


Approve:
Head of Department
of Pediatric Dentistry

/Fomenko I. V./
06 February 2024

THE PROCEDURE
for conducting intermediate certification of students, including with
the use of distance learning technologies at the Department of
Pediatric Dentistry
Federal State Budgetary Educational Institution of the Russian
Ministry of Health

1. General provisions

1.1. The procedure was developed in order to regulate the conduct of intermediate certification (credits, credits with assessment, exams) for educational programs of higher education specialty, including the use of distance learning technologies at the Department of Pediatric Dentistry of the Federal State Budgetary Educational Institution of the Russian Ministry of Health, taking into account the specifics of conducting intermediate certification in conditions of restrictive measures in case of a threat and (or) occurrence individual emergencies, the introduction of a high-alert regime or an emergency situation on the entire territory of the Russian Federation or on the territory of the Volgograd region (hereinafter, respectively, the Procedure, PA, DOT).

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

- Regulations on the forms, frequency and procedure for current monitoring of academic performance and intermediate certification of students, as well as on the expulsion of students to the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation" (adopted at a meeting of the Academic Council of the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation on 02/15/2017, Protocol No. 6);
- Order of the Vice-Rector for Academic Affairs of the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation dated 04/15/2022 No. 565-KO "On Approval of the Regulations on conducting Intermediate Certification of Students, including using distance Learning technologies in the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation;
- The procedure for certification in the discipline "Prevention and communal dentistry" for students in the field of Dentistry, Dentistry profile in the 2023-2024 academic year;
- The procedure for certification in industrial practice "Practice for obtaining professional skills and professional experience (in preventive dentistry)" for students in the field of Dentistry, Dentistry profile in the 2023-2024 academic year;
- The procedure for certification in the discipline "Pediatric maxillofacial surgery" for students in the specialty "Dentistry" in the 2023-2024 academic year;
- The procedure for certification in the discipline "Modern technologies in pediatric dentistry" for students in the specialty "Dentistry" in the 2023-2024 academic year;

- The procedure for certification in the discipline "Dentistry" for students in the specialty "Pediatrics" in the 2023-2024 academic year.

1.3. This Procedure establishes a unified approach to the technology of conducting PA, including using DOT for disciplines (modules)/practices of educational programs of higher education (specialty), and also takes into account the specifics of conducting PA in conditions of restrictive measures in the event of a threat and (or) the occurrence of individual emergencies, the introduction of a high-alert regime or an emergency situation on the entire territory of the Russian Federation or on the territory of the Volgograd region.

1.4. The purpose of the PA, including with the use of DOT, is to assess the level of formation of students' competencies within the framework of completed

disciplines (modules)/practitioners as indicators of the quality of educational programs implementation at the Federal State Budgetary Educational Institution of the Russian Ministry of Health.

1.6. In the case of PA with the use of DOT, 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 results of certification.

1.7. The PA is conducted within the time limits provided for by the approved curricula and calendar study schedules of the relevant educational programs.

1.8. The date of the PA (tests with assessment) is determined by the approved schedule of classes for the academic year, as well as the schedule of exams for the academic year:

- the organization of the reception of offsets is carried out within the time limits set by the administrative act of the Federal State Budgetary Educational Institution of the Russian Ministry of Health of the Russian Federation for offsets;

- the organization of exams is carried out according to the approved exam schedule.

1.9. The time of the PA in the discipline is calculated in accordance with the time zone of the location of the educational organization and must be within the period from 8:00 to 18:00 (except for force majeure situations). In the case of a student staying outside the Volgograd region (specifics of the implementation of regional restrictive measures) and the presence of a time zone difference, which leads to the fact that the actual time of the student's PA goes beyond the established time frame, the student must contact the relevant dean's office of the faculty / institute at least 3 days before the PA in advance to make a decision on the date and the time of his

PA. At the same time, the authorized staff of the dean's office will coordinate the date and time of the PA of this student with the head of the educational part of the department conducting the PA in the discipline. At the same time, the dean's office of the faculty / institute informs the student of the approved date and time of the PA no later than 2 days before the PA.

1.10. The time of the PA, including with the use of DOT, is communicated to students and teachers in advance by posting information in the electronic information and educational environment of the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation (hereinafter - EIOS VolgSMU) in the "Schedule" section.

1.11. This Procedure and the cathedral schedules of the PA, both in full-time format (schedule template – see Appendix 1.1) and with the use of DOT (schedule template - see Appendix 1.2) are communicated to students in advance by posting information in the course of the relevant discipline (module)/practices on the electronic information and educational portal (hereinafter - EIOP) VolgSMU.

1.12. The order and the cathedral schedule of the PA, including with the use of DOT, are formed based on the following conditions:

- the form of conducting PA established by the profile dean's office (full-time or with the use of DOT);

- the use of the electronic platform "VooV Meeting";

- use for the category of foreign students in addition to the platform

"VooV Meeting" features of the VKontakte social network for interaction with students in video conferencing mode;

- the number of groups assigned to take the PA at a particular department on a scheduled day, which determines the number of teachers who ensure control of the PA, including with the use of DOT (may not be included in the order approving examiners);

- the number of teachers providing control over the conduct of PA with the use of DOT is determined mainly at the rate of 2 (two) groups per day per teacher providing control over the conduct of PA with the use of DOT;

- when receiving PA in full-time format, in compliance with all sanitary norms and rules, the time of the PA is up to 70 minutes (up to 10 min. – identification of the person and issuance of a ticket at the beginning of the PA; up to 30 min. – written preparation of a plan (abstracts) response time and up to 30 minutes. to an oral response);

- when the student performs a written assignment in electronic form on the EIOP, the time of the PA is up to 70 minutes (up to 10 minutes – identification of the person and compliance with technical requirements at

- the beginning of the PA; up to 60 minutes – written completion of the student's assignment on the EIOP);
- when the student performs a written assignment on paper with its subsequent scanning / photographing, the time of the PA is up to 90 minutes (up to 10 minutes – identification of identity and compliance with technical requirements at the beginning of the PA; up to 60 minutes – written execution of the task by the student, up to 20 minutes – scanning /photographing by the student of the completed and signed written assignment and sending it to be checked for EIOP);
 - with a combination of oral and written response (direct typing on the EIOP), the time of the PA is up to 70 minutes (up to 10 minutes – identification of the person and compliance with technical requirements at the beginning of the PA; up to 30 minutes – written preparation of a plan (abstracts) the response to the EIOP and up to 30 minutes. to an oral response);
 - with a combination of oral and written response (on paper by hand), the time of the PA is up to 90 minutes (up to 10 minutes – identification of the person and compliance with technical requirements at the beginning of the PA; up to 30 minutes – written preparation of a plan (abstracts) response time, up to 20 minutes. – scanning/photographing the response plan by the student and sending it for verification on the EIOP and up to 30 minutes. to an oral response);
 - ensuring verification of electronic written works of students at the EIOP and/or evaluation of oral answers is carried out in the case of a test or a test with an assessment by a teacher who conducts seminar–type classes in this discipline (module), practice, in the case of an exam - only by teachers admitted to the PA by the order of approval of examiners;
 - in the case of PA with DOT – after the assessment of written work and/or oral answers by teachers, the assessment for PA (on a 100-point scale) is put on the EIOP; previously, students should be informed that this is an assessment for an oral/ written answer (intermediate assessment rating, Rpa), and not the final assessment for discipline/practice (final rating by discipline/practice, Rd/Rprac).
 - in the case of the PA in full–time format - after the interview, the student is orally informed of the assessment for the PA, as well as the final assessment of the discipline (module)/practice (on a 5-and/or 100-point scale) which is entered in his record book;
 - teachers transfer grades to the person responsible for the rating of 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 discipline (Rd) / practice (Rd/Rprac) is formed;
 - the person responsible for the rating of students of the department during

the working day following the day of intermediate certification, unloads the test / examination sheets from the ISKRA system and transmits them personally /sends them to the head of the department by e-mail;

- the head of the department checks, prints and approves the statements during the working day following the day of intermediate certification; after that, scans the signed statements and sends scanned copies to the e-mail of the relevant dean's office of the faculty / institute, it is allowed to transfer the completed statements on paper personally.

1. The conditions necessary for conducting a PA with the use of DOT

2.1. The teacher, who works remotely and accepts the PA (test, exam, test with assessment), provides the necessary technical conditions for conducting the PA using DOT.

2.2. The student independently provides the necessary technical conditions for passing the PA using DOT.

2.3. The optimal technical conditions are the following:

- desktop personal computer (PC) or portable PC (laptop, netbook);
- the operating system is not lower than the Windows 7 version (both 32 and 64-bit OS are supported) or other operating systems with versions not lower than the Windows 7 analog;
- processor at least IntelCore 2.2 Ghz;
- RAM of at least 4 GB;
- connection to the Internet information and telecommunication network at a speed of at least 3MB/s;
- a web camera (integrated or external) with a resolution of 640x480; in this case, the web camera should not be located in front of the lighting source;
- Speaker and microphone (integrated or external);
- installed browsers IE version at least 9.0, Yandex.Browser, Atom, etc.; all browsers must be with the latest updates;
- VooV Meeting software that provides video and audio communication.

2.4. The composition of the participants of the interim certification conducted with the use of

DOT:

2.4.1. Teachers who accept and evaluate the results of the PA (for the exam – from among the persons allowed to conduct the PA by the order on approval of examiners):

- Irina V. Fomenko, Head of the Department, Professor;
- Maslak Elena Efimovna, Professor;
- Tamara Grigoryevna Khmyzova, Associate Professor;
- Afonina Irina Vladimirovna, Associate Professor;
- Tatyana Nikolaevna Kamennova, Associate Professor;
- Denis Ivanovich Fursik, Associate Professor;
- Kasatkina Anzhella Levonovna, Associate Professor;
- Dolgova Inna Vasilyevna, Associate Professor;
- Timakov Ilya Evgenievich, Associate Professor;
- Ekaterina Ivanovna Adamovich, Assistant;
- Vera Ivanovna Shishkina, Assistant;

- Tamara Ivanovna Fursik, Assistant;
- Fursik Anastasia Ivanovna, assistant;
- Anastasia Anatolyevna Mulina;
- Asiyat Arturovna Shkhagosheva, Assistant;
- Vladislav Sergeevich Kim, Assistant;
- Zhivotova Victoria Mikhailovna, assistant.

2.4.2. Teachers who ensure the control of the PA – a teacher or teachers who provide support for the PA with the use of DOT:

- Irina V. Fomenko, Head of the Department, Professor;
- Maslak Elena Efimovna, Professor;
- Tamara Grigoryevna Khmyzova, Associate Professor;
- Afonina Irina Vladimirovna, Associate Professor;
- Tatyana Nikolaevna Kamennova, Associate Professor;
- Denis Ivanovich Fursik, Associate Professor;
- Kasatkina Anzhella Levonovna, Associate Professor;
- Dolgova Inna Vasilyevna, Associate Professor;
- Timakov Ilya Evgenievich, Associate Professor;
- Ekaterina Ivanovna Adamovich, Assistant;
- Vera Ivanovna Shishkina, Assistant;
- Tamara Ivanovna Fursik, Assistant;
- Fursik Anastasia Ivanovna, assistant;
- Anastasia Anatolyevna Mulina;
- Asiyat Arturovna Shkhagosheva, Assistant;
- Vladislav Sergeevich Kim, Assistant;
- Zhivotova Victoria Mikhailovna, assistant.

2.4.3. Students undergoing intermediate certification;

2.4.4. Technical personnel who ensure the operation of the EIOS VolgSMU.

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

tel.: +79195456095

e-mail: timakov.ilia@mail.ru

2.6. In case of technical failures that prevent the implementation of PA:

2.6.1. If a failure that cannot be fixed within 5 minutes occurred on the part of a particular teacher, the teacher informs the head of the department, and the groups assigned to him are redirected to take the PA to another teacher.

2.6.2. If there is a global failure on the EIOP / network, which can be eliminated within

After 1 hour, the teachers bring the situation to the attention of the head of the department, who decides to change the time of the PA for specific groups on that day. At the same time, students who have already received the assignment, during the failure:

- when completing a task by hand, they continue to perform a written response under the supervision of the teacher via the VooV Meeting platform or in video call mode 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 e–

mail specified in the schedule of the department's PA.

- when completing an EIOP assignment, proceeds to its execution from the beginning by hand, then signs, scans and sends it to the e-mail specified in the schedule of the department's PA, while the time allotted for preparation can be increased to 60 minutes.

- when giving an oral answer to the examiner via the VooV Meeting platform or in video call mode on the VKontakte social network (for the category of foreign students) – switches to the backup video conferencing channel specified in the schedule of the department's PA, while the time allotted for the answer can be increased to 40 minutes.

2.6.3. If there was a global failure on the EIOP / network that was not fixed within 1 hour, the department, in agreement with the dean of the faculty or the head of the relevant OP, organizes the PA at another time during the test and examination session, which is reported by the head of the department, and information about the new dates of the PA is brought to the students.

2.6.4. If a failure occurred on the part of the student, then the scientific and pedagogical staff of the department makes a collegial decision followed by a report from the head of the department to the relevant dean's office of the faculty / institute:

- if there is documentary evidence of the absence of the student's fault in the incident (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 the PA is considered valid. In this case, the PA for this student is postponed to another time during the test and examination session, and information about the new dates of the PA is brought 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 tasks before the failure), or a no-show (if the student did not get in touch), while the PA is carried out within the established time limits for retakes.

4. The procedure for conducting an exam or a test with an assessment using DOT

4.1. At the Department of Pediatric Dentistry, tests are conducted with an assessment using DOT for students in the specialties "Pediatrics", "Dentistry" in the disciplines "Prevention and communal dentistry", "Children's maxillofacial-

facial surgery", "Modern technologies in pediatric dentistry", "Industrial clinical practice (assistant dentist (pediatric))", "Dentistry".

4.2. No later than one working day before the PA with the use of DOT, the participants must ensure the technical readiness of the equipment and communication channels.

4.3. At the beginning of the PA with the use of DOT, the following is visually performed:

- identification of the student undergoing the PA (carried out through the presentation of a student ID card or passport for the teacher to view, which allows you to clearly record the student's photo, his last name, first name, patronymic);
- checking the absence of unauthorized persons in the room where the student is located;

- checking the shutdown of additional computers or monitors;
- checking the surface of the student's desk, which should be free of foreign objects (including laptops, tablets, phones, watches, notebooks, books, notebooks, self-adhesive sheets, handwritten notes or paper with printed text); it is allowed to have clean sheets of paper, pens, a simple calculator, scanning equipment;
- You can use your phone or tablet to digitize the response.

4.4. In the process of conducting the PA, the teacher providing technical support for the PA fills out a protocol of compliance with the technical regulations for conducting the PA using DOT (Appendix 2).

4.5. Assignments can be completed in a mixed form (written and oral). After the identification procedure, the student enters the appropriate course at the EIOP, opens the task "Intermediate certification (exam)" or "Intermediate certification (credit with assessment)", voices the numbers of his questions or ticket to the teacher on camera and within 30 minutes either prints the answer plan (answer abstracts) from the keyboard in the window that opens; or writes the answer plan (answer abstracts) on paper by hand in the prescribed form (Appendix 3) for 30 minutes and signs the finished response with a personal signature. In the second case, within an additional 20 minutes, the response plan is digitized (photographing/scanning) by the student and sent for verification (a single pdf file, registration rules – Appendix 4) by uploading to the EIOP. Then the student responds orally according to the prepared plan to the teacher – the time of the oral interview is up to 30 minutes.

4.6. During the course of the PA, the camera should be directed at the student so that the teacher can clearly see that he is preparing on his own, without using auxiliary printed (except as permitted in clause 4.3) or electronic materials or the help of unauthorized persons.

4.7. In case of violation of the requirements of paragraphs 4.3, 4.5 and 4.6 of this Procedure, another scientific and pedagogical employee of the department is invited to fix violations, and a collegial decision is made to remove the student from the PA. He is given an unsatisfactory mark, and the PA is carried out within the established deadlines for retakes.

4.8. The student's response is evaluated by the teacher no later than the working day following the day of the PA.

4.9. After the assessment of the written work and/or oral response by the teachers, the assessment for the PA (on a 100-point scale) is put on the EIOP; previously, students should be informed that this is an assessment for a written / oral response (intermediate assessment rating, Rpa), and not the final assessment of the discipline/ practice (final rating by discipline/practice, Rd/Rprac).

4.10. Teachers transfer grades to the person responsible for the rating of students of the department, who, during the day following the day of certification, enters information into the ISKRA system, where the final rating for discipline / practice (Rd/Rprac) is formed.

4.11. The person responsible for the rating of students of the department during the working day following the day of intermediate attestation, unloads the test / examination sheets from the ISKRA system and transmits them personally /sends them to the head of the department by e-mail.

4.12. The head of the department checks, prints and approves the statements

during the working day following the day of intermediate certification; after that, scans the signed statements and sends scanned copies to the e-mail of the relevant dean's office of the faculty / institute; it is allowed to transfer the completed statements on paper personally.

4.13. Students who have not passed the PA are assigned a re-certification, according to internal local acts and the schedule of retakes.

5. The procedure for conducting the PA (credit, credit with assessment, exam) in full-time format

5.1. The Department of Pediatric Dentistry conducts tests with an assessment using DOT for students in the specialties "Pediatrics", "Dentistry" in the disciplines "Prevention and communal dentistry", "Pediatric maxillofacial surgery", "Modern technologies in pediatric dentistry", "Industrial clinical practice (assistant dentist (children's))", "Dentistry".

5.2. PA in full-time format is carried out in compliance with the following sanitary and hygienic requirements:

- cleaning of premises with the use of viral disinfectants before taking PA, including the treatment of all contact surfaces in public areas (door handles, switches, handrails, railings, table surfaces, etc.); if the duration of PA is more than 4 hours, re-treatment of contact surfaces;
- carrying out (if possible) air disinfection using equipment approved for use in the presence of people;
- providing conditions for hygienic hand treatment with the use of antiseptic agents in the lobby at the entrance to the building where the PA is carried out, in sanitary units, as well as ensuring the constant availability of hand washing products, antiseptic hand treatment products in bathrooms;
- mandatory thermometry in a non-contact way at the entrance to the building / department where the PA takes place;

- non-admission to PA of persons with elevated body temperature (above 370C) and signs of acute respiratory viral infections (cough, rhinorrhea, sneezing, etc.).

In this case, the student is put in absentia for a good reason (as indicated in the corresponding entry in the PA statement) and the timing of his PA is postponed to another time during the test and examination session, and information about the new dates of the PA is brought to the student no later than 3 working days before its start;

- preventing the accumulation of students (including in halls, corridors before the start of the PA), monitoring compliance with social distance, including when seating in the classroom for the PA;
- the presence of properly worn personal respiratory protection equipment on all PA participants (students, teachers, support staff);
- organization of centralized collection of used disposable masks after receiving PA with packaging them in plastic bags before placing them in waste collection containers.

5.3. After passing the PA, the teacher orally informs the student of the assessment for the PA, as well as the final assessment of the discipline (module)/practice (on a 5- and/or 100-point scale), which is entered in his record book.

5.4. Teachers transfer grades to the person responsible for the rating of students of the department, who during the working day following the day of intermediate certification, who enters information into the ISKRA system, where the final rating for discipline / practice (Rd/Rprac) 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 the test / examination sheets from the ISKRA system and transmits them personally /sends them to the head of the department by e-mail.

5.6. The head of the department checks, prints and approves the statements during the working day following the day of the interim certification; after that, scans the signed statements and sends scanned copies to the e-mail of the relevant dean's office of the faculty / institute; it is allowed to transfer the completed statements on paper personally.

5.7. Students who have not passed the PA are assigned a re-certification, according to internal local acts and the schedule of retakes.

6. Validity period

6.1. This Procedure comes into force instead of the previous version of the Procedure for conducting intermediate certification of Students, including using distance learning technologies at the Department of Pediatric Dentistry of the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation and is valid during the autumn semester of the 2023-2024 academic year.

A sample of the design of the department schedule of tests/exams/tests with assessment conducted in face-to-face format

Schedule of tests/exams/assessment tests conducted in face-to-face format at the department (name) in the 20__-20__ academic year

Date	Discipline/practice	Faculty	Group	Time	Base	Room	Teacher

Head of Department

___.___.20__

Name

A sample of the design of the department schedule of tests/exams/tests with assessment conducted in mixed format

Schedule of tests/exams/assessment tests conducted in mixed format at the
department (name) in the 20__-20__ academic year

Date	Discipline/practice	Faculty	Group	Time	VooV Meeting app. link or VK app link	Teacher

Emergency telephone number in case of technical failures:

Backup email address:

Head of Department

Name

_____.____.20____

A sample of the design of the department schedule of tests/exams/tests with assessment conducted in mixed format

Schedule of tests/exams/assessment tests conducted in mixed format at the department (name)
in the 20__-20__ academic year

Date	Discipline/practice	Faculty	Group	Time	VooV Meeting app. link or VK app link	Teacher

Emergency telephone number in case of technical failures:

Backup email address:

Head of Department

Name

_____.____.20____

			<i>(соот в./ не соотв.)</i>						
1									
2									
3									

Head of Department

____.____.20____

Name

Rules for registration of the examination answer The examination answer must necessarily begin with the following information in the sequence below: Last Name First Name Patronymic (in full): Course: – Group: – Faculty/field of study: – Name of the discipline for which the intermediate certification is conducted: – Date: – Response start time: – The end time of the response: Write the phrase: "I undertake to comply with the technical regulations for conducting intermediate certification using distance learning technologies" Title: "Exam answer" The actual text of the answer indicating the ticket number or question numbers. Additional information: 1) Each answer sheet should be numbered in the lower right corner of the sheet. 2) Each sheet must contain the signature and transcript of the student's signature in the upper right corner of the sheet.

Rules for digitizing the exam answer

The handwritten exam answer must be digitized as a single multi-page pdf document.

All pages in the document must be numbered and arranged in the correct order.

The file must be named strictly according to the following format:

101XYZ_NAME and_data

where

The first digit is the rate

the following digits are the group number

X – educational program (L – medicine, P – pediatrics, F – pharmacy, C – dentistry, MBH – medical biochemistry, KP – clinical psychology, MPD – preventive medicine, BB-BG - biology 1-2 course, BB – biology biochemistry (3-4 course), BG – biology genetics (3rd–4th year), MBN - Biology, Biomedical sciences, SR – social work, BST – biotechnical systems and technologies, M – management, V – veterinary medicine, OZ – public health)

Y – additionally filled in to distinguish between bachelor's and master's degrees ONLY if there are both levels for one field of study (B – bachelor's degree, M – master's degree)

Z – additionally filled in for forms of study ONLY if there are different forms for one field of study (O – full-time, Z - correspondence)

Example: 104MBH_IVANY_PA_25.06.21 (i.e. the answer was given on June 26, 2022 as part of the intermediate certification (PA) by student Ivanov II, who is studying in the 1st year, in the 4th group, on the educational program Medical

Biochemistry, which does not have different levels or different forms of education)