



LLC Davit Aghmashenebeli University of Georgia

Statute of the Examination Center

Approved by the minutes of the University Council dated February 22 , 2024

1. General Provisions

1.1. The Examination Center (hereinafter referred to as "the Center") of Davit Aghmashenebeli University of Georgia (hereinafter referred to as "the University") is an auxiliary structural unit of the university's educational process management service, which conducts its activities in accordance with the Constitution of Georgia, the laws of Georgia "On Higher Education", "on Personal Data Protection", the university statute, this statute, job descriptions of the center's staff and the current legislation of Georgia.

1.2. The center is accountable to the Rector of the University.

2. The function and duties of the center:

2.1. Finding and studying the best practices related to the examination process at the local and international level and, taking them into account while developing and implementing uniform examination standards;

2.2. Organization of midterm, final, additional exams at the university; monitoring the examination process, evaluating and in order to correct the identified deficiencies, developing appropriate recommendations and presenting them to the management;

2.3 Taking care of the continuous development of the examination process;

2.4. Provide and manage the appellation process;

2.5. Timely and complete delivery of exam-related information to the parties participating in the exam process (lecturers, students, learning process management managers, observers, etc.);

2.6 Preparation of materials for midterm, final, additional exams at least 10 (ten) working days before the exams, organization of comparison of exam materials with the syllabus of the relevant course and delivery to observers.

2.7. Protection of confidentiality of examination topics;

2.8. Transfer of exam papers to lecturers;

3. Structure and Management of the Center

3.1 The center is headed by a head who is accountable to the head of the educational process management service and the rector of the university.

3.2 According to the staff list, the positions provided for the examination center are: The head of the center and observers, who are appointed and dismissed by the rector of the university. In the absence of the head of the center, his/her duties are replaced by the head of the educational process management service.

The Head of the Center:

a) manages and directs the activities of the Center;

B) represents the Center while implementing its rights and obligations and is responsible for fulfillment of the functions and objectives imposed on the Center;

C) distributes functions among the staff of the Center, gives them instructions and assignments;

- d) supervises the proper performance of official duties by the employees of the center, supervises fulfillment of the internal regulations of the university by them.
- e) submits proposals to the university administration regarding the center's internal structure, staff allocation, work organization, about giving incentives to the center's employees or imposing disciplinary responsibility;
- f) petitions the relevant structural unit of the university on issues of raising the qualifications of the center's employees;
- g) petitions for the allocation of funds, equipment and inventory, which are necessary for the fulfillment of the functions and tasks facing the center;
- h) no later than the first quarter of the following year, submits an annual report on the activities of the center to the administration and the rector;

Duties of exam observers

1. The observer is obliged to arrive at the place of the exam at least half an hour before the exam.
2. The observer is obliged to occupy the place designated for him/her before the registration of students.
3. After the students have taken their assigned seats, the head of the university examination center shall hand over the examination papers, documents and examination topics to the observer.
4. The observer distributes the exam papers and informs the students about their rights and duties. He/she opens the envelope in front of the students and distributes the exam papers. After the mentioned procedure the examining time countdown shall begin.
5. The observer is obliged to observe the course of the exam and strictly control the students' compliance with the rights-duties. In case of their violation, the student shall be given a warning, and in the case of repeated warnings, as well as in the case of using an item containing information on the topic determined by the exam subject, the student will be removed from the exam.
6. If the student is removed from the exam, the observer will confiscate the student's exam topic and exam papers. He/she shall make the note "Withdrawn from the Exam" on the exam paper with reference to the cause, state the fact of withdrawal of the student in the examination work delivery-acceptance sheet and sign it.

4. Exam Time-tables

- 4.1. The examination center ensures the formation of the examination schedule as a result of consultations with the faculty.
- 4.2. The schedule of mid-term exams must be published within one month after the end of academic registration, and the schedule of final exams no later than one month before the start of the exam period.

5. Examination procedure

5.1. The time of the start and end of the exam is determined in advance, after which all students hand over their writing to the observer. In case of violation of the mentioned rule, the student's exam paper will not be accepted.

5.2. To be admitted to the exam, the student must bring:

A. a pen;

B. Identity card.

5.3. The exam hall shall open and registration shall commence 15 minutes before the start of the exam. The registration time is not included in the exam time;

5.4 Being late to the exam (more than 10 minutes) will be considered as not showing up for the exam and the student will be awarded 0 points.

5.5 In case of delay within the allowed limits (10 minutes), the time set for the exam will not be extended for the student.

5.6. In the event of a technical shutdown of the computer system during the electronic form of the exam, the exam process is stopped and the test starts from the beginning.

5.7. Only water or soft drinks are allowed at the exam;

5.8. The use of a calculator or printed material during the exam is allowed only by the decision of the academic course provider;

5.9. All students are required to leave their cell phones in a designated area.

5.10 The following are not allowed during the exam:

a) talking, making noise, using gestures;

b) obstructing another student in any way;

c) consulting or communicating with other persons, outside the audience, during the exam period;

d) looking into another student's test or paper or copying it;

e) helping another person, receiving help from others in any form;

f) making any notes or continuing to work on the exam materials after the exam time has expired;

g) photographing exam materials, taking them out or trying to take them out, in any manner.

5.11. Removing the student from the exam

A student will be removed from the exam without warning:

a) upon finding a dictionary, so-called "cheat sheet, mobile phone, iPad, calculator, other electronic device (even if it is turned off) or supporting material (except for permitted cases);

b) in case of violation of order or insulting the observer or a person participating in the examination process, ;

c) in case of being under the influence of alcohol, narcotic or psychotropic substances;

d) in case of trying to take the exam instead of another person.

6. Grading the exam papers

6.1. The center is obliged to encode the exam papers, to ensure their availability for the corresponding academic/invited staff of the academic course, and taking them back after the papers are graded.

6.2 The academic/invited staff corresponding to the academic course is obliged to request the examination papers from the center for grading no later than 2 (two) working days after the end of the examination.

6.3 The paper of the student whose withdrawal from the exam has been submitted to the examination center for review by the observer(s) will not be handed over to the corresponding academic/invited staff of the course for grading.

6.4 The relevant academic/invited staff of the academic course is obliged, no later than 5 (five) working days after the examination materials are requested, to grade the papers, reflect the grades in the electronic database and deliver the papers with the appropriate assessment to the examination center.

7. Rules for making amendments and additions to the center's statute

Amendments and additions to the statute shall be made in accordance with the rules established by law. Reorganization or liquidation of the center shall be carried out in accordance with the procedure established by the legislation of Georgia.