's Office of your Institute.

ALGORITHM FOR CARRYING OUT THE PROJECT EXAM

1. At the specified time, each student begins to complete all attached tasks in the Microsoft Teams program.
2. The student logs in through his account login@abaiuniversity.edu.kz. Next, Teams → Go to the team you need → Tasks
3. The student or group selects and analyzes topics, then closes Microsoft Teams and proceeds to complete assignments.
4. After writing his work, he returns to the Microsoft Teams program, opens the Assignment, attaches the work using the Attach button.
5. Presses the "Submit" button.
6. The teacher and the commission, together with the students, conduct defense in the classroom or online using Microsoft Teams or Zoom according to the schedule. The teacher must start recording the meeting
7. Students defend the project that they submitted in advance in the Assignments section.
8. The teacher and the commission rate each student
9. After evaluating all the works, the teacher transfers the points to the Univer system record manually.

‖ FAQ - **FREQUENTLY ASKED QUESTIONS**

‖ I forgot my username or password, what should I do?

1. You can get the **login and password from the Univer** system from your Advisor, he (a) will also be able to reset the password.

2. You can find your **Microsoft Teams login and password on your Univer** system page. Go to the website of the **Univer system → Bachelor (Master) → On the last line you will see your login and password from Microsoft Teams**

3. Login and password from Oqylyq LMS - on the website app.oqylyq.kz in the login field, **enter your login from the Univer** system, in the **password field enter - 123456.** (The password can be changed in the Profile tab - Under the full name, click on edit - Change password)

‖ I don't have an account Microsoft Teams

You can get a login and password by contacting the Advisor or the Dean's Office of your institute.

‖ I can't see my exam on the platform, where can I go?

Computer testing (Univer) - the student contacts the Testing Center at the following numbers listed below ↓

Institute	Full name	Phone number	Schedule work
Philology	Илишева Эльнура	+7 707 121 2646	
Institute of Pedagogy and Psychology	Канатбекова Арайлым	+7 771 454 9738	(Mn-Fr) 09:00 17:00
Institute of Natural Science and Geography	Мадкерим Арман	+7 775 144 8662	
Sorbonne-Kazakhstan Institute	Какимова Жанбота	+7 707 120 2891	

Institute of Mathematics, Physics and Informatics	Оразалы Аяжан	+7 707 117 2131	
Institute of History and Law	Какимова Жанбота	+7 707 120 2891	
Institute of Arts, Culture and Sports	Какимова Жанбота	+7 707 120 2891	

Written exam (Oqylyq) - the student must report **the problem to the teacher** leading this discipline, or contact the following numbers **by writing to e-mail**

Institute	Full name	Email	Schedule work
Philology	Сергалиева Диана	d.sergaliyeva@abaiuniversity.edu.kz	
Institute of Pedagogy and Psychology	Сергалиева Диана	d.sergaliyeva@abaiuniversity.edu.kz	
Institute of Natural Science and Geography	Саулебаев Сеит	s.saulebaev@abaiuniversity.edu.kz	
Sorbonne-Kazakhstan Institute	Камалдинов Камиль	k.kamaldinov@abaiuniversity.edu.kz	(Mn-Fr) 09:00 17:00
Institute of Mathematics, Physics and Informatics	Аверьянов Даниил	d.averiyanov@abaiuniversity.edu.kz	
Institute of History and Law	Камалдинов Камиль	k.kamaldinov@abaiuniversity.edu.kz	
Institute of Arts, Culture and Sports	Камалдинов Камиль	k.kamaldinov@abaiuniversity.edu.kz	

Practical / Project Exam (Microsoft Teams) - the student must report the problem to the teacher leading this discipline.

What is FX and how to apply?

In case of receiving an "unsatisfactory" grade corresponding to the "FX" mark (25-49 points), the student has the opportunity to retake the final control without re-passing the program of the academic discipline/module during the interim assessment period and during the holidays before the start of the next academic period.The algorithm for applying for a retake is "**Univer System → Bachelor → Retake**". FX retake days will be announced in the Univer system after the main session.

During testing with proctoring, a failure occurred, what should I do?

. If a student has a failure in computer testing with proctoring, then he (a) can fill out a retake form on the retake.kaznpu.kz website for technical reasons.After submitting the form, the commission will review the application and make a decision. The list of students approved by the commission and the date for the retake will be announced in the Univer **system after the main session**.