

**Ministry of Science, Higher Education and Innovations of the Kyrgyz
Republic**

Scientific Educational and Industrial Complex

“Jalal-Abad State University named after B. Osmonov”

REVIEWED

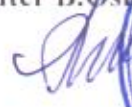
at the meeting of Academic
Council of JASU named after
B.Osmonov

Minutes No. 1

1. 09. 2025

APPROVED

by the Rector of JASU named
after B.Osmonov



11 2025

**Regulation
on the Testing Center**

Amendments and additions were made by the Academic Council of JASU, Minutes No. 11, June 26, 2023

Amendments and additions were made by the Academic Council of JASU, Minutes No. 9, May 8, 2024

Amendments and additions were made by the Academic Council of JASU, Minutes No. 1, September 1, 2025

1. General Provisions

1.1. This Regulation “On the Testing Center of the Jalal-Abad State University named after B. Osmonov” (hereinafter referred to as the Regulation) was developed in accordance with the Resolution of the Cabinet of Ministers of the Kyrgyz Republic. “On Amendments to Certain Resolutions of the Government of the Kyrgyz Republic and the Cabinet of Ministers of the Kyrgyz Republic on Granting Special Status to State Higher Educational Institutions” No. 45 dated February 5, 2024; Resolution “On Amendments to Certain Legislative Acts of the Kyrgyz Republic on Education” dated June 22, 2023; Law of the Kyrgyz Republic “On Education” dated August 11, 2023; Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 590 dated September 27, 2024 on the approval of regulatory legal acts governing the activities of higher professional education institutions and the Charter of JASU.

1.2. The Regulation covers consultations on the development of test items, procedures for improving types of tests, the quality of test items, responsibilities of the parties involved, rules for conducting testing, as well as the activities of persons responsible for the development and approval of test items.

1.3. Testing is conducted with the aim of providing an objective and transparent assessment of students’ level of professional training, qualifications, and knowledge.

1.4. The testing center accepts tests that students take for modules and exams. It prepares the test items submitted by instructors for their subjects, uploads them to the AVN portal, and conducts the testing.

2. Structure of the Testing Center (TC)

The Testing Center consists of:

- Director
- Lead Specialist
- Software Engineer

Each of them has their own job instructions.

3. Responsibilities of the Testing Center

- Preparation of the testing schedule in coordination with the Academic Department, in accordance with the university’s academic calendar
- Acceptance of test items in electronic format according to the schedule in the AVN 37 program, following review by the internal expert commission
- Timely registration of the test in the AVN folder before the start of testing.
- Acceptance of test items submitted by faculty members after the established deadline only upon submission of a written explanation and with the permission of the Department of Academic Policy and the Vice-Rector for Academic Affairs
- Ensuring the security and confidentiality of the test item database provided by departments, and preventing its use by unauthorized persons
- Providing training and assistance to new teachers in the preparation and uploading of test items in the AVN 37 program.
- At the end of the academic year, conducting testing teachers on the subjects they have taught.
- Conducting plagiarism checks of master’s theses, bachelor’s qualification papers, and college students’ works, as well as checking research articles for plagiarism with the Antiplagiat system

4. Organization of the Testing Center’s Activities

4.1. The Testing Center is subordinate to the Department of Academic Policy (DAP). It closely cooperates with all divisions, institutes, and colleges that are part of the Department.

4.2. At the beginning of each academic year, the Testing Center develops a work plan and approves an annual calendar with the Department of Academic Policy.

In accordance with the schedule of module submissions, examinations, and assessments, the Center prepares a schedule for receiving test items and informs the institutes and colleges. Test items are submitted no later than 10 days before the scheduled module or assessment date, in accordance with the *Regulations on “Developing Test Items for Modules and Examinations”*.

4.3. After receiving all test items, the Center conducts a seminar for the faculty members of departments and subject-cycle commissions (SCCs) to address the identified shortcomings.

4.4. The acceptance of test items is carried out by the specialists of the Testing Center, who also upload them to the AVN portal.

4.5. When receiving test items, the responsible specialist of the Testing Center shall pay attention to the following:

- Absence of unnecessary symbols or characters in the test;
- Compliance between the number of test questions and the corresponding number of academic credits;
- Full compliance with all technical requirements of the AVN 37 system, particularly when test items include images or illustrations;
- Availability of the department’s or subject-cycle commission’s resolution and a review report for the test items of each course;
- Compliance with the *Regulations on the Development of Test Items*;
- Inclusion of test items of easy, medium, and difficult levels, as well as tasks for students’ independent work.

5. Responsibilities and Duties of Subject Instructors, Department Heads, Subject-Cycle Commissions, and the Expert Commission in Preparing Test Items

5.1. Responsibilities and Duties of Instructors

- University and college instructors develop test items for the subjects included in the respective curriculum, based on the State Educational Standard and the educational program, following the course syllabus.
- The test item bank must cover the full content of the subject.
- The number of test items per subject must correspond to the number of academic credits allocated in the educational program.
- Instructors are required to submit electronic versions of test items to the Testing Center on time according to the approved schedule. In the case of delay, the instructor must submit a written explanation to the Department of Academic Policy (DAP).
- Test items must be reviewed and updated annually, taking into account the results of previous testing and any program changes.
- Instructors must ensure that test items are not repeated.
- Instructors must ensure compliance with the *Regulations on the Development of Test Items*.
- Test items should not consist solely of factual questions.
- Instructors submit test items electronically to the Testing Center according to the approved schedule, ensuring full indication of the subject name, correspondence to the curriculum, semester, groups, full names of teachers, and sign in the corresponding log.
- At the beginning of the academic year, instructors must upload electronic versions (PDF, Word) of the test items for students without answers via their personal AVN portal account.
- During each class, instructors are required to review test items covering both the material of the topic and independent work of students, and conduct a review using general tests 10 days before the module assessment to prepare students for the module.

5.2. Responsibilities and duties of the head of department and Subject Cycle Commission

- Heads of departments and the Subject Cycle (Methodological) Commission are required to ensure that the content of test items for each discipline corresponds to the thematic content outlined in the approved course syllabus.
- Responsibility for the quality, content, and academic level of the test items rests with the Head of the Department, the Head of the Subject Cycle (Methodological) Commission of the college, and the instructor who developed the test
- The Head of the Department and the Head of the Subject Cycle (Methodological) Commission of the college shall establish an expert group to review the quality of the test items and provide reviews. Based on the findings of the expert group, a meeting shall be held and an appropriate decision shall be made.
- Instructors responsible for maintaining the database of test items for a specific discipline shall review its content for relevance and quality at least once a year and update the test items when necessary. The organization of this process shall be entrusted to the Heads of Departments and the Heads of the Subject Cycle (Methodological) Commission

5.3. Responsibilities and Duties of the Expert Commission

The Expert Commission, appointed by institutes and colleges and approved by order (upon the recommendation of the Director), reviews the test items prepared by instructors and evaluate them according to the following criteria, as well as determine whether the test may be recommended for approval.

As specialists, the members of the Expert Commission shall pay particular attention to the following:

- The test items are properly constructed, logically organized, and clearly and accurately formulated;
- Test items correspond to the course syllabus.
- The test items enable a comprehensive assessment of students' knowledge of the discipline;
- The number of test items corresponds to the number of credits allocated in the semester.
- No test items are duplicated;
- Compliance with the Regulations on the Development of Test Items. The absence of test items consisting exclusively of factual questions, etc.;
- Observance of the required degree of difficulty when uploading test items to the AVN 37 system (levels of difficulty: easy, medium, difficult — taking into account students' independent work)
- Verification of the upload of the electronic version of the test (PDF or Word) to the AVN portal for students, without answers.

6. Procedure for the Storage and Disposal of the Testing Center's Records

6.1. The records of the Center include test items approved and issued in paper form by the Methodological Association (MA), which shall be stored for one year. Reviews (evaluations) of test items, educational and methodological complexes, manuals, textbooks, methodological guidelines, monographs prepared by the teaching staff, as well as applications for plagiarism checks of students' bachelor's and master's theses, shall be stored until the end of the academic year and shall be disposed of in accordance with the established procedure, based on official acts.

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