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the Rector of the University.*

Rules for administration of the examination process

2020



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Article 1. General provisions

1. The Rule for Administration of the Examination Process (hereinafter referred to as the “Rule”) establishes the terms and conditions related to conducting the examination process at the European University (hereinafter referred to as the “University”), as well as determines the rights and liabilities of persons involved in the examination process.

2. The rule is developed in accordance with the current legislation of Georgia, the regulations of the University and other internal legal acts in force at the University.

3. The rule establishes issues related to the arrangement and conduct of mid-term, final, additional exams at both levels of studying, as well as the teacher training educational program, in compliance with the unified procedure. The examination center does not participate in the examination, which is held orally or, taking into account the specifics of the subject, requires the presence of a lecturer.

4. For the purposes of this Rule, a person enrolled in the Teacher Training Program shall be considered a student and shall have the rights and liabilities of a student defined by this Rule.

Article 2. Definition of terms

1. **Observer** - a person who takes the organizational measures necessary to conduct the exams and provides discipline during the examination in accordance with the present rule.

2. **Student** - a person enrolled and studying at the Educational Program of European University, in accordance with the Georgian legislation and the internal legal acts of the University.

3. **Personnel of the Faculty** - Administrative personnel of the relevant faculty of the University

Article 3. Functions of the examination center

1. In addition to the authorities defined by the regulations of the University, the Examination Center has the following additional functions:

A) Monitoring, assessment of the examination process, developing relevant recommendations and submitting them to the management in order to correct the identified deficiencies;

B) Timely and complete delivery of information related to the examinations to the parties participating in the examination process (lecturers, students, learning process managers, observers, etc.);

C) Preparation of materials for mid-term, final, additional examinations at least 5 (five) working days before the examination, organizing examination materials to be compared with the syllabuses of the relevant course (comparison does not mean verification of principal topics) and delivery to observers;

D) Giving exam papers to lecturers;

E) Inclusion of test results (student assessments) in the e-learning management database;

F) Making control over the timely delivery of exam questions by the personnel conducting the training course;

G) Exercising other authorities according to the specifics of its work in order to effectively carry out the examination.

Article 4. Obligations of the personnel conducting the training course

1. The academic / invited staff implementing the relevant training course is obliged to provide the exam questions to the Examination Center not later than 2 weeks before the exam, and during the training with a curative or individual schedule, the exam questions must be delivered on the day of the course.



2. Exam assignments provided to the Examination Center by the academic / invited staff implementing the relevant training course, before the beginning of the midterm and final examinations, the head of the examination center sends / delivers to the head / co-head of the relevant educational program.

3. The head of the educational program / co-supervisor is obliged to check the exam questions no later than 3 days after receiving them and to consider the conformity of the assessment methods used in the exam assignments with the syllabus assessment methods of the course, and in case of deficiencies, to return them to the supervisor.

4. The Head of the Examination Center is obliged to timely inform the academic / invited staff of the relevant training course about the implementation of the recommendations given by the Program Manager regarding the examination issues and to set a reasonable time limit for submitting the examination assignments reflected in the changes.

5. The head of the examination center is authorized to be guided only by the examination assignments checked and confirmed by the head / co-head of the educational program.

6. The academic / invited staff implementing the relevant training course is obliged to return the sealed papers submitted to them for correction to the examination center in the same condition (not to allow them to be damaged).

7. In case of violation of the obligations set forth in paragraphs 1 and 6 of this Article, as well as in paragraph 4 of Article 9 of this Rule, the University is entitled to apply one of the types of disciplinary liability defined in the internal regulations of the European University to the staff.

Article 5. Observer

1. An Observer may be a member of the examination center, faculty staff and / or other person employed under the contract.

2. An Observer is usually subordinated to the Head of the Center and is accountable to him/her.

3. During examinations, the observer, who is a member of the faculty staff, is accountable to the Head of the Center within the scope of the obligations under this article;

4. Rights and duties of an observer:

The rights and duties of an observer are:

A) To appear at the place of examination at least 30 minutes before the beginning of the examination;

B) The rules shall be introduced to the students before the examination, which must be adhered to in the process of examination;

C) Register students in the relevant sheet and record their attendance with the signature;

D) Receive the Examination paper and materials placed in the sealed envelope from the Examination Center, on the basis of the Acceptance certificate (see Appendix No. 1 the Acceptance certificate on delivering examination papers from the Center) after taking seats by the students.

E) Observe the course of the exam and take appropriate measures in case of any violation defined by this provision;

F) In case of existing a reason for the student's removal from the examination, draw up the protocol (in accordance with Appendix 3) specifying the relevant reason;

G) Answer the student only on procedural and technical issues;

Answering to any question related to the examination subject is prohibited;

H) 10 (ten) minutes before the expiry of the exam time, to inform the students about the remaining examination time;

I) After expiring the examination time, take the examination papers from students, put them in the envelope and handed over to the examination center with the relevant Acceptance certificate (see Appendix No. 1 – Acceptance certificate on delivery of examination papers from an observer).



5 The number of observers and the exams they have to supervise are determined by the examination center.

Article 6. The rights and obligations of students

1. A student has the right to:

- A) Require the necessary conditions for uninterrupted and comfortable process of the exam (working space, lighting, etc.);
- B) Only the drinking water, a pen and the things mentioned by a lecturer on the title page of the examination material shall be brought in the examination room (see Appendix No. 2)
- C) If case of necessity, refer to the observer by raising a hand, so as not to disturb other students;
- D) Appeal the assessment within 2 (two) working days after the publication of exam results;
- E) In case of failing to appear at the exam, submit a document confirming a good reason for the excuse, which will be considered by the head of the examination center, who will make a decision on the possibility whether the student takes the exam or not.

2. A student is obliged to:

- A) Appear at least 15 minutes before the beginning of the examination;
- B) Register and sign the relevant statement or inform the observer to make a notice regarding his/her appearance;
- C) Represent a document confirming his/her identity, with the photo in it (ID card, driving license, registration card, passport, etc.) at the examination;
- D) During the examination the document confirming the identity shall be put on the desk (at the corner of the table);

- E) During the exam, respect the norms envisaged by the ethics and the provisions;
- F) Obey the observer's instructions and decision, even on his/her removal from the exam;
- G) Do not start working on examination paper before the examination starts; Otherwise, he/she will receive a warning and in case of similar or any other violation, he/she will be removed from the exam;
- H) Hand in the examination paper timely as soon as the examination time expires;
- I) Do not take a sheet he/she worked on out of the examination room.

3 Students are prohibited to leave the examination room for any reason (except for health reasons) before the exam ends.

4 In case of health problems, each concrete case is discussed with the Dean and the issue of the students' admission to the exam to be retaken, is agreed with the examination center; the case of leaving the exam for any other reason is not considered as a precondition for admission to the exam to be retaken.

Article 7. The procedures for conducting examinations

1 The registration for the exam begins 15 minutes before the beginning of the examination; The registration time is not included in the examination time.

2 After passing the registration, students are given the exam rules, in case of written test - exam papers, and in the case of practical examination - the instruction to do examination practical parts.

3 The observer informs students about the rules of conduct.

4 The exam time will be determined in accordance with the syllabus of the course.

5 Students, who are late for the exam will be allowed only 10 minutes after the beginning of the

examination; this time will not be added to the student's examination time.

6 The exam time will be calculated from the moment of giving the last examination material to the students.

7 The exam may be done in written form on examination papers provided by the observer or through the computer techniques; if the work is not performed on the exam papers provided by the observer, it will not be checked.

8 At the exam it is not allowed to:

A) Speak, make noise, use gesticulation;

B) Hinder other student in any form;

C) Consult or communicate with other persons outside the auditorium during the exams;

D) Cheat at the exam, look into or copy other students' work;

E) Help another person, receive assistance from others in any form;

F) Make any notes on the examination paper or continue working after the expiry of the examination time;

G) Attempt to take examination materials out of the examination room in any form;

H) Use a calculator or printed material at the exam, except for those, envisaged by the examination topic, which is determined only by the decision of the person conducting the training course;

I) Take an examination instead of another student;

J) Use mobile phones as a calculator;

K) Ask questions related to the content of the examination topics;



L) Leave the examination room for any reason except for health condition before handing in the examination work;

9 Any means of electronics (mobile phone, photo-video cameras, etc.) should be switched off and placed in a separate place during the exam.

10 During the examination period, in case of any unreasonable behavior for the circumstances provided in this article and other examination process, the student will be removed from the exam or given a warning.

11 Since a warning has been given, in case of repeating the same or any other violation, the student will be removed from the exam.

Article 8. Grounds for removal a student from the exam and refusal to check the examination paper

1. A student will be removed from the exam, without warning in case of:

A) Finding a dictionary, so called "Shpargalka", a mobile phone, I pad, a calculator, other electronic devices (even turned off) or auxiliary material (except for the one, permitted for the case);

B) Disorderly behavior or insulting a person or an observer participating in the examination process;

C) Being under influence of alcohol, drugs or psychotropic substances;

D) Attempting to pass an exam instead of another person.

2 The student gets a warning while not respecting any other rules. In case of receiving the second warning, the observer is obliged to remove the student from the exam.

3 The work will not be checked if:



A) The student will not stop working and hand in the paper as soon as at the examination time expires;

B) The student will write his/her name, surname, (except for the specially allocated sheet) or any information involving the person's identification, do a graphic image that is not related to the examination task.

4. Upon the result specified in paragraphs 1, 2 and 3 of this Article, the completed work will not be evaluated and if the student has not accumulated 41-50 points (FX) in the current semester, he / she loses the right to take the additional exam in the same semester.

5. The rules for imposing disciplinary liability on a student shall be determined in accordance with the Code of Ethics and Disciplinary Liability of the European University.

Article 9. Checking the exam paper

1 The Center is obliged to encrypt examination papers, to ensure their availability for the academic / invited personnel of the course in order to be checked, and after checking - to get back; In the last two cases, the Acceptance certificate should be formed mentioning the number of exam papers, the date and the course of the learning course (see Appendix No1 – Acceptance certificate of Exam Papers for the lecturer and Acceptance certificate of Exam Papers for the Center).

2 The academic / invited personnel relevant to the course are required to request examination papers from the center for the purpose of checking no later than 2 (two) days after the examination.

3 The work of the students, the issue regarding whose removal from the exam has been submitted in the examination center in the form of protocol, will not be given to the academic /invited personnel to be checked.

8.4 The academic / invited personnel, relevant to the course are required to check the papers and



submit them to the examination center, no later than 5 (five) working days.

5 The Center is required to reflect the results of the assessment in the electronic database of the learning process within 2 (two) working days, after receiving the exam papers, checked by academic / invited personnel.

6. Academic / invited personnel relevant to the course is authorized not to assess those topics of the examination work, where the violation of the principles of academic good faith is detected; the relevant commission will discuss about the expediency of enforcement of appropriate sanctions on the violation.

Article 10. Appeal the results

1. The student is authorized to apply to the Examination Center within 2 (two) working days after the publication of the results for his/her exam paper and to the lecturer who is conducting the learning course in order to review the exam paper (the examination center provides the student with the paper). If a student considers that the work done by him is assessed as biased, he/she has the right to appeal the assessment based on a written application on the same day.
2. The Center is obliged to inform the Dean immediately regarding the necessity of the Appeals Commission in case of receiving the application / complaint.
3. The Center is obliged to introduce the student's work to the Appeals Commission within 2 (two) working days after receiving the application / complaint.
4. Appeals Commission is obliged to examine student's work within 2 (two) working days; In case of changes in the result or keeping the same assessment, the Appeal Commission shall submit a substantiated conclusion to the Examination Center.

5 Members of the Appeals Commission may be:

- A) Academic personnel, a specialist in the field;
- B) Invited personnel, a specialist in the field;
- C) Head of the relevant program;
- D) Dean of the relevant faculty;
- E) Representative of Quality Assurance Department.

6. The composition of the Appeals Commission shall be submitted by the Dean of the relevant faculty in written form to the Rector for approval.

7. The conclusion of the Appeals Commission is final and will be reflected in the electronic database of the learning process management, which, in turn, revokes the existing assessment.

Article 11. Final provisions

1. The rule is approved by the order of the Rector.
2. Amendments and additions to the provision shall be carried out by the order of the Rector.
3. The rule shall enter into force upon signature.



Acceptance certificate(s) of Examination papers

Acceptance certificate on delivery of examination papers from the center

The act is drawn up between, on one hand ----- (Head of the examination center), on the other hand -----(Observer of the examination center), which confirms that ---- /----/ 20 the observer was given -----(Name of the lecturer of the subject), ----- (Title of the test subject) test -----(quantity) by the examination center.

Signature of the Head of Examination Center:

Signature of the Observer:

Acceptance certificate on delivery of examination papers from the Observer

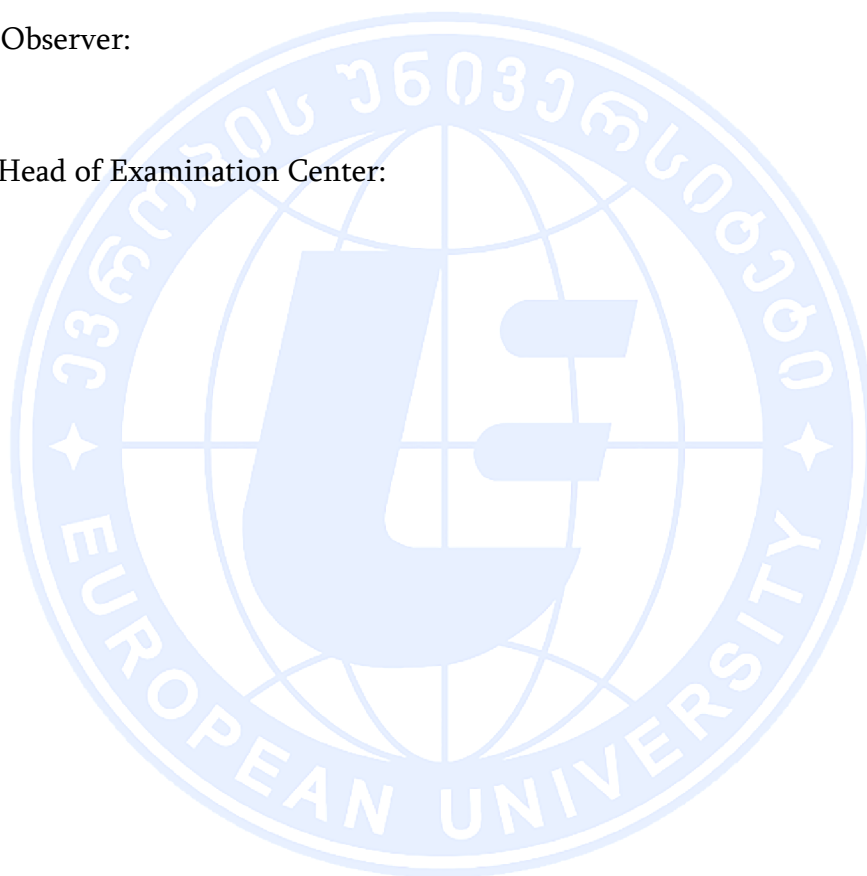
The act is drawn up between, on one hand ----- (Observer of the examination center), on the other hand -----(Head of the



examination center), which confirms that ---- /----/ 20 the observer returned (Name of the lecturer of the subject), ----- (Title of the test subject) test ----- (quantity) to the examination center ----- .

Signature of the Observer:

Signature of the Head of Examination Center:





Acceptance certificate on delivery of examination papers by the lecturer

The act is drawn up between, on one hand -----
(Head of the examination center), on the other hand -----
(Name, Surname of the Lecturer), which confirms that ---- /----/ 20 the Lecturer
was given (Name of the subject)----- work ----- (quantity)
by the examination center for the purpose to check.

Signature of the Head of Examination Center:

Signature of the Lecturer:

Acceptance certificate on delivery of examination papers by the Center

The act is drawn up between, on one hand ----- (The lecturer of
the examination subject), on the other hand -----(Head of the
examination center), which confirms that ---- /----/ 20 the Lecturer returned (Name of the
subject)----- work ----- (quantity) to the examination center.

Signature of the Lecturer:

Signature of the Head of Examination Center:



Appendix №2

The title page of the examination material

Faculty: _____

Learning course: _____

Lecturer: _____

Duration of the exam: _____

The things – permitted at the exam: _____

The _____ method of _____ assessment:

Total assessment: _____

Variant №



Appendix №3
Minute regarding removal of the student from the exam

Date of the exam: ____ / ____ / 20____

Faculty: _____

Educational program: _____

Learning course: _____

Lecturer: _____

- Mid-term exam Final exam Additional exam Restoration of mid-term exam
 Restoration of final exam

Academic year: _____

- Spring Semester Fall Semester

Name and Surname of the student: _____

The reason for the removal of the student from the examination

Signature of the Observer(s): _____