

APPROVED  
head of department  
General Hygiene and Ecology  
Institute of Public Health named  
after. N.P. Grigorenko  
Federal State Budgetary  
Educational Institution of Higher  
Education Volga State Medical  
University of the Ministry of  
Health of Russia



Latyshevskaya N.I.

23<sup>rd</sup> November 2023

**ORDER**

conducting intermediate certification of students, including using distance learning technologies Department of General Hygiene and Ecology, Institute of Public Health named after. N.P. Grigorenko  
Federal State Budgetary Educational Institution of Higher Education Volga State Medical University of the Ministry of Health of Russia

Volgograd, 2023

## 1. General Provisions

1.1. The procedure was developed in order to regulate the conduct of intermediate certification (exams) in educational programs of higher education (specialty), including the use of distance learning technologies, at the Department of General Hygiene and Ecology of the Institute of Public Health named after. N.P. Grigorenko FSBEI HE Volgograd State Medical University of the Ministry of Health of Russia, taking into account the specifics of conducting intermediate certification in conditions of restrictive measures in the event of the threat and (or) occurrence of individual emergency situations, the introduction of a high alert regime or an emergency situation throughout the Russian Federation or in the territory of the Volgograd region (hereinafter, respectively, – Order, IC, DLT).

1.2. The procedure has been developed in accordance with the following regulatory documents:

- Regulations on the forms, frequency, procedure for ongoing monitoring of academic performance and intermediate certification, as well as on the point-rating system for assessing the performance of students of the FSBEI HE Volga State Medical University of the Ministry of Health of Russia (approved by the order of the rector of the FSBEI HE Volga State Medical University of the Ministry of Health of Russia dated August 30, 2023 No. 1431-KO);
- Regulations on conducting intermediate certification of students, including the use of distance learning technologies, at the Volgograd State Medical University of the Ministry of Health of Russia (approved by order of the Vice-Rector for Academic Affairs of the Volga State Medical University of the Russian Ministry of Health dated April 15, 2022 No. 565-KO);
- The procedure for certification in the discipline “Hygiene” for students in the educational program of the specialty in specialty 05.31.01 General Medicine, focus (profile) General Medicine, full-time form of study, for the 2023-2024 academic year;
- The procedure for certification in the discipline “Human Hygiene and Ecology” for students in the educational program of the specialty 05.30.01 Medical Biochemistry (specialty level) full-time form of study for the 2023-2024 academic year

1.3. This Procedure establishes a unified approach to the technology of conducting IC, including the use of DLT in the disciplines of educational programs of higher education (specialty), and also takes into account the specifics of conducting IC under restrictive measures in the event of the threat and (or) occurrence of certain emergency situations, the introduction of a regime high alert or emergency situation throughout the Russian Federation or in the Volgograd region..

1.4. The purpose of conducting IC, including with the use of DLT, is to assess the level of development of students' competencies within the framework of completed disciplines (modules)/practices, as indicators of the quality of implementation of educational programs in the Federal State Budgetary Educational Institution of Higher Education Volgograd State Medical University of the Ministry of Health of Russia.

1.6. In the case of conducting IC using DLT, the technologies used must ensure the objectivity of the assessment, the safety of the results and the possibility of computer processing of information based on the certification results.

1. 7. IC is carried out within the time limits provided for by the approved curricula and calendar training schedules of the relevant educational programs .

1.8. The date of the IC (exams) is determined by the approved class schedule for the academic year, as well as the exam schedule for the academic year:

- the organization of taking tests is carried out within the deadlines for conducting tests established by the administrative act of the Federal State Budgetary Educational Institution of Higher Education of the Volga State Medical University of the Ministry of Health of Russia;
- organization of examinations is carried out according to the approved examination schedule.

1.9. The time for conducting IC on the discipline is calculated in accordance with the time zone of the location of the educational organization and must fall within the period from 8:00 to 18:00 (except for force majeure situations). In the case of a student's stay outside the Volgograd region (features of the implementation of regional restrictive measures) and the presence of a time zone difference, leading to the fact that the actual time of the student's IC is outside the established time frame, the student must contact the relevant specialist at least 3 days before the IC dean's office of the faculty/institute to decide on the date and time of its IC. In this case, authorized employees of the dean's office agree on the date and time of the student's IC with the head of the academic department of the department conducting the IC in the discipline. In this case, the dean of the faculty / institute informs the student of the approved date and time of the IC no later than 2 days before the IC.

1.10. The time of IC, including with the use of DLT, is communicated to students and teachers in advance by posting information in the electronic information and educational environment of the Volga State Medical University of the Ministry of Health of Russia (hereinafter referred to as the Volgograd State Medical University EIOS) in the "Schedule" section.

1.11. This Procedure and departmental schedules for conducting IC, both in full-time format (schedule template - see Appendix 1.1), are communicated to students in advance by posting information in the course of the relevant discipline (module) on the electronic information and educational portal (hereinafter referred to as EIEP) of Volgograd State Medical University.

1.12. The procedure and departmental schedule for conducting IC, including with the use of DLT, are formed based on the following conditions:

- the form of conducting IC established by the relevant dean's office (face-to-face or using DLT);
- application of the electronic platform "VooV" Meeting";
- for the category of foreign students, in addition to the "VooV Meeting" platform, use the capabilities of the VKontakte social network to interact with students via video conferencing;
- the number of groups assigned to undergo IC at a specific department on the day established by the schedule, which determines the number of teachers providing control over the IC, including with the use of DLT (may not be included in the order approving examiners)
- the number of teachers providing control over IC using DLT is determined primarily at the rate of 2 (two) groups per day per teacher providing control over IC using DLT;
- when receiving a IC in a full-time format, in compliance with all sanitary norms and rules, the time for conducting a IC is up to 70 minutes (up to 10 minutes - personal identification and issuance of a ticket at the beginning of the IC; up to 30 minutes - written preICration of a plan (thesis) response and up to 30 minutes for oral response);

- when a student completes a written assignment on paper and then scans/photographs it, the IC time is up to 90 minutes (up to 10 minutes – identification of personality and compliance with technical requirements at the beginning of the IC; up to 60 minutes – student’s written completion of the task, up to 20 min – scanning/photographing by the student of the completed and signed written assignment and sending it for verification at the EIOP);

- when combining an oral and written response (on paper by hand), the IC time is up to 90 minutes (up to 10 minutes - identification of personality and compliance with technical requirements at the beginning of the IC; up to 30 minutes - written preparation of a plan (thesis) of the answer, up to 20 minutes – scanning/photographing of the answer plan by the student and sending it for testing on the EIOP and up to 30 minutes for an oral answer);

- in the case of conducting a IC with DLT - after assessing the written work and/or oral answers by teachers, the mark for the IC (on a 100-point scale) is given on the EIOP; students must be informed in advance that this is a grade specifically for an oral/written answer (intermediate certification rating, R IC), and not the final grade in the discipline/practice (final rating in the discipline, R d).

- in the case of conducting IC in a full-time format - after the interview, the student is verbally informed about the IC grade, as well as the final grade for the discipline (module) (on a 5 and/or 100-point scale) which is entered in his grade book;

- teachers transmit the grades to the person responsible for rating students of the department, who, during the working day following the day of intermediate certification, enters information into the ISKRA system, where the final rating for the discipline ( Rd )/practice (Rd/Rprak) is formed;

- the person responsible for the rating of students of the department, during the working day following the day of intermediate certification, downloads test/examination statements from the ISKRA system and personally transfers/emails them to the head of the department;

- the head of the department, during the working day following the day of intermediate certification, checks, prints and endorses the statements; after that, scans the signed statements and sends scanned copies to the email of the relevant dean’s office faculty/institute, it is allowed to hand over completed statements on paper in person.

## **2. Conditions necessary for conducting IC using DLT**

2.1. A teacher working remotely and taking IC (test, exam, test with assessment) provides the necessary technical conditions for conducting IC using DLT.

2. 2. The student independently provides the necessary technical conditions for passing IC using DLT.

2.3. The optimal technical conditions are the following:

- desktop personal computer (PC) or portable PC (laptop, netbook);

- operating system no lower than Windows 7 (both 32- and 64-bit OSeS are supported) or other operating systems with versions no lower than Windows 7;
- processor no less than IntelCore 2.2 Ghz;
- RAM at least 4 Gb;
- connection to the Internet information and telecommunications network at a speed of at least 3MB/s;

- web camera (integrated or external) with a resolution of 640x480; in this case, the web camera should not be located opposite the light source;
- speaker and microphone (integrated or external);
- installed browsers IE version no less than 9.0, Yandex.Browser, Atom , etc.; all browsers must have the latest updates;
- VooV Meeting software, providing video and audio communication.

2.4. Composition of participants in the intermediate certification carried out using DLT:

2.4.1. Teachers who accept and evaluate the results of the IC (for the exam - from among the persons admitted to conduct the IC by order approving the examiners):

- Latyshevskaya N.I. – head of the department;
- Kovaleva M.D. - Professor;
- Davydenko L.A. - Professor;
- Yatsyshena T.L. - assistant professor;
- Belyaeva A.V. - assistant professor;
- ShestoIClova E.L. - assistant professor;
- Levchenko N.V. - assistant professor;
- Bagmetov N.P. - assistant professor;
- Filatov B.N. - assistant professor.

2.4.2. Teachers providing control over the conduct of IC - a teacher or teachers providing support for conducting IC using DLT:

- Novikov D.S. - Senior Lecturer;
- Rurua L.P. - assistant professor;
- Yakhontova E.V. – assistant.

2.4.3. Students undergoing intermediate certification;

2.4.4. Technical personnel ensuring the operation of the EIOS VolgSMU.

2.5. In case of technical failures in the operation of the equipment and (or) communication channel, the possibility of emergency communication between IC ICrticiICnts is provided:

tel . 8-906-451-11-12,  
e-mail: bel.alina@list.ru

2.6. In case of technical failures that prevent the IC:

2.6.1. If a failure that cannot be corrected within 5 minutes occurs on the ICrt of a specific teacher, then the teacher informs the head of the department, and the groups assigned to him are redirected to submit the IC to another teacher.

2.6.2. If there is a global failure on the EIOP/network that can be resolved within 1 hour, then teachers bring the situation to the attention of the head of the department, who decides to change the IC time for specific groups on that day. In this case, students who have already received the task, during the failure:

- when completing a task by hand - continue to complete a written answer under the control of the teacher through the platform VooV Meeting or via video call on the VKontakte social network (for the category of foreign students) during the time established by this Procedure, then signs, scans and sends to the email specified in the department's IC schedule.

- when giving an oral answer to the examiner via the VooV Meeting platform or in a video call on the VKontakte social network (for the category of foreign students) - switches to

the backup video conferencing channel specified in the department's IC schedule, while the time allotted for the answer can be increased to 40 minutes .

2.6.3. If there is a global failure on the EIOP/network that cannot be corrected within 1 hour, the department, in agreement with the dean of the faculty or the head of the relevant EP, organizes the IC at another time during the test and examination session, about which a report is drawn up by the head of the department, and information about new deadlines for IC are communicated to students.

2.6.4. If a failure occurs on the part of the student, then the scientific and pedagogical workers of the department make a collegial decision, followed by a report from the head of the department to the relevant dean's office Faculty/Institute:

- if there is documentary evidence that the incident was not the student's fault (communication failure due to the fault of the service provider, an accident on a power line, etc.), the reason for the student's failure to pass IC is considered valid. In this case, the IC for this student is postponed to another time during the test and examination session, and information about the new dates for the IC is communicated to the student no later than 3 working days before its start;

- in other cases the reason is considered disrespectful; the student is given an unsatisfactory mark (if he managed to start completing the assignments before the failure) or failure to appear (if the student did not get in touch), while the IC is carried out within the established retake deadlines.

### **3. Procedure for testing using DLT**

3.1. At the Department of General Hygiene and Ecology of the Institute of Public Health named after. N.P. Grigorenko, tests using DLT are not provided for in the fall semester.

### **4 . Procedure for conducting an exam or test with assessment using DLT**

4.1. At the Department of General Hygiene and Ecology of the Institute of Public Health named after. N.P. Grigorenko, there are no plans to conduct exams using DLT in the fall semester.

### **5. Procedure for conducting IC (exam) in person**

5.1. At the Department of General Hygiene and Ecology of the Institute of Public Health named after. N.P. Grigorenko conducts exams for students in the specialties "General Medicine" in the discipline "Hygiene", "Medical Biochemistry" in the discipline "Hygiene and Human Ecology".

5.2. In-person IC in the event of restrictive measures being established in unfavorable sanitary and epidemiological conditions is carried out in compliance with the following sanitary and hygienic requirements:

- before taking a IC, cleaning the premises using disinfectants according to the viral regime, including treating all contact surfaces in common areas (door handles, switches, handrails, railings, table surfaces, etc.); if IC lasts more than 4 hours, re-treat contact surfaces;

- carrying out (if possible) air disinfection using equipment approved for use in the presence of people;

- providing conditions for hygienic hand treatment using antiseptics in the hall at the entrance to the building where IC is carried out, in sanitary facilities, as well as ensuring the constant availability of hand washing facilities, antiseptics for hand treatment in bathrooms;

- mandatory non-contact thermometry at the entrance to the building/department where IC occurs;

- not allowing persons with elevated body temperature (above 37 °C) and signs of ARVI (cough, rhinorrhea, sneezing, etc.) to IC. In this case, the student is given a failure to appear for a good reason (about which a corresponding entry is made in the IC report) and the deadlines for his IC are postponed to another time during the test and examination session, and information about the new deadlines for the IC is brought to the attention of the student no later than 3 days in advance working days before its start;

- preventing crowds of students (including in the halls, corridors before the start of IC), monitoring compliance with social distance, including when seating in the classroom for IC;

- the presence of properly worn personal respiratory protection equipment on all IC participants (students, teachers, support staff);

- organizing a centralized collection of used disposable masks after taking ICs, packaging them in plastic bags before placing them in waste collection containers.

5.3. After passing the IC, the student is verbally informed by the teacher of the IC grade, as well as the final grade for the discipline (module) (on a 5 and/or 100-point scale) which is entered in his grade book.

5.4. Teachers transmit the grades to the person responsible for rating students of the department, who, during the working day following the day of intermediate certification, enters the information into the ISKRA system, where the final rating for the discipline ( R d) is formed.

5.5. The person responsible for the rating of students of the department, during the working day following the day of intermediate certification, downloads test/examination statements from the ISKRA system and personally transfers/emails them to the head of the department.

5.6. The head of the department, during the working day following the day of intermediate certification, checks, prints and endorses the statements; after that, scans the signed statements and sends scanned copies to the email of the relevant dean's office of the faculty / institute; It is allowed to hand over completed statements on paper in person.

5.7. Students who do not pass the IC are assigned a re-certification in accordance with internal local regulations and the retake schedule.

## **6. Validity period**

6.1. This Procedure comes into force to replace the previous edition of the Procedure for conducting intermediate certification of students, including with the use of distance learning technologies at the Department of General Hygiene and Ecology of the Institute of Public Health named after. N.P. Grigorenko FSBEI HE Volgograd State Medical University of the Ministry of Health of Russia and is valid during the autumn semester of the 2023-2024 academic year.

## APPENDIX 1.1

Sample design of the departmental schedule of exams with assessment, conducted in full-time format

Schedule of tests/exams/tests with assessment, conducted in full-time format at the department \_\_\_\_\_ (name) in the 20\_\_-20\_\_ academic year

date	Discipline (module)/practice	Faculty/ Institute	Group	Time	Base/ address	Audience	Teacher

Head of Department

\_\_\_. \_\_. 20\_\_

Full name