

REGULATIONS

for conducting computer-based testing at JAIU (in the educational process and during assessments)

Status: JAIU QMS document (QMS-20-XT)

Approval: Order of the Rector of JAIU No. ___ dated ..20__

Publication: JAIU website and eBilim

Related documents: QMS-20-08 (FOS), QMS-20-09 (assessment system), QMS-20-XZ (exam session/academic debt), QMS-70-04 (electronic documents).

1. General Provisions

- 1.1. These Regulations establish the procedures for the preparation, administration, recording of results, appeals, and analysis of computer-based testing at JAIU.
- 1.2. Computer-based testing is used for ongoing assessment, modular evaluation, midterm assessment (exams/quizzes—where applicable), as well as other forms of assessment under the RUP/FOS.
- 1.3. Test results are official academic records and are recorded in eBilim (or a related module), and, if necessary, in reports/protocols.
- 1.4. These Regulations are binding on departments, instructors, academic advisors, the dean's office, the eBilim administrator/IT service, and other participants in the process.

2. Terms

- 2.1. **Test item bank** — a collection of test items for a discipline/module, approved by the department as part of the FOS.
- 2.2. **Test session** — the organized administration of a test according to approved parameters (time, structure, passing scores, classroom/group).
- 2.3. **Test protocol** — a system record (time, student ID, test version/set of questions, answers, scores, result).
- 2.4. **Examiner** — the person responsible for supervising the test and ensuring compliance with testing procedures.

3. Roles and Responsibilities

3.1. Instructor assigned to the course:

1. develops test questions and test specifications in accordance with the FOS and the requirements of these Regulations;
2. ensures that the test content complies with the RUP/FOS and structural requirements (Bloom/MCQ/case-MCQ);
3. submits the test to the eBilim administrator **only after approval by the department chair** (Section 5.5).

3.2. Department Chair (for the assigned discipline):

1. ensures that all test questions are approved before being submitted to the eBilim administrator;
2. organizes a departmental review (departmental meeting or authorized working group) and records the decision;
3. ensures the storage of approved versions of the test and the methodological analysis;
4. monitors compliance with deadlines for uploading tests to eBilim (Section 5.9) and prevents any disruptions.

3.3. eBilim Administrator / IT Department (technical role):

1. performs a technical check of the test for compliance with eBilim requirements (format, import, settings, logging);
2. ensures the correct upload/assignment of the test and the preservation of logs;
3. records technical incidents together with the examiner and the student (report).

3.4. Educational Institution:

1. ensures that testing aligns with schedules/sessions and that results are recorded correctly;
2. confirms changes to records in eBilim (if necessary).

3.5. Vice Rector for Academic Affairs: provides overall oversight of compliance with regulations regarding the educational process and makes decisions on exceptional cases (Section 5.10).

4. Requirements for test structure

4.1. Interim assessment (modules/midterm exams): Tests are designed using **Bloom's taxonomy** and include tasks at various levels (comprehension/application/analysis, etc.). The proportion of each level is determined by the department in the test specifications/FOS.

4.2. Final assessment: Tests are developed in **multiple-choice (MCQ)** format according to the approved specifications (topics/weighting/difficulty), ensuring the objectivity and comparability of results.

4.3. Disciplines with OSCE/OSPE: Final assessment tests are primarily developed as **case-based tasks in the "Case-based MCQ" format** (case + multiple choice), focused on clinical/practical thinking and decision-making.

4.4. Minimum test quality criteria: compliance with RUP/FOS (specification required); unambiguous wording; correct answer keys; for single-best-answer questions—one correct answer; mandatory departmental and technical validation.

5. Procedure for test development, departmental review, technical verification, and administration

5.1. The instructor develops the test and its specifications: topics, number of questions, levels (Bloom's taxonomy—for midterm exams), duration, grading rules/passing score (according to the FOS).

5.2. The instructor submits the test to the department chair for approval and review.

5.3. After approval by the department, the test is sent to the eBilim administrator for technical review and upload/configuration.

5.4. The eBilim administrator performs a technical check (import/configuration/logging) and, if necessary, returns the test for correction.

5.5. Approval by the department chair is mandatory.

Without the department chair's approval, test materials **are not forwarded** to the eBilim administrator and **are not uploaded** for administration.

5.6. Review by the department and documentation.

Test materials (specification + test) are reviewed **at a department meeting or by an authorized department working group**, with the decision recorded (minutes/review sheet): approval/comments/revision.

5.7. Storage of versions and evidence at the department.

The department retains:

- a) the approved version of the test;
- b) a methodological analysis (specification, compliance with the RUP/FOS and structure);
- c) the version submitted to eBilim;
- d) the approval mark and the decision of the departmental review.

5.8. Acceptance for Upload.

The eBilim administrator accepts for upload only those tests that have been approved by the department chair and confirmed as reviewed (sections 5.5–5.6). Technical verification does not replace the department's content review.

5.9. Deadlines for mandatory upload of tests to the eBilim database:

1. **Module tests (M1/M2):** no later than **3 calendar days** before the scheduled test date.
2. **Final exam:** no later than **3 calendar days** before the start of the scheduled exam session.

5.10. Failure to meet test submission deadlines.

Tests not submitted/uploaded to eBilim by the deadlines specified in section 5.9 are considered **a failure to ensure the** assessment. Assessments based on such tests **are not permitted** without written authorization **from the Vice Rector for Academic Affairs** and organizational approval from the Academic Affairs Office.

6. Technical requirements for tests in eBilim

- 6.1. The test must have the correct settings: title (course, module/final, group/track, date), answer options and answer key(s), points/weights, timer (if applicable), access rules, and logging.
- 6.2. Technical restrictions: no blank questions/options; correct encoding; single language; correct display of images/tables; preview and test run.
- 6.3. **Import from .docx/.txt** is performed strictly in accordance with eBilim requirements (Appendix 1).
- 6.4. **Attempts (default): 1 attempt** is set. Changes are permitted only in cases supported by documentation (Section 8), with the issuance of a report/decision and recording in eBilim.
- 6.5. **Threshold/scale:** set by the RUP/FOS and configured in eBilim strictly in accordance with them (without retroactive changes to the criteria).
- 6.6. **Confidentiality:** The test bank and test parameters are internal information; copying, sharing, or publishing them is prohibited; access is role-based.

7. Conducting Testing (Organization, Supervision, Integrity)

- 7.1. Testing is conducted **strictly according to the approved schedule** and **only in the classroom** designated by the schedule/monitoring plan. **Taking the test outside the classroom, outside the schedule, or without an examiner is prohibited.**
- 7.2. Exams are administered **strictly in accordance with the registration sheet** containing student identification.
- 7.3. **The presence of an exam proctor is mandatory:** the proctor maintains order, records violations, and, if necessary, communicates with the eBilim administrator.
- 7.4. During the test, the following is prohibited:
 1. using **smartphones**, smartwatches, or other communication devices;
 2. opening other browser windows/tabs or any third-party resources not specified in the test;
 3. using **AI tools** or any automated assistance tools;
 4. taking the test “together” with another person, sharing access/login credentials, or receiving assistance from third parties.
- 7.5. **Access Source (IP) Monitoring:** Detection of test-taking from **non-university IP addresses** or other unauthorized connection sources (unless officially permitted) constitutes grounds for **invalidating the result**, with a record being filed and the UIO/Dean’s Office/Department being notified.
- 7.6. Violations are recorded by the examiner and/or the eBilim administrator (report/memo/logs). The result may be invalidated in accordance with established procedures.

8. Technical and Documented Cases

- 8.1. **Technical reasons** for the disruption or interruption of testing are recognized only upon confirmation and include:

1. power outage;
 2. PC/workstation malfunction;
 3. force majeure circumstances (emergencies, evacuation, etc.).
- 8.2. In the event **of a technical issue, a Technical Incident Report** is drawn up and signed by the examiner, the eBilim administrator, and the student; if the student refuses to sign, the note “refused to sign” is made.
- 8.3. Based on the report, the procedure for completing the assessment at a different time or under different conditions is determined. Such a case does not constitute a “retake at the student’s initiative.”
- 8.4. **Valid reasons (non-technical)** are considered upon submission of supporting documents through the Dean’s Office; the decision is formalized in accordance with established procedures.

9. Retaking the Assessment and Appeals

- 9.1. Retaking the midterm assessment is not permitted, except in cases supported by documentation—in accordance with SMK-20-XZ and applicable regulatory requirements.
- 9.2. Completing unfulfilled elements of ongoing assessment within the semester is permitted as “earning additional points” under the RUP/FOS and does not constitute a repeat interim assessment.

9.3. Filing an appeal via eBilim.

The appeal is submitted by the student **via eBilim** (application/form) within **24 hours** after the results are published (or within another timeframe as per the schedule). The application must specify: course, date/time, type of assessment (module/final), grounds (technical/test error/incorrect recording), description, attachments (if any).

9.4. Application Routing.

The request is automatically routed to the relevant parties: the Dean’s Office, the department, the Academic Information Office (AIO), and the eBilim administrator.

9.5. Review period.

The appeal is reviewed within **3 business days** (or until the end of the session, if earlier). The decision is recorded in eBilim (status + protocol/comment).

9.6. Changes based on the appeal outcome.

Changes to the record are permitted only based on the commission’s decision and in compliance with the following rule: the Academic Affairs Office confirms the possibility of correct recording; without confirmation from the Academic Affairs Office, changes are not made in eBilim.

10. Recording of Results and Record-Keeping

- 10.1. Test results are recorded automatically; a test protocol is generated and reflected in eBilim.

10.2. Any adjustments to the results are permitted only in cases supported by documentation or decisions of the commission and upon confirmation by the UIO.

11. Test Quality Analysis

11.1. The department analyzes the test results (distribution, problematic topics, correctness of tasks).

11.2. Based on the results, corrective actions are taken as necessary: updating the question bank, refining the specifications, and implementing methodological measures.

12. Data Storage and Access

12.1. Test protocols, decisions on appeals, and related documents are stored in eBilim/the electronic archive in accordance with QMS-70-04.

12.2. Access to data is granted based on roles and is used as evidence during audits and accreditations.

13. Final Provisions

13.1. These regulations shall enter into force by order of the rector.

13.2. Oversight of implementation: Vice Rector for Academic Affairs and the Academic Information Office; technical support: eBilim administrator/IT department.

Appendix 1. eBilim technical requirements for importing tests from Word/TXT

1. Test file: **.txt** or **.docx**.
2. Each question begins with a number and a period: 1. Question text
3. Answers below the question, format: A), B), C), D) (Latin characters).
4. The correct answer is marked with a + sign before the answer text: C) +Correct answer
5. Example:

1. Which color is not a primary color?
A) Red
B) Green
C) +Purple
D) Blue

Appendix 3 (to SMK-20-XT)

Checklist for Departmental Review of the Test (Approved by the Department Chair)

Subject: _____ **Program/Course/Group:** _____

Assessment type: Module 1 Module 2 Final assessment Other _____

Scheduled assessment date: //20_ **Upload deadline (-3 days):** //20_

Test author (instructor): _____

Department Chair: _____

1) Compliance with content and documents

- The test aligns with **the RUP/FOS** (topics/learning outcomes).
- There is a **test specification** (topics/number of questions/time/passing score/weighting — according to FOS).
- For modular tests, the structure follows **Bloom's taxonomy** (levels are included).
- For final assessment, the format is **MCQ (A-D), with one best answer**.
- For disciplines with **OSCE/OSPE**, the final assessment test is designed as a **case-based MCQ** (case + A-D).

2) Quality of questions (methodology)

- Questions are formulated unambiguously, without ambiguities.
- There are no hints in the wording, and no “unnecessary” information unrelated to the topic.
- Each question has **exactly one** correct answer (single-best-answer).
- Incorrect options are plausible but clearly incorrect in substance (no “trick questions”).
- There are no repeated questions or options, and no errors in terminology or units of measurement.

3) Technical readiness (before submission to the eBilim administrator)

- A **.docx** or **.txt** file has been prepared (if importing).
- Import format is correct: 1. + A) B) C) D) (Latin characters), correct answer marked with +.
- Consistent language throughout, correct encoding, no garbled characters.
- If there are images/tables, they are legible and correctly inserted/attached.

4) Organization of the exam (academic integrity)

- The exam is scheduled to take place **in a classroom**, strictly according to the schedule.
- An examiner** has been appointed (Full Name): _____.
- A registration sheet** has been prepared for the group/cohort.
- Prohibitions have been specified: smartphones/other devices/AI/collaborative work—students have been informed.

5) Versions and storage at the department (required)

- The following are stored at the department:
 - test version + methodological analysis/specification;
 - the version sent to eBilim;
 - approval mark/decision (protocol/evaluation sheet).
- The test is ready to be submitted to the eBilim administrator **only after approval by the department head**.

Result of the department's review

- APPROVE** for upload to eBilim
- REQUIRES REVISION** (list of comments below)

Comments/revisions (if any):

Department Head: _____ /signature/ **Date:** //20__

Test author: _____ /signature/ **Date:** //20__

Appendix 4

REPORT on a technical incident during computer-based testing (eBilim)

Organization: JAIU

Course/Module: _____

Assessment type: Module 1 Module 2 Final assessment Other _____

Date: //20_ **Test start time:** **Incident time:** :

Classroom: _____ **PC No./Workstation:** _____

Group/cohort: _____

Student's Full Name: _____ **ID (eBilim):** _____

Examiner (Full Name, Position): _____

eBilim/IT Administrator (Full Name, Position): _____

1) Type of technical incident (check)

- Power outage
- PC/monitor/keyboard/mouse malfunction
- Network/Internet connection failure
- eBilim failure/page freeze/save error
- Force majeure (accident/evacuation/other) _____
- Other (please describe) _____

2) Testing stage

- Before the test begins
- In progress (question #___ of ___)
- At the completion/submission stage
- Result displayed incorrectly

3) Description of the incident (brief, factual)

4) eBilim data / log (to be filled out by the administrator)

Attempt in the system: yes no

Attempt status: completed not completed not saved error

Recorded time/log: _____

Screenshot/log attached: yes no

Administrator's note: _____

5) Decision made

- Continue testing on another PC (PC No. ___)
- Postpone testing until: date //20_

Cancel the attempt as technically invalid (if grounds exist)

Other decision: _____

Reason for decision: Technical issue confirmed Log/screenshot Other _____

6) Signatures

Examiner: _____ /signature/ date //20__

eBilim/IT Administrator: _____ /signature/ date //20__

Student: _____ /signature/ date //20__

Refused to sign (examiner's note) _____

7) Information Transfer

Educational Institution notified (Full Name/Date/Time): _____

Dean's Office notified (Full Name/Date/Time): _____

Request/incident registered in eBilim (No.): _____

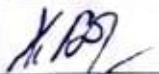
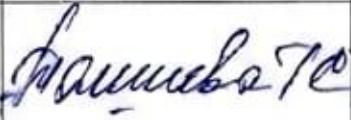







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1000

Effective date: “ ” 20

APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

