



NATIONAL EDUCATIONAL UNIVERSITY

Examination Center Regulations



Article 1. Examination Center

1.1. The Regulation determines the functions of the Examination Center (hereinafter referred to as the “Center”) of the “NEU - National Educational University” (hereinafter referred to as the “University”), the rights and obligations of persons involved in the examination process, and the conditions and rules for organizing the examination process;

1.2. The Regulation has been developed in accordance with the current legislation of Georgia, the University’s Regulations and other internal legal acts;

1.3. This Regulation ensures the organization and conduct of intermediate, final, additional examinations according to a unified procedure.

Article 2. Function - Duties of the Examination Center

2.1. The functions of the Examination Center are:

- A. Ensuring the transparent conduct of the examination process;
- B. Arranging and organizing intermediate, final and additional examinations at the University;
- C. To monitor, evaluate the examination process and develop appropriate recommendations to correct the identified shortcomings and submit them to the university management;
- D. To provide timely and complete information related to the examinations to the persons participating in the examination process;
- E. To ensure transparent conduct of appeal processes;
- F. To protect the confidentiality of examination questions;
- G. To prepare materials for midterm, final, additional examinations at least one week before the examinations;
- H. To transfer examination papers/tests to the head of the course after the examination;
- I. To enter the examination results (student assessments) into the electronic database for managing the educational process.

Article 3. Structure of the Center

3.1. The Center is managed by a head, who is appointed and dismissed by the Rector of the University;

3.2. The examination process is monitored by an observer;

3.3. The observer is invited to the university during the period of midterm, final and additional exams by the head of the center. The observer is invited from the center (if any) or from the school representative office.

Article 4. Observer

4.1. Observer - a person is a representative of the center and/or school;

4.2. Observer - a person is accountable to the center and/or school;

4.3. Observer:

A. On the day of the exams, report to the university at least 1 (one) hour before;

B. The observer is obliged to be impartial, fair, objective and ensure the transparency of the exam process;

C. The observer is obliged to exclude exam or other types of academic fraud.

4.4. In case of detection of exam or other types of academic fraud, take appropriate measures:

A. Warning;

B. Removal from the processes;

C. Initiation of disciplinary proceedings.

Article 5. Examination procedures

5.1. The student is obliged to appear for the exam 15 (fifteen) minutes before the start of the exam with a document confirming personal data;

5.2. The observer is obliged to introduce the rules of conduct to the students and monitor the exam process;

5.3. The following are not allowed during the exam:

- A. Noise, negotiations, as well as using/copying someone else's work;
- B. Consulting or communicating with other persons during the exam;
- C. Using a calculator or printed material during the exam, except for those provided for in the exam question. This is determined solely by the decision of the person implementing the training course;
- D. Using a mobile phone, iPad, calculator, other electronic device;
- E. Leaving the exam room before submitting the exam paper for any reason, except for those due to health conditions.

5.4. In accordance with the warning given to the student and the decision made by the observer, the student may be removed from the exam;

5.5. The grounds for removing a student from the exam are:

- A. Attempting to take the exam instead of another person;
- B. Being under the influence of alcohol, narcotic or psychotropic substances;
- C. Ignoring ethical and disciplinary norms.

Article 6. Automated Examination System

6.1. The examination process is carried out at the University using an electronic program;

6.2. Before the start of the midterm, final and additional exams at the University, a base of examination questions (question bank) is prepared;

6.3. Academic/invited personnel implementing the relevant training course are obliged to provide the examination material/questions to the examination center at least 2 (two) weeks in advance;

6.4. Before the start of the examination test, the student is provided with a one-time code;

6.5. The student is provided with a test from the question bank on a random basis. The order of possible answers is changed each time;

Article 7. Correction of examination papers

7.1. After the exam, the examination center is obliged to send the examination papers to the course implementation staff for correction;

7.2. The course implementation staff is obliged to correct the examination papers no later than 5 (five) working days after the request for materials and reflect them in the course information of the student database;

7.3. Examination results must be reflected in the electronic database no later than 2 (two) working days;

7.4. The methods and criteria for assessing the course, the duration of the exam (as well as the exam questions), are reflected in the syllabus of the relevant course.

Article 8. Appealing the results

8.1. The student is entitled to appeal the results to the Examination Center in writing within 2 (two) working days after the results are published;

8.2. The Center is obliged, in case of receiving an application/complaint, to immediately notify the Dean/Deans about the need to establish an Appeals Commission;

8.3. The Center is obliged, within 2 (two) working days after receiving the application/complaint, to introduce the student's work to the Appeals Commission;

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

8.5. A member of the Appeals Commission may be:

- A. A specialist in the field, academic staff;
- B. Invited personnel with a specialist in the field;
- C. Head of the relevant program;
- D. Dean of the relevant school;

8.6. The composition of the appeal commission shall be submitted in writing by the dean of the relevant school to the rector for approval;

8.7. The conclusion of the appeal commission is final and is reflected in the electronic database of the educational process management, which, in turn, cancels the previous assessment.

Article 9. Student Rights and Obligations

9.1. The student has the right to:

A. Within 2 (two) working days from the publication of the results, apply to the examination center in writing, for the purpose of appealing the results;

B. In case of failure/non-appearance at the exam, submit a document confirming the valid reason for the absence.

9.2. The student is obliged to:

A. Follow ethical and disciplinary norms;

B. Present (one of) identification documents at the exam:

- Identity card (for citizens of Georgia);
- Valid passport;
- Student card;
- Residence permit (for foreign students).

C. Obey the instructions of the observer.

9.3. In case of failure/non-appearance at the exam, the student writes a statement to the head of the university's examination center and submits a document confirming the valid reason for the absence with a request to retake the exam;

9.4. A valid reason may be considered:

A. Medical certificate;

B. Document confirming an emergency situation (police report, traffic accident);

C. Certificate of military or state obligation.

9.5. The head of the examination center reviews the student's statement and makes a decision on the possibility of the student retaking the exam.

Article 10. Transitional and Final Provisions

10.1. This Regulation is approved by the University Senate;

10.2. This University Regulation shall enter into force upon signing;

10.3. The adoption, cancellation, amendments and additions to the Regulation shall be carried out by the Senate;

10.4. This Regulation shall cease to be valid upon the approval of a new Regulation.