

APPROVED

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N.P. Grigorenko Institute of
Public Health

Volgograd State Medical
University, Ministry of Health of
the Russian Federation



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PROCEDURE

for conducting midterm assessments of students,
including the use of distance learning technologies, at the Department of General
Hygiene and Ecology of the N.P. Grigorenko Institute of Public Health
Volgograd State Medical University of the Ministry of Health of the Russian
Federation

1. General Provisions

1.1. This procedure was developed to regulate the conduct of midterm assessments (credits, credits with assessments, and examinations) in higher education programs (specialist, bachelor's, and master's degrees), including those using distance learning technologies, at the Department of General Hygiene and Ecology of the N.P. Grigorenko Institute of Public Health, Volgograd State Medical University, Ministry of Health of the Russian Federation, taking into account the specifics of conducting midterm assessments under restrictive measures in the event of the threat of and/or occurrence of individual emergency situations, the introduction of a high alert regime, or a state of emergency throughout the Russian Federation or in the Volgograd Region (hereinafter, respectively, the Procedure, PA, and DOT).

1.2. The procedure has been developed in accordance with the following regulatory documents, as amended:

Regulations on the forms, frequency, and procedure for conducting ongoing academic performance monitoring and midterm assessments, as well as on the point-rating system for assessing the academic performance of students at the VolgSMU of the Russian Ministry of Health;

Regulations for conducting midterm assessments of students, including using distance learning technologies, at the VolgSMU of the Russian Ministry of Health;

Procedure for conducting assessments in the discipline "Hygiene" for students entering the 2024 program of study 33.05.01 Pharmacy, specialization (profile): Pharmacy (specialty), full-time, 2025-2026 academic year;

Certification procedure for the discipline "Hygiene" for students entering in 2023 under educational program 31.05.01 General Medicine, focus (profile) General Medicine (specialty), full-time for the 2025-2026 academic year;

Certification procedure for the discipline "Hygiene" for students entering in 2023 under educational program 31.05.03 Dentistry, focus (profile) Dentistry (specialty), full-time for the 2025-2026 academic year;

Procedure for conducting assessment in the discipline "Physiology of Managerial Work" for students admitted in 2024 to educational program 38.03.02 Management, major: Healthcare Management (Bachelor's degree), full-time and part-time for the 2025-2026 academic year;

1.3. This Procedure establishes a unified approach to the technology of conducting occupational safety assessments, including the use of distance learning, across disciplines (modules) of higher education programs (specialist, bachelor's, and master's degrees), and also takes into account the specifics of conducting occupational safety assessments under restrictive measures in the event of the threat of and/or occurrence of individual emergency situations, the introduction of a high alert regime, or a state of emergency throughout the Russian Federation or in the Volgograd Region.

1.4. The purpose of conducting assessments, including those using remote learning, is to assess the level of development of students' competencies within the subjects (modules) being completed, as indicators of the quality of educational programs at Volgograd State Medical University of the Russian Ministry of Health.

1.5. When conducting assessments using remote learning, the technologies used must ensure the objectivity of assessment, the integrity of results, and the ability to computerize the information based on the assessment results.

1.6. Assessments are conducted within the timeframes specified in the approved curricula and academic calendars of the relevant educational programs.

1.7. The date of assessments (tests, exams, and graded tests) is determined by a regulatory act of Volgograd State Medical University of the Russian Ministry of Health, as well as by the approved schedule of assessment and examination sessions.

1.8. The time for the student's PA for a given subject is calculated according to the time zone of the educational institution's location and must be between 8:00 AM and 6:00 PM (except in

cases of force majeure). If a student is located outside the Volgograd Region (due to the implementation of regional restrictive measures) and there is a time zone difference that results in the actual time of the student's PA extending beyond the established time frame, the student must contact the relevant faculty/institute dean's office at least three days in advance to determine the date and time of their PA. Authorized dean's office staff will coordinate the date and time of the student's PA with the head of the academic department of the department conducting the PA for the subject. The faculty/institute dean's office will notify the student of the approved date and time of the PA no later than two days prior to the PA.

1.9. The timing of the PA, including those using DOT, is determined by the PA schedule approved by the department.

1.10. This Procedure, the department's PA schedule, and the schedule of pre-examination consultations are communicated to students no later than one month before the start of the PA by posting the specified documents on the department's website page in the "Midterm Assessment" catalog.

1.11. Procedure and department schedule.

2. Conditions necessary for conducting PA using DOT

2.1. The instructor working remotely and administering the PA (test) independently ensures the necessary technical conditions for conducting the PA using the DOT.

2.2. The student independently ensures the necessary technical conditions for completing the PA using the DOT.

2.3. The following technical conditions are optimal: a desktop personal computer (PC) or portable PC (laptop, netbook) with the following specifications:

Windows 10/8.1/7 operating system (both 32- and 64-bit OS are supported) or MacOS; a processor of at least Intel Core 2.2 Ghz; at least 2 Gb of RAM; an Internet connection with a speed of at least 3 MB/s; a webcam (integrated or external) with a resolution of at least 640x480; the webcam should not be positioned directly opposite a light source; Speaker and microphone (integrated or external); IE browser version 9.0 or later, or Google Chrome, Mozilla Firefox, or Safari with the latest updates; Videoconferencing software that supports video and audio communication.

2.4. Participants in the midterm assessment conducted using the DET:

2.4.1. Students undergoing the midterm assessment;

2.4.2. Instructors accepting and evaluating the PA results (for the exam, from among those authorized to conduct the PA by the order approving examiners): Yakhontova E.V. - Assistant; Prudayev A.A. - Assistant;

Belyaeva A.V. - Associate Professor.

2.4.3. Persons providing organizational and technical support for the PA - proctors:

Khegay M.D. - Assistant;

D.S. Novikov – Senior Lecturer.

2.4.4. Persons providing organizational and technical support for the PA – technical specialists (not department employees).

2.5. In the event of technical failures in the equipment and/or communication channel, emergency communication between PA participants is provided:

Tel. 8-906-451-11-12;

E-mail: alina.belyaeva@volgmed.ru.

2.6. In the event of a technical problem that prevents the PA from being conducted, the following algorithm is implemented:

2.6.1. If a technical failure on the part of the person supervising the PA procedure cannot be corrected within 5 minutes, they are obliged to inform the Head of the Department for a decision to redirect their assigned groups of students to another observer;

2.6.2. In the event of a global failure in the VolGMU Electronic Information and System (EISS) that can be resolved within 1 hour, the personnel responsible for monitoring the PA

procedures will notify the Head of Department of the situation for a decision to extend or change the PA time for specific students or groups of students on that day. In this case:

If a student had begun working on a computerized test prior to the technical problem (failure), they will remain connected via videoconference until the department decides to continue completing the assignment or reschedule the PA.

If a student had begun working on a task by entering answers using the keyboard in the VolGMU Electronic Information and System (EISS) prior to the technical problem (failure), they will switch to handwritten answers under the supervision of the person responsible for monitoring the PA procedures via videoconference. In this case, the time allotted for completing the task may be increased to 60 minutes.

If a student has begun an oral response to the instructor via videoconference before a technical problem (failure) occurs, they will be transferred to the backup videoconference channel specified in the department's oral response schedule. In this case, the time allotted for response may be increased to 40 minutes.

2.6.3. If a major failure occurs in the VolGMU Electronic Information and Information System (EISS) that cannot be resolved within 1 hour, the department, in agreement with the head of the relevant program, will arrange for the oral response to be held at a different time during the credit and examination period. A memo from the head of the department will be prepared, and information about the new oral response dates will be communicated to students.

2.6.4. If the failure was caused by the student, then, provided there is documentary evidence that the student was not at fault (communication failure due to the service provider, power line failure, etc.), the student's failure to complete the oral response is considered valid. In this case, the department, in conjunction with the relevant dean's office/Institute of Public Health, makes a collective decision to schedule a new date for the student to take the PA during the exam session. Information about the new PA date is communicated to the student no later than three business days prior to the start of the session.

2.6.5. In the absence of documentary evidence of a valid reason for the failure on the part of the examinee, the reason is considered invalid. The student receives a failing grade if they had begun completing the assignments prior to the failure, or a no-show grade if they failed to contact the examinee. In this case, the PA for this student is conducted within the established retake dates.

3. The procedure for conducting a test using DOT

3.1. The Department of General Hygiene and Ecology of the N.P. Grigorenko Institute of Public Health conducts assessments using remote work techniques for students in the bachelor's degree program 38.03.02 Management, major: Healthcare Management, full-time and part-time, in the discipline "Physiology of Managerial Work."

3.2. The assessment is held strictly on the date and time established in the approved schedule, within the assessment deadlines.

3.3. Participants must ensure the technical readiness of equipment and communication channels no later than one business day prior to the assessment using remote work techniques.

3.4. The assessment is performed using a combination of an oral and written response to the Intermediate Assessment (IA) (handwritten on paper). The assessment lasts up to 90 minutes (up to 10 minutes for identification and compliance with technical requirements at the beginning of the assessment; up to 30 minutes for writing a written plan (summary) of the response; up to 20 minutes for the student to scan/photograph the plan and submit it for review on the Intermediate Assessment (IA), and up to 30 minutes for the oral response). The student logs into the relevant course on the Intermediate Assessment (IA), opens the "Midterm Assessment (Accreditation)" task, and completes the assignments.

3.5. The completed assignment must be assessed by the instructor on the Intermediate Assessment (IA) on a 100-point scale no later than the end of the working day following the

assessment day. The assessment is recorded on the Intermediate Assessment (IA) and communicated to the student.

3.6. The department enters assessment results from the IA into the Volgograd State Medical University Electronic Information System (EIS). Information must be entered and the relevant reports submitted to the relevant faculty/institution's dean's office no later than three business days following the midterm assessment, but no later than the last day of the month in which the midterm assessment was conducted.

3.7. Students who fail the midterm assessment are assigned a re-assessment in accordance with internal regulations and the re-assessment schedule.

4. The procedure for conducting a PA (test, test with assessment, exam) in person

4.1. During the winter exam session, the Department of General Hygiene and Ecology of the N.P. Grigorenko Institute of Public Health will conduct the following:

- an in-person assessment for students entering the 2024 program of study 33.05.01 Pharmacy, specialization (profile) Pharmacy (Specialist) in the subject "Hygiene";
- an in-person assessment for students entering the 2023 program of study 31.05.01 General Medicine, specialization (profile) General Medicine (Specialist) in the subject "Hygiene";
- an in-person assessment for students entering the 2023 program of study 31.05.03 Dentistry, specialization (profile) Dentistry (Specialist) in the subject "Hygiene";

4.2. In-person PA, if restrictive measures are imposed due to an unfavorable sanitary and epidemiological situation, will be conducted in compliance with the following sanitary and hygienic requirements:

- Before the PA session, the premises will be cleaned using disinfectants according to the virus regimen, including the treatment of all contact surfaces in common areas (door handles, switches, handrails, railings, table surfaces, etc.); if the PA session lasts more than 4 hours, contact surfaces will be re-treated;
- If possible, air will be disinfected using equipment approved for use in the presence of people;
- Provision of conditions for hand hygiene with antiseptics in the lobby at the entrance to the PA building and in restrooms, as well as the constant availability of hand washing facilities and hand sanitizers in restrooms;
- Mandatory contactless temperature screening at the entrance to the PA examination room;
- Individuals with elevated body temperatures (above 37°C) and signs of acute respiratory viral infection (cough, rhinorrhea, sneezing, etc.) will not be allowed to participate in PA. In this case, the student will be considered absent for a valid reason (a corresponding entry will be made in the PA record), and their PA will be rescheduled for another time during the exam session. The student will be notified of the new PA date no later than 3 business days before the start of the session;
- Avoiding crowding of students (including in hallways and corridors before the start of PA), ensuring social distancing is maintained, including during seating arrangements in the PA classroom;
- Ensure that all PA participants (students, teachers, and support staff) are properly wearing personal respiratory protective equipment;
- Organize a centralized collection of used disposable masks after PA, packaging them in plastic bags before placing them in waste collection containers.

4.3. Students are prohibited from possessing or using communication devices during the interim assessment.

4.4. After completing the interim assessment, the instructor verbally informs the student of the interim assessment grade; the final grade for the course (module)/internship (on

a 5-point scale for exams and tests with a grade, and on a pass/fail scale for tests), which is recorded in the student's gradebook; and the final rating for the course/internship on a 100-point scale.

4.5. The department enters the interim assessment grades into the Volgograd State Medical University's Electronic Information and Educational System (EIIS). The data must be entered and the corresponding reports submitted to the relevant faculty/institutional dean's office no later than three business days following the interim assessment, but no later than the last day of the month in which the midterm assessment was conducted.

4.6. Students who fail the PA are assigned re-certification in accordance with internal local regulations and the re-examination schedule.

5. Validity period

5.1. This Procedure replaces the previous version of the Procedure for conducting midterm assessment of students, including through the use of distance learning technologies, at the Department of General Hygiene and Ecology of the N.P. Grigorenko Institute of Public Health of the Volgograd State Medical University of the Ministry of Health of the Russian Federation and is valid for the fall semester of the 2025-2026 academic year, including the deadlines for retaking exams, tests, and graded tests during the winter session.