



The document was approved by the order # 62,
dated March 13, 2020 by the Rector of the

University.

Amendments made by the orders #170, dated July 11,
2020 #369, dated December 23, 2020, #12810 dated
November 11, 2021, #130409 dated September 26,,
#14504 dated March 10, 2025 and N38226 dated
June by the Rector of the University.

Rules for administration of the examination process

2020



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 Rules, 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) Preparing the exam space and verifying the proper functioning of the testing module ¹in cooperation with the Information Technology Service;
- E) Preparation of exam schedules, at least 3 weeks before the start of midterm/final exams, uploading the exam schedules into the electronic learning management system, and timely delivery to the students.
- F) Preparation/updating of textbooks for students on the functions of the examination module and the specifics of conducting exams in electronic form; Preparation/updating of a textbook for students on the rules of administering electronic exams and ensuring its timely familiarization with students;
- G) Preparation/updating of a manual for lecturers on the functioning of the examination module and the specifics of marking students' examination papers;
- H) Retraining of examination invigilators and organizing and monitoring their activities;
- I) The monitoring of transferring exam results (student assessments) into the electronic database for managing the educational process.
- J) Analysis of exam results;
- K) Collaborate with faculties to continuously refine and improve the exam material/questions administered through the exam module;
- L) Making control over the timely delivery of exam questions by the personnel conducting the training course;
- M) Depending on the specifics of the job, exercise other powers in order to effectively implement the examination process.

Article 4. Obligations of the personnel conducting the training course

1. The academic/invited staff implementing the relevant training course are obliged to provide the examination material/questions to a) the head of the relevant educational program or b) the questions of the integrated and clinical training courses of a graduate physician to the examination board no later than 2 weeks before the start of the exam. It is important to adhere to this deadline so that the head of the relevant educational program/examination board can

¹ Exam Module - special software created by the European University, which represents an electronic platform for students to take midterm, final and additional written exams.



ensure the study of the examination material/questions, determine compatibility with the syllabi and send the finally confirmed questions to the examination center at least 1 week before the exam date specified for the relevant training course. During curated or individual schedule/plan teaching, academic/invited staff must ensure the delivery of examination questions on the day of the start of curated, individual plan/schedule teaching. The head of the educational program / co-head is obliged to check and discuss the compliance of the assessment methods used in the examination tasks of the course with the assessment methods of the course syllabus within 3 calendar days of receipt of the examination questions, and in case of deficiencies, return them to the supervisor of the relevant course with appropriate recommendations so that he/she can edit the examination material/questions and return them to the head of the program.

2. The head/co-head of the educational program is obliged to check and discuss the compliance of the assessment methods used in the examination tasks of the course with the assessment methods of the course syllabus within 3 calendar days of receipt of the examination questions, and in case of deficiencies, return them to the lecturer of the relevant course with appropriate recommendations so that he/she can edit the examination material/questions and return them to the head of the program.

3. The head of the examination center only administers examination tasks checked and approved by the head/co-head of the educational program.

4. The academic/invited staff implementing the relevant training course are obliged to evaluate the exams completed in the examination module within 7 calendar days from the date of the exam. The examination module ensures the anonymity of the student so that the teacher does not know whose work he is correcting, which ensures the promotion and protection of aspects of objectivity and transparency. The test part of the examination paper is corrected automatically and the results are instantly reflected in the examination module; As for open-ended questions, the academic/invited staff implementing the relevant training course are obliged to evaluate the assignments within the period specified above, after which the examination paper will be fully evaluated and the results will be automatically reflected in the electronic examination record of the relevant training course.

5. In case of violation of the provisions of this Article, the University is authorized to apply one of the types of disciplinary liability defined by the Internal Regulations of the European University to the personnel.



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:
 - A) To appear at the place of examination at least 30 minutes before the beginning of the examination;
 - B) Check with the head of the examination center/examination center representative to which examination space they are assigned and receive an examination notice from them, in accordance with which they must ensure the admission of students to the examination space;
 - C) Check the identity document of the student entering the examination area and identify him/her according to the information provided in the examination notice. Register the students in the relevant notice and record their attendance at the examination;
 - D) Ensure that the student occupies the place he/she is entitled to; The examination workstation for the student is determined: a) through the electronic system, when the electronic portal randomly allocates an examination workstation for the student; The relevant information is reflected in the electronic table located at the entrance to the examination space; b) if the student's examination workstation is not determined through the electronic system, the student occupies a workstation in agreement with the representative of the examination center;
 - E) Before the exam, inform students of the rules they must follow during the exam;
 - F) Monitor the progress of the exam and take appropriate measures in case of violations specified in this rule;
 - G) In case of necessity to remove a student from the exam, immediately notify the representative of the university examination center, who, in turn, is obliged to immediately appear at the examination area and, after clarifying/verifying the information received from the observer, draw up a protocol (in accordance with Appendix No. 2) specifying the relevant reason;
 - H) Answer the student only on procedural and technical issues; answering any questions related to the exam subject is prohibited;
5. The number of observers and their location are determined by the testing 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, and pen shall be brought in the examination room.
 - C) If case of necessity, refer to the observer by raising a hand, so as not to disturb other students; The student is obliged to return the invigilator's signed worksheet to the invigilator immediately after completing the exam and before leaving the exam area.
 - D) Appeal the assessment within 2 (two) working days after the publication of the exam results, appeal the received grade and apply to the exam center and write an application for appeal; The student is obliged to substantiate the reason for the appeal in the appeal application and specify the issue with which the student disagrees; otherwise, the appeal will not be considered.
 - E) In case of failure to appear for the exam, the student must submit a document confirming the valid reason for the absence, which will be reviewed by the head of the exam center and a decision will be made on whether the student can retake the exam.
2. A student is obliged to:
 - A) Appear at least 15 minutes before the beginning of the examination;
 - B) Present one of the following valid (expired documents will not be accepted) identification documents at the exam: - ID card (for citizens of Georgia); valid passport; student card; residence permit (for foreign students); - Georgian driver's license;
 - C) During the examination the document confirming the identity shall be put on the desk (at the corner of the table);
 - D) During the examination, adhere to the norms of ethics and these rules;
 - E) Obey the observer's instructions and decision, even on his/her removal from the exam;
 - F) Leave the examination area promptly after the exam time has expired and try not to cause excessive noise;
 - G) Do not remove the black worksheet signed by the invigilator from the examination area.
3. Students are prohibited to leave the examination room for any reason (except for health reasons) before the exam ends. Leaving the examination space automatically means the end of the examination and the student will not be allowed back into the examination space to continue the same examination;



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. Before entering the examination area, the student is required to present one of the following valid (expired documents will not be accepted) identification documents: - ID card (for citizens of Georgia); valid passport; student card; residence permit (for foreign students); - Georgian driver's license;
3. During the process of entering the examination space, the student is required to go through the following procedure:
 - A) Before entering the examination area, check on the electronic board: - name - subject - exam time - assigned workstation number;
 - B) Pass through an electronic detector and facial recognition system; It is not permitted to bring any electronic item into the examination area unless it is a medically necessary assistive device. The student must notify the examination center management in advance of this;
 - C) The observer is obliged to check the student's identity document, compare it with the exam list, and direct the student to the assigned workstation; during the exam, the student must constantly have their identity document in front of them;
4. After passing the registration, student takes his/her assigned exam seat.
5. The observer informs students about the rules of conduct.
6. The exam time will be determined in accordance with the syllabus of the course.
7. Students, who are late for the exam will be allowed only 15 minutes after the beginning of the examination; this time will not be added to the student's examination time and the exam module will automatically complete the exam.
8. The examination paper is completed in the examination module, which is a specially developed electronic portal for conducting examinations in electronic format at the European University. The student enters the examination module using the unique information assigned to him: username and password.
9. At the exam it is allowed to:
 - A) Valid identification document;



- B) Transparent water bottle;
- C) Worksheets signed by the supervisor;
- 9. At the exam it is not allowed to:
 - A) Any kind of electronic device;
 - B) Mobile phones;
 - C) Smart watches;
 - D) Papers or printed materials without the observer's signature;
 - E) Personal bags or containers;
 - F) Food products (unless there are specific conditions due to health circumstances);
- 10. 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 individuals, both inside and outside the examination area, during the examination;
 - D) Cheat at the exam, look into or copy other students' work;
 - E) Help another person, receive assistance from others in any form;
 - F) Remaining in the examination area after the exam time has expired;
 - G) Indicating the student's name and surname, or any other personally identifiable information, in the examination paper;
 - H) Using a telephone or other electronic device, recording exam materials through an electronic device and sharing them with other persons;
 - I) Use of a calculator or printed material on the exam; if the exam requires the use of additional material, the relevant subject lecturer and program director will ensure that the exam center is informed about this and additional resources are loaded into the exam module;
 - J) Take an examination instead of another student;
 - K) Using mobile phones as calculators;
 - L) Asking questions related to the content of the exam question;
 - M) Leave the examination room for any reason except for health condition before handing in the examination work;
- 11. During the exam, the student is obliged to:
 - A) Use only authorized exam modules;
 - B) Report technical problems to observers immediately;
 - C) Use only sheets signed by the observers;
 - D) Return all worksheets at the end of the exam;



- E) Remain at the assigned workstation during the exam;
- F) Place identification documents in a visible place throughout the exam;

12. The student is required to follow the following procedure when leaving the examination area:

- A) Exit the exam system and submit all worksheets;
- B) Leave the examination hall immediately;
- C) Do not discuss the content of the exam in the exam space or its surrounding area.

13. During the examination period, in the event of the circumstances provided for in this article and other behavior inappropriate for the examination process, the student will be given a one-time warning, and in the event of a repetition of the precedent, the student will be removed from the examination. In the event of removal from the examination, the student's work will not be marked and will be evaluated with zero (0) points.



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, unauthorized notes/support resources (so-called "cheat sheets"), mobile phone, iPad, calculator, other electronic device (even when turned off) or support materials (except in permitted cases) in his/her possession;
 - B) In case of violation of order or indecency of a person participating in the examination process or an observer;
 - C) Being under influence of alcohol, drugs or psychotropic substances;
 - D) Attempting to pass an exam instead of another person.
2. In case of any other violation of the rules, the student receives a warning. In case of receiving a second warning, the invigilator is obliged to inform the representative of the examination center, who will ensure that the violator is removed from the exam.
3. The work will not be checked and if:
 - A) While working on an exam paper through the exam module, the student indicates a name, surname, or any personally identifiable information in the paper, creates a graphic image that is not related to the exam task, or provides text intended to communicate with the lecturer and request additional assistance.
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 monitor the timely evaluation of examination papers and the timely reflection of results in examination reports; in this process, the Examination Center actively cooperates with the relevant faculties and ensures that the Dean and the Program Director are informed;
2. In the event of a student's withdrawal from the exam, the result of the paper is nullified, which is confirmed by the relevant protocol;
3. The he relevant academic/visiting staff of the study course is obliged to correct the papers no later than 7 (seven) calendar days from the date of the exam, and in clinical subjects,



no later than 5 (five) calendar days, so that the students' exam results are reflected in the exam results - electronic database - in a timely manner.

4. The relevant academic/invited staff of the course is obliged not to evaluate those issues of the examination paper that reveal a violation of the principle(s) of academic integrity or the examination paper indicates the student's name and surname, or any information related to the identification of his/her person, or information that is not related to the examination questions and is intended to influence the lecturer's decision; the appropriate commission will discuss the appropriateness of imposing an appropriate sanction for this 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. The examination center provides the appeal application to the relevant faculty, which reviews the student's paper in a commission manner. The commission is entitled to verify the student's paper and determine whether the test part has been assessed correctly and whether there are any technical defects. As for the open-ended questions part of the examination paper, the commission discusses the objectivity and relevance of the assessment with the lecturer of the relevant course

1¹. The student is entitled to 1 of the grades received in the oral exam within 1 (one) working day from the notification of the results, of a written application to appeal the received assessment. The appeal procedure will take place on this in accordance with clauses 2 and 7 of the article. The progress of the oral exam is recorded with the consent of the student.

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 Legal 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.



Appendix №1
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 №2
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): _____