

УТВЕРЖДАЮ
Заведующий кафедрой
факультетской терапии
ФГБОУ ВО ВолгГМУ Минздрава
России
профессор, д.м.н.



_____ Бабаева А.Р.

«20» апреля 2024 г.

ORDER
conducting intermediate certification of students, including using distance learning
technologies at the department of faculty therapy of the Volgograd State Medical
University

Volgograd, 2024

1. General provisions

1.1. The order was developed in order to regulate the conduct of intermediate certification (tests) in educational programs of higher education (specialty), including the use of distance educational technologies at the Department of Occupational Diseases of the 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 case of the threat of and (or) the 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 Order, IC, DET).

1.2. The order 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 to the Federal State Budgetary Educational Institution of Higher Education Volgograd 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 Volgograd 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 Volgograd 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 Volgograd State Medical University of the Ministry of Health of Russia;
- The procedure for certification in the discipline "Faculty Therapy" (exam) for students in the direction of training "General Medicine", profile General Medicine in the 2023-2024 academic year;
- The procedure for certification in the discipline "Innovative methods of diagnosis and treatment in cardiology, endocrinology and pulmonology" (test) for students in the direction of training "General Medicine", profile General Medicine in the 2023-2024 academic year;
- The procedure for certification in the discipline "Occupational Diseases" (test with assessment) for students in the specialty "General Medicine", profile General Medicine in the 2023-2024 academic year;
- The procedure for certification in the discipline "Standards of Diagnostics and Treatment" (test) for students in the specialty "General Medicine", profile General Medicine in the 2023-2024 academic year;
- The procedure for certification in the discipline "Industrial Practice: practice of a therapeutic profile" (credit) for students in the direction of training "General Medicine", profile General Medicine in the 2023-2024 academic year;
- The procedure for certification for students in the discipline "Occupational diseases, military field therapy" (test) in the specialty "Medical and preventive care" in the 2023-2024 academic year;
- The procedure for certification for students in the discipline "Occupational Diseases" (test) in the specialty "Medical and Preventive Care" in the 2023-2024 academic year.

1.3. This Order establishes a unified approach to the technology of conducting IC, including the use of DET 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 DET, 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 DET, 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 (tests) 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 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 DET, 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 (hereinafter referred to as the Volgograd State Medical University EIEP) in the "Schedule" section.

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

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

- the form of conducting IC established by the relevant dean's office (face-to-face or using DET);
- the application of the electronic platform «VooV Meeting»;

- use for the category of foreign students in addition to the platform «VooV Meeting» social network capabilities ВКонтакте 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 DET (may not be included in the order approving examiners)
- the number of teachers providing control over IC using DET is determined primarily at the rate of 2 (two) groups per day per teacher providing control over IC using DET;
- when taking the test in a full-time format, in compliance with all sanitary norms and rules, the time for conducting the IC is up to 70 minutes (up to 10 minutes - personal identification and issuing a ticket at the beginning of the IC ; up to 30 minutes - writing 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 EIEP);
- ensuring the verification of electronic written works of students in the EIEP and/or the assessment of oral answers is carried out in the case of a test by a teacher who teaches seminar-type classes in this discipline;
- in the case of conducting IC with DET - after the assessment of written work and/or oral answers by teachers, the mark for IC (on a 100-point scale) is given on the EIEP; 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/practice, R_d/R_{prac}).
- 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)/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 «ИСКРА» system, where the final rating for the discipline (R_d)/practice (R_d/R_{prac}) 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 «ИСКРА» 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 of the faculty / institute; it is allowed to transfer completed statements on paper in person.

2. Conditions necessary for conducting IC using DET

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

2.2. The student independently provides the necessary technical conditions for passing IC using DET.

2.3. The optimal technical conditions are the following:

- desktop personal computer (PC) or laptop 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 DET:

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):

- Бабаева Аида Руфатовна, зав. кафедрой,
- Калинина Елена Валерьевна, доцент,
- Лекарева Ирина Владимировна, доцент,
- Давыдов Сергей Иванович, доцент,
- Емельянова Анна Львовна, доцент,
- Тарасов Андрей Анатольевич, профессор,
- Резникова Елена Александровна, доцент,
- Видикер Раиса Викторовна, доцент,
- Кострюкова Ирина Владимировна, доцент,
- Толмачева Светлана Владимировна, доцент,
- Бакумов Павел Анатольевич, профессор,
- Козыренко Юлия Владимировна, доцент.

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

- Тарасов Андрей Анатольевич, профессор,
- Захаров Юрий Васильевич, ассистент,
- Ковальская Елена Николаевна, ассистент.

2.4.3. The students, undergoing intermediate certification;

2.4.4. Technical personnel ensuring the operation EIEP of the Volgograd State Medical University.

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

tel. 8 937 091 52 52

e-mail - kftvmu@yandex.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 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 IC to another teacher.

2.6.2. If there is a global failure on the EIEP/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 an assignment by hand - continue to complete a written answer under the supervision of a teacher through the VooV Meeting platform or via video call on the ВКонтакте social network (for the category of foreign students) for the time established by this Order, then sign, scan and send to the email indicated in the department's IC schedule.

2.6.3. If there is a global failure on the EIEP/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 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 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 DET

(is not held at the department in the 2023-2024 academic year)

3.1. At the Department of Faculty Therapy, tests are conducted using DET for students in the field of study "General Medicine", profile General Medicine in the following disciplines (modules):

- "Standards of diagnosis and treatment"

For students in the field of training "Medical and preventive care" in the following disciplines (modules):

- "Occupational diseases"

- "Occupational diseases, military field therapy" module "Occupational diseases"

3.2. Testing is carried out strictly on the date and time established by the approved schedule, within the deadlines for testing.

3.3. No later than one working day before conducting the IC using DET, participants must ensure the technical readiness of equipment and communication channels.

3.4. The assessment is carried out in written form by completing tasks on the EIEP. In this case, the student enters the corresponding course on the EIEP, opens the task "Intermediate certification (test)" and gives a written answer to it, depending on the task:

3.4.1. For the discipline "Standards of Diagnostics and Treatment": the assignment includes 2 theoretical questions presented in the form of a "test" task, "essay" format. The answer is typed from the keyboard in the window that opens. The time allotted for completion is 60 minutes.

3.4.2. For the discipline “Occupational diseases, military field therapy” module “Occupational diseases”: the assignment includes 2 theoretical questions presented in the form of a “test” task, “essay” format. The answer is typed from the keyboard in the window that opens. The time allotted for completion is 60 minutes.

3.4.3. For the discipline “Occupational Diseases”: the assignment includes 2 theoretical questions presented in the form of a “test” task, “essay” format. The answer is typed from the keyboard in the window that opens. The time allotted for completion is 60 minutes.

3.5. The completed task must be assessed by the teacher on the EIEP in a 100-point system no later than the end of the working day following the day of the IC; the assessment is recorded on the EIEP and brought to the attention of the student.

3.6. The student’s final rating for the discipline/practice, entered into the «ИСКРА» system, is calculated as the average of the average score of the discipline/practice for the period of its study/passing and the intermediate certification rating ($R_d = (R_{da} + R_{ic})/2$ or $R_{prac} = (R_{praca} + R_{ic})/2$).

3.7. Teachers transmit the IC results 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 «ИСКРА» system, where the final rating for the discipline/practice (R_d/R_{prac}) is formed.

3.8. The person responsible for the rating of students of the department during the working day following the day of intermediate certification, downloads the transcripts from the «ИСКРА» system and personally transfers/emails them to the head of the department.

3.9. 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 transfer completed statements on paper in person.

4. Procedure for conducting an exam or test with assessment using DET

(is not held at the department in the 2023-2024 academic year)

4.1. The Department of Faculty Therapy conducts exams/tests with assessment using DET for students in the specialty “General Medicine” in the following disciplines (modules)/practices:

- “Faculty therapy”,
- “Innovative methods of diagnosis and treatment in cardiology, endocrinology and pulmonology”,
- “Occupational diseases”,
- “Industrial practice: therapeutic practice.”

4.2. No later than one working day before conducting a IC using DNT, participants must ensure the technical readiness of equipment and communication channels.

4.3. At the beginning of IC using DET, the following is visually performed:

- identification of the identity of a student undergoing IC (carried out by presenting a student card or passport for review to the teacher, which allows one to clearly record the student’s photograph, his last name, first name, patronymic);
- checking the absence of unauthorized persons in the room in which the student is located;
- checking that additional computers or monitors are disabled;
- checking the surface of the student’s desk, which should be free of foreign objects (including laptops, tablets, phones, watches, notebooks, books, notepads, sticky notes, handwritten notes or

papers with printed text); It is allowed to have blank sheets of paper, pens, a simple calculator, and scanning equipment;

- to digitize the answer, you can use a phone or tablet.

4.4. In the process of conducting IC, the teacher providing technical support for IC fills out a protocol for compliance with the technical regulations for conducting IC using DET.

4.5. The exam/test with assessment is carried out in written form by completing tasks on the EIEP . In this case, the student enters the corresponding course on the EIEP, opens the task “Intermediate certification (pass)” and gives a written answer to it, depending on the task:

4.5.1. For the discipline “Faculty Therapy”: the assignment includes 3 theoretical questions presented in the form of a “test” task, “essay” format. The answer is typed from the keyboard in the window that opens. The time allotted for completion is 60 minutes.

4.5.2. For the discipline “Innovative methods of diagnosis and treatment in cardiology, endocrinology and pulmonology”: the assignment includes 3 theoretical questions presented in the form of a “test” task, “essay” format. The answer is typed from the keyboard in the window that opens. The time allotted for completion is 60 minutes.

4.5.3. For the discipline “Occupational Diseases”: the assignment includes 2 theoretical questions presented in the form of a “test” task, “essay” format. The answer is typed from the keyboard in the window that opens. The time allotted for completion is 60 minutes.

4.5.4. For the discipline “Industrial practice: therapeutic practice”: the assignment includes 3 theoretical questions presented in the form of a “test” task, “essay” format. The answer is typed from the keyboard in the window that opens. The time allotted for completion is 60 minutes.

4.6. During the IC, the camera should be directed at the student so that the teacher can clearly see that he is preparing independently, without using auxiliary printed (except for those permitted in clause 4.3) or electronic materials or the help of outsiders.

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 record violations, and a collegial decision is made to remove the student from IC. He is given an unsatisfactory mark, and the IC is carried out within the established retake deadlines.

4.8. The student’s answer is assessed by the teacher no later than the working day following the day of the IC.

4.9. After the assessment of written work and/or oral response by teachers, the IC grade (on a 100-point scale) is assigned to the EIEP; students must be informed in advance that this is a grade specifically for a written/oral response (intermediate certification rating, Ric), and not the final grade in the discipline/practice (final rating in the discipline/practice, Rd/Rprac).

4.10. Teachers pass the grades on to the person responsible for rating the students of the department, who, during the day following the day of certification, enters the information into the «ИСКРА» system, where the final rating for the 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 certification, downloads test/examination statements from the «ИСКРА» system and personally transfers/emails them to the head of the department.

4.12. 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.

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

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

- 5.1. The Department of Faculty Therapy conducts tests/tests with assessment/exams for students in the specialty “General Medicine” in the following disciplines:

- “Faculty therapy” - exam,
- “Innovative methods of diagnosis and treatment in cardiology, endocrinology and pulmonology” - test with assessment,
- “Occupational diseases” - test with assessment;
- “Standards of diagnosis and treatment” - test;
- “Industrial practice: therapeutic practice” - test with assessment.

for students majoring in “Medical and Preventive Care” in the following disciplines:

- “Occupational diseases, military field therapy” - test;
- “Occupational diseases” - test.

5.2. IC in a full-time format in the context of maintaining 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 Volgograd region 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 takes place ;

- 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 ending IC, 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 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 «ИСКРА» system, where the final rating for the 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 test/examination statements from the «ИСКРА» 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

6.1. This Order comes into force in place of the Order for conducting intermediate certification in disciplines at the Department of Faculty Therapy of the Volgograd State Medical University of the Ministry of Health of Russia in the event of the threat and (or) occurrence of individual emergency situations, the introduction of a high alert or emergency situation throughout the Russian Federation or in the Volgograd region and is valid for the 2023-2024 academic year.