**AL-FARABI KAZAKH NATIONAL UNIVERSITY**

**Higher school of economics and business**

**Finance and accounting department**

**MIDTERM EXAM PROGRAM**

**(AP7201) Academic writing**

**Fall semester 2021-2022 academic year**

**on the educational program “8D041 Finance”**

Almaty 2021

**Examination rules**

1. The organizer of the exam-conference - the teacher who will take the exam - plans the conference in advance and sends an invitation to the participants of the exam.
2. On the day of the exam, in 30 minutes before the teacher reminds the students about the beginning of the exam in the general chat. If necessary, it is allowed to change the communication platform.
3. After connecting all the participants online in the conference, the teacher:

 includes a VIDEO RECORDING of the exam;

 greets the participants of the exam;

 warns that video is being recorded;

 announces the rules of the exam:

 order of examinees,

 preparation time,

 response time;

 gives permission to write the theses of the answers, if necessary, on paper with a pen;

 warns that the examinee will have to show the abstract sheet before starting the answer;

 allows other examinees to be on standby - not to be in front of the camera all the time, but not to leave the meeting;

 announces the surname, name and patronymic of the examinee;

 asks the examinee to show the room in which he is located on a video camera - there should be no strangers in the room, no additional sources of information (if possible on the part of the student);

 warns of a ban on the use of additional sources of information;

 states the number of the ticket to which the examinee must answer;

 publishes a file of a specific ticket in the chat;

 gives time for preparation - at the discretion of the teacher and the commission;

 controls the preparation process via video link, making comments if necessary;

 accepts the answer from the examinee;

 allows the examiner to leave the meeting.

Further, the procedure is repeated with each exam participant.

If a ZOOM is used for technical reasons, the examiner must schedule the exam into periods of 30-40 minutes for reconnection.

The student must complete the entire exam in one session. It is prohibited to start responding in one session and end after reconnection. If the answer is interrupted on a new connection, the examiner will issue the examinee with a new ticket.

The video recording is turned off only at the end of the exam, when the answers of all examinees have been accepted.

Based on the results of passing the exam:

1) the teacher or the commission certifies the participants of the exam;

2) puts points in the summary sheet in the Univer system;

3) draws up a protocol for each student (within a month after exam).

Time for setting points in the attestation sheet for the oral exam is 48 hours.

Thus:

1. The exam is held on schedule.

2. Students and the teacher must know in advance the date and time of the exam.

3. The teacher plans the conference in advance on the platform.

4. In 30 minutes it is necessary to remind about the beginning of the exam.

5. Switch on the VIDEO RECORDING of the exam.

6. The video recording is turned off only at the end of the exam, when the answers of all examinees are accepted.