



# Legal Entity of Public Law - Academic council of Batumi Shota Rustaveli State University

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## **Resolution №23**

Batumi

20th of February, 2018 y.

### **About approval of the instruction for the examination**

On the basis of Article 21 of the Law of Georgia on Higher Education, Article 8 of the BSU Charter, "Regulation Rules of the Study Process" approved by the Academic Council Decree No. 111 of 8 October 2015, the Academic Council

### **C o n c l u d e d :**

1. Approved the enclosed instruction for conducting exams (**Attachment 1**).
2. Decree No. 5 of February 5, 2016 of the BSU Academic Council on Approval of the Instruction of Examinations will be invalidated.
3. The resolution will be sent to the relevant structural units of BSU, management bodies will be placed on the University website
4. The resolution will enter into force on March 1, 2018.

Chairman of the Academic Board,  
Rector, Associate Professor

**Merab Khalvashi**

**Attachment 1**

**An instruction of the Conducting exams**

**Article 1. general provisions**

1. The present instruction (hereinafter "Instruction") of the examinations will be conducted by the Legal Entity of Public Law - Batumi Shota Rustaveli State University (later "University" or "BSU") in all stages of teaching, organizing and conducting intermediate, final / additional exams, evaluation of exam papers, Examination of the test result, review of the complaint S rules and test the students and administration duties.

2. The University Examination Center (Hereafter "Center") and the Faculty Administration of the University will organize the examinations to be conducted at the University.

3. The purpose of the instruction is to ensure the objectivity and transparency of the examination process at the university.

4. The instruction is mandatory for BSU students and students involved in the examination process (the entrepreneur - later "Lecturer of Subject" and the representatives of the University / Faculty Administration - "Administration" and observers).

**Article 2. Exam schedule and examination issues**

1. Rector of BSU, approved the tests scheduled for the examination center, by the head of the Center (Course, group of students, time, place, subject lecturer, observer) and the Head of the faculty sets up the tests for the faculty (course, student group, time, place, subject lecturer, observer and etc.).

2. The exam schedule should be published in the following terms:

a) Intermediate exams - no later than 1 week before the examination begins;

b) Final Examinations - no later than 2 weeks before the start of the examination period;

c) Additional examinations - no later than 1 week after the start of the examination period.

3. Because of the subject specificity and / or other objective circumstances, based on the presentation of a motivated card, it is possible to define the exams in the timeframes specified in this Instruction.

4. No later than 10 days before the exam (mid / final / additional), the subject lecturer is obliged to submit to the Examination Center / Department (depending on where the exam is conducted) to submit or process existing examination issues.

5. Examination Ticket / Material Form, Number of Issues and Assessment Criteria The course lecturer shall be determined by the syllabus of the course, in accordance with the requirements of the Academic Board, the Rule of Regulation of the Study Process (Rule of Regulation of the Study Process) approved by the Decree No. 111 of 8 October 2015.

6. Final / additional exam tickets / issues will be handed over to the Quality Assurance Service of the Faculty, which in turn is obliged to establish the corresponding examination tickets / issues with the course syllabus.

7. The examination issues of the examinations on the faculties and the tickets are approved at the meeting of the respective field departments, stating in the minutes of the session and signed by the head of the department.

**Article 3. Duration of the test and control of the course**

1. The duration of the written exam should be: 2-3 hours for the final / additional exam, and 1-1.5 hours for the intermediate test.
2. In case of an verbal inquiry in the student group, the examination ticket / material shall be issued simultaneously at no more than three students. The probation period given to the student should not exceed 20 minutes.
3. In consideration to the specificity of the subject, the lecturer has the right to define the duration and form of the exam in the Syllabus of the relevant course in accordance with the requirements of the "Rules of Regulation of the Study Process".
4. In case of several components (verbal and written), the intermediate between the components should not exceed one day.
5. The time of start and end of the test must be informed before students start (examine and / or write on the board when the auditorium is conducted). In addition, the lecturer / observer is obliged to inform the students in the auditorium about 15 minutes before the expiry of the exam.
6. In the examination audience will be allocated to the place where the student leaves the bag, book and / or any other item which is not permitted in the examination process.
7. Together with the lecturer of the examination (as well as at the Faculty and Examination Center) the observer and / or administration are present.
8. The subject lecturer has the right to define the students' desk / place at the discretion of the examination ticket / material.
9. The subject lecturer / observer is obliged to introduce the examination procedure and the rules for appealing the results before distributing the exam materials.

#### **Article 4. Rule of conduct of student behavior**

1. The student is obliged:
  - a) The exam schedule will be announced at the time of examination. In case of delay (after the examination of the exam tickets, after the examination of the computer) it will not be allowed on the examination;
  - b) Have an ID card (or passport) allowed to be placed on the job desk for the examination;
  - c) Excess items, except of the pen, drinking water and the necessary items for health, to be placed in a specially assigned place unless the examination is removed, otherwise it will be removed from the experience;
  - d) Check the examination ticket / material deficiencies, in case of damage, consult a lecturer / observer of the subject. Such complaints will not be accepted after examination time;
  - e) Name, Surname, Faculty, Subject / Course Name and Lecturer Name and Surname on the Exam Ticket / Material;
  - f) Do not start examining tickets until they start examination time;
  - g) Perform tasks with blue color passing (it is prohibited to perform an identification mark or any kind of reference);
  - h) After completion of the work, the examination ticket / material and works will be handed over to the observer / subject lecturer, inform the observer at the end of the exam in the computer and leave the examination place.
2. Working of the exam can be initiated after After loading the relevant material in the computer and after examination time. In case of violation of the instruction, the student will receive a warning, and in the case of the recurrence, will be removed from the experience.
3. During the exam process, it is also prohibited:
  - a) Mobile phone or other electronic device, as well as examination of the content containing information on the subject of exam (from experience);
  - b) Talking with students, negotiating with each other (will receive the first warning, in case of repeat or similar violation)
  - c) Use a mobile phone or other electronic device instead of a calculator (will be removed from the experience);

d) Copy and / or so called Use of "Shpargalka". It can be considered any type of electronic device, mobile phone and so on. Also, any record or sheet, if it is not issued with an examination order or has no signature of the lecturer / observer of the subject (will be removed from the experience);

e) Calculator and / or Code for other students. This will be considered as an attempt to copy the recipient and both students will be removed from the experience if the recursion is repeated;

f) Ask a lecturer / observer for questions, content related to the contents of the examination. In case of violation, the student is given a warning and will be removed from experience.

4. The basis for removing the experience can be a violation of the discipline by the student (loud and disturbing conversation, receiving / rendering assistance from the other person, deliberate damage to the examination ticket / material, without the permission of the auditorium, without interruption, otherwise objection).

5. The student is obliged to fulfill the subject's lecturer / observer, including the removal from the experience.

6. In case of violation of the procedure prescribed by this regulation, the student will be removed from the experience and will evaluate with "0".

### **article 5. Examination and assessment**

1. The student should indicate his own name and surname on the cover of the examination order. After completion of the examination the student's work must be decrypted and delivered by a specialist / responsible person in the relevant sector department and returned to the subject lecturer who will be returned to the same specialist / responsible person.

2. The student's assessment of the student's assessment of the training process management system in the field of the subsequent lecturer of the subject after the decree of the department specialist / responsible person is identified.

3. Subject Lecturer is required to evaluate student examination works, taking into account the number of students in the following time:

- a) From 1 to 25 students - in 2 days;
- b) From 25 to 50 students - in 3 days;
- c) From 50 to 70 students - in 4 days;
- d) More than 70 students - in 5 days.

4. The examination center will give the student an examination test after the examination and the uniform summary of the examination results of the course / group will be delivered to the specialist of the subject lecturer / field department.

5. Incompatible opinions that are not included in the examination report are not evaluated. The examination paper, which will be written by the name, surname or any kind of graphic image that will not be associated with the examination task will not be evaluated.

6. The final exam ticket / material may be due to the specificity of the training course:

- a) Theoretical issues - one issue is rated at a maximum of 5 points;
- b) Practical tasks - one task is measured at a maximum of 5 points;
- c) Situational tasks - one task is measured at a maximum of 5 points;
- d) Open and / or multi-test tests - maximum 1 point;
- e) Closed tests - a maximum of 0.5 points;
- f) Other types of tasks - one assignment is rated at a maximum of 5 points.

### **Article 6. Introducing and challenging exams**

1. Lecturer of the subject is obliged to introduce the results of the examination order within the timeframes established by this Instruction.

2. No later than 3 days after receiving the results of the intermediate or final examination, the student shall submit a written complaint (if any) to the Dean's office / examination center of the faculty, which will be referred to the lecturer of the relevant subject (no later than the second working day).

3. The lecturer of the relevant subject will submit the submitted complaint within 2 working days. The Dean has the right to make a decision on reviewing the student's assessment by the Commission. If the claim is satisfied, the lecturer / commission chairperson shall submit a report card to the rector's name on the examination mark in the electronic management system.

4. If the complaint is not considered within 5 working days from submission of a complaint (complaint) or a lecturer may take a negative decision, the student has the right to appeal to the Bureau Rector who makes an appeal to the Appeal Commission for reviewing the complaint.

5. The Commission has the right to establish a student assessment procedure at the first sitting, which should not be contrary to the rules of the BSU as well as the specifics of the relevant subject.

6. The Appeal Commission is authorized to change the student's assessment (but not in the case) or leave the force. This decision is drawn up by the relevant protocol, signed by the members of the Commission and submits to the Rector.

7. In case of satisfaction, the Chairperson of the Appeal Commission will submit a report to the Rector on the Examination Mark in the Electronic Management System

#### **Article 7. Persons responsible for conducting and monitoring examinations**

1. Examinations are conducted and monitored: Deputy Rector (in the course of study); Quality assurance university and faculty services; Study Process Department, Examination Center, Faculty Administration; Field departments, heads of educational programs, lecturers of the subject and authorized observer from the academic, invited, administrative and / or support staff.

2. Final / additional testing after the deadline, the examination center / Sector Department is responsible for the students' exam papers relevant to the Quality Assurance Department, which in turn sets the assessment of compliance with the syllabus, doing the analysis and implementing legislation and legal acts prescribed by the BSU Tsinebul measures.

3. After completion of the examination period, upon the submission of the Quality Assurance Service, the Commission may set up a commission from the Quality Assurance Officers and persons who have not participated in the examination of the examination work and review by its appeal. The Commission will examine the examination report and submit the relevant conclusion to the Rector.

#### **Article 8. Rights and Responsibilities of persons responsible for the exam**

1. Person responsible for examination - Lecturer / observer of the subject is obliged:

a) To be tested at the test site (at least 15 minutes prior to the start of the exam).

b) Examination tickets / materials to be delivered to the examination auditorium, to give students and information about the timetable to warn students;

c) Observe the course of exams and ensure compliance with the requirements of the rules of student behavior;

d) In case of violation of the requirements of this Instruction, the student is given a warning, removing it from the experience on the examination paper - "removal from experience" indicating the relevant reason and transfer to the staff of the center / faculty;

e) Answer the student's procedural and technical questions within the scope of the competence. Also contact the Center staff / faculty administration in case of problem.

f) 15 minutes before the end of the exam time, tell the student about the completion of the exam;

g) Take examination papers and transfer to the staff of the Center / Faculty Administration;

h) According to subparagraph "d" of paragraph 2 of the present Article, the Lecturer of the observer / subject will decide on the removal of the student from experience, it is obliged to

fill the enclosed violation act (Form N1) of the present instruction and transfer it to the authorized person together with the examination paper.

2. In case of violation of the procedure prescribed by this Regulation, disciplinary case proceedings will be initiated and / or will be terminated by a labor contract.

Form 1.

**Examination violation of the test**  
**Act**

This Protocol confirms, that BSU -----

----- Of the Faculty

----- Of the educational program -----  
student of the teaching year-----

violated the BSU examination instructions ----- Article / Code of Ethics of  
BSU ----- The requests of the article, namely:

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The date of examination: -----

The time of examination: ----- hour and ----- minute.

SUbject of examination: -----

Observer / subject lecturer-----

Other person (observer / administration representative)

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