



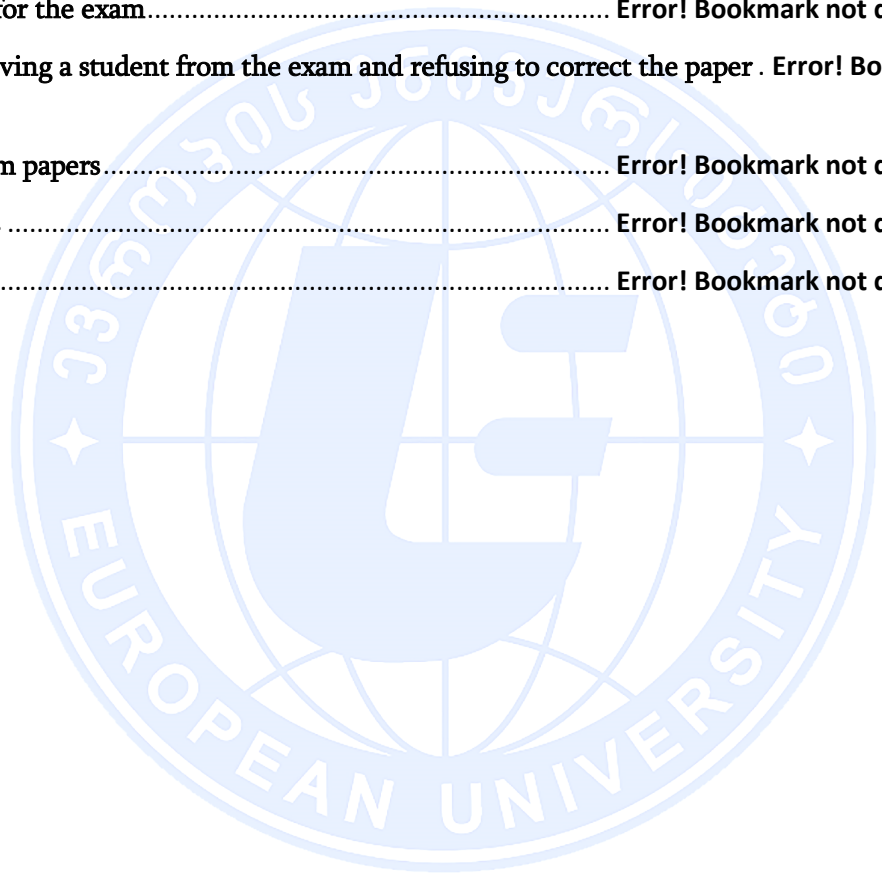
*The document approved by the  
order №115 of the University Rector  
from April 25, 2020*

**Rules for the administration of the examination process during the e-learning period  
at European University Ltd.**



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## Article 1. General Provisions

1. This Rule (hereinafter referred to as the "Rule") establishes the rules and conditions related to conducting the examination process during the e-learning period at European University (hereinafter referred to as the "University"), as well as defines the rights and responsibilities of the persons involved in the examination process.
2. The issues of administration of the examination process, which are not provided for in this rule, are regulated in accordance with the "Rule of Administration of the Examination Process" approved by the Order №62 of the Rector of European University Ltd. of 13 March 2020.
3. For the purposes of this Rule, a person enrolled in a teacher training program shall be considered a student and shall be subject to the rights and responsibilities of a student as defined in this Rule.

## Article 2. Obligations of the observer

The observer is obliged to:

- A) 15 minutes before the start of the exam, enter the relevant link of the online platform, which is provided by the authorized representative of the examination center;
- B) Introduce students the rules that must be followed during the exam before the exam;
- C) Have an examination form in advance, which will be handed over by the authorized representative of the examination center;
- D) Indicate the names and surnames of the students who write the exam;
- E) Monitor the course of the examination and in case of violation defined by this rule take appropriate measures: give a one-time reprimand, and in case of repeated reprimand remove the student from the examination;
- F) In case of removal of a student from the exam, draw up a protocol specifying the relevant reason;
- G) Answer the student only on procedural and technical issues; Answering any question related to the exam subject is prohibited;
- H) Inform students about the remaining exam time 10 (ten) minutes before the end of the exam time;
- I) Upon expiration of the examination time, provide information to the examination center on the completion of the test;



J) After informing the students in advance, record the examination process through a pre-defined platform and send the registration link to the examination center as soon as the examination is completed. Notify the Information Technology Service immediately in the event of a technical defect.

### Article 3. Rights and Obligations of the Student

#### 1. The student has the right to:

- A) Request the necessary conditions for the smooth and comfortable conduct of the examination, such as: turning off the observers' microphones;
- B) Use only the permitted material / items indicated on the exam by the lecturer;
- C) If necessary, send a personal message to the observer with a question, so as not to disturb other students;
- D) Appeal the received assessment within 2 (two) working days after the publication of the test results;
- E) In case of failure / non-appearance at the exam, submit a document confirming the honorable reason for the omission by e-mail and an application, which must be registered in the electronic case management system (eflow). The submitted application and the document confirming the honorable reason for the absence will be reviewed by the head of the examination center and a decision will be made by the student on the possibility of resuming the examination.

#### 2. The student is obliged to:

- A) Log in to the online platform 15 minutes before the start of the exam;
- B) Notify the observer of the online platform so that the observer can record the student's attendance;
- C) Share a computer screen;
- D) At the request of the observer, inspect the room where he / she is;
- E) Have a microphone / video camera on;
- F) Not have current headphones;
- G) Submit an identity document with a photo (ID card, driving license, registration card, passport, etc.) to the exam;
- H) Observe the norms of ethics and this rule during the examination;
- I) Obey the instructions and decision of the observer, even if he / she is removed from the examination;



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J) If he / she completes the paper before the end of the examination time, notify the observer from the platform by individual message.

K) If he / she has left the online space due to disconnection from the Internet, return for 5 (five) minutes and continue working on the exam paper; After the expiration of the given time, the student's thesis will be canceled;

3. The student is prohibited from leaving the online exam for any reason (except for the case caused by health condition and specified in sub-paragraph "1" of paragraph 2 of this article), until its completion.

4. In case of a result caused by deteriorating health, each specific case is considered together with the dean and the issue of admission of the student to the re-examination is agreed with the examination center; Leaving the exam for all other reasons is not considered a prerequisite for admission to the remedial exam.

### Article 4. Examination procedures

1. The examination process is carried out using the electronic platform of the model. Registration for the exam starts 15 minutes before the exam, registration time is not included in the exam time.

2. The observer informs the students about the rules of conduct on the exam.

3. Exam time is determined according to the syllabus of the learning course.

4. The student is allowed to take the exam only within 15 minutes from the beginning of the exam time; This time will not be added to the student's exam time.

5. Exam time will be indicated both in the university database and on the Moodle website.

### Article 5. Rules of conduct for the exam

1. The following are not allowed on the exam:

A) Turn off the microphone, talk, turn off the video camera;

B) Obstructing another student in any form;

C) Consulting or interacting with other persons during the examination period;

D) Assistance to another person, receiving assistance from another in any form;

E) Recording of test materials and its distribution in any form;



F) Use of a calculator or printed / electronic material for the exam, except for those provided for the exam issue; This is determined only by the decision of the person conducting the learning course;

G) Performing exam paper instead of someone else;

H) It is not allowed to ask questions related to the content of the exam question;

I) If the exam paper is incomplete, it is not allowed to leave the online platform before the end of the exam time for any reason other than health condition.

2. During the examination period, in the circumstances provided for in this Article and in case of conduct unsuitable for the examination process, the student shall be removed from the examination or given a reprimand.

3. In case of remark, in case of repetition of the same or another violation, the student will be removed from the exam.

#### **Article 6. Grounds for removing a student from the exam and refusing to correct the thesis**

1. The student will be removed from the exam without notice:

A) If, after sharing the screen, the observer finds that the student has opened another file / window, such as supporting material, personal correspondence, etc.;

B) In case of violation of order or insult of a person participating in the examination process, an observer;

C) In case of being under the influence of alcohol, narcotics or psychotropic substances;

D) In case of attempting to take the exam instead of another person.

2. In case of violation of any other rule, the student receives a warning. In case of receiving the second warning, the observer is obliged to remove the student from the exam.

3. The paper will not be corrected if:

A) The student does not stop working at the end of the exam time and does not submit the paper;

B) Write a name, surname or any other identifying information in the paper, make a graphic image that is not related to the exam assignment.

4. In case of removal of a student from the exam based on the first paragraph of this article, the completed work will not be evaluated and if the student does not have accumulated 41-50 points (FX) in the current semester, he / she loses the right to take the additional exam in the same semester. The student shall be deprived of his / her thesis even in the case specified in paragraphs 2 and 3 of this article.



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

#### Article 7. Correction of Exam Papers

1. The relevant academic / invited staff of the learning course is obliged to correct the papers no later than 5 (five) working days after the upload of the examination materials and submit them to the examination center with the appropriate assessment.

2. The Center is obliged to reflect the results of the evaluation in the electronic database of the educational process management within 2 (two) working days, after receiving the evaluations taken from the review of the corrected papers on the platform.

3. Relevant academic / invited staff of the learning course is authorized not to evaluate the issues of the exam paper, where the violation of the principle (s) of academic good faith is revealed; The expediency of the relevant sanction on the mentioned violation will be discussed by the relevant commission.

#### Article 8. Appeal the results

1. The student is entitled, within 2 (two) working days after the publication of the results, to apply by e-mail to the examination center to get acquainted with the exam paper, and to the lecturer conducting the learning course to review the exam paper. The lecturer online does the engagement and discusses the exam questions. If the student, after reviewing the paper (the examination center provides the student with the paper) and considers that the paper has been evaluated as biased, he / she is entitled to appeal the grade on the same day based on a written application.

2. In case of receiving an application / complaint, the Center is obliged to immediately inform the Dean about the need to establish an Appeals Commission.

3. The Center is obliged to submit the student's thesis to the Appeals Commission within 2 (two) working days after receiving the application / complaint.

4. The Appeals Commission is obliged to review the student's thesis within 2 (two) working days; In case of change of the obtained result or leaving the same assessment, the Appeals Commission shall submit a reasoned conclusion to the Examination Center.



## Article 9. Final Provisions

1. This rule is approved by the order of the Rector.
2. Changes and additions to the rules are made by the order of the Rector.
3. The Examination Center is authorized, in agreement with the Rector of the University, in special cases, in order to protect the rights and legitimate interests of the student, to conduct the examination process with an approach different from the procedures established by this Rule. Examinations conducted with this approach should enable the processes to be carried out in a transparent and fair environment.

