

MINISTRY OF SCIENCE, HIGHER EDUCATION, AND INNOVATION OF THE
KYRGYZ REPUBLIC
«JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV» INDUSTRIAL
SCIENTIFIC EDUCATIONAL INSTITUTION

The Regulation was reviewed
and proposed for approval by
the Academic Council of JASU
Protocol No. 1
«01» 09 2025

APPROVED

Rector of Jalal-Abad State
University named after
B. Osmonov, professor

K. Zh. Usenov
«1» 09 2025



REGULATION ON THE PROCEDURE FOR USING THE ELECTRONIC
GRADEBOOK

"Amendments and additions were introduced by the decision of the Academic Council of
JALAL-ABAD STATE UNIVERSITY, Protocol No. 1 dated September 1, 2025."

General Provisions

1.1. In accordance with the provisions of the documents *“On the Organization of the Educational Process in Higher and Secondary Professional Educational Institutions Using Academic Credits at Jalal-Abad State University (JASU)”* and *“On the Organization of the Educational Process Using Academic Credits and the Current and Interim Assessment of Students in Higher and Secondary Professional Educational Institutions at JASU,”* established on the basis of Resolution No. 590 of the Cabinet of Ministers of the Kyrgyz Republic dated September 24, 2024, and Resolution No. 329 dated June 10, 2025, *“On the Module-Rating System for Evaluating Student Achievements”* and *“Compilation of Test Assignments for Modules and Exams,”* amendments have been introduced to the Regulation on the Procedure for Using the Electronic Gradebook.

1.1. This Regulation defines the purpose, procedures, and objectives for the use of the Electronic Gradebook at JASU, as well as its role in the educational process.

1.2. The Electronic Gradebook is a comprehensive software tool based on the JASU ABN information system, which provides Internet access and operates on the database of students and faculty members.

1.3. Responsibility for maintaining the Electronic Gradebook is determined in accordance with JASU’s internal regulations. Each faculty member is required to maintain the Electronic Gradebook.

1.4. The Electronic Gradebook is an integral part of the academic and pedagogical documentation within the ABN information system. It is used in every institute and college of the university, and the timeframe for entering class data in the journal must correspond to that of the **Departmental Logbook**. The use of information stored in the Electronic Gradebook database is deemed relevant and mandatory.

1.5. The Electronic Gradebook is recognized as an official state regulatory document. It is stored in the director’s office for one year, and after the end of the academic year, the director’s office produces a printed (paper) version and transfers it to the archives.

1.6. Users of the Electronic Gradebook include individuals involved in the educational process: the administration, academic departments, faculty (teaching staff), students, and parents.

1.7. This Regulation is mandatory, transparent, and accessible to all structural divisions of the university implementing professional education programs, including faculty members, other university staff involved in student instruction within professional education, as well as invited specialists from organizations and representatives of employers or their associations.

1.8. This Regulation enters into force upon its approval and remains valid until its official revocation or the adoption of a new regulatory act. Amendments and additions shall be made in accordance with the procedure established by the University Charter and local regulatory acts.

Note: The following sections (2–7) present the complete English translation of the document, covering the objectives, rules, roles, control, storage, and reporting related to the Electronic Gradebook.

2. Objectives Addressed by the Use of the Electronic Gradebook

The Electronic Gradebook is designed to achieve the following objectives:

2.1. Automating the recording of student attendance and academic performance, and storing the data electronically.

2.2. Creating a unified database for calendar-thematic planning across all subjects, disciplines, and study groups, including current, interim, and final assessments of student performance, in accordance with the University’s normative local acts.

2.3. Providing registered users of the educational institution with round-the-clock access to grades for all subjects and disciplines of the current academic year.

2.4. Preparing the results contained in the Electronic Gradebook in printed (paper) form, in accordance with legislative requirements.

- 2.5. Automating the generation of interim and final reports for faculty and administration.
- 2.6. Enhancing the objectivity of assigning current and final grades.
- 2.7. Predicting the academic achievements of individual students and study groups, taking into account the results of final examinations and the defense of graduation qualification work.
- 2.8. Providing students in a timely manner with information about their academic achievements in all subjects and disciplines of the program, including their independent work.
- 2.9. Ensuring direct communication between the administration, faculty, and students, regardless of their location.
- 2.10. Monitoring the complete implementation of the hours allocated in the curriculum through internal verification.

3. Rules and Procedures for Maintaining the Electronic Gradebook in the ABH Information System

3.1. The responsible employee of the Department of Digitalization and Information Technologies in Education (DSDITE), appointed by the Rector's order (hereinafter referred to as the *Electronic Gradebook Administrator*), installs the necessary software for the Electronic Gradebook and ensures the proper functioning of the established software and hardware environment.

3.2. Based on the academic workload of the departments and subject-cycle commissions (SCCs), the respective faculty members are granted access to the Electronic Gradebook through their personal accounts in the ABN system.

3.3. The Electronic Gradebook Administrator enters key information related to the class schedule, division of groups into subgroups, and faculty workload.

3.4. Users receive access to the Electronic Gradebook (login and password) according to the following procedure:

- Faculty and university management obtain login credentials from the Electronic Gradebook Administrator.
- Students receive their login credentials (login and password) from the personnel responsible for the Electronic Gradebook within the Directorate.
- Students use the Electronic Gradebook through their personal account, for which login credentials are provided by the Directorate upon enrollment in the university.
- Parents can view the student's results in the Electronic Gradebook through the student's personal account.

3.5. The Electronic Gradebook shall be updated daily by faculty members in accordance with subject-specific guidelines, established performance criteria (types of work, grades) for each discipline, and student participation in classes and independent work (both group and individual).

- When student groups are divided into subgroups, instruction is conducted by the respective faculty member in accordance with the subgroup division.
- In accordance with the academic schedule, the faculty member records in the Electronic Gradebook student attendance, academic performance, and classroom activity, and assigns grades ("abs"), ("5", "4", "3", "2").

The results of academic achievement in the electronic journal are evaluated on a scale from 0 to 5 points. The instructor develops the fund of assessment tools and criteria in the regulation on the working program of the discipline (module).

- The maximum score for participation in examinations is **8 points**, and for academic performance is **10 points**.
- The maximum score for participation in pass/fail assessments is **16 points**, and for academic performance is **20 points**.

- Filling out the Electronic Gradebook is mandatory strictly in accordance with the class schedule.
 - If a faculty member is unable to attend work for a valid reason, the Head of the Department assigns another instructor, granting them access to the Electronic Gradebook. The use of the Electronic Gradebook via a personal account shall be coordinated between the respective faculty members.
- 3.6.** Employees of the Academic Department, institutes, and colleges (Heads of Departments, SCCs) periodically (once per month) monitor the use of the Electronic Gradebook.
- 3.7.** In case of structural or technical errors, the Electronic Gradebook Administrator or Moderator shall submit a request to the software developers to eliminate the identified issues.
- 3.8.** Students may view their class schedules, academic performance, and university news both in their personal accounts and in the general view.

4. Functional Duties and Rights of Participants in the Educational Process When Working with the Electronic Gradebook

4.1. Rights and Duties of the University Electronic Gradebook Administrator

The University Electronic Gradebook Administrator has the right to:

- Register users and provide them with credentials (create, modify, or edit accounts).
- Create and edit user profiles.
- Manage the system, including the main settings of the core sections related to the educational process.

The University Electronic Gradebook Administrator is obligated to:

- Ensure the proper functioning of the Electronic Gradebook at the university.
- Provide users with access to various categories of information at the university level.
- Upload data to the database accurately and in a timely manner.
- Ensure the printing of the final grade sheet using information from the Electronic Gradebook at the end of the academic year, if necessary.
- Prepare and archive copies in a timely manner.
- During the last week of August, upload group lists, information for each group, the university's operating schedule for the new academic year, and the timetable into the system.
- Organize training sessions for administration and faculty on how to work with the Electronic Gradebook according to the schedule or as needed.
- Provide consultative and technical support to Electronic Gradebook users.
- Monitor the use of the system by the administration and faculty.

4.2. Duties and Rights of Students

Students' Rights:

- Receive login credentials (login and password) from the Dean's Office or Directorate.
- Receive guidance and consultations on using the Electronic Gradebook.
- View their academic achievements.
- Access assignments for independent work.
- Correspond with faculty on matters related to academic and educational activities.

Students' Duties:

- Safeguard their login credentials and bear personal responsibility for their security.
- Scan the classroom QR code at the start of each class.
- Complete independent work and faculty-assigned tasks in a timely manner.
- Notify faculty of incorrectly assigned grades and inform the Administrator of any issues with accessing the Electronic Gradebook.
- Are strictly prohibited from independently changing login credentials for the Electronic Gradebook.

4.3. Rights and Duties of Faculty Members

Faculty Members' Rights:

- May enter and view data only for the study groups they teach; however, they are not permitted to modify the Electronic Gradebook after scores have been posted for distance verification.
- Receive timely consultations from the Electronic Gradebook Administrator on its use.
- Discuss topics related to the educational process on the designated forum.
- Prepare electronic reports based on the timely, accurate, complete, and high-quality completion of the Electronic Gradebook.

Faculty Members' Duties:

- Prepare the calendar-thematic plan and enter it into the database before the start of the academic year.
- Fill out the Electronic Gradebook for the corresponding group on the day the class is held (if the faculty member is absent due to illness, a substitute instructor shall fill out the gradebook).
- Specify the types of work carried out during the class.
- Enter information on student attendance and independent work in a timely manner.
- Systematically check and evaluate students' knowledge.
- Correct grades and prevent their untimely posting.
- Bear personal responsibility for the timely completion of the Electronic Gradebook.
- Do not allow students to use the faculty member's login credentials, nor faculty members to use colleagues' credentials.
- Safeguard their credentials and prevent unauthorized access, bearing personal responsibility for any violations.

5. Control and Storage

5.1. The University's Department of Information Technology, Digitalization, and Educational Process (ITDDEP) ensures the uninterrupted operation of the Electronic Gradebook.

5.2. At the end of each semester, attention is paid to the objectivity of current and final grades, as well as to the completeness of current, interim, and final assessments.

5.3. The results of the Electronic Gradebook verification by the Academic Department and the Directorate are communicated to the respective faculty members.

5.4. The Director, Head of Department, and College Administration analyze the accuracy of maintaining the Electronic Gradebook by subject and by group, based on attendance information in the ABN portal.

5.5. At the end of the semester, information from the Electronic Gradebook is printed by the Academic Department in accordance with provided recommendations, signed by the faculty members, and stored.

5.6. The printed data serves as confirmation of the proper completion of the Electronic Gradebook.

5.7. Student achievements recorded in the Electronic Gradebooks are stored for five years.

5.8. Paper copies of the Electronic Gradebook are stored in the Directorate/College for one year, after which they are transferred to the archive.

6. Reports

6.1. Reports on the quality of education, attendance, and academic performance are provided at the end of each semester and academic year.

6.2. Maintenance of the Electronic Gradebook and reporting on attendance and performance are conducted monthly.

7. Rights and Duties of Users

7.1. All users have the right to receive timely consultations and instructions on working with the Electronic Gradebook.

7.2. Users have the right to access the Electronic Gradebook daily, 24/7.

7.3. Faculty members have the right to complete entries in the Electronic Gradebook during classes or in designated areas (computer room, library).

7.4. Faculty members are responsible for the daily and accurate recording of student attendance and performance.

7.5. Faculty members are responsible for the accuracy of group lists and student information.

7.6. Directors, Heads of Departments, and Chairpersons of Subject-Cycle Commissions are obligated to continuously monitor the maintenance of the Electronic Gradebook. Mentors must contact parents based on information in the Electronic Gradebook to inform them about student attendance.

7.7. The responsible person, appointed by the Rector's order, ensures the technical functioning of the Electronic Gradebook.

7.8. All users are responsible for the security of the uploaded information.

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