

APPROVE

Head of the Department of Orthopedic  
Dentistry with a course in Clinical  
Dentistry at the Federal State Budgetary  
Educational Institution of Higher  
Education Ministry of Health of the  
Russian Federation, MD, Professor V.I.

Shemonaev

«29» 08. 2023 г.



**ATTESTATION PROCEDURE**

**including using distance learning technologies in the course of clinical dentistry of the Department of  
Orthopedic Dentistry  
Volgograd State Medical University**

**Volgograd, 2023**

## **1. General provisions**

1.1. The procedure has been developed in order to regulate the conduct of intermediate certification (hereinafter referred to as PA) (credits with assessment) for educational programs of higher (specialty) education in the course of clinical dentistry of the Department of Orthopedic Dentistry of the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation 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.

1.2. 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 February 15, 2017, Protocol No. 6);
- Regulations on the interim certification of students, including including the use of distance learning technologies in the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health (approved on 04/15/2022);
- The procedure for certification in the discipline "Clinical Dentistry" for students in the educational program specialty 05/31/03 Dentistry (specialty level) in the 2023-2024 academic year;

1.3. This Procedure establishes a unified approach to the technology of conducting PA, including using distance educational technologies (DET) in the discipline "Clinical Dentistry", educational programs of higher (specialty) education in conditions of restrictive measures in case of a threat and (or) the occurrence of individual emergencies, the introduction of a high-alert or emergency situation on the entire territory of the Russian Federation or on the territory of the Volgograd region.

1.4. The purpose of PA, including with the use of DET is to assess the level of competencies of students in the completed disciplines (modules)/practices as indicators of the quality of educational programs at FGBOU VO VolgSMU of the Ministry of Health of Russia.

1.5. In the case of PA with the use of DET, the technologies used must ensure the objectivity of evaluation, safety of results and the possibility of computerized processing of information on the results of certification.

1.6. PA is conducted within the timeframes stipulated by the approved curricula and calendar study schedules of the respective educational programs.

1.7. The date of the PA (graded assessment) is determined by the approved class schedule for the academic year and the examination schedule for the academic year:

- the organization of the acceptance of credits is carried out in the terms of crediting established by the regulatory act on FGBOU VO VolgGMU of the Ministry of Health of Russia;
- organization of examinations is carried out according to the approved schedule of examinations.

1.8. The time of the PA on the discipline is calculated in accordance with the time zone of the location of the educational organization and must fit into the period from 8:00 to 18:00 (except for force majeure situations). In the case of staying a student outside the Volgograd region (features of the implementation of regional restrictive measures) and the presence of time zone differences that lead to the fact that the actual time of the PA student goes beyond the established time limits, the student must in advance at least 3 days before the PA to contact the

dean's office for a decision on the date and time of his PA. In this case, the authorized staff of the dean's office to agree on the date and time of the PA of the student with the head of the academic department of the department conducting PA in the discipline. In this case, the dean's office informs the student of the approved date and time of the PA no later than 2 days before the PA.

1.9. The time of the PA, including with the use of DET is brought to the students and teachers in advance by placing information in the EIOS VolgSMU in the section "Schedule".

1.10. The present Procedure and departmental schedules of conducting PA, including with the use of DET is brought to the students in advance by placing information in the course of the relevant discipline "Clinical Dentistry", on the electronic information and education portal (hereinafter - EIEP) of VolgSMU.

1.11. The order and departmental schedule of PA, including with the use of DET are formed on the basis of the following conditions:

- the form of PA (face-to-face or with the use of DET);
- use of electronic platform "VooV Meeting" (unlimited time version provided in advance by VolgSMU);
- the number of groups assigned to take the PA at a particular department on the day set by the schedule, which determines the number of teachers providing supervision the number of teachers providing control of the PA including the use of DET (may not be included in the order on the approval of examiners)
- the number of teachers providing control over the PA with the use of DET is determined mainly at the rate of 2 (two) groups per day per one teacher providing control over the PA with the use of DOT;
- when taking a credit or exam in a face-to-face format, in compliance with all sanitary norms and rules, the time of the PA is up to 70 minutes (up to 10 minutes for identification and issuance of a ticket). - Identification and issuance of a ticket at the beginning of the PA; up to 30 min. - written plan (thesis) answer and up to 30 minutes for an oral response);
- when performing a student written assignment on paper with 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 min. - written performance of the student task, up to 20 minutes - scanning / photographing the student completed and signed written task and sending it for verification on the EIOP);
- when combining oral and written answers (handwritten paper) (for foreign students) the time of the PA is - up to 60 minutes (up to 10 min. - Identification of identity and compliance with technical requirements at the beginning of the PA; up to 30 min. - written plan (thesis) answer, up to 20 minutes for an oral response);
- ensuring the verification of electronic written works of students on the EIOP and / or evaluation of oral responses is carried out only by teachers, admitted to the PA order of approval of examiners;
- in the case of PA with DET - after the evaluation of written work and/or oral answers by teachers, the assessment for PA (on a 100-point scale) is posted on the EIOP; in advance, students must be informed that this is the assessment for the oral / written response (rating of interim certification, Rpa), and not the final grade for the discipline (final rating for the discipline, Rd);
- in the case of PA in person - after the interview, the student is verbally informed of the grade for the PA, as well as the final grade for the discipline (module)/practicum (on a 5 and/or 100-point scale), which is entered in his credit book;
- teachers give the grades to the responsible for the rating of students of the department, which during the working day following the day of interim certification, enters information into the system "ISKRA", where the final rating of the discipline (Rd) is formed;

- responsible for the rating of the students of the department during the working day following the day of intermediate attestation, unloads credit/examination sheets from the system "ISKRA" and transfers personally/emails to the head of the department;
- the head of the department during the working day following the day of the intermediate attestation checks, prints and signs the statements; after that scans the signed statements and sends the scanned copies to the e-mail of the specialized dean's office.

## **2. Conditions necessary for conducting a PA using the DET**

2.1.1 The teacher working in the distance mode and accepting the PA (credit with a grade), provides the necessary technical conditions for the PA with the use of DET.

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

2.1.3 Optimal technical conditions are the following:

- desktop personal computer (PC) or portable PC (laptop, netbook);
- operating system Windows 10/8.1/7 (both 32 and 64-bit operating systems are supported) or MacOS;
- processor not less than Intel Core 2, 2 Ghz;
- RAM not less than 2 Gb; - connection to the information and telecommunication network "Internet" at a speed of at least 3MB/s;
- web-camera (integrated or external) with a resolution of 640x480; at the same time Web-camera should not be opposite to the source of illumination;
- speaker and microphone (integrated or external);
- installed browsers IE version not less than 9.0, Yandex.Browser, Atom, etc.; all browsers should be with the latest updates;
- software "VooV Meeting" providing video and audio communication.

2.1.4 When conducting PA with the use of DET in EPOS VolgSMU must be provided:

- the possibility of identifying the identity of the student;
- the possibility of providing the teacher to the student tasks;
- the possibility of providing the student to the teacher answers to the tasks;
- possibility of message exchange;
- the possibility of fixing and bringing to the attention of the student assessment received by him on the results of the PA, and the final assessment of the discipline.

2.1.5. When controlling the stages of the PA with the use of DET in the videoconference mode on the platform "VoV Meeting" or in the mode of video call in the social network VKontakte (for the category of foreign students) must be provided:

- identification of the learner's identity;
- overview of the room, entrance doors;
- overview of the learner with the possibility of controlling the materials used by him;
- high-quality continuous video and audio broadcast of the student passing the PA, the time of completion of which corresponds to the time of completion of sending a written response to the test / the end of oral interaction with the student;
- use of the broadcast recording function with its saving in the cloud storage "Voov Meeting";
- the possibility for the teacher to ask questions, and for the student to answer them;
- in case of failures of data transmission channels belonging to the network of FGBOU VO VolgGMU of the Ministry of Health of Russia, the possibility of prompt restoration of communication is provided by the technical support service of the Information Development Department of VolgGMU (hereinafter referred to as IDD) of the corresponding sector;

- in case of malfunctions in case of violation of the algorithm of work with the VolgSMU educational portal software the arising problems are solved by means of communication in the specialized chat room "VolgSMU DO" between the head of the Center for Electronic Information and Educational Resources and Technologies (hereinafter referred to as CEERIT) of the Department of Information Development and those responsible for the departments' EIOS.

## 2.2. Composition of participants of interim assessment conducted with the use of DET:

2.2.1. Teachers accepting and evaluating the results of PA (for the exam they should be from among the persons admitted to conduct PA by the order to approve the examiners):

- Kazantseva I.A. - Associate Professor of the course, Candidate of Medical Sciences, Associate Professor
- Turdalieva F.M. - assistant of the course
- Ponomareva M.S. - course assistant -
- Dumtseva Y.V. - course assistant
- Bondareva N.N. - course assistant.

2.2.2 Teachers, providing control over the PA - a teacher or teachers, providing support for the PA with the use of DET:

- Kazantseva I.A. - Associate Professor of the course, Candidate of Medical Sciences, Associate Professor
- Turdalieva F.M. - course assistant, course clerk.
- Ponomareva M.S. - course assistant
- Mashkov A.V. - associate professor of the department, Candidate of Medical Sciences, associate professor, responsible for the technical support of distance learning.
- Dumtseva Y.V. - course assistant
- Bondareva N.N. - course assistant.

2.2.3. Students undergoing interim certification;

2.2.4. Technical personnel providing the operation of the VolgSMU EIOS.

2.3. In case of technical failures in the equipment and (or) communication channel there is a possibility of emergency communication between PA participants: tel. 8-905-390-79-22, Associate Professor Mashkov Alexander Vladimirovich e-mail alexmashkov@mail.ru

2.4. In the event of technical failures preventing the PA:

2.4.1. If the failure, unrecoverable within 5 minutes, occurred on the part of a particular instructor, the instructor informs the department head, and the groups assigned to him/her are redirected to another instructor to take the PA.

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

In this case, students who have already received the assignment, during the failure:

- when performing the task by hand - continue to perform the written answer under the control of the teacher through "VooV Meeting" during the time established by the PA Procedure, then sign, scan and send it to the e-mail specified in the PA schedule of the department - e-mail: irina\_kazantseva@list.ru (Kazantseva I.A. - associate professor, head of the course).
- when giving an oral answer to the examiner via "VooV Meeting" - switches to the reserve channel of videoconferencing, specified in the schedule of the PA Department, and the time allotted for the answer can be increased up to 40 minutes.

2.4.3. If there is a global failure in the EIOP / network, not eliminated within 1 hour, the department in consultation with the dean of the faculty or the head of the relevant OP organizes the PA at another time during the credit and examination session, which is made a report to the head of the department, and information about the new timing of the PA is communicated to

students.

2.4.4. If the failure occurred on the part of the student, the scientific and pedagogical staff of the department takes a collegial decision with a subsequent report of the head of the department in the specialized dean's office:

- in the presence of documentary evidence of the lack of fault of the student in the incident (communication failure due to the fault of the service provider, the accident on the power line, etc.) the reason for not passing the student PA is considered valid. In this case, the PA for this student is transferred to another time during the credit and examination session, and information about the new timing of the PA is brought to the student no later than 3 working days before its start;
- in other cases, the reason is considered unexcused, the student is given an unsatisfactory mark (if he had time to start performing tasks before the failure), or failure to appear (if the student did not get in touch), while the PA is held in the established terms of retake.

### **3. Procedure for conducting the credit with evaluation with the use of DET**

At the course of clinical dentistry of the Department of Orthopedic Dentistry is held credit with evaluation (can be conducted with the use of DET) for specialty 31.05.03 "Dentistry" in the discipline of "Clinical Dentistry".

3.1. The credit shall be held strictly on the date and time established by the approved schedule, in the terms of the credits.

3.2. No later than one working day before the PA with the use of DET participants should be provided with technical readiness of equipment and communication channels.

3.3. At the beginning of the PA with the use of DET visually produced:

- Identification of the identity of the student undergoing the PA (is carried out through the presentation of the student's student ID card or passport, which allows to clearly record the student's photo, his name, surname, first name, patronymic);
- checking the absence of unauthorized persons in the room where the student is;
- checking that additional computers or monitors are turned off;
- check the surface of the student's desk, which should be free of foreign objects (including notebooks, tablets, phones, watches, notebooks, books, notebooks, self-adhesive sheets, handwritten notes or papers with printed text); it is allowed to have clean sheets of paper, pens, scanning equipment;
- the use of a phone or tablet is allowed for digitizing the answer.

3.4. During the PA, the teacher who provides technical support for the PA fills out a protocol of compliance with the technical regulations of the PA with the use of DET (Annex 2).

3.4.1 Assignments are performed in the following form:

- In written form. After the identification procedure, the student enters the appropriate course on the EIOP, opens the task "Intermediate certification (credit with a grade)", voices to the teacher in the camera the number of his questions or ticket and within 60 minutes gives an answer in writing (the established form - Annex 3), depending on the task: either typing the answer from the keyboard in the opening window; or writes the answer on paper by hand in the prescribed form and signs a personal signature of the finished answer. In the second case, within an additional 20 minutes the answer is digitized (photographing / scanning) by the student and sent for verification (a single pdf file, rules of design - Annex 4) by uploading to the EIOP.

- for students of the 5th year (international student) - in a mixed form (written and oral). After the identification procedure, the student enters the appropriate course on EIOP, opens the task "Intermediate certification (credit with a grade)", voices to the teacher in the camera the number

of his questions and within 30 minutes written plan of the answer (theses of the answer), then the student responds to the prepared plan to the teacher orally - the time of the oral interview up to 20 minutes.

For the discipline "Clinical Dentistry" (credit with a grade) the task includes 2 (two) questions from different thematic blocks of the discipline.

3.5. During the PA camera should be directed at the student so that the teacher was clearly visible that he is preparing independently, not using auxiliary printed (except those allowed in paragraph 4.3) or electronic materials or the help of unauthorized persons.

3.6. In case of violation of the requirements of paras. 4.3, 4.5 and 4.6 of this Order to fix violations invited another scientific and pedagogical staff of the department, and a collegial decision to remove the student from the PA. He is exhibited unsatisfactory mark, and the PA is held in the established terms of retakes.

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

3.8. After the evaluation of the oral answer by the lecturers, the grade for the PA (on a 100-point scale) is posted on the EIOP; in advance, students must be informed that this is the grade for the oral answer (interim assessment rating, Rpa) and not the final grade for the discipline (final rating for the discipline, Rd).

3.9. Teachers transfer the grades to the responsible for the rating of students of the department, which during the day following the day of attestation, enters information into the system "ISKRA", where the final rating for the discipline (Rd) is formed.

3.10. Responsible for the rating of students of the department during the working day following the day of interim attestation, unloads credit/examination sheets from the system "ISKRA" and gives personally/emails to the head of the department.

3.11. During the working day following the day of interim certification, the head of the department checks, prints and signs the statements; after that, scans the signed statements and sends the scanned copies to the e-mail of the specialized dean's office.

3.12. The students who have not passed the PA are assigned a re-certification, according to the internal local acts and the schedule of re-certification.

#### **4. Procedure for conducting PA (credit with assessment) in full-time format.**

4.1. At the course of clinical dentistry of the Department of Orthopedic Dentistry are held: credit with evaluation for students in the specialty 31.05.03 "Dentistry" in the discipline of "Clinical Dentistry".

4.2. PA in full-time format is conducted in compliance with the following sanitary and hygienic requirements:

- carrying out before the PA cleaning of premises with the use of disinfectants according to the viral regime, including the treatment of all contact surfaces in common areas (door handles, switches, handrails, railings, table surfaces, etc.); if the duration of PA is more than 4 hours - re-treatment of contact surfaces;
- air disinfection (if available) using equipment approved for use in the presence of people;
- provision of conditions for hygienic hand treatment with antiseptic agents in the hallway at the entrance to the building where PA is carried out, in sanitary units, as well as ensuring the constant availability of hand washing facilities, antiseptic agents for hand treatment in sanitary units;
- mandatory non-contact thermometry at the entrance to the building/chair where the PA takes place;
- not allowing persons with elevated body temperature (above 37C) and signs of ARVI

(coughing, rhinorrhea, sneezing, etc.) to attend PA. In this case, the student is not allowed to attend for a valid reason (a corresponding entry is made in the PA sheet) and the dates of his/her PA are postponed to another time. his PA is postponed to another time during the credit 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;

- avoidance of crowding of students (including in halls, corridors before the start of the PA), control of compliance with the social distance, including seating in the auditorium for the PA;
- availability of properly worn personal respiratory protection equipment for all participants of the PA (students, teachers, support staff);
- organization of centralized collection of used disposable masks after taking the PA with packing them in plastic bags before placing them in containers for waste collection.

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

4.4. Teachers transfer the grades to the responsible for the rating of students of the department / course, which during the working day following the day of interim certification, which enters information into the system "ISKRA", where the final rating for the discipline (Rd) is formed.

4.5. The person responsible for the rating of students of the department during the working day following the day of intermediate attestation, unloads credit/examination sheets from the system "ISKRA" and transfers personally/emails to the head of the department.

4.6. The head of the department within the working day following the day of interim certification checks, prints and signs the statements; after that scans the signed statements and sends the scanned copies to the e-mail of the specialized dean's office.

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

## **5. Term of validity**

This Procedure comes into force to replace the previous version of the document and is valid for the period of 2023-2024 academic year, as well as taking into account the presence/absence of the contingent of students studying with the use of DET, in FGBOU VO VolgSMU of the Ministry of Health of Russia.

Considered at the meeting of the Department of Orthopedic Dentistry with a course of clinical dentistry 29.08.2023, Protocol № 1.

Head of the Department  
of Prosthetic Dentistry  
with a course of clinical dentistry,

Professor



V.I. Shemonaev



**Samples of execution of departmental schedules of credits with assessment, conducted with the use of DET**

**The cathedral schedule of credits with an assessment**

**The schedule of the test with an assessment in the discipline "Clinical Dentistry", conducted in full-time at the Department of Orthopedic Dentistry with a course of clinical dentistry in the 2023-2024 academic year**

Date	Discipline	Faculty	Group	Time	Link "VooV Meeting" or VK <sup>1</sup>	Teacher

Emergency telephone number in case of technical failures: tel.: 8-905-390-79-22, associate professor Mashkov A.V.

Backup e-mail address: e-mail: alexmashkov@mail.ru ; mashkov.doc@icloud.com ( Associate professor Mashkov A.V).

irina\_kazantseva@list.ru (Associate Professor Kazantseva I.A. -head of the course)

Link to the backup video conferencing channel <sup>2</sup>: ...

Head of the Department  
of Prosthetic Dentistry  
with a course of clinical dentistry,

Professor

\_\_\_\_.\_\_\_\_. 20\_\_г.

V.I. Shemonaev

<sup>1</sup> колонка добавляется только в случае проведения ПА с ДОТ в смешанном формате (письменно + устное собеседование), при этом ссылка на социальную сеть ВКонтакте может приводиться только для категории иностранных обучающихся;

<sup>2</sup> указывается в случае проведения ПА с ДОТ в смешанном формате (письменно + устное собеседование); в качестве резервных каналов видеоконференцсвязи могут выступать платформы Яндекс.Телемост. Vizon365, Видеомост, ТгиеConf, Webinarг Meetings, Pruffme, iMind или Видеозвонки Mail.ru.

**Шаблон протокола соблюдения технического регламента проведения промежуточной аттестации с применением дистанционных образовательных технологий**

**Протокол соблюдения технического регламента проведения промежуточной аттестации с применением дистанционных образовательных технологий по дисциплине «Клиническая стоматология» у студентов 5 курса \_\_\_\_\_ группы стоматологического факультета, обучающихся по образовательной программе «Стоматология»**

№ п/п	ФИО студента	Соблюдение критериев							Подпись преподавателя
		Идентификация личности <i>(вып./ не вып.)</i>	Соответствие техническим требованиям в начале ПА <i>(соотв./ не соотв.)</i>	Номер билета / вопросов	Время начала ответа	Соответствие техническим требованиям в ходе ПА <i>(соотв./ не соотв.)</i>	Время окончания ответа	Время завершения отправки ответа на проверку	
1									
2									
3									

Заведующий кафедрой  
ортопедической стоматологии с курсом клинической стоматологии, д.м.н., профессор  
\_\_ . \_\_ . 20\_\_ г.

Шемонаев В.И.

### Rules of exam answer design

The examination answer must necessarily begin with the following information in the sequence given below:

- Surname First Name Patronymic (in full):
- Course: – Group:
- Faculty/training area:
- Name of the discipline in which the interim certification is conducted:
- Date:
- Response start time:
- Answer end time:

*Write the phrase:* "I undertake to comply with the technical regulations of interim certification with the use of distance education 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 answer sheet must contain the student's signature and signature transcript in the upper right corner of the sheet.

Sample layout:

<p>Signature/deciphering of signature</p> <p>Ivan Ivanovich Ivanov 5th year  1 group  Dental Faculty  Discipline 'Clinical Dentistry' 13.06.2024  Answer start time: 10:15 Answer end time: 11:15  I undertake to comply with the technical regulations of interim certification with the use of distance education technologies.</p> <p>Exam answer Question 15. Answer text.  Question 23. Answer text.</p> <p>Or Examination ticket No. 3 Question No. 1. Answer text  Question No. 2 Answer Text</p> <p>Translated with DeepL.com (free version)</p> <p style="text-align: right;">1</p>
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### **Rules for digitising an examination answer**

The handwritten examination answer must be digitised as a single multi-page pdf document.

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

The file should be named strictly according to the following format:  
501C\_Family\_Name\_JO\_PA\_date

Where

first digit - course

subsequent digits - group number

**Example:** 501C\_Ivanov I.I.\_PA\_13.06.24 (i.e. the answer is given on 13 June 2024 within the framework of the interim assessment (PA) by student Ivanov I.I., who is studying in the 5th year, in group 1, the educational programme Dentistry).