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**AL-FARABI KAZAKH NATIONAL UNIVERSITY**  
**Faculty of Philology**  
**Department of Foreign languages**

**PROGRAM OF FINAL EXAMINATION IN THE DISCIPLINE**

**Code: IYa(n)5202, код ID 12512**  
**on discipline**  
**«Foreign language (professional)»**  
**Education level: Master's degree**

Educational programme  
7M04134 «Management in education»

Course – 1  
Semester – 1  
Number of credits – 2

Almaty 2024

## 1. THE THEMATIC PROGRAM OF THE DISCIPLINE

### The aim of the discipline.

The purpose of the discipline is to form practical skills in various types of speech activity in a foreign language. The training course builds the ability to perceive, understand and translate information in the modern global space, participate in scientific events to test their own research. The discipline is aimed at improving competencies in accordance with international standards of foreign language education

### Learning outcomes in the discipline:

#### 1. Listening comprehension:

to understand authentic speech of a general, professional and scientific nature.

#### 2. Reading:

reads and translates authentic texts on the specialty in a foreign language, as well as extract the necessary information from the reading of a scientific text.

#### 3. Speaking:

applies professional vocabulary and terminology necessary for effective communication in a professional environment within the framework of your specialty.

#### 4. Writing:

to compose written texts of an informative nature (message, report, review, scientific and technical documentation);

to annotate texts on the profile of the specialty and on research topics;

it is correct and logical to formalize your thoughts in writing.

Prepares presentations and project work in a foreign language.

### Main topics studied in the discipline.

#### Module 1. Theoretical and methodological foundations of management in education

1. The history of the development of the concept of management in education
2. Principles of pedagogical management
3. Rules for effective communication. Empathy. Feedback
4. Methods and organizational forms of pedagogical management
5. The organizational structure of the management of an educational institution

#### Module 2. The quality of education as the goal and result of scientific management

6. The nature and definition of the concept leadership in management
7. Psychological patterns of managerial activity: laws of response uncertainty, self-preservation
8. The behavioral factor and its role in leadership success
9. The purpose and main tasks of the management system
10. The principle of collegiality in the management of the innovation process

#### Module 3. Management as a management science

11. The quality of education as a goal and result of scientific management
12. Management of the teaching staff
13. The patterns of pedagogical management
14. The Scientific and Methodological Council, its goals, tasks, functions and powers
15. The special role of non-verbal communication in management

**List of recommended sources.**

**Basic literature:**

1. James M. Kouzes and Barry Z. Posner (2019) Leadership in Higher Education: Practices That Make a Difference.
2. Anthony Raymond (2023) How to be a Good Boss and a Leader: Team Building, Time Management, and Communication Skills for Effective Leadership in the Modern Workplace
3. Tony Bush(2021) Theories of Educational Leadership and Management

**Additional literature:**

1. Kavika Roy. Review articles in Educational Management Principles, Problems, and Solutions. (2022)
2. **Tony Bush, Les Bell, David Middlewood..Principles of Educational Leadership & Management (2019).**
3. Martin Hewings. Advanced Grammar in Use. The 4th edition. Cambridge University Press.
4. Paul Dummett and John Hird. Oxford EAP. Pre-Intermediate. B1. A course in English for Academic Purposes. Oxford University Press. 2020, p. 167.

**Online resources:**

1. www.softwaresuggest.com What is Educational Management: Types, Importance and Benefits.
2. eprints.um.edu.my Theories of Educational Management and leadership.
3. MOOC: Academic Writing: The Structure of a Research Paper. On the platform open.kaznu.kz.
4. <https://www.ebooks.com/en-us>
5. <http://dictionary.cambridge.org>
6. <http://www.ditext.com/russell/russell.html>
7. <http://www.fallacyfiles.org/taxonomy.html>

**Software**

1. Reverso Context. <https://context.reverso.net/>

**2. METHODOLOGICAL INSTRUCTION FOR FINAL EXAMINATION:  
STANDARD WRITTEN EXAMINATION (OFFLINE)**

**2.1. Exam format:** Standard written examination (offline). **Platform:** IS Univer.

**2.2. The purpose of the written exam** is to demonstrate the learning outcomes, skills and competencies acquired during the study of the discipline, the ability to logically express one's thoughts in writing, and argue one's point of view.

**2.3. Expected results of the exam tasks:**

One written exam card contains 3 questions that identify learning outcomes for the course studied and are assessed according to the criteria described below:

Question 1 - Criterion 1. Knowledge of the theory and concept of the course; logic of presentation. Criterion 2. Understanding and confirmation with examples of the theoretical principles presented in the course content.

Question 2 - Criterion 3. Application of the selected methodology and technology to written practical tasks. Criterion 4. Disclosure and solution of the main problem given in the practical task.

Question 3 - Criterion 5. Evaluation and written critical analysis of the applicability of the chosen methodology to the proposed practical task. Criterion 6. Justification of the result obtained from one's own practice.

**2.4. The examination procedure.**

2.4.1. The standard written offline exam is conducted in accordance with the approved schedule.

2.4.2. 15 minutes before the start of the offline written exam, the teacher on duty checks the students' identities using their ID cards, and seats the students in the seats indicated on the attendance sheets.

2.4.3. In the event that a substitute person appears at the offline written exam, the teacher on duty draws up a corresponding report of violation of these Rules.

2.4.4. Late students will not be allowed to take the exam.

2.4.5. During the exam, the teacher on duty monitors students' compliance with the rules of conduct in accordance with the approved instructions.

2.4.6. At the end of the time allotted for the exam (2 astronomical hours), the teacher on duty:

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- 1) collects examination papers;
  - 2) puts in each work a sign of the end of writing the work in the answer sheets - the letter X;
  - 3) provides answer sheets along with attendance sheets for encryption to a specialist from the dean's office.
- 2.4.7. In case of delay in providing work for encryption to a specialist from the dean's office, a corresponding act is drawn up with subsequent prosecution of the perpetrators.
- 2.4.8. During the exam, students are prohibited from carrying and/or using cheat sheets, cell phones, smart watches and other technical and other means that can be used for unauthorized access to auxiliary information. It is prohibited to talk with other students and strangers, or to write down your full name and/or other identifying information in your answers.
- 2.4.9. If a student appears for the exam and refuses to answer the ticket, passing the exam will be graded as an "F."
- 2.4.10. If there is no good reason, failure to appear for the exam will be assessed as an "F".
- 2.4.11. If a student violates one or more of these points, an Act of cancellation of the examination work (hereinafter referred to as the Act) is filled out, and a grade of "F" ("unsatisfactory") is assigned for the discipline.
- 2.4.12. For repeated violation of these Rules during the exam, the student is presented for consideration by the Faculty Council on Ethics.
- 2.4.13. The final grade for the discipline can be canceled within 1 month after the exam, if a student is found to have violated the instructions for conducting final control using distance learning technologies and/or rules of behavior during the exam: using cheat sheets, cell phones, negotiating, etc. based on recordings from surveillance cameras with filling out the Report. The act cannot be annulled or appealed.
- 2.4.14. All violations during exams are recorded in the student's transcript.

### **3. EVALUATION POLICY.**

3.1 At the end of the testing time, the teacher evaluates the report on the students' results and saves the scores in the certification list. The exam sheet is automatically transferred to the Univer IS. Before storage, carefully check if all students have a score.

Do not save your inventory without checking points! Save the checked list.

Scoring time - up to 48 hours.

By decision of the commission, the duration may be revised.

**RUBRICATOR FOR CRITERIAL ASSESSMENT OF FINAL EXAMINATION**

Discipline: «Foreign language (professional)»

Form: Standard written examination (offline). Platform: IS Univer

№	Score	DESCRIPTORS			
		«Excellent»	«Good»	«Satisfactory»	«Unsatisfactory»
		90-100 %	70-89 %	50-69 %	25-49 %
<b>Question 1</b>	<b>Criterion 1.</b> Knowledge of the theory and concept of the course; logic of presentation.	An "excellent" grade is given for an answer that contains an exhaustive explanation of the question, a detailed argumentation for each conclusion and statement, is constructed logically and consistently, and is supported by examples from the developed classroom topics.	A "good" grade is given for an answer that contains a complete but not exhaustive coverage of the issue, an abbreviated argumentation of the main points, and allows for a violation of the logic and sequence of presentation of the material. The answer contains stylistic errors and inaccurate use of terms.	A "satisfactory" grade is given for an answer that contains incomplete coverage of the questions proposed in the ticket, superficially argues the main points, and allows compositional imbalances in the presentation, violations of the logic and sequence of presentation of the material.	An "unsatisfactory" grade is given for incorrect posed, erroneous argumentation, factual and verbal errors, and for the assumption of an incorrect conclusion.
	<b>Criterion 2.</b> Understanding and confirmation with examples of the theoretical principles presented in the course content.	A comprehensive answer with illustrated examples was given to the question; the answer is presented in literate scientific language, all terms and concepts are used correctly and explained correctly.	The answer is not fully supported by specific examples. There are some inaccuracies.	The student does not illustrate theoretical concepts with examples from the developed class notes.	Key concepts for the training course contained in questions are interpreted with significant errors.
<b>Question 2</b>	<b>Criterion 3.</b> Application of the selected methodology and technology to written practical tasks. Criterion 4. Disclosure and solution of the main problem given in the practical task.	Excellent completion of the training assignment, a detailed, reasoned written answer to the question posed, followed by solving practical problems of the course.	Partial completion of the educational assignment, incomplete, sometimes reasoned answer to the question posed with an incomplete solution to the practical problems of the course; illiterate use of scientific language norms in the course.	The material is presented in fragments, in violation of logical sequence, factual and semantic inaccuracies are made, and theoretical knowledge of the course is used superficially.	An irrational method of solving a task or an insufficiently thought-out answer plan; inability to solve problems, perform tasks in general; making mistakes and omissions that exceeds the norm.
	<b>Criterion 4.</b>	Scientific concepts are	The student's knowledge is	The student finds it	The student did not fully

	Disclosure and solution of the main problem given in the practical task.	freely applied to the task at hand, followed by a logical and evidence-based disclosure of the main problem.	adapted; the answers are weak structured, the answer contains minor factual errors, which he can correct independently, thanks to a leading question.	of the material provided, there is no understanding of interdisciplinary connections.	difficult to answer most of the additional questions on the content of the exam or does not give the correct answers.	understand the material. Violation of the Rules for final control.
<b>Question 3</b>	<i>Criterion 5.</i> Evaluation and written critical analysis of the applicability of the chosen methodology to the proposed practical task.	Consistent, logical and correct justification of scientific principles and the applied methodology and technology, literacy, compliance with the norms of scientific language, 1-2 inaccuracies in the presentation of the material are allowed, which do not affect the generally correct conclusions.	3-4 inaccuracies in the use of conceptual material, minor errors in generalizations and conclusions are allowed, which do not affect the good overall level of task completion.	There are conclusions on the applicability of substantiated scientific provisions are vague and unconvincing; there are stylistic and grammatical errors, as well as inaccuracies in processing the results of a practical decision.	The task was completed with gross mistakes, the answers to the questions were incomplete, the conceptual material and argumentation were poorly used.	The task has not been completed, there are no answers to the questions posed, materials and analysis tools have not been used.
	<i>Criterion 6.</i> Justification of the result obtained from materials, including from one's own practice.	The answer is illustrated with examples and visuals from materials, including from the student's own practice.	Analysis of 3-4 provisions of existing theories, scientific schools and directions with justification of the result obtained from one's own practice on the issue of the exam card with some inaccuracies.	Poor application of the main volume of material in accordance with the training program with difficulties in independently reproducing it in writing.	Demonstration of difficulty in providing written answers to problematic questions.	Lack of ability to apply course methods when giving examples. Violation of the Rules for final control.

**Formula for calculating the final grade:**

Final grade (FG) =  $(\%1 + \%2 + \%3 + \%4 + \%5 + \%6) / K$ , where % is the level of task completion by criterion, K is the total number of criteria.

**Example of calculating the final grade**

№	Score	«Unsatisfactory»		
		«Excellent»	«Good»	«Satisfactory»
		90-100 %	70-89%	25-49%
<b>Criterion</b>			50-69%	0-24%

1.	Criterion 1	100				
2.	Criterion 2		75			
3.	Criterion 3			60		
4.	Criterion 4				45	
5.	Criterion 5	100				
6.	Criterion 6				49	
	<b>Final %</b>	<b>200</b>	<b>75</b>	<b>60</b>	<b>94</b>	<b>200+75+60+94=429</b> <b>429 / 6 criteria = 71,5</b> <b>Final score, as % = 72</b>

Based on percentage obtained during the calculation, we can compare the score with the rating scale. **72 points** range from 70 points to 89 points, which corresponds to the "Good" category according to the grading scale. Thus, with this calculation, the project will be rated **72 points "Good"** in accordance with the point-rating letter system for assessing educational achievements students with their transfer to the traditional grading scale and ECTS.



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