



EEU

Rules for conducting remote exams

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Article 1. General Provisions:

1. The rule for conducting remote examinations (hereinafter - the rule) of the East European University (hereinafter - the University) Ltd. establishes the unified rules and procedures for conducting midterm, final / additional and other online examinations remotely, using electronic resources.
2. The rule is developed in accordance with the current legislation of Georgia and the internal legal acts of the University.
3. This rule is mandatory for all major educational and administrative units of the University, for academic, visiting and administrative staff and students. Also, for contestants / individuals wishing to enroll at the University.

Article 2. Format and organization of midterm / final exams:

1. Midterm / final exams are held in the period specified for the exams, in written form (unless otherwise provided in the syllabus), remotely, using the Microsoft teams electronic platform (hereinafter - Microsoft teams);
2. The exam schedule is published on the student's personal page in the electronic learning management system - EEU-EL (hereinafter - EEU-EL), as well as in Microsoft teams;
3. In case of written examinations, the examination process is administered by the Examination Center. If the exams are conducted in a different - oral - format, the process is administered by the faculty;
4. Online writing exam is conducted by observers assigned by the University with the participation of the subject teacher;
5. Exam tests/assignments are provided to students through software integrated into the Microsoft teams platform, such as: Assignments, Forms, Microsoft office 365;
6. A student who does not have the technical equipment (Internet, audio and video imaging) through the EEU-EL, must apply to the University Examination Center / Faculty before the start of the examination period, not later than 1 week before;
7. A student who does not have the opportunity to meet the rules / requirements for conducting a distance exam will be given the opportunity to pass the exam from the university premises, remotely;
8. Exam reinstatement / additional examination shall be conducted in accordance with the rules established for the midterm/ final examinations under this Article.

Article 3. Correction of the midterm and final exam papers

1. Examinations papers must be corrected within 5 calendar days after the exam;
2. If the exam test / ticket is placed in Assignments, Forms programs, the assessments of the exam papers corrected by the teacher are displayed in Microsoft teams, from which the results are extracted by the examination center / faculty;

3. If the examination papers were posted through the Microsoft office 365 program, the teacher will provide the faculty/ examination center with the student assessments and the exam paper package within the specified timeframe.
4. The assessments received on the exams are reflected in the EEU-EL by an authorized employee of the relevant faculty;
5. The examination center monitors the timely reflection of students' assessments on exams in EEU-EL.

Article 4. Format and organization of entrance exams

1. University entrance exams are conducted remotely, in electronic format, by the order of the Rector, within the timeframe set for the entrance exams, in a pre-defined format written/oral using Microsoft teams;
2. The examination process is administered by the examination center;
3. Contestants will be sent a link to the remote exam on personal emails at least one day before the exam;
4. Written exam tests / assignments are provided to the contestants through programs integrated in the Microsoft teams platform, such as: Assignments, Forms, Microsoft office 365;
5. Supervision of the written examinations is carried out by observers appointed by the University;
6. The oral exam is conducted by the relevant examination commission approved by the order of the Rector;
7. In order to control and support the oral exams, the monitoring is carried out by observers appointed by the University;
8. The contestant who does not have the technical equipment (Internet, audio and video imaging) should apply/inform the University Document Admissions Commission, which, in turn, will provide information to the Examination Center;
9. The contestant, on the basis of whose application it is determined that he / she does not have the opportunity to meet the rules / requirements for conducting the distance exam, will be given the opportunity to pass the exam from the University premises, remotely.

Article 5. Correction of the entrance exam papers

1. If the exam test / ticket is placed in the Assignments, Forms programs, the evaluations of the exam papers corrected by the Admissions Committee members will be displayed in Microsoft teams, from which the results will be extracted by the Examination Center;
2. If the examination papers were placed through Microsoft office 365 software, the examination center shall provide the members of the relevant Admissions Committee with a package of examination papers within the prescribed time limit. The examination commission is obliged to return the corrected papers to the examination center within the timeframe established by the order of the rector;
3. The examination center submits the examination results to the relevant service within the established timeframe to be posted on the university website.

4. The contestant is entitled to appeal to the University by submitting an electronic application by sending an e-mail to the University in order to appeal the results within the time limit set for the appeal from the publication of the result.

Article 6. Rules of conduct of students / contestants during the exam

1. The student / contestant must appear in the virtual examination space 10 minutes before the beginning of the examination and register;
2. The student / contestant should not leave the virtual examination space from the beginning to the end of the examination;
3. During the exam, the student / contestant must have a camera and a microphone switched on continuously so that the teacher / observer can control the student in the virtual space;
4. In case of technical delay / malfunction during the exam, the student / contestant must immediately notify the observer / teacher / examiner;
5. In case of procedural and technical questions, the student / contestant should contact the observer. Questions of a substantive nature related to the exam questions will not be answered;
6. The student / contestant must complete the work before the end of the exam time and then leave the virtual space;
7. If the exam tests / assignments were placed in Microsoft teams through Microsoft office 365 program, the student / contestant is obliged to send the paper to the teacher / observer in Microsoft teams after leaving the exam and leave the virtual space after receiving the confirmation;
8. In case of dictation, noise, unethical behavior, attempt to copy, the student / contestant will be removed from the exam;
9. In case of plagiarism, copying in the paper, the student / contestant will be removed from the exam and / or his / her paper will not be corrected;
10. In case of electricity, internet interruption or other technical delays, the student / contestant should apply to the University Examination Center with a request to resume the exam (via electronic EEU-EL, contestant application). The relevant service reviews the application and notifies the student / contestant of the decision;
11. In case of malfunction of the technical equipment required for the exam (Internet, audio and video imaging), the student / contestant is entitled to take the exam from the university premises, remotely (via the Microsoft teams platform);

Article 7. Rights and Duties of an Observer

1. Appear in the virtual examination space 20 minutes before the beginning of the examination;
2. Do not leave a virtual exam space during the exam;
3. Turn on the camera and microphone continuously during the exam;
4. During the registration of students / contestants, identify the students / contestants who have the right to enter the exam, register the students / contestants attending the virtual exam space in the exam sheet and provide information to the examination center / relevant faculty;

5. Contact / invite a student / contestant with the right to take the exam through the Teams, who is not in the virtual exam space at the moment of registration or is unable to connect;
6. Control the start and end time of the exam;
7. Introduce rights and responsibilities to students / contestants;
8. Upload the exam test / ticket at the beginning of the exam (if necessary);
9. During the examination, control the presence of students / contestants and teachers / examiners in the virtual examination area;
10. Answer student /contestants the procedural and technical questions;
11. Record the course of the examination (the record will be destroyed after the expiration of the appeal period);
12. In case of technical delays, immediately assist the student / contestant, if possible (in person or through the appropriate technical team);
13. Record deficiencies / technical delays identified during the examination and provide information to the examination center / relevant faculty;
14. Inform the students / contestant 15 minutes before the end of the exam time;

Article 8. Rights and duties of a teacher / examiner

1. To appear in the virtual examination space at the time specified for the exam;
2. Do not leave a virtual exam space during the exam;
3. Turn on the camera and / or microphone continuously during the test;
4. Periodically monitor the presence of students in the virtual examination space during the exam;
5. In case of technical delay / malfunction during the test, immediately contact the relevant observer to eliminate the defect; And in case of content gap of the task to respond accordingly;
6. Upon completion of the written exam, accept papers submitted by students (if required) by Microsoft teams and confirm receipt;
7. In case of oral examination, no later than the 2nd day after the end of the examination, provide the relevant faculty / examination center with the assessments of students / contestants
8. Correct the exam papers within 5 calendar days after the midterm / final written exam;
9. Provide student assessments and a package of exam papers (if any) to the faculty to ensure that the assessments are reflected and the papers are submitted to the examination center;
10. Review the papers of the students wishing to appeal in accordance with the list received from the faculty and return the conclusion of the appeal to the faculty within two working days, which will explain the grounds for changing the score or leaving the same grade;

Article 9. Final Provisions

1. The Rector of the University approves the present rule by order, makes amendments and additions to it and declares it invalid.

2. Other issues related to the exams (appeal, reinstatement, etc.) which are not regulated by the present rule are regulated by the “Rules for conducting University examinations”.
3. This Rule shall enter into force upon approval.