

This regulation was approved by the decision of the 4th meeting of the Council of Samarkand State University dated November 28, 2022

PROCEDURE AND CRITERIA FOR ASSESSMENT control of knowledge of students of Samarkand State University

This procedure and assessment criteria are established by the Decree of the Minister of Higher and Secondary Specialized Education of the Republic of Uzbekistan dated August 9, 2018 No. 19-2018 “On the system for monitoring and assessing the knowledge of students in higher educational institutions”, by the Decree of the Cabinet of Ministers of the Republic of Uzbekistan dated December 31, 2020 No. 824 “On the procedure for providing loans for the educational process in higher educational institutions”, “On the procedure for introducing a modular system”, Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated July 24, 2018 No. 571 “On measures to further improve the activities of Samarkand State University” was developed based on the tasks set and determines the control procedure and criteria for assessing students' knowledge at Samarkand State University (hereinafter referred to as the university).

Chapter 1. General Rules

1. The purpose of monitoring and evaluating the knowledge of university students (hereinafter referred to as students) is to bring the system of training highly qualified and competitive personnel to a new level, use advanced technologies in the higher education system, establish cooperation with leading higher educational institutions and research centers in important areas of training personnel capable of meeting modern world standards and developing students' skills for independent study, as well as ensuring that the university enters the rankings of the most prestigious universities in the world.

2. The main tasks of monitoring and evaluating students' knowledge are as follows:

- control and analysis of the level of formation of relevant knowledge, skills and abilities in accordance with state educational standards among students;

- ensuring transparency in the assessment of knowledge; the basic principles for assessing the knowledge, skills and abilities of students: substantiation of state educational standards and qualification requirements, accuracy, truthfulness, reliability;

- organization and analysis of a systematic and well-established assimilation of educational material by students;

- development of independent work skills among students, organization of effective use of information resources;

- unbiased and fair assessment of students' knowledge and timely disclosure

of its results;

- ensuring comprehensive and continuous education of students within the framework of the curriculum;
- creation of conditions for computerization of organizational work (digitization) of the educational process.

3. Assessment of students' knowledge in subjects during the semester is carried out on the basis of control charts and assessment criteria.

4. Test units are mastered only when the assessment criterion reflects the learning outcomes established in the program. If the student does not achieve the set results, the test units will not be mastered. The number of test units mastered by the student, reflecting the learning outcomes, is equal to the number of test units assigned to the program element. In the event that a student, in accordance with this procedure, has mastered the content of the curriculum in the natural sciences (regardless of the rating score he received), he is considered to have mastered the relevant discipline (he has accumulated the required number of credits when training is carried out on the terms of the credit system).

5. This regulation will be put into practice from the spring semester of the 2021-2022 academic year. The procedure applies to all undergraduate and graduate courses of the university.

Chapter 2. Types of control and evaluation criteria

6. The control of knowledge of students at the university is carried out by activity in the classroom (CA), protection of independent education (IE) and final control (FC).

Fulfilment, defense and final control of the tasks of the IE, tables, forms, defense of the tasks of the IE, maximum and qualifying points set for the IC, are discussed and approved by the educational and methodological council of the faculty on the recommendation of the head of the department, and training in the working curriculum (syllabus) of each subject displayed along with types. (Maximum and qualifying scores are determined for each IE task).

1-§. Assessment of student activity (CA), in practical, seminar assignments and laboratory work

7. The defense of the tasks of the IE is carried out during the semester after the end of the corresponding section of the working scientific program (syllabus) **in order to assess the knowledge and practical skills of the student, based on the schedule determined by the relevant department based on the nature of the subject and the hours allotted for the subject .**

8. The type of fulfilment of the tasks of the IE is carried out depending on the nature of the subject for each subject.

A written presentation of assignments independently performed by the student (texts of lectures and abstracts, abstracts, notebooks with assignments, tests, creative works, reviews and articles, etc.) **is submitted to the department, and is defended in the form of a report (presentation) at the commission of the**

department according to the established schedule .

9. *During the defense, the student must be able to tell the content and essence of the work, answer questions, explain and justify, show a deep command of the tasks, prove that he really completed the task on his own.*

10. *In addition to lecturers and practitioners, at least one more person (expert) from the department takes part in the defense. The expert provides a written statement of the completed task before the defense (abstract, abstract, lecture, article, notebook with practical tasks, examples of creative work, etc.) gives a brief summary (review), and when assessing the student's self-study activity, this conclusion is taken attention.*

11. When evaluating a student's performance on the IE, an assessment is given taking into account how completely, correctly and efficiently he completed the tasks, the degree of assimilation of new knowledge, how creatively he approaches the tasks, how he adheres to the deadlines for completing the tasks.

12. The student's activity in practical, seminar, laboratory classes (CA), practical, seminar and laboratory classes are evaluated by the teacher during the lesson.

From here:

- student activity in the classroom;
- correctness, clarity, timeliness and independence of homework and additional tasks given by the teacher;
- taking into account the fact that laboratory tasks are performed with the correct use of theoretical and practical knowledge.

13. **The results of the student's training in IE and CA are entered in the designated column of the record, and the summary is entered on the Hemis.samdu.uz platform.**

The assessment is carried out on the basis of the criteria provided for in paragraphs 32 and 34 of these Regulations.

13.1. CA and IE of a student studying by correspondence course are not assessed, assimilation is determined only by passing the subject. The assimilation of this student in each subject during the semester is carried out on the basis of the criteria provided for in subparagraphs a), b), c), d) of paragraph 34 in whole numbers on a 100-point system.

2-§. Final control and its implementation

14. At the university, the final type of control is carried out at the end of the semester in order to determine the level of assimilation of theoretical knowledge and practical skills by the student in the relevant subject.

15. The form of the final type of control is determined by the department of the relevant subject.

16. The type of final control is carried out according to the schedule for the types of final control, which is developed by the dean of the relevant faculty or the educational and methodological department of the university and approved by the Vice-Rector for Academic Affairs. *Intermediate exams are not held at the university.*

17. Final control is a method for assessing the level of students' mastery of theoretical knowledge and practical skills. The final control is carried out in the form

of "Written work", "Test" and "Oral" depending on the characteristics of the areas of education and master's specialties, relying mainly on basic concepts and expressions. 80 minutes are allotted for the final control in the "Written work" form, and 120 minutes for this control in mathematics subjects. During the final control in the form of a "Test", 1.5 minutes will be allotted for each question. When conducting the final assessment in the "Oral" form, each student is given up to 30 minutes to prepare and answer.

18. The head of the department where the relevant subject is taught, no later than the beginning of the fourth week of the academic semester, passes the final control questions on the subjects through the discussion of the educational and methodological council of the faculty on the basis of the established forms, and attach the conclusion of the council to the "Department for organizing and conducting control" on subjects undergraduate and graduate students, it is necessary to ensure its submission to the "Master's Department" in areas of specialization.

The department for organizing and conducting audits (Master's Department) organizes their consideration within two weeks from the date of receipt of the final control questions. Final exam questions are entered into a single database of final exam questions in the relevant subjects. The unified database of final control questions is expanding with an increase in the number of final control questions submitted each year. The University ensures that students and teaching staff can use a single database of final control questions.

19. The department of organization and conduct of control (department of the magistracy) issues tickets for the final checks on the basis of the questions available in the unified database of questions of the final checks. *Two weeks before the start of the certification, the head of the relevant department will be involved, and the final test tickets will be analyzed for coverage of a specific subject program by semesters.*

20. Final checks are carried out by teaching staff of departments, classroom leaders and observers appointed from among the public, on the basis of a schedule developed by the department for organizing and conducting checks (Master's Department) and approved by the Vice-Rector for Academic Affairs. **(At the same time, in case of dishonest attitude of the head of the audience and observers to their duties, a warning is issued in accordance with the relevant clause of the contract with the employer.)**

21. Other employees of the university, appointed by order of the rector, may also participate in the final check. Final control **of more than 1 subject one day not allowed.** Final inspections of subjects must be scheduled **at least 2 days apart.**

The schedules of the final checks, the approved list of classroom leaders and observers will be delivered to the structures and faculties of the university a week before the start of the final checks. The deans of the faculties are personally responsible for the presentation of the final test cards to the students.

22. Tickets for the final check will be delivered to the audience by the responsible officer of the organization and control department (Master's department) along with the answer sheets.

During the final check, students' appeals on the content of questions on tickets

of the final check are not considered.

If circumstances are identified that affect the objectivity of the assessment of the encryption, including the failure to provide a Final Control Ticket together with the work, if the questions or answers do not correspond to the questions indicated in the work, underlining or crossing out a word, the presence in the work of a reference to the name of the examiner, different answer sheets score 2 (unsatisfactory) can be assigned to the work if there are cases of drawing graphic designations on parts (including open areas), indicating the last name, first name, patronymic of the student in the text of the work, writing the work signed by another person.

The final control is carried out in accordance with Chapter 3 of this regulation.

Chapter 3. Ensuring the objectivity of the final control

23. In order to ensure the impartiality and objectivity of assessments during the final check, information about students is encrypted by assigning **identification codes to their written work by the** department of organization and conduct of checks (master's department).

Professors and teachers of the leading higher educational institutions of the republic are involved in the examination of written works. The list of teachers responsible for checking written work is approved by the vice-rector for academic work on the proposal of the department for organizing and conducting control (department of magistracy).

For the technical support of the work of teachers, when checking written work, the participation of an employee of the department for organizing and conducting control (department of magistracy) is mandatory.

On the day of completion of the exam, the written work is returned to the department of organization and control (master's department). The results of the test must be entered into the electronic system for determining the rating of students, as well as approved by the teacher who conducted the test, and the presentation must be made in the form of a rating report. The results of the written work must be announced within a week when the work is checked by professors and teachers of the leading higher educational institutions of the republic and within two days when the work is checked by professors and teachers of universities.

24. The rating record of the final check is compiled in such a way that the identity of the student cannot be established (last name, first name, patronymic is not indicated), only the identification code belonging to the student is indicated.

25. If a student is dissatisfied with the result of the assessment, he/she may file an appeal within 24 hours of the announcement of the result of the assessment. An appeal filed by a student must be considered by the Appeal Commission within 2 days.

26. Checked written works are stored for six months in the department of organization and control (department of magistracy). Overdue tasks will be deleted.

27. If a student fails to appear for the final examination for good reasons (serious illness, road accident, death of a close relative, marriage, childbirth), attach a document on good reasons (4th year, credit module in the education system in the period before the repeated final inspection) bachelors and masters students studying

within two weeks after the end of the attestation period specified in the approved study schedule) when submitting an application, transfer the final control to this student until the final control (training of undergraduate and graduate students in the credit-modular system of education up to two weeks after the end of the term attestation specified in the approved study schedule) is allowed by the Vice-Rector for Academic Affairs. In this case, it is not allowed to pass the final exam in the initial form after re-examination in the relevant subject.

28. A student is considered an academic debtor in the following cases:

- when a student is not automatically included in the final test, if the student missed 25% of the classroom hours allotted to him or more in one subject without a good reason, when training is carried out on the terms of the credit system;

In this case, the student is considered to have failed the relevant credits in that subject and the student is not given the opportunity to retake that subject. Such students will have the right to re-study the subjects that they have not mastered at their own expense after making a payment based on the amount of the main payment-contract in accordance with the amount of credits they have not mastered in the relevant subjects during the holidays or during the next semesters.

- defense of independent educational tasks, activities in practical, seminary, laboratory classes 0-23 (Biology, Chemistry, Physics (Institute of Engineering Physics from the 2022-2023 academic year)), students of the Faculty of Mathematics have a score of 0-29) percent ("unsatisfactory»);

- in the absence of a final check without a good reason;

- when assessing the level of knowledge of a student from 0 to 59 percent ("unsatisfactory");

29. In cases where non -graduate students have an academic debt of up to 3 subjects (subjects) based on the results of the autumn semester, a student can receive up to one month of academic debt of up to 3 subjects (subjects) based on the results of the autumn semester. based on the results of the spring semester 1 month is given for re-taking from the beginning.

Master's students are allowed to retake the subject (subjects) that they did not master according to the results of the spring semester before the start of the final state certification. During the period given to the student for re-assigning the final control, the number of re-assignments by the student should not exceed 2 times.

Students with academic debt in 4 or more subjects are not allowed to reapply, and they are also excluded from the course by order of the rector of the university based on the application of the dean of the faculty for students who did not eliminate academic debt during the period allotted for the course. retransfer of final control.

29.1. The provisions presented in paragraph 29 do not apply to students who are implemented in the conditions of an educational credit-modular system.

30. Students who are studying on the terms of the educational credit system are not allowed to re-apply in cases of academic debt based on the results of the semester.

To eliminate academic debt, students are given the opportunity to retrain at

their own expense during the holidays. Based on the results of re-reading, the subject is submitted to the FC, and the FC is assessed on the basis of the criteria provided for in paragraphs a), b), c), d) 34 for 100 points.

Chapter 4. Procedure and evaluation criteria

31. The level of student proficiency in each subject of knowledge, the qualifications and skills of students are assessed on a 5-point system.

32. A student's mastery of each subject in a semester is evaluated by whole numbers on a 100-point system.

A) a student scores 40 points out of 100 points (Biology, Chemistry, Physics (Institute of Engineering Physics from the 2022-2023 academic year), students of the Faculty of Mathematics 50 points) in exchange for their activity in defending IE tasks, practical, seminary, laboratory classes. In this case, in exchange for activity in practical, seminar, laboratory classes, up to **20 points are awarded** (score), set for the student's activity in practical, seminar, laboratory classes, does not subsequently change).

B) for the protection of independent educational tasks, up to 20 points are assessed (biology, chemistry, physics (Institute of Engineering Physics from the 2022-2023 academic year), students of the Faculty of Mathematics up to 30 points). In the case of defending assignments for the student's IE and for CA 0-23 (from 40 points) (Biology, chemistry, physics (Physico-Technical Institute from the 2022-2023 academic year), mathematics students are assessed from 0 to 29 (from 50 points) points, then the student is allowed to defend the IE tasks once (before the deadline for submitting the final control in the relevant subject), the IE tasks are conducted by a commission formed on the basis repeated tasks of the final control in the corresponding subject.

C) At the end of the semester, the final control of a student in a particular subject is assigned up to 60 points (biology, chemistry, physics (Institute of Engineering Physics from the 2022-2023 academic year), students of the Faculty of Mathematics - 50).

The accumulated points are summed up, and at the end of this order

It is converted to a 5-point system based on Annex 1.

33. Accounting for students' knowledge is carried out in the electronic system of course work (project, spreadsheet work), practice (internship), final state certification, final qualifying work, as well as the development of a master's thesis according to a 5-point system.

34. Control (CA + IE, FC) is evaluated on the basis of 100% of the maximum number of points awarded to him.

When evaluating a student's mastery of a subject, it is recommended to proceed from the following standard criteria (hereinafter referred to as standard criteria):

a) A student who scored 90-100% ("excellent") (87-100% ("excellent" when studying on the terms of the credit system):

have a systematic, complete and deep knowledge of all sections of the curriculum, substantiating this with the necessary evidence;

clearly and appropriately uses scientific terminology (including in a foreign

language), logically and stylistically correctly expresses answers to questions;

know the basic concepts of science and be able to effectively apply them in a short time to solve scientific and practical problems;

able to demonstrate the ability to independently and creatively solve problems in non-standard situations;

concise, reasonable and rational solution of practical issues;

full and deep mastering of the basic and additional literature recommended in the curriculum in the natural sciences;

understand the essence of theories, concepts and trends in the subject being studied, give them a critical assessment and be able to apply the scientific achievements of other subjects;

must creatively and independently participate in seminars, practical and laboratory classes throughout the semester, be active in group discussions, have a high level of culture in completing tasks;

b) A student who scored 80-89% (“good”) (73-86% (“good”) when studying on the terms of the credit system:

have a systematic, complete and deep knowledge of all sections of the curriculum, substantiating this with the necessary evidence;

clearly and appropriately uses scientific terminology (including in a foreign language), logically and stylistically correctly expresses answers to questions;

be able to independently eliminate ambiguities that arise when proving one's opinion or presenting other theoretical material;

know the basic concepts of science, effectively use them in solving scientific and professional problems in a short time;

is able to independently solve problems in standard situations within the framework of the curriculum;

be able to correctly (but not always rationally) apply knowledge in new situations, not be able to adequately formalize the results of the work performed;

mastering the basic literature recommended in the curriculum in the natural sciences;

can understand the essence of theories, concepts and directions in the studied science and critically evaluate them;

must creatively and independently participate in seminars, practical and laboratory classes throughout the semester, be active in group discussions, have a high level of culture in completing tasks;

c) A student who scored 60-79% (“satisfactory”) (60-72% (“satisfactory”) when studying on the terms of the credit system:

have a sufficient amount of knowledge within the framework of state educational standards;

use scientific terminology, correctly describe answers to questions, but make mistakes;

demonstrate a basic understanding of the subject by attempting to answer or demonstrate some specific skill;

have partial knowledge of the general concepts of science and be able to apply them in solving typical (model) situations;

the ability to solve typical situations with the help of a teacher; understand the essence of the main theories, concepts and trends in the subject being studied, be able to evaluate them;

must participate in seminars, practical and laboratory classes under the guidance of a teacher, have a sufficient level of culture in completing tasks;

d) the level of knowledge of the student is estimated at 0-59 percent (“unsatisfactory”) if: he has only fragmentary knowledge within the framework of state educational standards;

does not use scientific terms or makes serious logical errors in the answer;

if he passively participates in seminars, practical and laboratory classes and has a low level of culture for completing tasks;

if he does not have practical skills, he cannot correct his mistakes even with the help of the teacher's recommendations.

Chapter 5. Organization of retraining

36. A student in courses where the credit-module system has been introduced has the right to re-study the subject in which he has an academic debt at his own expense (by paying the appropriate amount of the loan allocated to the subject in which the debt still remains) during holidays. During rereading, the student will be assessed based on this guide.

A student with academic debt, upon re-taking, cannot be awarded more than 60% of the maximum number of points allocated for control.

37. Students who have not paid off academic debt during the holidays, if the subjects for which they have academic debt are not a continuation of the subject to be studied in the next academic year (semester), subject to re-study academic debt in the relevant subjects for the next course (semester), if it is a continuation of the subject being studied, is transferred to the next academic year (semester), provided that the subject is studied with continuous continuation in the next academic year. Scholarships will not be paid to students studying on the basis of a state grant until the academic debt is paid off. This rule does not apply to academic subjects studied in the last semester of theoretical studies at the undergraduate or graduate level.

A student's promotion from grade to grade is based on his or her GPA average. A student with a GPA below 2.6 GPA will be excluded from the relevant stage for re-enrolment. Under current law, a student who remains on a course makes payment under the contract in an amount corresponding to the credit of the subject for which he became an academic debtor. Credits obtained by the student in other subjects will be retained.

Chapter 6. Final Rules

38. This provision is the main regulatory document for the control of knowledge of students of Samarkand State University. Exceptions for possible

problematic situations that may arise in the process are made only on the basis of the decision of the university council.

Appendix 1 to the Procedure for Controlling Students' Knowledge and Evaluation Criteria at Samarkand State University

TABLE
transferring 100 points to a 5-point system at Samarkand State University

Grade	Education in subjects taught to students that are not conducted under the conditions of the credit system of education	Education in subjects taught to students, which are carried out in the conditions of the credit system of education
5 (excellent)	90-100%	87-100%
4 (good)	80-89%	73-86%
3 (satisfactory)	60-79%	60-72%
2 (unsatisfactory)	0-59%	0-59%

TABLE
transfer of 40 points, received as a result of active participation in the defense of independent work, practical, seminar and laboratory classes, into a 5-point system

Grade	Education in subjects taught to students that are not conducted under the conditions of the credit system of education	Education in subjects taught to students, which are carried out in the conditions of the credit system of education
5 (excellent)	36-40%	35-40%
4 (good)	32-35%	29-34%
3 (satisfactory)	24-31%	24-28%
2 (unsatisfactory)	0-23%	0-23%

TABLE

transfer of 50 points, received as a result of active participation in the defense of independent work, practical, seminar and laboratory classes, **into a 5-point system**

For students of biological, chemical, physical (Institute of Engineering Physics from 2022-2023 academic year), mathematical faculties

Grade	Education in subjects taught to students that are not conducted under the conditions of the credit system of education	Education in subjects taught to students, which are carried out in the conditions of the credit system of education
5 (excellent)	45-50%	44-50%
4 (good)	40-44%	36-43%
3 (satisfactory)	30-39%	30-35%
2 (unsatisfactory)	0-29%	0-29%

Distribution table 60 points for questions of the final written test on a specific topic

(1 point for 60 questions in the form of the final control test)

Questions	What type of exercises are the questions	Points for answering a question
1 question	From theoretical and practical exercises	0-12
2- question	From theoretical and practical exercises	0-12
3- question	From theoretical and practical exercises	0-12
4- question	From independent works	0-12
5- question	From independent works	0-12
Total:		0-60

**Table of distribution of 50 points for questions of the final control
written work on a specific topic
(1 point for 50 questions in the form of the final control test)**

For students of biological, chemical, physical (Institute of Engineering Physics from 2022-2023 academic year), mathematical faculties

Questions	What type of exercises are the questions	Points for answering a question
1-savol	From theoretical and practical exercises	0-10
2-savol	From theoretical and practical exercises	0-10
3-savol	From theoretical and practical exercises	0-10
4-savol	From independent works	0-10
5-savol	From independent works	0-10
Total:		0-50