



EEU

Regulations of the Examination Center

Chapter I

General regulations

Article 1

This provision defines the legal status, structure, authority, accountability of the examination center (hereinafter referred to as “Center”) of the East European University (hereinafter referred to as “University”) and it regulates other issues related to its activities.

Article 2

1. The Center is a university structural unit operating in its activity with this provision, University Regulations, Georgian Current Legislation and internal documents regulating the activities of the University.
2. The Center is accountable to the Rector of the University and the Vice Rector in the Administrative Issues.

Chapter II

Tasks and Functions of the Center

Article 3

The main tasks and functions of the Center:

- a) Organizing exams at the University and promoting the properly functioning of the examination system;
- b) Ensuring the formation of the exams schedule;
- c) Providing relevant information related to examinations for students and lecturers;
- d) Monitoring of the examination process;
- i) Ensuring giving the encrypted papers to correctors and delivery of corrected papers.

- f) Ensuring the insight of papers for students and organizing the appeal process;
- g) Performing the Rector's and Vice-Rector's other assignments.

Chapter III

Structure, Leadership and Staff of the Center

Article 4

1. The Center is managed by the head, who is appointed on the position and dismissed by the Rector of the University. He/she is accountable to the Rector of the University and the Vice Rector of Administrative Affairs.
2. If the Head of the Center is temporarily absent and/or if there is a vacancy on the position, his/her duties are fulfilled by the Vice-Rector in Administrative Affairs or the Rector of the University takes decision on the appointment of the Acting Head of the Center.
3. The Center consists of senior managers and managers, who are appointed on the position and dismissed by the Rector of the University. They are accountable to the Rector of the Center.
4. The functions of the Center staff are specified by the Personnel Job Description and the Labor Agreements.

Article 5

Head of Center:

- a) Is guided and managed by the Center's activities;
- b) Is responsible for fulfilling the functions and tasks assigned to the Center;
- c) Distributes the functions among the staff of the Center, giving them appropriate instructions and tasks;
- d) Controls the functions performed by the staff of the Center;
- i) Periodically hears reports from the staff of the Center about the work performed by them;
- f) Within his/her own competence, he/she arranges the documents prepared in the center;

- g) Distributes correspondence incoming to the center;
- h) Submits report on the activities of the Center to the Vice-Rector of the University in administrative matters and the Rector if requested;
- i) Submits proposals on the internal structure of the Center, the staff, work of organization, encouragement of employees or imposing disciplinary liability to the Vice-Rector of the University in administrative matters and the Rector if requested;
- j) Within his/her own competence, he/she conveys conclusions on behalf of the Center;
- k) Intercedes the qualification raising and retraining of the staff of the Center;
- l) Represents the Center in relations with the third parties;
- m) Carries out other authorities defined by the present provision, the University's Legal Acts and the Georgian legislation.

Chapter I V

Instructions for conducting exams by examination center

Article 6. Format of holding exams

On all three stages of teaching, the intermediate, semester final / additional exams are conducted by the Center in centralized written form.

Article 7. Exam Schedule

1. The formation of the Exams Schedule, through the consultation with the Faculty, is provided by the Examination Center.
2. The Interim Exams Schedule should be published within 6 weeks from the beginning of the Study, and the Final Exam Schedule no later than 10 calendar days before the start of the examination period.

Article 8. Presenting the examination issues / cards

1. The Center is obliged to organize the process of presentation of the issues / cards by the pedagogues, to receive them, not disclose their contents and ensure their multiplication for exams.

2. The pedagogue of subject is obliged to present examination issues or cards at the Center within two weeks before beginning of the exams, but no later than three days.
3. The presented issues/cards should fully include and correspond to the topics specified by the Syllabus of the Learning Course.
4. The form of cards, the number of issues in it and assessment criteria are defined by the lecturer.
5. Examination issues / cards must be accompanied by the formula approved by the Annex No. 1 filled in by the lecturer.
6. In case of presentation of the examination issues and / or combined cards (examination cases, tasks, equations or other similar tasks), the lecturer is obliged to attach the card formation instruction.

Article 9. Correcting of examination work

1. The Center is obliged to provide the handing the exam papers for academic personnel within one working day after the date of conducting the examination and to take them after correction.
2. Academic staff is obliged to:
 - a) Take the examination papers from the Center for correction during the next working day from the examination.
 - b) Correct the papers within 5 calendar days from the date of submission and to present them to the Center no later than the sixth day at 12 o'clock am.
3. Within 2 working days after receiving the corrected papers, the Center is obliged to transfer them to the responsible person for reflecting the results in the Electronic Management System.

Article 10. Introducing and appealing of examination work

1. The student is entitled to apply to the university by means of an application (via electronic database) within 2 days after publication of the results and to request the acquaintance of the work and revision of the results.
2. The Center is obliged to provide the student to insight his/her own work within 2 working days after receiving an application / complaint.

3. Within one working day from the insight of the work for the student or within 2 working days from the expiration of the appeal term, the Center is obliged to hand over the copies of those students' works who disagree with the assessment received on the examination and demand revision of the results to the Lecturer of the Subject or Appeal Commission, which in turn, is obliged to forward the Appeal Conclusion to the Center within 2 working days.
4. After the completion of the procedure prescribed by the present Article, the copy of the work, together with the Appeal Conclusion, which in turn provides its delivery to the person responsible for reflecting the results in the Learning Process Management System.

Article 11. Recording of assessments in the Learning Process Management System

1. The authorized employee of the faculty provides recording of assessments of the examinations conducted on the relevant faculty in the Training Process Management System.
2. Faculty is obliged, no later than one week after the start of the final examination period, to complete making the interim assessment in the Training Process Management System, which will be closed after the expiration of the mentioned period.
3. In the case, if the interim assessments have not been included in the training process management system within the established timeframe, the lecturer and/or the employee responsible for making the information, by the Faculty Dean's mediation, shall present the explanatory note to the head of the University's Examination Center, which in his turn is authorized to react accordingly.
4. If the mistake is made during recording intermediate assessments in the Training Process Management System, the lecturer and/or the employee responsible for filing the information is obliged to apply to the Dean of the faculty with the explanatory which in his turn is authorized to react accordingly. Faculty is obliged to provide information about the amendment to the Head of the University's Examination Center.
5. It is not permissible to publish the assessments of the final examination until the intermediate assessment of the subject are not identified in the Training Process Management System and the signs of the verbal component in case of combined exam.

Article 12. Combined Exam

1. The lecturer provides to conduct the oral component of the exam with agreement of faculty in the subjects and its examination consists of written and oral components
2. The verbal component of the exam must be preceded by the written component. The assessment share of oral component can't exceed more than half of the sum of both components of the exam.

Article 13. Examination Process

1. The maximum duration of the final / additional exam is 3 hours, but the duration of the intermediate exam - 2 hours, if anything is not provided by the syllabus of the subject.
2. The observer may be the employee of the University or a person invited by the Agreement. The rights and obligations of the observer are defined by the Article 16 of this Regulation. During the examination, the observer is obliged to follow these rules and to perform the duties imposed on him in good faith.
3. The observer is subject to the Head of the Examination Center and is accountable to him/her.
4. During the examination, the student is obliged to act in accordance with the provisions defined by the Article 17 of the present Regulation.

Article 14. Checking of exam results

1. After the expiration of the final / additional examination period, In order to verify the results of the examinations, based on the presenting of the Head of the Examination Center or the Dean of Faculty and/or the Vice-rector of the University in administrative issues, by the order of the Rector can be created the commission;
2. A member of the commission created for this purpose may be a Professor of faculty, an associate professor, an invited specialist or an expert in the field who did not participate in correcting the examination work and its appeal;
3. Membership of the commission created for this purpose is not an additional paid activity - the authority is exercised within the limits provided by the Labor Agreement;
4. The commission created for this purpose will examine the exam papers and present the relevant conclusion to the Rector of the University.

5. The commission created for this purpose subjects to the Rector and it is accountable to him/her.

Article 15. Checking of the exam tickets

1. In accordance with the requirements of the Vice-Rector of Quality Assurance Issues / Head of Quality Assurance Service, after expiration of the final / additional examination period, the Examination Center is obliged to hand over him/her the examination tickets / issues presented by the lecturers for further reaction.
2. The Vice-Rector in Quality Assurance Issues / Head of Quality Assurance Service is entitled to determine the compliance of the submitted examination tickets / issues with the syllabus of the subject; they are also entitled to submit the conclusion to the Rector and to react accordingly if necessary.

Article 16. The rights and responsibilities of the exam observers

1. The observer is obliged to appear at the place of examination at least half an hour before the start of the examination.
2. The Observer is obliged to take his/her place before starting the students registration.
3. After the students will take their places, the authorized employee of the University Examination Center handles the observer the Examination Papers, Sector Sheet and Exam Tickets.
4. The Observer gives the examination papers in his/her sector.
5. The Observer informs the students about their rights and obligations.
6. The Observer opens the envelope in front of the students and delivers the Exam Tickets according to the Sector Sheet. After this the examination time begins to calculate. The maximum duration of the final / additional exam is 3 hours, but the duration of the intermediate exam - 2 hours (if anything is not indicated on the examination ticket).
7. The observer is obliged to observe the course of the exam in the sector specified for him/her; also, to strictly control the students' rights and duties. In case of their violation, to give a warning to the student, but in case of repeated warning, as well as in case of use of the thing containing the information of this subject matter defined by the examination subject, to remove him/her from the exam.

8. In case of removal the student from the exam, the Observer will take the student's Examination Ticket and the Exam Papers. He/she makes the inscription on the Exam Paper- "Removed from the examination"referring to the reason, he/she fixes the student's removal from the exam in the acceptance sheet and signs it.
9. The Observer is prohibited to leave the sector specified for him/her.
10. The Observer is obliged to answer the procedural and technical questions posed by the student. He/she is prohibited to answer the essential questions related to the examination issues.
11. In case of any question or problem in the course of the exam, the Observer is obliged to apply to the staff of the Examination Center.
12. 15 minutes before the expiry of exam time, the observer is obliged to notify the students about it.
13. The observer takes the examination paper, examination ticket and then signs at the end of the work.
14. After passing all the writings, the observer himself/herself fixes his/her signature at the end of the acceptance journal of the examination work.
15. The observer hands over the examination papers and the acceptance journal of the examination papers to the authorized employee of the Examination Center.
16. In case of violation of these rules, the disciplinary liability of the Observer shall be raised.

Article 17. The rules of students' behavior during the course of the exam

1. The student is obliged to appear at the place of examination According to schedule indicated in the table. In case of delay, the student will not be allowed to pass the exam.
2. The student is obliged to have his/her ID Card, otherwise, the student will not be allowed to pass the exam.
3. The student must pass the registration, accept the number of the sector and table. He/she is obliged to take place in the hall according to his/her registration number.
4. It is prohibited to take any item in the exam, except the pen, drinking water and items essential for health. The student must deliver the unusual items to the Observer.

5. The student is obliged to put the ID card in the corner of the table.
6. No item, except the student's the ID card, pen, drinking water and items essential for health should be put on the table.
7. The student will be warned if any other sheet is found on the working table before the writing begins, after starting the examination, in case of any other violation, will be removed from the examination.
8. The student is obliged to check the flawlessness of his/her examination paper and in case of damage, he/she should apply the Observer. Such claim is no longer accepted after the start of examination time.
9. The examination writing should be performed on examination papers handled by the Observer. Otherwise the work will not be corrected.
10. The student should write his/her name, surname, faculty, the title of the subject and the lecturer's name and surname at the designated place of the examination sheet.
11. The student is obliged to perform the exam paper with blue color pen; the student is prohibited from taking the identification mark (name, number, address, etc.) or any kind of graphic image (figure, label, etc.) on the examination sheet that is not related to the test task; In case of any kind of indication detected on the exam paper, the writing will not be corrected.
12. The student is obliged not to open the examination ticket delivered by the observer until the examination time is not started. The maximum duration of the final / additional exam is 3 hours, but the duration of the intermediate exam - 2 hours (if anything is not indicated on the examination ticket).
13. After the start of the exam time, it is prohibited to quit the audience the writing until the writing is complete.
14. If the student will start working on the examination ticket before the time, he/she will receive a warning, in case of similar or any other violation, he/she will be removed from the.
15. Essential questions related to the examination issues will not be answered. In case of procedural and technical questions, the student should apply to the observer.

16. It is forbidden to speak during the exam process. In case of speaking with each other, the student will receive a warning, in case of similar or any other violation, the student will be removed from the exam.
17. It is prohibited to take a mobile phone or other electronic device in the exam, as well as the thing containing the content of the subject matter defined by the subject of examination. In this case the student will be immediately removed from the exam.
18. The basis for removing from the exam may be other violation of discipline.
19. 15 minutes before the expiry of exam time, the observer is obliged to notify the students about it. The works of those students, who do not stop working at the end of the exam time, will not be corrected.
20. After the completion of the work, the student should hand over the examination ticket and sheets to the Observer and to sign in the acceptance journal of the examination paper.

Chapter V

Final Provisions

Article 18.

1. The Regulations of the Center are approved by the Rector's Order of the University.
2. Cancellation of the Regulations of the Center and the amendments are made by the Rector's Order of the University.

Is it necessary to use any specific script for exam ticket than AcadNusx, Sylfaen (If yes, specify)

Additional information, which is advisable to know for the purpose of organized conducting the exam:

Teacher's signature: _____

Date: _____