

Financial University Bachelor, Specialist and Master Program Student Academic Performance Monitoring and Formative Assessment

1. General Provisions

1.1. The Financial University bachelor, specialist and master program student academic performance monitoring and formative assessment Regulations (hereinafter referred to as the Regulations) were developed in accordance with Federal Law No. 273-FZ On Education in the Russian Federation of 29 December 2012, bachelor, specialist, master program educational activity Regulations approved by Order No. 301 of the Ministry of Education and Science of the Russian Federation of 5 April 2017, the Financial University Charter, federal state educational standards of higher education, educational standards independently developed and approved by the Financial University, and the Internal Rules and Regulations for Students of the Financial University. (amendments in accordance with Orders No. 2132/o of 1 December 2017, No. 2400/o of 18 October 2022)

1.2. The Regulations describe bachelor, specialist and master program student academic performance monitoring and formative assessment in each semester (module) in accordance with the higher education program curricula at all Faculties, Institutes, Departments, teaching Departments and University Branches, and the procedure for taking outstanding examinations. (amendments in accordance with Order No. 2400/o of 18 October 2022)

1.3. Student academic performance monitoring and formative assessment results are described in accordance with the Financial University Grading and Rating System (Annex 1).

1.4. Vice-Rectors in charge of academic affairs, employees of the Learning Process Coordination Department (hereinafter referred to as the LPCD), Deans of Faculties, Directors of Institutes, Heads of Departments and teaching departments (in the Branches, Heads of the relevant University units) are in charge of arranging the student academic performance monitoring procedure and formative assessment.

The above-mentioned persons and the persons they have authorized to represent them have a right to be present in class at the lessons and to be present in class when formative assessment tests are taken.

1.5. Instructors teaching certain courses who are mentioned in the academic calendar are in charge of arranging the student academic performance monitoring procedure and formative assessment of the knowledge of the course materials.

1.6. The results of academic performance monitoring, formative assessment and re-sit examinations are described in such documents as the formative assessment sheet, academic transcript, list of examinations, list of course papers and practical training period report.

1.7. The students who have acted fully in compliance with the curriculum prescribed for the year and have passed formative assessment tests become next year's students.

1.8. Failure in formative assessment tests in one or more courses (modules), practical training period or failure to take formative assessment tests without a good cause is regarded to be academic failure.

1.9. The students who have not taken formative assessment tests or failed in formative assessment tests for a good cause become next year's students as a result of conditional admission.

The students who become next year's students as a result of conditional admission should take formative assessment tests in the period prescribed by the Financial University by-laws. The period does not include the sickness period, the academic leave period, and the maternity leave period.

The students who failed in academic tests have a right to take formative assessment tests in the relevant course (module) not more than twice.

1.10. The students who have not passed outstanding examinations in the period prescribed by the Financial University by-laws are expelled from the University as students of a certain year when the academic failure was registered. (amendments in accordance with Order No. 2400/o of 18 October 2022)

2. Formative Assessment Tests

2.1. The goal of the formative assessment tests is to check the level of competences obtained in a course (module) during the semester, including the results obtained in independent student work.

2.2. Bachelor and specialist program students' formative assessment tests in all courses taught in face-to-face and onsite/offsite modes are taken throughout the semester and at the end of the semester, the learning outcomes are summarized from 1 November to 10 November and from 1 April to 10 April each academic year. (amendments in accordance with Orders No. 1873/o of 10 October 2018, No. 2400/o of 18 October 2022)

The students who have their individual learning trajectories take formative assessment tests in the period prescribed by the trajectories.

As for programs of the master program students studying in all modes, bachelor program students studying in the offsite mode, courses taught via modules, including the Introduction to the Field of Major, optional course, distance learning-based courses, the research work, formative assessment tests are taken once at the end of semester (module). (amendments in accordance with Order No. 1506/o of 27 June 2019)

2.3. The formative assessment tests are taken in accordance with the rating system, including the formats prescribed by the curriculum, the course description.

2.4. The results of the formative assessment tests are posted by the instructors teaching the course in the personal account on the educational portal:

- In the middle of the semester in the academic performance monitoring sheet using the Academic Performance Electronic Monitoring (APEM) software;

- At the end of the semester (module) in the formative assessment sheet using Electronic Formative Assessment (EFA) software.

The results posted using software systems are confirmed by an electronic signature in the Dean's Office of the Faculty / Department / teaching department, the administrator's room of the training center.

2.5. The results of the formative assessment tests are also posted by the instructors teaching the course in the course register.

The authorized Deputy Deans check the correctness of entries in the course registers.

2.6. The results of the formative assessment tests are posted by the instructors teaching the course in the transcripts in the relevant departments of the University Branches.

2.7. The results of academic performance monitoring cannot be the grounds for not allowing the student to take formative assessment tests.

2.8. During the two weeks preceding the summing up of the results of academic performance monitoring, the instructors conducting classes conduct at least one consulting session (within the work plan) to provide the students an opportunity to pass outstanding examinations as part of formative assessment tests. During the consulting sessions, students have the right to pass outstanding examinations as part of formative assessment tests.

3. Formative Assessment

3.1. The students' formative assessment tests' goal is to assess the provisional and final results gained when taking the course (part of the course) and performing other students' work. The formative assessment tests are arranged in the formats prescribed by the curricula (pass/fail examination, examination, course paper defense, practical training period report).

3.2. The students who have their individual learning trajectories take formative assessment tests in the period prescribed by the trajectories.

3.3. The formative assessment test results are posted by the instructors in the formative assessment test sheet in the personal account on the educational portal using EFA system, which is confirmed by an electronic signature in the Dean's Office of the Faculty / Department / teaching department, the administrator's room of the training center.

3.4. The University Branch formative assessment test results are posted by the examination board members in the test sheet and the student's academic transcript book, which are submitted to the Dean's Office or the relevant departments of the University Branches.

3.5. If there are no academic performance monitoring results for a good cause, a grade-based formative assessment is made that is based on a 1 to 100 points scale.

If a student is transferred from a different education institution, the same rule is in place during the credit transfer period.

3.6. As a rule, the students who do not show up for a formative assessment test on time should inform the Dean's Office on the same day of the causes for the no-show.

The reason for the no-show is not considered to be good until the opposite is confirmed. The student is obliged to submit documents confirming the good reason for the no-show for a formative assessment test to the Dean's Office not later than the next day after the reasons for the no-show have disappeared.

The Dean of the Faculty (in the University Branches, the relevant manager) prepares an order on changing the formative assessment period for not more than 2 weeks of the date when the reasons for the no-show have disappeared for the students who do not show up for a formative assessment test for a good reason confirmed as prescribed above. (amendments in accordance with Order No. 0982/o of 28 April 2018)

3.7. Submission of temporary sickness certificate formatted in a prescribed form after the examination is not the grounds for cancelling the unsatisfactory or not passed grade earned before.

3.8. Results of formative assessment tests in optional subjects are included into the diploma supplement as per the student's written application.

3.9. As per a written application of the students participating in bilateral exchange programs, in joint educational programs, the Dean of the Faculty can transfer the credits earned for the courses taken by students in another education institution, including an overseas institution, if the course workload in academic hours (credits) is at least 70% of the workload of the similar course in the curriculum of the Financial University.

4. Pass/Fail Examinations

4.1. Pass/fail examinations are a form of checking the students' competences that are prescribed by the curriculum.

4.2. Pass/fail examinations can be arranged at the end of the course or after a section of the course is taken, if a course is studied during more than one semester (module).

The student can obtain a pass grade with no assignments prescribed by the instructor if during the formative assessment tests within the semester (module) he/she obtained good results (not less than 35 points out of 40).

4.3. The pass/fail examinations are arranged by the instructors who conduct classes on the final day of the seminar classes (practicals) in the course (module).

The format of assessment (oral test, written test, computer testing) is chosen by the instructor who informs the students thereof during the first lesson.

4.4. Students who do not show up for the pass/fail examination on the last day of classes for a good reason (illness, scheduled class in the afternoon and / or formative assessment event in other course at the same time, etc.) have the right to take a pass/fail examination before the end of the current semester (module). Therefore, the instructor announces his/her additional office hours in the department or teaching department on the day of the pass/fail examination.

4.5. The students obtain 'pass' or 'fail' grade marking the results of the pass/fail examination in their student's academic transcript book.

5. Course Paper (Project) Defense and Practical Training Reports

5.1. Academic advisors of the course paper (project), practical training assess the quality of the course paper (project) and check whether the student has undergone practical training/ on-the job-training/pre-graduation training in the form of the student's course paper (project) or practical training report defense.

Pass/fail grade is included in the student's academic transcript after the defense.

5.2. The student who has failed in the course paper (project), has not undergone the practical training and/or obtained a 'fail' grade for the course paper (project) defense or practical training report defense is regarded as the one having to take outstanding examinations.

6. Examinations

6.1. The goal of the examinations is to check to which extent the students obtained the competences that are prescribed by the curriculum.

6.2. Examination preparation and the examination procedure, the rules for preparing examination tickets are determined in accordance with the Financial University Examination Rules and Regulations (Annex No. 2)

6.3. Arranging an examination to assess the students' competences after obtaining formative assessment results is mandatory.

6.4. For the bachelor, specialist and master program students the examinations are:

- Written (face-to-face mode, offsite/onsite mode);
- Oral (off-site mode);
 - Oral (courses taught by the Department of Language Training). (amendments in accordance with Order No. 2400/o of 18 October 2022)

6.5. The student who is late for the examination may be allowed to take the examination, while the examination ending time remains unchanged. If an examination in the course is arranged later that day by the same examination board member, the Dean of the Faculty (his Deputy) may allow the student to take the examination together with another student group.

6.6. (Omitted in accordance with Order No. 0982/o of 28 April 2018)

6.7. The duration of the written examination cannot exceed 2.0 academic hours (for the courses accredited by the Association of Chartered Certified Accountants (ACCA), 3.0 astronomical hours), of the oral examination, 0.5 academic hours per student. The duration of the examination for the disabled and persons with disabilities is determined by clause 8 of the Regulations.

6.8. At the request of the student, the instructor should show the written examination work and give explanations on the assessment of answers to the examination questions on the day of the examination result announcement.

6.9. When obtaining the written examination paper final grade (before the announcement), the instructor has a right to ask for additional explanations and clarifications from the student in

regard to the content of the examination during the work presentation in the presence of representatives of the department / teaching department and / or the Dean of the Faculty (the Deputy).

7. Appeals Concerning Formative Assessment Grade

7.1. The student has the right to file a written appeal to the head of the department / head of the teaching department, and indicate the grounds for the appeal:

- The questions are not in line with the topics (content) of the course description;
- Incorrect wording of questions to practice-oriented assignments and/or answers to tests;
- Examination procedure violation by the instructor;
- A technical error has been identified when summing up the results of the examination.

7.2. Dissatisfaction of the student with the grade obtained is not the grounds for the appeal.

7.3. Submission deadlines:

- On the day of the examination (for oral examinations);
- On the day when the results of the examination are announced (for written examinations);
- On the day of the examination (in case of examination procedure violation by the instructor).

7.3. In order to examine the application, appeal commissions are established in the department / teaching department that consist of three instructors, headed by the head of the department (his deputy) / head of the teaching department (his deputy).

7.4. Within three working days of the date when the student submits an application, the commission holds a meeting and announces the grade (points assigned) for the work. The student is notified of the place, date and time of the meeting and has the right to attend it.

Members of the commission, before making a decision, have the right to obtain student's additional explanations and clarifications on the examination assignment content, which is provided for in clause 6.9. of the Regulations. The decision of the commission is formatted as

minutes (as per Annex 5) with the Financial University letterhead or the Branch letterhead and submitted to the Dean's Office.

7.5. When examining the appeal submitted on the grounds described in paragraph 7.1 of the Regulations, the appeal commission makes one of the following decisions:

- To reject the appeal, if the violations described in it have not been confirmed and / or did not affect the result of the examination;
- To approve the appeal, if the violations described in it have been confirmed and / or affected the result of the examination.

If the appeal is approved by the commission that changed the examination grade, the Dean's Office (the relevant Branch unit) issues an individual student's examination sheet where the chairman of the commission indicates the grade (points) resulting from the appeal.

7.6. The decision of the appeal commission is final and not subject to review.

8. Formative Assessment of Persons with Disabilities

8.1. In case of disabled students, the Financial University makes formative assessment taking into account the psychophysical development, their capabilities and health status (hereinafter referred to as individual characteristics).

8.2. When making formative assessment, the following requirements are met:

- Formative assessment is made for the disabled persons in the same classroom where the students who are not disabled are, if this does not create difficulties for the disabled and other students during the formative assessment event;
- An assistant (assistants) who provide(s) the necessary technical assistance to the students with disabilities are present in the classroom, taking into account their individual characteristics (assisting with taking a seat, moving around, reading and doing the assignment, communicating with the examination board);
- Students with disabilities use the necessary technical means during the formative assessment event, and their individual characteristics are taken into account.

8.3. The formative assessment event duration may be increased upon the disabled student's written application:

- By not more than 90 minutes (in case of a written examination);

- By not more than 20 minutes (in case of an oral examination).

8.3. Depending on the individual characteristics of students with disabilities, the Financial University ensures that the following requirements are met during the formative assessment events:

a) For the students with severe visual impairment:

- Assignments and other materials during the formative assessment event are drawn up in Braille or as an electronic document accessible through a computer equipped with specialized software, or read out by an assistant;

- Written assignments are done by students when they are printed on Braille paper or using a computer equipped with specialized software, or through a dictation to an assistant;

- If necessary, the students obtain writing devices and the paper for writing in Braille, a computer with specialized software;

b) For the students with visual impairment:

- Assignments and other materials during the formative assessment event are printed and the big font size is used;

- Lighting system with at least 300 lux illumination is provided;

- If necessary, the students obtain a magnifying device, they are allowed to use their own magnifying devices;

c) For the students with hearing impairment and severe hearing impairment or severe speaking impairment:

- Sound amplifying equipment for collective use is made available, or if necessary, students are provided with sound amplifying equipment for individual use;

- Upon their request, written or oral formative assessment tests are arranged;

d) for persons with disorders of the musculoskeletal system (severe disorders of the motor functions of the upper limbs or with no upper limbs):

- Written assignments are done by students using a computer equipped with specialized software, or through a dictation to an assistant;

- Upon their request, oral formative assessment tests are arranged.

8.5. A student with disability, not later than 2 months prior to the start of the formative assessment, submits a written application to the Dean's Office stating the need for special conditions during the formative assessment event, indicating his individual characteristics. He /she

also submits documents confirming that the student has individual characteristics (if there is no such document in the Financial University). In the application, the student indicates whether he/she needs/does not need an assistant present during the formative assessment event, whether he/she needs/does not need to have the formative assessment event duration to be increased compared to the standard duration. If the application is approved, the Dean informs the departments/teaching departments that arrange the formative assessment event for the student with disability.

9. Procedure for Taking Outstanding Examination

(amendments in accordance with Order No. 0982/o of 28 April 2018)

9.1. The students should take outstanding examinations in the period of the second formative assessment tests prescribed by the by-laws.

9.2. If the student has not passed outstanding examinations in each course (module) during the period of the second formative assessment tests (hereinafter ‘second formative assessment tests period 1’), he has a right to take outstanding examinations one more time (hereinafter ‘second formative assessment tests period 2’), with the tests conducted by the examination board formed by the department / teaching department.

9.3. The second formative assessment tests period 1 is arranged in accordance with the academic calendar prepared by the LPCD (in the Branches, by the relevant departments), which is provided to the instructors and students not later than 5 calendar days before the date of the re-sit examinations.

9.4. The second formative assessment tests period 2 is arranged by commissions in accordance with the academic calendar prepared by the departments / teaching departments teaching the courses in which the students have to take re-sit examinations. Information about the dates, times and places of work of the commissions is posted on the web page of the department / teaching department, information boards, brought to the attention of Faculties / Institutes that notify students and instructors.

9.5. The second formative assessment tests period 1 is, as a rule, arranged by the instructor who was the instructor conducting the examination (pass/fail examination).

9.6. In order to define the second formative assessment tests period 2, the department / teaching department establishes commissions consisting of three instructors, headed by the head of the department (his deputy) / head of the teaching department (his deputy) or a person appointed by the head of the department / head of the teaching department and selected among the members of the commission. The commission composition is approved by the minutes of the meeting of the department or the council of the department.

9.7. The second formative assessment tests period 2 is arranged by all members of the commission, including supervision of the preparation of answers, provided for in paragraphs 3.11 and 3.12 of the Financial University Examination Rules and Regulations (Annex 2 to the Regulations), written work checking (oral answer checking) and their assessment on the day of the examination (pass/fail examination).

When summing up the results of the written examination, the commission has the same right, provided for in paragraph 6.9 of the Regulations, that is, the right to receive additional oral explanations and clarifications from the student on the content of the examination.

In case of discrepancy in the view of the grade, the commission chairman has the casting vote.

9.8. It is allowed to allocate one classroom for the students who take outstanding examinations in one or more courses within the second formative assessment tests period 2 and second formative assessment tests period 1 (in case of written tests).

9.9. The second formative assessment tests period 2 results are formalized in the minutes of the commission meeting in the format approved in Annex 6 and 7 to the Regulations.

9.10. There can be no appeal of the resolution after the second formative assessment tests period 2 is over.

9.11. The students who have not passed the outstanding examinations in the prescribed period are expelled from the University in accordance with Rector's order following a request of the Dean of the Faculty (in the Branches, in accordance with the order of Director following a request of the head of the relevant unit).

Financial University Grading and Rating System

1. General Provisions

1.1. The grading and rating system is a quantitative assessment system assessing quality of students' progress in the higher education program in comparison with other students.

Students' work quality assessment in the grading and rating system is used for efficient teaching process management, for allocating state academic and personal scholarships, issuing diplomas cum laude, etc.

1.2. The goals of a grading and rating system are:

- To improve students' motivation to progress in educational programs;
- To obtain various detailed information about the training quality and efficiency and about the students' personal academic achievement in order to offer financial and non-financial bonuses;
- To make incentives for the students' systematic work during the semester (module);
- To reduce the role of random factors in formative assessment;
- To support preparation of the Financial University Diploma Supplement comparable to the European diploma supplement.

1.3. The grading and rating system operational principles are:

- The uniformity of the requirements set for the students' work;
- The regularity and objectivity of assessing the students' work results;
- Openness and public announcement of the students' progress results for all educational process participants.

1.4. The grading and rating system is based on a 100-point student knowledge assessment system that is used as a supplement to the official five-point (semester, module) system for assessing students' knowledge adopted in the Russian Federation.

1.5. The student's rating R is defined as the ratio of the sum of the derivative of the student's grades in the course included in the curriculum (with the exception of optionals) and the course workload to the total course workload in the semester (module), expressed in credits (in accordance with the curriculum).

$$R = \frac{\sum_{i=1}^n b_i * c_i}{\sum_{i=1}^n c_i},$$

Where b_i is the grades obtained by the students in the i course during the semester (module);

c_i is the workload of the course during the semester (module) expressed in the number credits;

n is the number of courses taken during the semester (module).

The student's rating is a number indicating the position of the student in the faculty, year, students' group list sorted in descending order.

1.6. The grading and rating system is used at all faculties and University Branches teaching higher education programs in all learning modes to assess students' knowledge, except for the postgraduate programs.

2. Student Grading

2.1. The results of acquiring the competencies described in the course description are assessed, with a maximum number of points assigned being 100 points.

2.2. The maximal number of points a student can obtain for the progress in the semester (module) in the course is 40 points. The maximal number of points a student can obtain for formative assessment is 60 points.

2.3. Criteria for allocating points as part of formative assessment in each course are developed by departments / teaching departments, indicated in the course description (or in a separate document), including examples of student work that are part of formative assessment; they are given in Table 1. Students are informed of this at the first lesson by the instructor who teaches the course.

This information is posted in My Materials section on the Financial University educational portal.

Table 1

Examples of student work assessed during formative assessment events

	Type of work	Points	Maximal number of points for a semester (module)

1.	Taking notes during lectures/seminars and using them	0.1	2
2.	Proactive involvement into interactive processes	0.3	3
3.	Answering questions during seminars	0.3	5
4.	Making summaries of additional materials related to the lesson topic	0.3	3
5.	Writing a summary/an essay on the topic prescribed	0.3	3
6.	Analysis of researcher publications on the topic	0.4	5
7.	Case study examination and analytical report	0.4	4
8.	Making calculations	0.8	4
9.	Answering a short quiz questions	0.2	2
10.	Test in class	0.3	3
11.	Presentation on a topic prescribed	0.4	4
12.	Home test	0.2	2
	Total for a semester (module)		40

2.4. The allocation of 40 points for the assignments in the course during formative assessment reflects the quality of students' preparation for seminars and their progress in independent work. The proportion of measurable types of controlling of students' independent work (tests, problem solving, defense of various works and projects, etc.), excluding subjective judgment, should be at least 75% (30 points), of which not more than 10 points are allocated to student's independent work, reflected in the curricula, including tests, essays, summaries, creative home assignments and calculations. The remaining 25% (10 points) are allocated for interactive formats, including presentations, discussions, etc., of which the share of points allocated for attending classes should not exceed 15% (6 points). (amendments in accordance with Order No. 1506/o of 27 June 2019)

2.5. When determining the formative assessment results in the middle of the semester, the number of points on a 1 to 20-point scale are entered by the instructor conducting classes into the formative assessment sheets using APEM (in the Branches, formative assessment sheets) and on the relevant page of the student register.

2.6. The student who obtained 7-20 points is considered to be assessed, and student who obtained 0-6 points is considered not to be assessed.

2.7. The instructors who teach the course inform the students of the results of the formative assessment for the second half of the semester / module at the last lesson and enter them in the transcripts (in the Points, Work in the Semester column) on the day of the pass/fail examination / examination.

2.8. The final number of grades obtained in the semester / module and within the formative assessment tests is calculated based on the 1 to 5 marking scale in accordance with Table 2.

Table 2
100-point and 1 to 5 marking scale

100-point scale	1 to 5 marking scale
86-100	Excellent
70-85	Good
50-69	Satisfactory
Less than 50	Unsatisfactory
50-100	Pass
Less than 50	Fail

2.9. Course paper (project) quality and defense quality, practical training period report defense is assessed based on a 100-point scale in accordance with the criteria approved by the department / teaching department and calculation of the final grade is based on the 1 to 5 scale. (Table 2).

3. Student Rating Formation

3.1. The student rating is based on the formative assessment test results obtained throughout the semester (module).

3.2. Based on the student rating in the semester (module), the following is formed:

- A course rating, as the arithmetic mean of points obtained in all semesters (modules) of the academic year;
- An integrated rating, as the arithmetic mean of points for the semesters (modules) taken when progressing in the educational program.

3.3. Information about the student rating is posted on the information boards of the Dean's Office not later than five days after the start of the next semester (module) (in the Branches, on the information boards of the relevant unit).

Financial University Examinations Rules and Regulations

1. Examination Preparation

1.1. The dates of the examinations are determined by the academic calendar; the date and time are set by the academic schedule. As a rule, it is allowed to arrange 3-4 examinations per week.

1.2. The academic calendar is formed by the Learning Process Coordination Department (hereinafter referred to as the LPCD) (in the Branches, by the relevant unit) and approved by the Vice-Rector in charge (Branch Director).

To do this, departments / teaching departments submit names of the prospective examination board members for each course to the LPCD (in the Branches, to the relevant unit) not later than 30 calendar days before the start of the formative assessment.

1.3. Instructors and students are informed of the examination schedule not later than 7 days before the start of the formative assessment.

1.4. The instructor teaching the course informs students of the structure of the examination tickets, the examination procedure and rules, the criteria that the examiner should use when assessing, and other elements of the course description (hereinafter referred to as the CD).

2. Examination Ticket Preparation (amendments in accordance with Order No. 0742/o of 17 April 2020)

2.1. Examination tickets (as a hard or soft copy) ensure checking the students' competences prescribed by the course description.

2.2. Examination tickets for the formative assessment tests in a certain course have a uniform format that is approved at a department / teaching department meeting.

Examination tickets for the formative assessment tests should include theoretical questions and practice-oriented assignments. It is also allowed to include a test as one of the questions.

The format of the hard copy of a ticket is described in Annex 3.

The ticket should indicate the maximal number of points that a student can obtain for a complete and correct answer to a question or a practice-oriented assignment done.

A student can obtain not more than 60 points when his/her knowledge is assessed in the examination in accordance with the grading and rating system.

2.3. Not later than 30 days before the start of the formative assessment based on the course description the instructor who teaches the course prepares a list of theoretical questions and practice-oriented assignments that is approved at a department / teaching department meeting and signed by the head of the department (his deputy) / head of the teaching department (his deputy).

The theoretical questions and practice-oriented assignments should test of the students' ability to analyze, generalize and systematize information in a particular field.

It is not allowed to make the list of theoretical questions and the list of questions in the course description coincide.

2.4. Examination ticket preparation.

2.4.1. Preparation of examination tickets as a hard copy.

Based on the approved examination ticket format, a list of theoretical questions and practice-oriented assignments indicated in 2.3 of the Regulations, the examiner prepares the tickets that are signed by him and the head of the department (his deputy) / head of the teaching department (his deputy). It is necessary to prepare more examination tickets than is the number of students in the student group and use a unified system for assessing theoretical questions and practice-oriented assignments within one set of tickets. When dividing the cohort of students into groups and conducting examinations in various groups on different days, the number of sets of tickets should be increased accordingly. It is not allowed to use the same set of tickets in student groups taking the examination on different days. A set (sets) of tickets are placed in envelopes on which the name of the faculty, the name of the department / teaching department, the name of the course, the name of the examiner are indicated. Sealed envelopes with tickets are submitted to the relevant LPCD rooms not later than 15 calendar days before the start of the examination (in the Branches, to the relevant units). It is prohibited to show the tickets to the students before the examination. The examiner is responsible for the non-disclosure of information about the content of examination tickets.

2.4.2. Preparation of examination tickets as a soft copy.

For examination tickets in an electronic format, based on the approved list of theoretical questions and practice-oriented assignments and the format of the tickets, an electronic bank of examination questions and an electronic tickets generation system are formed, which is approved by the head of the department (his deputy) / head of the teaching department (his deputy).

The electronic tickets generation system should ensure the uniqueness of the tickets (variability should be not less than one hundred thousand options) and the randomness of a ticket choice on a computer.

The software platform (for example, LMS Moodle) that offers electronic ticket generation should be placed in the fa.ru domain zone.

All settings for electronic ticket generation should be in place not later than 15 calendar days before the start of the examination.

2.5. If several departments/teaching departments teach a course, a uniform examination ticket should be prepared that includes the content of all sections of the course description.

The examination ticket format is approved by the head of the department / head of the teaching department. The formatted examination tickets (hard copies) are signed by all heads of the departments (their deputies) / heads of the teaching department (their deputies) that are engaged in teaching the course.

3. Examination Procedure (amendments in accordance with Order No. 0742/o of 17 April 2020)

3.1. The examiner is responsible for arranging the timely and appropriate examination process.

3.2. It is allowed to arrange an examination in a computer class and use the computers and applications, provided that the classroom is suitable for the examinations.

One or more questions can be asked as part of electronic testing using distance technologies of the Financial University educational portal.

3.3. Before the examination, the examiner should have:

- A list of students who have a right to take the examination formatted as a formative assessment sheet using EFA in a personal page on the educational portal (in the Branches, an academic transcript). It is not allowed for a student to take an examination if his/her name is missing from the list;
- A set of examination tickets if it is a hard copy, or a list of logins and passwords for the students to have access to the electronic ticket generation system;
- A set of examination sheets (Annex 4) and blank sheets of paper (size A4), received by the examiner, as a rule, on the day of the examination in the LPCD rooms (in the Branches, in the relevant unit). If the written examination is organized only as an examination based on the electronic file(s) use, a set of examination sheets and blank sheets of paper (size A4) are not required.

3.4. In case of the examiner's illness or his absence for other good reasons, the examiner is appointed by the head of the department / head of the teaching department, and the Faculties and the LPCD are informed of the replacement.

3.5. When showing up for the examination, the students are required to have an identity document (student ID card and / or personal electronic campus pass) and show them to the examiner. The students who have not submitted the required documents to the examiner before the start of the examination are allowed to take the examination only after obtaining the Dean's (his Deputy's) permission (in the Branches, the relevant department head).

3.6. Random choice of the examination ticket should be ensured at the examination.

3.7. The student takes the place indicated by the instructor after receiving the selected ticket at an oral examination. No more than six students should be in the classroom at the same time.

The student who is the first to answer at an oral examination has 30-40 minutes to prepare the answer.

3.8. When conducting a written examination with tickets as a hard copy, the following ways to ensure the freedom of choice of the ticket are recommended:

- After selecting an examination ticket, the student takes the place indicated by the instructor;
- The student chooses a place freely, with an examination ticket and an examination sheet available at the place;

- The student chooses a seat with the same number as the number of the examination ticket and examination sheet previously placed on it.

The students cannot choose the examination tickets and seats for more than 15 minutes after the start of the examination.

In the case of an examination with examination tickets in an electronic form, the randomness of choice should be guaranteed by the ticket generating system mathematical algorithm.

In case of an oral examination, the examiner writes down the number of the tickets chosen by the student (or the student's login that was used to generate the electronic ticket).

3.9. The examiner should inform the students about the examinations rules, the procedure for filling in the examination sheet or the electronic form, about the fact that it is not allowed to have and / or use any unauthorized sources of information and technical devices, and to communicate with other students and other persons, including using electronic communication devices.

When conducting a written examination, the examiner should inform the students about the place, date and time of the announcement of the examination results. Depending on the course, the examination results may be announced on the day of the examination or on the following days, but not later than on the third working day after the examination.

After that, the examiner announces the beginning of the examination and the deadline for the examination assignment completion, and puts it on the board.

After the deadline, it is not allowed to accept completed examination assignments.

3.10. In the classroom where the examination is conducted, there should be at least 2 hard copies of the course description (the amount is established by the department / teaching department). It is allowed to have a soft copy instead of a hard copy of the course description available on the computer (tablet) of the instructor. During the examination, the students can use the course description, and in case of approval by the department / teaching department, it may be allowed for the students to use regulatory documents, mathematical tables and other materials that should not contain additional information.

3.11. The students who use educational and methodological materials that are not endorsed by the examiner, and who have and / or use any means of communication, data reception, transmission and storage, are expelled from the examination and 0 points for the formative assessment is entered into the EFA (in the Branches, into the examination sheet).

3.12. If the students try to communicate with each other or violate the conduct rules, the examiners should give them a warning. In case the student has two or more warnings during the examination, the student may be expelled from the classroom and 0 points for the formative assessment is entered into the EFA (in the Branches, into the examination sheet).

3.13. At the end of the examination, the examiner informs the Dean of the Faculty in writing about the fact and reasons for expelling the student from the examination classroom.

3.14. The Dean of the Faculty and his deputy (deputies), heads of departments / heads of teaching departments (their deputies) should monitor the progress of examinations by visiting the

classrooms at random. Following a resolution of the Rector or the coordinating Vice-Rector (in the Branches, the Director), the examination progress may be monitored by persons appointed by him.

3.15. If violations of these Regulations are detected, any of the monitoring persons specified in paragraph 3.14 informs the examiner who should rectify the defects. If the examiner does not comply with the monitoring person's requirements, the latter has the right to independently take measures to eliminate violations of the Regulations.

4. Checking the Examination Works for Errors and Announcement of Results (amendments in accordance with Order No. 0742/o of 17 April 2020)

4.1. The examiner is in charge of checking the examination work for errors and assessing it.

4.2. When checking the students' examination works for errors, the examiner should, using the results of assessing the answers to each assignment, grade the work in accordance with the Financial University grading and rating system.

In the formative assessment made in the form of a computer test, the results are determined by the number of points obtained by students. The computer technology-based solution to each assignment is a separate file prepared using the relevant application. Students save these files in a directory using the names indicated in the ticket, or upload them to their personal accounts on the platform used for the examination (e.g., LMS Moodle).

4.3. When checking written answers for errors, the examiner is not required to check the work submitted by the student whose handwriting is illegible.

4.4. In case of an oral examination, the grade is announced by the examiner after the student's answer.

4.5. The examiner puts the grades obtained during the formative assessment in the examination sheet using the EFA.

4.6. In the Branches, the examiner puts the grades and points obtained in the examination sheet and the student's academic transcript book in accordance with the Financial University grading and rating system. The unsatisfactory marks are not entered in the student's academic transcript books.

4.7. The examination works checked for errors, graded and signed by the examiners and the examination tickets are submitted by the examiners to the office of the department / teaching department where they are stored for an academic year following the formative assessment.

If a written work is submitted in the form of a computer file, the students' files and their personal accounts containing the checking results are subject to storing.

5. Amendments to Formative Assessment Sheets (amendments in accordance with Order No. 1506/o of 27 June 2019)

5.1. Amendments to the sheets are made in accordance with the Financial University academic performance monitoring and formative assessment document formatting and execution Regulations approved by the Financial University order No. 1597 / o of 29 August 2018, in case of difference between the grade and / or points given in formative assessment sheet and the grade

reflected in the examination sheet of the written work (if a written test is conducted) or in an electronic document (minutes) (if formative assessment is made in a computer class using computer technology and applications).

5.2. If a student is not satisfied with the grade obtained, the case is not examined, and the content of the answer is not reviewed.

5.3. The grounds for making amendments to the sheets is the student's discrepancy statement. The student submits an application to the department / teaching department on the day when the difference is discovered, but not later than 10 calendar days after the start of the next semester (module).

5.4. The application is submitted to the permanent committee considering the non-compliance issues indicated in paragraph 5.1 of the Regulations. The committee is formed for an indefinite period and is composed of at least three leading instructors and / or employees of the department / teaching department following a decision approved at a meeting of the council of the department / teaching department.

5.5. The committee should examine the student's application not later than 5 working days from the date of its submission. The instructor who is in charge of the incorrect information entered submits a written explanation to the committee.

5.6. The decision to confirm the non-compliance specified in paragraph 5.1 of the Regulations is made only if a graded written work or an electronic document / formative assessment minutes formed in a computer class using computer technology and applications has been submitted to the committee.

5.7. In case of a positive decision of the committee, the head of the department / head of the teaching department prepares a memorandum to be submitted to the First Vice-Rector for Academic Affairs, containing copies of the minutes of the committee meeting dedicated to making amendments to the sheet and an explanation of the instructor who is in charge of the incorrect information entered. The First Vice-Rector for Academic Affairs also has the right to request the materials that were the basis for the positive decision made to be provided. The consent of the First Vice-Rector for Academic Affairs to make amendments to the formative assessment sheet is formalized by an approval signature on the submitted memorandum of the head of the department / head of the teaching department and the information on the amendments is later entered into the Unified Information System.

5.8. In case of a negative decision regarding the lack of correspondence between the formative assessment results and the grade entered in the sheet, the grade remains unchanged.

5.9. The information about the application examination results is transferred to the Dean's Office. The application examination results are stored in the department / at the teaching department office during the academic year.

Examination Ticket template

Federal State-Funded Educational Institution of Higher Education “Financial University under the Government of the Russian Federation (Financial University)

Department/teaching Department _____

Course _____

Faculty/Branch _____ Learning mode _____

Semester/Module _____ Major _____

Concentration/Master program _____

Examination Ticket No. _____

Question 1 (____grades)

Question 2 (____grades)

Question 3 (____grades)

Prepared by: _____(full name of examination board member)

Approved by:

Head of Department/teaching Department _____ (full name)

Date: _____

Operating system: Word, font: Times New Roman, font size: 12-14, spacing: 1-1.5

Examination Ticket template

Federal State-Funded Educational Institution of Higher Education “Financial University under
the Government of the Russian Federation (Financial University)

Examination Sheet

Course _____ Date _____

(name)

Student's full name	Student group No.	Examination ticket No.	Number of points			
			Assessment	Work during the semester/module	Examination	Total

Grade spelled out _____ Examination board member's signature _____

I, _____ (full name) have read the Examination Regulations and have been warned that using unauthorized sources of information and technical devices, communication with other students and other persons, including using electronic means of communication during the examination, including in the cases recorded by a video surveillance system, leads to expelling from the examination room and an Unsatisfactory grade.

_____ (signature)

Minutes (template)* of the meeting of the appeal commission

Members of the commission:

Chairman_____

Members of the commission_____

Secretary_____

1. Examined the application of student __ (full name) (group____) in regard to appeal filed after the examination in _____ (course)

Brief description of the content of the appeal_____

And resolved

- That the appeal should be rejected and the grades obtained should remain unchanged
- That the appeal should be approved and the grade originally obtained should be changed
 - for _____ grade (with the number of points changed for_____)
 - should not be changed (with the number of points changed for_____)
- 2. Examined the application of student __ (full name) (group____) in regard to appeal filed after the examination in _____ (course)

Brief description of the content of the appeal_____

And resolved

- That the appeal should be rejected and the grades obtained should remain unchanged
- That the appeal should be approved and the grade originally obtained should be changed
 - for _____ grade (with the number of points changed for_____)
 - should not be changed (with the number of points changed for_____)

Chairman: _____

Members of the commission_____

Secretary_____

(with amendments made in Order No.0982/0 of 28 April 2018)

Minutes (template)* of the meeting of the board

(second formative assessment tests period 2)

Course _____ (written test)

Members of the board:

Chairman_____

Members of the board_____

Secretary_____

Examined the results of formative assessment written tests taken by the students.

Have resolved that the students should be graded in the following way after acquiring the competences:

No.	Student's full name	Student group No.	Examination ticket No.	Number of points				Grade	
				Assessment	Work during the semester/module	Examination	Total	As a numeral	Spelled out

Chairman_____

Members of the board_____

Secretary_____

* an approved University letterhead is used to write the minutes

(with amendments made in Order No.0982/0 of 28 April 2018)

Minutes (template)* of the meeting of the board

(second formative assessment tests period 2)

Course _____ (oral test)

Members of the board:

Chairman _____

Members of the board _____

Secretary _____

1. Examined the _____ (student's name) answer (examination ticket No. _____) (a short description of the answer to each of the questions, assignment _____, their grading (in points))

Total number of points earned during the examination_

Have resolved that the student should be graded in the following way after acquiring the competences:

Total number of points (taking into account the formative assessment tests results obtained during the semester/module) _____

Grade (spelled out) _____

2. Examined the _____ (student's name) answer (examination ticket No. _____) (a short description of the answer to each of the questions, assignment _____, their grading (in points))

Total number of points earned during the examination_

Have resolved that the student should be graded in the following way after acquiring the competences:

Total number of points (taking into account the formative assessment tests results obtained during the semester/module) _____

Grade (spelled out) _____

Chairman _____

Members of the board _____

Secretary _____

* an approved University letterhead is used to write the minutes