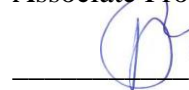


APPROVE

Head of the Department of

Phthisiopulmonology,

Associate Professor, PhD VSMU



O.N.Barkanova

30<sup>th</sup> of November 2023 г.

**ORDER**

**conducting intermediate certification of students, including using distance  
learning technologies at the Department of Phthisiopulmonology**

**Federal State Budgetary Educational Institution of Higher Education Volgograd  
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 (tests, exams) in educational programs of higher education (specialty), including the use of distance educational technologies at the Department of Phthisiopulmonology of the Federal State Budgetary Educational Institution of Higher Education Volga 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 case of threat the occurrence 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 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 ongoing monitoring of academic performance and intermediate certification of students, as well as on the expulsion of students from the Federal State Budgetary Educational Institution of Higher Education Volga State Medical University of the Ministry of Health of Russia" (adopted at a meeting of the Academic Council of the Federal State Budgetary Educational Institution of Higher Education Volg State Medical University of the Ministry of Health of Russia on February 15, 2017, protocol No. 6) ;

- Order of the Vice-Rector for Academic Affairs of the Federal State Budgetary Educational Institution of Higher Education Volga State Medical University of the Ministry of Health of Russia dated April 15, 2022 No. 565-KO "On approval of the Regulations on conducting intermediate certification of students, including the use of distance educational technologies in the Federal State Budgetary Educational Institution of Higher Education Volg State Medical University of the Ministry of Health of Russia;

- The procedure for certification in the discipline "Phthisiology" for students in the field of preparation "General Medicine" in the 2023-2024 academic year;

- The procedure for certification in the discipline "Phthisiology" for students in the field of training "Pediatrics" in the 2023-2024 academic year;

1.3. This Procedure establishes a unified approach to the technology of conducting PA, including the use of DOT in the disciplines of educational programs of higher education (specialty), and also takes into account the specifics of conducting PA 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 PA, including with the use of DOT, 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 PA using 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 certification results.

1.7. PA 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 PA (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 Volgograd 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 PA 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 PA is outside the established time frame, the student must contact the relevant specialist at least 3 days before the PA dean's office of the faculty/institute to decide on the date and time of its PA. In this case, authorized employees of the dean's office agree on the date and time of the student's PA with the head of the academic department of the department conducting the PA in the discipline. In this case, the dean 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 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 Volgograd State Medical University of the Ministry of Health of Russia (herein after referred to as the Volgograd State Medical University EIOS) in the "Schedule" section.

1.11. This Procedure and departmental schedules for conducting 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 on electronic information -educational portal (herein after referred to as EIOP) of Volgograd State Medical University.

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

- the form of conducting PA established by the relevant dean's office (face-to-face or using DOT);

- use of the electronic platform "VooV Meeting";

- the number of groups assigned to undergo PA at a specific department on the day established by the schedule, which determines the number of teachers providing control over the PA, including with the use of DOT (may not be included in the order approving examiners)

- the number of teachers providing control over PA using DOT is determined primarily at the rate of 2 (two) groups per day per teacher providing control over PA using DOT;

- when receiving a PA in a full-time format, in compliance with all sanitary norms and rules, the time for conducting a PA is up to 70 minutes (up to 10 minutes - personal identification and issuance of a ticket at the beginning of the PA; up to 30 minutes - written preparation of a plan (thesis) response and up to 30 minutes for oral response);

- when a student completes a written assignment in electronic form on an EIOP, the PA time is up to 70 minutes (up to 10 minutes - identification of personality and compliance with technical requirements at the beginning of the PA; up to 60 minutes - written completion of a task by a student on an EIOP);

- when a student completes a written assignment on paper and then scans/photographs it, the PA time is up to 90 minutes (up to 10 minutes – identification of personality and compliance with technical requirements at the beginning of the PA; 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);

PA time is up to 90 minutes (up to 10 minutes - identification of personality and compliance with technical requirements at the beginning of the PA; 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);

- ensuring the verification of students’ electronic written work on the EIEP and/or the assessment of oral answers is carried out in the case of a pass or pass with assessment by a teacher who conducts seminar-type classes in a given discipline (module), practice, in the case of an exam - only by teachers admitted to conduct PA order approving examiners;

- in the case of conducting a PA with DOT - after assessing the written work and/or oral answers by teachers, the mark for the PA (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, Rpa), and not the final grade in the discipline/practice (final rating in the discipline/practice, Rd/Rprak).

- in the case of conducting PA in a full-time format - after the interview, the student is verbally informed about the PA grade, as well as the final grade for the discipline (module)/practice (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 examination sheets 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; it is allowed to transfer completed statements on paper in person.

## **2. Conditions necessary for conducting PA using DOT**

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

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

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 DOT:

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

- Olga Nikolaevna Barkanova, head of the department
- Anna Andreevna Kaluzhenina, associate professor
- Svetlana Gennadievna Gagarina, associate professor
- Popkova Natalya Leonidovna, associate professor

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

- Karaduta Konstantin Viktorovich, associate professor
- Kurbangaliev Rustam Ziyonovich, 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 PA participants is provided:

tel. 23-02-11

e-mail [aa.kaluzhenina.volgmed@mail.ru](mailto:aa.kaluzhenina.volgmed@mail.ru)

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

2.6.1. If a failure that cannot be corrected within 5 minutes occurs on the part of a specific teacher, then the teacher informs the head of the department, and the groups assigned to him are redirected to submit the PA 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 PA time for specific groups on that day. In this case, students who have already received the task, during the failure:

- when completing an assignment by hand – continue to complete a written answer under the supervision of the teacher through the VooV Meeting platform (for the category of foreign students) for the time established by this Procedure, then sign, scan and send to the email specified in the department's PA schedule.

- when completing a task on the EIOP, he proceeds to complete it from the beginning by hand, then signs, scans and sends it to the email specified in the department's PA schedule, 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 (for the category of foreign students) – switches to the backup video conferencing channel specified in the department's PA schedule, and 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 PA 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 PA are communicated to students.

2.6.4. If a failure occurred 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 of the 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 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 for the PA 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 PA is carried out within the established retake deadlines.

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

3.1. At the Department of Phthisiopulmonology, tests using DOT are not conducted during the winter session.

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

4.1. The Department of Phthisiopulmonology does not conduct exams using DOT in the autumn semester.

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

5.1. The Department of Phthisiopulmonology conducts exams for students in the specialties "General Medicine", "Pediatrics" in the discipline "Phthisiatry"

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

- before taking a PA, 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 PA 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 PA 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 PA occurs;

- not allowing persons with elevated body temperature (above 37.0°C) and signs of ARVI (cough, rhinorrhea, sneezing, etc.) to PA. In this case, the student is given a failure to appear for a good reason (about which a corresponding entry is made in the PA report) and the deadlines for his PA are postponed to another time during the test and examination session, and information about the new deadlines for the PA 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 PA), monitoring compliance with social distance, including when seating in the classroom for PA;

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

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

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

5.4. Teachers transmit their 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 (Rd) 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 PA 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 Phthisiopulmonology of the Volgograd State Medical University of the Ministry of Health of Russia and is valid during the autumn semester of the 2023-2024 academic year.

## ПРИЛОЖЕНИЕ 1.1

График экзаменов, проводимых в очном формате на кафедре **фтизиопульмонологии** в 2023-2024 учебном году

Дата	Дисциплина	Факультет	Группа	Время	База	Аудитория	Преподаватель
11.01.2024	фтизиатрия	Лечебное дело	31	08.00-09.20	ВОКПД	Актовый зал	Зав.каф.Барканова О.Н. Доцент Калуженина А.А. Доцент Гагарина С.Г. Доцент Попкова Н.Л.
			32	09.00-10.00			
			33	09.30-10.30			
			34	10.00-11.00			

Дата	Дисциплина	Факультет	Группа	Время	База	Аудитория	Преподаватель
15.01.2024	фтизиатрия	Лечебное дело	28	08.00-09.20	ВОКПД	Актовый зал	Зав.каф.Барканова О.Н. Доцент Калуженина А.А. Доцент Гагарина С.Г. Доцент Попкова Н.Л.
			29	09.00-10.00			
			30	09.30-10.30			

Дата	Дисциплина	Факультет	Группа	Время	База	Аудитория	Преподаватель
25.01.2024	фтизиатрия	Педиатрический	5	08.00-09.20	ВОКПД	Актовый зал	Зав.каф.Барканова О.Н. Доцент Калуженина А.А. Доцент Гагарина С.Г. Доцент Попкова Н.Л.
			6	09.00-10.00			
			7	09.30-10.30			
			8	10.10-11.10			
			9	10.50-12.20			

Дата	Дисциплина	Факультет	Группа	Время	База	Аудитория	Преподаватель
29.01.2024	фтизиатрия	Лечебное дело	35	08.00-09.00	ВОКПД	Актовый зал	Зав.каф.Барканова О.Н. Доцент Калуженина А.А. Доцент Гагарина С.Г. Доцент Попкова Н.Л.
			36	09.00-10.00			
			37	09.30-10.30			



Дата	Дисциплина	Факультет	Группа	Время	База	Аудитория	Преподаватель
29.01.2024	фтизиатрия	Лечебное дело	25	10.00-11.00	ВОКПД	Актный зал	Зав.каф.Барканова О.Н. Доцент Калуженина А.А. Доцент Гагарина С.Г. Доцент Попкова Н.Л.
			26	10.30-11.30			
			27	11.10-12.30			

Дата	Дисциплина	Факультет	Группа	Время	База	Аудитория	Преподаватель
30.01.2024	фтизиатрия	Педиатрический	1	08.00-09.00	ВОКПД	Актный зал	Зав.каф.Барканова О.Н. Доцент Калуженина А.А. Доцент Гагарина С.Г. Доцент Попкова Н.Л.
			2	09.00-10.00			
			3	09.30-10.30			
			4	10.00-11.30			

Заведующий кафедрой

30 ноября 2023 г.



О.Н.Барканова