

Original of the electronic document signed with E-SIGNATURE, is stored in the electronic document management system of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia	
DATA ON E-SIGNATURE CERTIFICATE	
Certificate	32D4DBC793CBC311378303AC0340BB364CB388
Owner	Sergey Anatolyevich Saiganov
Valid	from 23.08.2021 14:31:59 to 23.11.2022 14:31:59

Appendix No. 1
to Order No. 1711-O dd. August 31, 2022

Ministry of Health of the Russian Federation



**Federal State Budgetary Educational Institution of Higher Education
North-Western State Medical University named after I.I. Mechnikov
Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of
Russia)

PASSED by

Academic Board of
FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry of
Health of Russia
August 31, 2022,
Minutes No. 10

APPROVED

By order of the Rector of
FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry of
Health of Russia
dd. August 31, 2022 No. 1711-O

APPROVED

At the meeting of the Council of Students
of FSBEI HE NWSMU named after
I.I. Mechnikov under the
Ministry of Health of Russia
Minutes No. 52 dd. August 29, 2022
_____ Kh.M. Temurziyeva
_____ 2022.

**PROCEDURE for
conducting exams for persons studying under bachelor's degree, specialist's degree,
and master's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the
Ministry of Health of Russian**

1. Scope of application

1.1. This Procedure for conducting exams for persons studying under bachelor's degree, specialist's degree, and master's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia (hereinafter referred to as the "Procedure") was developed in accordance with Federal Law No. 273-FZ dd. December 29, 2012 "On Education in the Russian Federation", order of the of the Ministry of Education and Science of Russia No. 245 dd. April 06, 2021 "On the approval of the Procedure for the organization and implementation of educational activities in higher education academic programs – bachelor's degree, specialist's degree, master's degree

programs”, federal state educational standards of higher education, Charter of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia (hereinafter referred to as the “University”) and other local regulations of the University.

1.2. This Procedure establishes uniform standards, rules and requirements for the organization and conduct of exams for persons studying under bachelor’s degree, specialist’s degree, and master’s degree programs (hereinafter referred to as the “students”) in the University in all academic disciplines. The procedure applies to the activities of all structural divisions related to the organization and conduct of exams for students.

2. Educational, methodological, organizational, material and technical preparation for taking exams

2.1. Departments, dean’s offices, department of planning and organization of the educational process, student documentation support department, library, administrative supply department are responsible for the organizational and material and technical support of exams.

2.1.1. Responsibilities of departments:

- creation of all necessary conditions for the students to successfully learn the educational materials provided for by the discipline (module) work programs, programs of practical training;
- submission to the dean’s office of the schedule of on-duty teachers (full name of the on-duty teacher, time and location) for the pre-examination period and for the period of midterm assessment;
- educational and methodological support of exams, including the timely preparation and updating of the collection of learning assessment materials agreed with the program manager, on the basis of the discipline (module) work program. The program director is responsible for the compliance of learning assessment materials with the discipline (module) program;
- timely receipt of examination records at the dean’s office and their return to the dean’s office;
- conducting pre-examination consultations according to the schedule submitted to the dean’s office and placed on information boards;
- preparation of a report on the results of the exam (Appendix No. 1).

2.1.2. Responsibilities of the dean’s offices:

- arrangement of admission of students to midterm assessment;
- preparation of examination records taking into account the current lists of study groups (subgroups);
- preparation of reports on the results of midterm assessment by years of study, areas of specialization (fields of study).

2.1.3. Responsibilities of the Department of Planning and Organization of the Educational Process (DPOEP):

- preparation of an order on midterm assessment of the current academic year and bringing it to the attention of dean’s offices and departments;
- preparation of midterm assessment schedules, repeated midterm assessment schedules, bringing them to the attention of students, departments and dean’s offices no later than a month before the start of midterm assessment, repeated midterm assessment.

2.1.4. Responsibilities of the Student Documentation Support Department (SDSD):

- the order and delivery to departments (for long-term use and storage) of desktop plates for inserts with numbers of tables of examiners and plates for inserts with the indication of a surname, name, patronymic of a teacher; cards for the student to select the number of the examiner’s table (up to 10 sets with numbers from 1 to 10);
- collection from departments, checking the execution, issue of a list of examination papers to departments;
- collection from departments, check of registration, transfer to dean’s offices of a document on the composition of the examination commission.

2.1.5. The library provides all students with the opportunity to access the literature available in the library collections, including educational, methodological and reference manuals for the disciplines provided for in the curriculum. For the period of midterm assessment, the hours and days of operation

of the library are established by the order on holding the midterm assessment.

2.1.6. The administrative supply department ensures the proper condition of the classrooms intended for holding the midterm assessment.

3. Examination rules

3.1. The examination is based on the material in the amount provided for by the curriculum and the discipline (module) work program.

3.2. The questions offered during the examination shall be communicated to the students not later than a month before the start of the midterm assessment.

3.3. The composition of the examination commission is formed by departments conducting classes in this discipline, from among associate professors and professors in accordance with the sample (Appendix No. 2). It is forbidden to involve postgraduates and other employees who are not allowed to teach to administer the examination process.

3.4. Documents used by the students during the exam (answer preparation sheets, etc.) are stored at the department for one month.

3.5. The use of proprietary methodology for exams is allowed provided that these proprietary methodologies are incorporated in the discipline (module) work programs.

3.6. *Requirements for the organization of the subject-spatial environment:*

3.6.1. The room intended for the examination shall be spacious and comply with sanitary and hygienic requirements.

3.6.2. The arrangement of seats in the room intended for the examination shall exclude the possibility of the students' familiarizing with the work of other students.

3.6.3. The students are not allowed into the room until the examiner confirms the readiness of the room for the exam and indicates the layout of the students in the room.

3.6.4. The start time of the exam shall be announced to all the students in advance.

3.7. *Requirements for the examination:*

3.7.1. Before the examination, the responsible employee of the department places signs with table numbers and the names of the examiners on the tables of the examiners, puts examination papers and cards with the numbers of the examiners' tables on a separate table. Each student selects an examination paper and a card with the examiner's table number. The examination paper and card with the examiner's table number may not be repeatedly chosen.

3.7.2. The examination shall begin at the time specified by the department and be held in the assigned classroom(s).

3.7.3. The teacher may start the examination only if there is an exam record or an exam sheet and a duly executed student's grade record.

3.7.4. The student has the right to prepare for the answer within 45 minutes.

3.7.5. The duration of preparation for the answer for students with limited health capacities or disabilities (hereinafter referred to as "students with health limitations") is increased, but by no more than by 30 minutes (up to 75 minutes).

In preparation for the answer of the student with health limitations, the presence of an assistant is allowed to provide the student with health limitations with the necessary technical assistance, taking into account the individual characteristics (to take a workplace, move, read and prepare a task, communicate with the members of the examination commission). The students with health limitations can use the technical means required by them in the process of answering due to their individual characteristics. The above conditions for the students with health limitations are provided on the basis of an application (see sample in Appendix No. 3) containing information on the need to create appropriate special conditions, and subject to provision by the student of documents confirming health limitations.

3.7.6. One student is given no more than 20 minutes to take the exam.

3.7.7. The content of the student's answer must meet the requirements of the task received.

3.7.8. The result of the exam is announced to the student immediately after its completion, a grade is put in the exam record and student's grade record. The student's grade record is returned to the

student on the day of the exam. Satisfactory grades are entered in the exam record and the student's grade record, an unsatisfactory grade is entered only in the exam record. If a student has attended the exam, taken an examination paper and refused to answer, he/she shall be given an "unsatisfactory" grade, regardless of the reason for the refusal. In the event that the student fails to appear to pass the exam, an entry "failed to appear" shall be made in the record instead of a grade.

3.7.9. All columns shall be filled in the exam record. The exam record shall contain the signatures of only those examiners who administered the exam. Corrections shall not be made to the exam record. If it is necessary to make corrections to the exam record, the head of the department shall prepare an explanatory note addressed to the Dean of the Faculty / Director of the Institute with a request to re-issue the exam record indicating the reason for its damage.

3.7.10. Exam records shall be submitted to the dean's office by the head of the department until 12.00 of the day following the day of the exam.

3.7.11. The head of the department is responsible for compliance with the examination procedure, which includes the examination, checking the compliance of the examination paper content with the approved list of examination papers, the compliance of examiners with the approved list of members of the examination commission, etc. Control over the observance of the examination procedure is carried out by the commission for monitoring the examination procedure consisting of: head of the educational department, Dean of the Faculty / Director of the Institute, Assistant Dean of the Faculty / Director of the Institute. When recording a violation of the exam procedure, the commission shall draw up a report (Appendix No. 4).

3.8. *Requirements for learning assessment materials:*

3.8.1. The exam is conducted based on the examination papers in the form of an interview.

3.8.2. Examination materials (list of questions, case problems and/or practical skills testing tasks) are part of the learning assessment materials collection of the discipline (module) work program. On the basis of examination materials, the department annually prepares a list of examination papers (Appendix No. 5), which is approved at a meeting of the department, signed by the head of the department, approved by the Dean of the Faculty / Director of the Institute and submitted to the SDSD to check the correctness of execution and transfer for approval to the Vice-Rector for Academic Affairs. The list of examination papers approved by the Vice-Rector for Academic Affairs is transferred to the department. Based on it, examination papers are prepared at the department, which are signed by the head of the department no later than a month before the start of midterm assessment. Examination materials and a list of examination papers are prepared in the language that is used during the study of the discipline.

3.8.3. Examination papers shall be fully identified (they shall indicate the name (logo) of the University, discipline, course number, code and name of the area of specialization (field of study), for which they are developed, academic year).

3.8.4. Examination papers are made on uniform blank forms (Appendix No. 6), made on paper of a single color and quality.

3.8.5. The examination paper usually includes 2 theoretical questions and/or 1–2 case problems and/or practical skills testing tasks.

3.8.6. The content of questions of one paper shall refer to different sections of the program in order to most fully cover the material of the discipline (module).

3.8.7. Examination papers shall be kept in conditions that exclude access to them by persons not engaged in the examination process. The head of the department is responsible for safe-keeping of the examination papers.

3.9. *Assessment requirements:*

3.9.1. During the exam the grade is assigned on the basis of the principles of objectivity, fairness, and a comprehensive analysis of the level of knowledge of students.

3.9.2. According to the exam results, the student is assigned the following grades: “excellent”, “good”, “satisfactory” and “unsatisfactory”. The assessment criteria for each discipline (module) are contained in the work program of the discipline (module).

4. Student and Examiner Requirements

4.1. Requirements for the student:

4.1.1. When passing the exam, a student shall have an appearance in accordance with the ethical code of students in medicine and pharmacy.

4.1.2. A student shall appear for the exam at the time specified by the department. In case of delay of 10 minutes or more, the time allotted for the exam is not extended.

4.1.3. When attending the exam, a student shall carry a student’s grade record, which he/she presents to the examiner. In the absence of the student’s grade record, a student is not allowed to pass the exam.

4.1.4. In preparation for the exam, the student shall keep entries in the answer preparation sheet, which are then discussed with the examiner. After the interview, the answer sheet is handed over to the examiner.

4.1.5. In the process of passing the exam, the students with the permission of the examiner can use reference materials and other sources of information.

4.1.6. During the exam, the students are prohibited from using mobile communications (including all types of headphones), electronic storage media. If necessary, all means of mobile communication, electronic storage media are transferred for storage in a specially designated place and returned after the exam.

4.1.7. If it is found out that a student has or uses the devices specified in Cl. 4.1.6. of this Procedure, the result of the exam by the decision of the head of the department is considered to be “unsatisfactory”.

4.1.8. The students are required to observe silence during the entire exam and not perform any actions that may distract other students from preparing for the answer.

4.1.9. A student cannot leave the room without the permission of the examiner.

4.1.10. If there are difficulties and the need to ask a question to the examiner, to attract the examiner’s attention, the student needs to raise his/her hand.

4.1.11. If it is impossible to take the exam due to poor health and the presence of other circumstances recognized by the University as extenuating, the student shall inform the examiner before receiving the examination paper and submit to the dean’s office a document confirming the valid reason for his/her absence from the exam.

4.2. Requirements for the examiner:

4.2.1. When conducting an exam, the examiner shall have an appearance that meets generally accepted business style standards.

4.2.2. The examiner shall familiarize the students with the rules of the exam, knowledge assessment criteria at the pre-examination consultation.

4.2.3. Before conducting the exam, the examiner shall check the student’s grade record in order to confirm the identity of the student and obtain information about the student’s admission to the exam.

4.2.4. The examiner shall observe the actions of the students throughout the exam.

4.2.5. The examiner does not have to explain the tasks on the merits of the questions.

4.2.6. The examiner is obliged to create calm, business atmosphere during the exam, to ensure the objectivity and thoroughness of assessing the level of knowledge of the students, taking into account their individual characteristics.

4.2.7. The examiner shall provide for the educational and methodological part of the examination. The examiner is obliged to provide the students with examination papers and answer sheets.

4.2.8. The examiner is obliged to grant the right to choose an examination paper to the student. Forced distribution of examination papers by the examiner shall be completely excluded.

4.2.9. In case of illegal actions, cheating or violation of the procedure by the students during the exam, the examiner has the right to require the student passing the exam to leave the room in which the exam is being conducted and assign the grade “unsatisfactory”.

5. Early passing of exams

5.1. Students can qualify for early exams in the following cases:

5.1.1. If during the exams a student takes part in the international, Russian, interregional sports competitions, training camps, contests, Olympiads.

5.1.2. If a student of the University is sent to study in another educational organization, if the terms of the exams coincide with the academic period in the host educational organization.

5.1.3. If during exams a student is sent to sanatorium-and-spa treatment, including as an accompanying person.

5.1.4. Scheduled inpatient treatment (or surgery) of the student during the exams, as well as the upcoming birth of a child by a female student during the exams, confirmed by relevant documents.

5.1.5. Conscription of a student in the Armed Forces.

5.1.6. Education according to an individual curriculum.

5.1.7. In other cases, by the decision of the Vice-Rector for Academic Affairs.

5.2. Early passing of exams is allowed if there is one of the grounds specified in Cl. 5.1 of this Procedure, and availability of the following conditions:

5.2.1. Exams in the relevant disciplines are planned to be passed by the student for the first time.

5.2.2. The student shall complete the entire scope of the programs of the disciplines (modules) provided for by the curriculum.

5.2.3. There is an organizational capability to conduct the exam ahead of schedule (in particular, the possibility of using the classroom, attracting teaching staff, as well as the ability to comply with the prescribed form of the exam).

5.2.4. The decision on early passing of the exam is made by the Vice-Rector for Academic Affairs on the basis of the personal application of the student with the visa of the Dean and head of the educational department if there are supporting documents. In case of a positive decision, a schedule of individual midterm assessment is prepared, which is agreed with the Dean, head of the educational department and approved by the Vice-Rector for Academic Affairs. The schedule is brought to the attention of the student, dean’s office and the corresponding department.

5.2.5. To pass the exam ahead of schedule, the dean’s office employee issues an examination sheet to the student.

6. Exam retaking procedure

6.1. The exam is retaken due to the failure of the student to appear for the exam or due to the receipt of an unsatisfactory grade. Valid reasons for failure to appear for the exam are: illness, childbirth, summons to judicial and law enforcement agencies, death of family members, natural disasters, other events beyond the student’s control. The valid reasons for not attending the exam must be confirmed by the relevant documents.

6.2. The exam is retaken within the time limits established by the Rector's order. The student presents to the teacher taking the exam, in addition to the student's grade record, an examination sheet signed by the Dean of the Faculty with the mark "exam retaking" or "taking an exam with the participation of a commission".

6.3. The first retake procedure is fully consistent with the exam procedure.

6.4. In case of receiving an unsatisfactory grade at the first retake, the exam shall be taken with the participation of a commission. Taking of an exam with the participation of a commission is the last step. The grade assigned by the commission shall be final.

6.5. In order to ensure objectivity during the second retake (with the participation of a commission), the head of the department responsible for the exam establishes a commission of at least 3 persons.

6.6. Exam retaking in order to improve the satisfactory grade ("satisfactory" or "good") is allowed by the Vice-Rector for Academic Affairs on the recommendation of the Dean only in the last year of study and in no more than two disciplines in case the student claims a diploma with honors. After retaking, the number of "excellent" grades, including those based on the results of the state final examination, shall be at least 75 % of the total number of grades indicated in the diploma supplement (with the exception of "passed" grades).

6.7. Exam retaking in order to improve the satisfactory grade is arranged with the participation of a commission in accordance with the order of the Rector. The department prepares examination materials in accordance with the academic program according to which the student was trained in the corresponding year of study.

6.8. For exam retaking in order to improve the satisfactory grade a commission is established consisting of: the Dean of the Faculty / Director of the Institute (Assistant Dean of the Faculty / Director of the Institute), head of the department (deputy head of the department or professor of the department), head of the academic division (head of the department of planning and organization of educational process).

6.9. The exam grade is entered to the exam sheet, with the signatures of all members of the commission. The examiner reenters the name of the discipline and the new grade, indicates the details of the order on the basis of which the exam took place and puts his/her signature in the student's grade record on the page with an entry of the previous grade.

7. Specific features of conducting an exam using e-learning and distant learning technologies

7.1. In the context of the risk of the spread of a new coronavirus infection on the territory of the University, taking into account the epidemiological situation in St. Petersburg, on the basis of the order of the Rector and (or) the order of the Vice-Rector for Academic Affairs, midterm assessment in the form of an exam may be carried out using e-learning and distant learning technologies (hereinafter referred to as "EL" and "DLT") for certain categories of students:

7.1.1. based on examination papers in the form of an interview using video conferencing (hereinafter referred to as "VC");

7.1.2. in the form of performing examination tasks (testing and case problems) in the MOODLE distant learning system.

7.2. In the event of exceptional circumstances caused by the introduction in accordance with federal law and (or) by regulatory legal acts of St. Petersburg of restrictive measures that prevent all categories of students and examiners from being personally present at the venue of the exam, as well as if there are relevant recommendations of the state authorities of St. Petersburg, midterm assessment in the form of an exam for all categories of students shall be arranged in the form of performing examination tasks (testing and case problems) in the MOODLE distance learning system.

7.3. The examination based on examination papers in the form of an interview with the use of VC is carried out taking into account the provisions established by Sections 1–6 of this Procedure, with the following features:

7.3.1. For the purpose of passing the exam, the student shall submit a personal application in the form provided in Appendix No. 7. For students mastering the basic professional degree program, which is partially implemented in English, the corresponding application forms are prepared in the language that is used in the implementation of the discipline.

The application is submitted by the student in electronic form (a signed application in paper form, converted into electronic form by scanning or photographing with the provision of machine-readable recognition of its text) through the personal account in the MOODLE DLS to the dean's office section.

7.3.2. The technical equipment of the exam participants using VC shall have the necessary set of hardware and software for continuous two-way video communication between the examiner and the student, exchange of text messages and files.

7.3.3. In the event of technical failures of the Internet connection or other technical problems on the part of the student more than 2 times with a total duration of more than 10 minutes, including the occurrence of interference in audio or video streams or short-term loss of sound or image, the examiner has the right to cancel the exam using VC in relation to this student for the selected examination paper and resume the exam using VC on the same day with the replacement of the examination paper.

7.3.4. In the rooms where members of the examination commission work, there should be a computer with Internet access, the necessary software.

7.3.5. The following requirements are imposed on the room where the student is located, as well as on the hardware used during the exam using VC:

- availability of walls and a closing door, far from radio interference;
- switching off additional computers and other monitors;
- absence of records, drawings, posters, etc. associated with the exam content on the walls;
- the working surface of the table on which the computer (laptop, tablet, smartphone) (hereinafter referred to as the "computer") of the student is installed shall be free from all foreign objects;
- the webcam used shall not be located opposite the light;
- the webcam shall have a sufficient resolution (not less than 640x480 pixels) to enable personal identification;
- the microphone shall provide sound quality sufficient to identify the student's voice, and not generate interference (including self-excitation, echo, whistling, cracking, etc.), which makes it difficult for the members of the examination commission to understand the student's speech.

7.3.6. The student is obliged to ensure that the premises for conducting the exam using VC, as well as the technical means used, comply with the requirements set forth in Cl. 7.3.5. of this Procedure.

7.3.7. Before starting the exam using VC:

- 3 days before the date of the exam using VC, the Assistant Dean sends VC data provided by the user technical support department to the e-mail of the student, as well as information about the briefing time;

- 2 days before the date of the exam, a member of the examination commission together with the user technical support department organizes briefing for a group of students (up to 7 persons) on the procedure for conducting the exam using VC;

- on the day of the exam using VC, a student undergoes personal identification by presenting to the examiner during videoconferencing his/her passport or other identification document in a way that makes it possible to record the necessary data (photograph, surname, first name, patronymic, date and place of birth, issuing authority, date of issue), as well as to compare the student's webcam image with the photo on the document within enough time to identify the person. At the same time, the student should not wear items that could complicate the process of identifying his/her personality.

- the examiner checks the absence of unauthorized persons and the surface of the student's table by means of a video camera installed in the room for conducting the exam using VC;

- the examiner puts the examination papers on his/her desk in the sight of the webcam;

- the student points to the examination paper at his/her own choice;

- the examiner shows the student and other members of the examination commission the examination paper selected by the student, and the student writes down its contents.

7.3.8. During the exam using VC:

- the examiner records the time when the student receives the examination paper, the No. of the examination paper and monitors the time and process of preparing the student for the answer;

- the student within the period of up to 45 minutes, without interrupting communication, prepares for the answer, making the necessary records;

- upon expiration of the time allotted for preparation for the answer, the student informs the examiner about readiness for the answer;

- the examiner listens to the student's oral response in real time (not more than 20 minutes) under the condition of continuous VC, asking questions if necessary;

- based on the results of the student's answer, the examiner shall assign a grade that is reported to the student in real time;

- the examiner informs the student about the end of the exam using VC.

7.3.9. It is allowed to make a record of the exam using VC, which can be used in educational legal relations with the student.

7.3.10. The examiner puts the grade in the paper form of the exam sheets (in two copies) at the end of the exam.

The examiner shall put the grade in the student's grade record during the semester following the semester, in which the exam was conducted using VC.

7.3.11. The appearance of the exam participants shall comply with the official communication style standards.

7.4. An examination in the form of performing examination tasks (testing and case problems) in the MOODLE distant learning system shall be arranged as follows:

7.4.1. The examination is carried out according to the approved schedule in the form of testing and solving case problems.

7.4.2. The final grade based on the results of mastering the discipline is the arithmetic average of the grade obtained based on the results of performing examination tasks (corresponding testing and case problems in the MOODLE DLS) during midterm assessment, and the grade obtained based on the results of current monitoring of academic performance in the discipline, in accordance with Cl. 7.4.7. of this Procedure.

The grade for performance of examination tasks is the arithmetic average of the grades obtained by the student in accordance with Cl. 7.4.16.1. and Cl. 7.4.16.2. of this Procedure.

7.4.3. For the purpose of passing the exam, the student shall submit a personal application in the form provided in Appendix No. 8. For the students mastering the basic professional degree program, which is partially implemented in English, the corresponding application forms are prepared in the language that is used in the implementation of the discipline.

The application is submitted by the student in electronic form (a signed application in paper form, converted into electronic form by scanning or photographing with the provision of machine-readable recognition of its text) through the personal account in the MOODLE DLS to the dean's office section.

7.4.4. The technical equipment of the exam participants shall have the necessary set of hardware and software for the continuous exchange of text messages and files.

7.4.5. In the event of technical failures of the Internet connection or the MOODLE DLS operation, or other technical problems on the part of the student more than 2 times with a total duration of more than 10 minutes and the inability to conduct the exam at the specified time, the student provides confirmation of the technical failure in the form of a monitor image showing the date, time, http page address and indication of an error. In this case, the examiner provides the student with the opportunity to resume the exam on the same day by granting re-access to the newly formed examination tasks.

In the absence of the above confirmation from the student, the exam result is assessed as "unsatisfactory".

7.4.6. When conducting the exam in the MOODLE DLS:

7.4.6.1. In the rooms in which examiners work, there should be a computer (for each examiner) with Internet access and required software.

7.4.6.2. The following requirements are imposed on the room where the student is located:

- switching off additional computers and other monitors;
- absence of records, drawings, posters, etc. associated with the exam content on the walls;
- the working surface of the table on which the computer (laptop, tablet, smartphone) (hereinafter referred to as the "computer") of the student is installed shall be free from all foreign objects.

7.4.6.3. The student is obliged to ensure that the premises for conducting the exam comply with the requirements set forth in Cl. 7.4.6.2. of this Procedure.

7.4.7. In the absence of the current academic arrear in the discipline, the department, upon completion of lecture and seminar-type classes, determines the student's grade based on the results of the current monitoring of academic performance in the discipline and informs the student in the MOODLE DLS about this grade.

The grade obtained based on the results of the current monitoring of academic performance in the discipline shall be taken into account when assigning the final grade based on the results of mastering the discipline only if the examination tasks are successfully completed – testing and case problems in the MOODLE DLS (not lower than the "satisfactory" grade).

7.4.8. Pre-examination consultations are carried out according to a schedule approved by the head of the department, which is placed in the MOODLE DLS no later than 7 calendar days before the pre-examination consultation. During the pre-examination consultation, the examiner explains to the students the peculiarities of conducting the exam in the MOODLE DLS, the sequence of actions, the order of questions, etc. Pre-examination consultations are conducted by the department using EL and DLT.

7.4.9. Before starting the exam, the department places examination materials in the MOODLE DLS (a sample of the list of examination materials is given in Appendices No. 9 and No. 10). For the students mastering the basic professional degree program, which is partially implemented in English, the corresponding examination materials are prepared in the language that is used in the implementation of the discipline. The number of test tasks in one variant shall be at least 60. The number of case problems shall be from 1 to 4.

7.4.10. The student personal identification on the day of the exam is ensured by providing access to the exam in the MOODLE DLS using an individual login and password. The student may not transfer its individual login and password to other persons. When identifying the fact of transferring an individual login and password by the student to another person, the exam result is assessed as “unsatisfactory”.

7.4.11. The set of examination test tasks and case problems is determined automatically on the day of the exam by random sampling from the task bank by means of MOODLE DLS.

7.4.12. In the MOODLE DLS, the start and end time of performance of the examination task by the student is recorded, 30 seconds are allotted for the performance of one test task, no more than 20 minutes are allotted for solving the case problem, and no more than 20 minutes are allotted for loading the answer to the task.

The duration of the examination task performance for students with limited health capacities or disabilities (hereinafter referred to as “students with health limitations”) can be increased on the basis of an application.

In preparation for the answer of the student with health limitations, the presence of an assistant is allowed to provide the student with health limitations with the necessary technical assistance, taking into account the individual characteristics (to take a workplace, move, read and prepare a task, communicate with the members of the examination commission). Students with health limitations can use the technical means required by them in the process of answering due to their individual characteristics. The above conditions for the students with health limitations are provided on the basis of an application (Appendix No. 8) containing information on the need to create appropriate special conditions, and subject to provision by the student of documents confirming health limitations.

The student performs the examination task in the corresponding section of MOODLE DLS without interruption of communication within the allotted period of time. The answer to the case problem is accepted in the form of a handwritten answer image in jpg, pdf format. The image shall contain a legible answer to the task. At the end of the time allotted for the performance of examination tasks, the student sends an answer to MOODLE DLS.

7.4.13. Based on the results of performing examination tasks by the student the examiner shall put a grade for the exam taking into account Cl. 7.4.2. and Cl. 7.4.7. of this Procedure, which shall be communicated to the students via MOODLE DLS no later than four working days from the date of the exam and shall be entered in the examination sheet in electronic format or in hard copy no later than five working days from the date of the exam.

7.4.14. In the event of exceptional circumstances, restrictive measures that prevent the students and examiners from being personally present at the venue of the exam, the examiner shall put a grade in the hard copy of the exam sheets (in two copies) and the student’s grade record during the semester following the semester in which the exam took place. The completed exam sheet in electronic format is submitted by the department to the dean’s office no later than two working days from the date of the exam.

7.4.15. Answers to examination tasks are stored in the MOODLE DLS for 1 month.

7.4.16. Criteria for assessing the results of the examination task:

7.4.16.1. Assessment of the test results:

90–100 % – “Excellent”,

80–89 % – “Good”,

70–79 % – “Satisfactory”,

up to 69 % – “Unsatisfactory”.

7.4.16.2. Assessment of the results of solving case problems:

- “Excellent” – the student demonstrates systemic, in-depth knowledge of the program material necessary for solving professional problems, speaks a scientific language; the answer is characterized by logical consistency, clarity in the expression of thoughts and reasonableness of conclusions; reveals the diseases correctly taking into account the accepted classification; demonstrates knowledge of sources (regulatory legal acts, literature, conceptual bases) and the ability to use them in solving the problem;

- “Good” – the student demonstrates full knowledge of the program material, is able to justify the conclusions and explain them in a logical sequence, but makes general mistakes; reveals the disease correctly, but there are inaccuracies in the justification; the answer is characterized by logic, clarity, knowledge of the conceptual bases and literature on the topic of the task with minor omissions in the answer;

- “Satisfactory” – the student demonstrates a sufficient level of knowledge of the main program material, but makes significant mistakes in its presentation; knows some facts about the disease, but cannot make a diagnosis according to the classification; demonstrates the general idea and elementary understanding of the essence of the task, the conceptual bases and the mandatory literature;

- “Unsatisfactory” – the student makes multiple mistakes of a fundamental nature when solving the problem; cannot answer most of the task’s questions correctly; cannot formulate a diagnosis or makes an incorrect diagnosis.

8. Submission and consideration of appeals based on exam results

8.1. The procedure for filing and consideration of appeals based on the results of the exam is regulated by the Procedure for filing and consideration of appeals based on the results of midterm assessment and competitive selection during the re-admittance and transfer procedures for the bachelor’s degree, specialist’s degree and master’s degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russia.

Report

of the department _____
 based on the results _____ of the examination
 _____ semester of 20 __/20 __ academic year of students of ___ year of study
 in the area of specialization (field of study) _____
 in the discipline _____

1. On the first day of the midterm assessment ___ students (___ %) had current academic arrear.
 - 1.1. Passed the exams within the established timeframe – _____ students (___ %).
 - 1.2. The average discipline (module) score was ___ (in 20 __/ __ academic year – ___).
 - 1.3. The grades for the exam were distributed as follows:

Grades	20 __/20 __ year		20 __/20 __ year	
	in absolute terms	percent	in absolute terms	percent
Excellent				
Good				
Satisfactory				
Unsatisfactory				

The group with the highest average grade:

Average grade:

The group with the lowest average grade: _

Average grade:

2. Number of students who received unsatisfactory grade in the exam

Number of students	of which the students that received “unsatisfactory” grade during retaking the exam	of which the students that received “unsatisfactory” grade during the exam with the participation of a commission

3. Number of students re-examined.

Head of the Teaching Department _____

Head of Department _____

APPROVED

Vice-Rector for Academic Affairs
of FSBEI HE NWSMU named after
I.I. Mechnikov under the Ministry of Health
of Russia

_____ S.A. Artyushkin
_____ 20__

Composition of the Examination Commission

of department _____
for the administration of exams in the discipline _____, ___ course
area of specialization (field of study) __. __. __. _____
20 __/20 __ academic year (winter/summer midterm assessment)

Item No.	Chairperson of the Examination Commission / Members of the Examination Commission	Position	Full name
1.	Chairperson of the Examination Commission	Head of Department	
2.	Members of the Examination Commission	Professor / Associate Professor	
		Professor / Associate Professor	
		Professor / Associate Professor	
		Professor / Associate Professor	
		Professor / Associate Professor	

Head of Department

_____ Department Name _____ Signature _____ Full name

AGREED by

Dean _____ of the Faculty

_____ Signature _____ Full name

Head of Education Department

_____ Signature _____ Full name

Visa of the Dean of the Faculty / Director of the Institute

Dean of the Faculty / Director of the Institute

_____ Full
name of the student ____ course
_____,
(last name, first name, patronymic)
at the expense of federal budget appropriations / under the
agreement on the provision of paid educational services
(underline as appropriate)
in the area of specialization (field of study)

APPLICATION

I hereby ask you to create the following special conditions _____
during passing the exam

_____.

Please see attached the following documents confirming health limitations:

_____.

Date Signature



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of Higher Education
North-Western State Medical University named after I.I. Mechnikov
Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia)

Report on

violation of the exam procedure

in the area of specialization (field of study) _____
in the discipline _____
department _____

Saint Petersburg _____, 20__

The Commission consisting of:

1. Head of Education Department _____
2. Dean of the Faculty / Director of the Institute _____
3. Assistant Dean of the Faculty / Director of the Institute _____

have drawn up this report stating that _____.

The reliability of the information specified in the report is confirmed by personal signatures:

Head of Education Department _____

Dean _____ of the Faculty _____

Assistant Dean _____ of the Faculty _____



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of Higher Education
North-Western State Medical University named after I.I. Mechnikov
Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia)

AGREED by

Dean of the Faculty / Director of the Institute

Signature

Full name

20__

APPROVED

Vice-Rector for Academic Affairs

Signature

Full name

20__

Department _____

Discipline name, course, code and name of the area of specialization (field of study)

List of examination papers

Examination paper No. 1

- 1.
- 2.
- 3.

Examination paper No. 2

- 1.
- 2.
- 3.

...

Head of Department

Signature

Full name



Department _____

Discipline name, course, code and name of the area of specialization (field of study)

Examination paper No. 1

1. Question.
2. Question.
3. Case problem / practical skills testing task (if any).
- ...

Head of Department

Signature

Full name

20 __/20 __ academic year

Visa of the Dean of the Faculty / Director of the Institute

To Dean of the Faculty / Director of the Institute

Full
name of the student ____ course

(last name, first name, patronymic)
at the expense of federal budget appropriations / under the
agreement on the provision of paid educational services
(underline as appropriate)
in the area of specialization (field of study)

APPLICATION

I hereby ask you to allow me to pass the midterm assessment in the form of a discipline exam

_____ according to the approved schedule using e-learning and distant learning technologies via video conferencing.

1. I am notified of the need to go through personal identification by presenting to the examiner during videoconferencing my passport or other identification document in a way that makes it possible to record the necessary data (photograph, surname, first name, patronymic, date and place of birth, issuing authority, date of issue), as well as to compare my webcam image with the photo on the document within enough time to identify my personality. At the same time, I should not wear items that could complicate the process of identifying my personality.

Date

Signature

2. I confirm that the room where I will take the exam, as well as the required technical equipment, meets the following requirements:

- availability of walls and a closing door, far from radio interference;
- absence of unauthorized persons;
- switching off additional computers and other monitors;
- absence of records, drawings, posters, etc. associated with the exam content on the walls;
- the working surface of the table on which the computer (laptop, tablet, smartphone) is installed shall be free from all foreign objects;
- the webcam used shall not be located opposite the light;
- the webcam shall have a sufficient resolution (not less than 640x480 pixels) to enable personal identification;
- the microphone shall provide sound quality sufficient to identify my voice, and not generate interference (including self-excitation, echo, whistling, cracking, etc.) that makes it difficult for the examiner to understand my speech.

Date

Signature

3. I am advised that in the event of technical failures of the Internet connection or other technical problems on my part more than 2 times with a total duration of more than 10 minutes, including the occurrence of interference in audio or video streams or short-term loss of sound or image, members of the examination commission have the right to cancel the examination in respect of me for the selected examination paper and resume the examination on the same day with the replacement of the examination paper.

Date

Signature

4. I agree to the University's video recording of the exam(s) process, as well as the University's use of this record in educational legal relations with me.

Date

Signature

Visa of the Dean of the Faculty / Director of the Institute

To Dean of the Faculty / Director of the Institute

Full
name of the student ____ course

(last name, first name, patronymic)
at the expense of federal budget appropriations / under the
agreement on the provision of paid educational services
(underline as appropriate)
in the area of specialization (field of study)

APPLICATION

I hereby ask you to allow me to pass the midterm assessment in the form of a discipline exam

_____ according to the approved schedule using e-learning and distant learning technologies.

1. I am warned that the identification of my personality is ensured by granting access to the exam in the MOODLE DLS using an individual login and password. I am not allowed to transfer my individual login and password to another person. When identifying the fact of transferring an individual login and password by me to another person, the exam result is assessed as “unsatisfactory”.

Date

Signature

2. I am notified that the following requirements shall be met during the exam:

- additional computers and other monitors are switched off;
- absence of records, drawings, posters, etc. associated with the exam content on the walls;
- the working surface of the table on which the computer (laptop, tablet, smartphone) is installed shall be free from all foreign

objects.

Date

Signature

3. I am warned that in the event of technical failures of the Internet connection or the MOODLE DLS operation, or other technical problems on my part more than 2 times with a total duration of more than 10 minutes and the inability to conduct the exam at the specified time, I shall provide a confirmation of the technical failure in the form of a monitor image showing the date, time, http page address and indication of an error. In this case, I will be given the opportunity to resume the exam on the same day with re-access to the newly formed examination papers.

In the absence of the above confirmation of a technical failure on my part, the exam result shall be deemed to be “unsatisfactory”.

Date

Signature

4. I am informed of my grade based on the discipline performance monitoring.

Date

Signature

5. I am warned that the final grade based on the results of mastering the discipline is the arithmetic average of the grade obtained based on the results of performing examination tasks (corresponding testing and case problems in the MOODLE DLS) during midterm assessment, and the grade obtained based on the results of current monitoring of academic performance in the discipline. At the same time, the grade obtained based on the results of the current monitoring of academic performance in the discipline shall be taken into account when assigning the examination score only if the examination task is successfully completed – testing and case problems in the MOODLE DLS (not lower than the “satisfactory” grade).

Date

Signature

6. Information on the need to create special conditions established by the Procedure when conducting an exam due to disabilities (indicating documents confirming health limitations)

_____ Date

_____ Signature



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of Higher Education
North-Western State Medical University named after I.I. Mechnikov
Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia)

AGREED by

APPROVED

Dean of the Faculty / Director of the Institute

Vice-Rector for Academic Affairs

Signature _____ Full name _____
_____ 20__

Signature _____ Full name _____
_____ 20__

Department _____

Discipline name, course, code and name of the area of specialization (field of study)

**List of examination materials
Test Tasks**

- 1.
- 2.
- 3.

...

Head of Department

Signature

FULL NAME



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of Higher Education
North-Western State Medical University named after I.I. Mechnikov
Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia)

AGREED by

APPROVED

Dean of the Faculty / Director of the Institute

Vice-Rector for Academic Affairs

Signature _____ Full name _____
_____ 20__

Signature _____ Full name _____
_____ 20__

Department _____

Discipline name, course, code and name of the area of specialization (field of study)

**List of examination materials
Case problems**

- 1.
- 2.
- 3.

...

Head of Department

Signature

Full name