

Approved by

Rector of ISM

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REGULATION ON RATING SYSTEM OF STUDENT'S KNOWLEDGE ASSESSMENT

1. Introductory provisions

- 1.1. The rating system has the following goals:
 - a) Strengthen the student's sustained study, to form their independent training skills; learn to assume responsibility for the quality of their own training;
 - b) Encourage the faculty to improve teaching methods;
 - c) Build a genuine partnership between students and teachers;
 - d) Become proficient in accurate and objective testing of knowledge and skills in professional training of students.
- 1.2. Student's knowledge assessment rating system is carried out on a 100 point scale for all forms of testing.
- 1.3. **Unit** is accepted as a measure of assessment within each discipline.
- 1.4. **Unit** is a section of discipline, which includes educational content, presentation of student's independent out-of-class training and technology of mastering it.
- 1.5. **Checking point** is the final grade for unit.
- 1.6. **Final test** is exam or test on discipline, according the Curriculum.

2. General provisions of rating system of knowledge assessment

- 2.1. Student rating is defined as the average number of points per semester, academic year, or other period of study. The rating score is calculated by Dean Office as accurately as to 2 decimal points and serves to assess the academic study of students and ranking them in group or semester.

- 2.2. The formula for the general rating of the student is as follows: $R = \frac{\sum R_1}{n}$ where R_1 is rating per each discipline, n is the number of disciplines per semester, academic year and entire period of study.
- 2.3. The total rating score on discipline is calculated as arithmetical mean of total score for discipline and evaluation for final test (exam/test). The final rating is recorded in a worksheet and a record book.
- 2.4. Total score per discipline is calculated by the following formula: $E = \frac{B_1+B_2+\dots+B_n}{n}$ where B is total score for each unit, n is number of units in discipline.
- 2.5. Each unit is estimated by 100 point system. Max score is 100 points, including :
- a) Attendance - 20 points
 - b) Current academic performance - 40 points (20 for in-class training, 20 for out-of-class training).
 - c) Checking point (final score for unit) - 40 points.
- 2.6. Final test (exam/test) on discipline is evaluated at max 100 points.
- 2.7. Before passing the checking point of each unit student has an opportunity to attend teacher consultation. Consultation is conducted strictly on the day of teacher's duty day.
- 2.8. Re-test of the checking point is possible only in case of valid excuse, which is defined by Dean Office. Re-test should be carried out not later than 1 week after the date of checking-point.
- 2.9. Students are allowed for next unit regardless of results of previous unit.
- 2.10. Students with 40% and more class skips in humanitarian and natural science disciplines and 30% and more class skips in professional and special disciplines with no valid excuse are not allowed for final check on discipline (exam/test).
- 2.11. Students are allowed to pass the final check (exam/test) if they have total score of 40 and more points.
- 2.12. Students are considered as failed in the discipline, if their have total score/rating less than 40 points.

- 2.13. Students who have total score of 90-100 points (excellent) automatically get released from exam.
- 2.14. Students who have total score of 60-100 points (fair, good and excellent) get free from test.
- 2.15. The decision to release students from test is made by a teacher depending on their current academic performance.
- 2.16. Academic affairs department jointly with Dean Office has the right to make cross section check of the knowledge students who are released from exam.
- 2.17. In case of unsatisfactory score of final check students have the right to get re-tested. Re-test lets students promptly improve their academic performance, without changing their academic status (i.e. without expelling). Given the unsatisfactory score at final check, re-test prevents decrease in score, which students can get.
 - 2.17.1 Re-test 1 of final check is estimated as not more than 85 points
 - 2.17.2 Re-test 2 of final check is estimated as not more than 75 points.
 - 2.17.3 Re-test without points reduction is possible upon Dean's permission, if student has a valid excuse.
 - 2.17.4 Students who have unsatisfactory score on both re-tests of final check are considered as failed to learn the discipline and having an academic arrears on the discipline.
 - 2.17.5 Students who have failed to learn 2 disciplines have the right to repeat the course and clear their academic arrears during the next semester, upon the permission of Dean. Students who have 3 and more academic arrears are expelled from ISM.

3. Structurally-logical scheme of Student-Teacher-Dean interaction when implementing a rating system

Teacher

- 3.1. Develops curriculum and unit's structure;
- 3.2. Prepares tasks for students independent training, defines the ways of taking units (verbal interview, testing, solution of situational problems, examination of a patient etc.)

- 3.3. Draws up a schedule of checking-points, which then hands over to Dean Office (see appendix 1).
- 3.4. Fixes students' rating scores for each unit in a worksheet.
- 3.5. Consults students.
- 3.6. Calculates the attendance score, current rating, control and overall rating of students in each unit (see appendix 2 and 3).
- 3.7. Timely fills out student's test record books (see appendix 4).

Dean Office

- 3.8. Organizes "Schedule for the delivery of units in all disciplines" package.
- 3.9. Coordinates and controls over faculty members and students.
- 3.10. Provides timely delivery of all forms of documents.
- 3.11. Ensures the publicity of the results of current and final performance of students.

Student

- 3.12. Carries out all planned types of in-class and out-of-class workload.
- 3.13. Receives advice from teacher on the taking of a unit.

4. Final provisions

- 4.1. Dean Office sums up the scores received by every student in all disciplines during the semester or the year and prepares student's rating per year.
- 4.2. Student's rating for each semester is brought to attention of students and teachers, and published in ISM website.
- 4.3. Names of three students, who graduated the year with best results are, added to honorable list, and their photo presented on honor roll.
- 4.4. Students who have taken first three positions in rating of the year are awarded with certificates of honor, and commendable letters sent to their parents and Embassy of the country of origin in Kyrgyz Republic.
- 4.5. At the end of the course, best student's names are inserted in the honorable list of best students of International School of Medicine.

Appendix 1:

schedule of Checking points for _____ (discipline)

Academic year:

Course:

Person responsible for the discipline _____

	Unit 1 CP	Unit 2 CP	Unit 3 CP	Unit 4 CP	Unit 5 CP
Date					

Teacher: /signature/

Dean: /signature/

Place of the stamp

Appendix 2

Calculation of the student's rating score

1. The attendance rate is calculated on the formula: $k = \frac{20}{n}$, where n is the total number of classes (lecture and practical) in the unit. For every attended class student gets k scores; for every missed class 0 scores.
2. Teacher is entitled to reduce the score by $\frac{1}{2}$ of total attendance score for being late to class.
3. Current and total performance of students is estimated by the teacher according to their knowledge and skills.
4. In order to monitor progress of students, teacher can use the compliance scale of grades and scores.

The compliance scale of grades and scores.				
Max score	Intervals			
	poor	fair	good	excellent
20	0-11	12-15	16-17	18-20
40	0-23	24-30	31-35	36-40
60	0-35	36-45	46-53	54-60
100	0-59	60-75	76-89	90-100

Appendix 3

Calculation of rating on short-term modular subjects

1. Rating of module is calculated as the sum of total score for module and final score for module and is inserted in Student's tests record book and worksheet.
2. Rating of module is estimated as to 100 scores (max score) scale.
3. Total score for module is calculated as a sum of scores for attendance and current performance.
4. Attendance is calculated by formula: $E = \frac{A_1+A_2+\dots+A_n}{n}$, where A is the attendance score for subject, n is the number of subjects attended in module.
5. Current performance is calculated by formula: $E = \frac{B_1+B_2+\dots+B_n}{n}$, where B – the score for each discipline, n is the number disciplines in module.
6. The score for each discipline in the module is estimated as:
 - a. Attendance – 20 points
 - b. Current performance during practical training – 40 points (20 points for in-class activity, 20 points for out-of-class activity)
7. Students are allowed to final test (exam) for module, if their total score of module “36 points and more”.
8. Total score for module is calculated as a sum of score for test and score for practical skills.
9. Test for module is estimated as 20 points (max score). Score for practical skills is 20 points max.
10. Rating of a module is estimated when total score is more than 20 points.
11. Re-test 1 of final check is estimated 35 points max.
12. Re-test 2 of final check is estimated with 30 points max.
13. Re-test without point reduction is possible upon the permission of Dean, if student has a valid excuse.
14. Students who have unsatisfactory score on two re-tests of final check of module system, is considered as failed the module and have an academic arrears on the module.

Appendix 4

Sample for filling of the student record book

Filling in of the Student's tests record book is conducted only in English

Left side

(1)	(2)	(3)	(4)	(5)	(6)
Name of disciplines	Number of hours	Name of the Proff. or Associate Proff.	Exam grade	Exam date	Signature of examiner
Biochemistry		Muchamedova	80 (good)	21/01/14

- a. Column (2) indicates total number of units for discipline
- b. Column (4) indicates total rating of student in points
 - 90-100 (excellent)
 - 76-89 (good)
 - 58-75 (fair)
 - Less than 58 (poor)

Right side

(1)	(2)	(3)	(4)	(5)	(6)
Name of disciplines	Number of hours	Name of the Assistant	Total grade for discipline (test)	Test date	Signature of assistant
Biochemistry		Muchamedova	84 (passed)	21/01/14