

**Rules for the Final Control of the «Oral examination» of the 2021-2022 academic years'  
Fall Term with the use of distance learning technologies for the 1st year  
Master's Degree students**

**Examination Rules**

1st year Master's degree students in groups of less than 10 students take the **Oral examination** in discipline "Foreign language (professional)" in a synchronous format - student takes the exam in real time "here and now". Oral exam: traditional - answers to questions. Oral exam - student on the exam schedule takes an exam in the **BigBlueButton** service in the **Moodle SDO**, on the corporate **Microsoft Teams platform of Al-Farabi KazNU**, external resources **ZOOM, Skype** and others at the discretion of the teacher / examination committee.

The process of passing an oral exam by a Master's student involves the **automatic creation of an examination card**, which the Master's student must answer orally to the examination commission. When conducting an oral exam, a video recording is required.

The Deputy Dean on Educational, Methodical and Curriculum Work generates exam cards for disciplinary groups on his page before the date and time of the exam.

On the day of the exam, 30 minutes before the start, undergraduates must prepare for the exam in accordance with the requirements.

Master's student, called by the members of the commission, confirms his identity, shows his card to the Univer IP, and after preparing for the period of time set by the teacher or the commission, answers the card questions. During Master's student's response, other members of the group can go into standby mode (turn off the cameras but do not leave the VCS service). After the commission accepts the answer of the Master's student, he can leave the video conference hall.

To get acquainted with the rules of the exam, undergraduates should study the instructions in the Univer IP.

**TEACHER OR MEMBER OF THE COMMISSION**

According to the exam schedule, **the organizer of the exam-conference**, a teacher or a member of the exam committee, starts the conference on **Microsoft Teams** or in **BigBlueButton** in the **Moodle SDO** (or other services in the VCS), sends invitations and launches the exam participants.

After connecting all participants in the online conference, teacher or a commission member:

- a) turns on a VIDEO RECORDING of the exam;
- b) welcomes exam participants;
- c) warns that a video is being recorded;
- d) announces the time-limit of the exam:
  - order of examinees;
  - time to prepare;
  - response time;
  - gives permission to write abstracts of answers, if necessary, on paper with a pen;
  - warns that the examinee will have to show a sheet of thesis 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;
- e) announces surname, first name and patronymic of the examinee;

- f) asks the examinee to show on the video camera an identity document (ID card or passport), the room in which he/she is located (there should be no strangers, additional sources of information);
- g) warns about the ban on the use of additional sources of information.

The chairman of the examination committee calls the full name of the Master's student, asks him to turn on the screen demonstration, log in under his account in the Univer IP, open the exam card and read the questions on the card.

The commission records the questions uttered by the master's student for subsequent questioning.

The teacher asks the student to switch the image to the camera (so that the student's face is always visible).

The teacher gives time to prepare the answer.

The teacher asks the Master's student about the card.

The teacher, after completing the answer of the master's student, allows the exam taker to leave the video conference.

## **MASTER'S DEGREE STUDENT**

Before starting the oral exam, undergraduates should check:

- internet connection on his/her work device; the device must be provided with charging during the entire time of the exam;
- web camera and microphone work properly.

30 minutes before the exam, **ALL UNDERGRADUATES** of the group enter the video conference hall organized by teacher or commission members at the link specified in the rules of the final exam.

30 minutes before the exam, **check the ability to log into the Univer.kaznu system.kz** via any browser, but preferably via **Google Chrome**. After verification, they log out of the account while waiting for the commission invitation.

Master's student **HAS NO RIGHT TO OPEN a card** before an individual invitation by the commission to take the exam. Only at the request of the commission, Master's student enters the account in the **UNIVER IP**, and opens his card for the video recording.

At the beginning of the exam, the master's student, who is called by the commission, shows his/her identity card to the camera.

Enables a screen demo.

Log in to your Univer IP account, log in with your account, go to the Master's Student tab on the **Exam Schedule page**, select the current exam by clicking the **Pass Oral Exam button**. The **Take Oral Exam function** is active only after the start of exam time.

After clicking on the link **To take an oral exam**, a window will open where the Master's student will see questions of their exam card.

The student shows the screen with the card questions, reads them out loud. Translates the display of the VCS service to the camera and prepares for the response. At the end of his answer, he/she leaves the video conference hall.

If **ZOOM** is used for **technical reasons**, the examiner should divide the exam into periods of **30-40 minutes for reconnection**. Master's student must complete the exam in

time for one session. Start responding in one session and finish after reconnections are not allowed.

If, for technical reasons (power outage, or low Internet speed), a Master's student who has already opened his/her card is **absent from the exam online for more than 10 minutes**, then his/her answer would be canceled. The exam is postponed to another date in consultation with the Department of Academic Affairs.

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

### **Evaluation Policy**

The exam board and the teacher certify the exam participants. They put points in the final statement in the Univer IP.

The time for putting points in the attestation sheet for the oral exam is limited to 48 hours.

### **Exam schedule**

The exam is held according to the schedule. Undergraduates should find out the date and time of the exam in advance in the Univer IP.\

### **Exam platform and link to the scheduled exam video conference call**

The teacher, without fail, informs the undergraduates of the platform and / or links to the VCS in advance (no later than the day before the exam) on the **BigBlueButton** service in the **Moodle SDO**, on the **Microsoft Teams** corporate platform of Al-Farabi Kazakh National University, external resources **ZOOM, Skype**, and others. If the platform or link changes, it notifies undergraduates about the changes.

### **Number of questions**

The process of passing an oral exam by a Master's student involves the automatic creation of an examination card for a Master's student, to which it is necessary to form an oral answer.

For 1st year undergraduates, exam is conducted orally and includes 3 questions:

**First task:** Oral presentation of the content of the read text in native language (Kazakh, Russian, English).

At this stage of the exam, the ability to read and understand what is read, the expression of judgment on the information read, as well as the ability to convey the content of what is read are tested.

The content of the task:

a) Definition of the main content of the text.

**For example:** The text is about ...; The text is devoted to ... The text deals with.

b) Extract individual facts and significant details from the text.

**For example:** What...? Where...? When...? How...?

c) Extraction of facts from the text, description of which requires a reasoned statement from undergraduates.

**For example:** Why? What for?

**Second task:** To answer 4 questions of the teacher to the read text.

At this stage of the exam, the ability to correctly answer questions in terms of grammar and vocabulary is checked.

**Third task:** To tell a topic on a given theme.

**Recommended tasks for undergraduates include:**

1. Reading and visualizing text (from English to Kazakh / Russian for pre-intermediate level) - 40 points
2. The answer to 4 questions of the teacher on the content of the text - 20 points
3. Speak on a given topic - 40 points

**Control of the exam**

Teacher or examination committee makes a video recording of the exam and saves it for 3 months from the end of the session.

**Exam duration:**

Preparation time is decided by the examiner or examination committee. The response time is decided by the examiner or the examination committee. It is recommended 15-20 minutes to answer all questions on the card.