

Approved by Order N07/01-07 (01.09.2023)
of President of Caucasus University

The Statute on the rule of Taking Examinations

2023

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Article 1. Purpose of the Regulation

- 1.1 This Regulation establishes the procedure for taking examinations at the Caucasus University (hereinafter referred to as the University);
- 1.2 The purpose of this Regulation is to ensure organization and following unified procedure of conducting the midterm and final exams at all stages of education.
- 1.3 The statute has an internal normative legal character and is developed in accordance with the laws of Georgia, the University Statute, the University School Status and other legal acts;
- 1.4 Compliance and guidance on the statutory requirements are mandatory for all structural units and individuals involved in the examination process.

Article 2. Exam Admission Conditions

- 2.1 The student shall present his/her ID card at the midterm/final exams.
- 2.2 in the case the student does not have his/her ID card (a hard copy), he/she can, at the request of the proctor, show him/her the ID card in the electronic form.
- 2.3. No student can be late for more than the first 15 minutes after the start of the exam, which means the proctor shall not make any student leave the exam-space within the first 15 minutes after the start of the exam. The validity of the mentioned clause does not apply to retaking or making-up the exam, which means that the student does not have the right to be late for the retake or make-up of the exam.
- 2.4 If a student is more than 15 minutes late for any exam, he/she will not be allowed to take the exam. Such a student will be allowed to take a make-up exam, but in such a case the points earned by the student will be deducted 20%.

Article 3. Exam Schedule

- 3.1. The Exam Schedule is prepared by the Student Services and Learning Process Monitoring Department (hereinafter referred to as "the Department");
- 3.2 Midterm and Final Examination periods, with indicating the specific date and time of each exam, are posted on the student's personal website no later than 7 calendar days before the exam; in addition, the students shall be notified about the exam date and time 1 calendar day before the exam.
- 3.3 Students who take make-up of midterm / final / examination will be notified about the time and place of the exam, at least 1 working day before the exam.
- 3.4. Exams are held from Monday through Saturday.
- 3.5. If the exam has been postponed for technical or other reasons, the students shall be notified at least one working day prior to the exam date.

Article 4. Form, Time and Duration of Examinations

4.1. The deadlines for taking the midterm and final exams in each academic year at each learning stage are determined by the academic calendar of the current academic year;

4.2. Midterm / final exams in any course may be combined;

4.3 Before start of midterm / final examination, the structure and evaluation criteria must be coordinated with the relevant school's administration in advance. The exam assignment should be clearly formulated and be clear for students.

4.4. Midterm / final examinations may be conducted by using written, oral resources, or/and in electronic form.

4.5 The Department is responsible for making copies of the exam papers and their preparation for the examination by using the resources available at the University.

4.6 The duration of the midterm / final exam is determined according to the syllabus of specific course.

4.7 The format and duration of the exam will be provided in advance, for students with special needs.

Article 5. Person's responsible for conducting and monitoring the exam

5.1 The exam process is monitored by a proctor assigned by the department.

5.2. Depending on the specifics of the course, by decision of the Department the exam may be attended by the instructor as well.

5.3. The proctor shall keep a record of the exams, prepared by the department during the examination (see appendix 1).

5.4. The university administration is authorized to observe the midterm/final exam (including during retake/make-up) through video surveillance, about which the students shall be notified in advance.

Article 6. Procedure for Submission of Examination topics by the Lecturer

6.1 Examination assignments are prepared by the course instructor/instructors.

6.2 The instructor shall submit at least three versions of the midterm exams to the school electronically, (on a USB device) one week prior to specific exam, and at least four different versions for the final exam.

6.3. If, according to the course syllabus, the student has to pass the midterm and/or final exam in the form of a presentation, the instructor shall invite at least one representative of the relevant school on the day of the presentation, otherwise the component shall not be deemed passed.

6.4 If exams in the same course are taken at different times, exam assignments should be different for the groups in order to prevent cheating of any kind.

6.5 Assignments of the make – ups of the midterm/final exam’s should not be identical to those already taken.

6.6. In each subsequent academic year, the content of the exam material prepared by the instructor shall be at least 60% different from the exams taken in previous years.

6.7 The school, after checking for compliance with the university requirements, will submit exam topics to the Department three (3) working days prior to holding the examination.

6.8 The school is required to check exam questions to see if they are relevant to the syllabus, to check the content of the exam assignment, its structure, the similarities / differences between the exam options given.

6.9 If any of the questions in the exam paper is stated incorrectly, the student will be given a maximum score for that question in the assignment.

Article 7. Procedure for Examinations

7.1. During an exam students are allowed to have only a pen, ID and material / technical equipment indicated on the exam paper.

7.2. No student shall use/wear such an accessory/item (hat/cap, headscarf (except for religious purposes), hood (if the student has it on his/her head), earphone, mobile phone, electronic watch, etc.) during the exam that raises the suspicion of an attempted cheating. Hair must be tied up during the exam. Also, students cannot have any non-permanent type of inscription engraved on their bodies (the content is irrelevant, any of the facts mentioned in this paragraph is a misdemeanor in and of itself). Any misconduct under this clause will result in the cancellation of the exam.

7.3. The proctor has the right to assign students to the workplace at his/her discretion. The student shall obey the proctor’s instructions. In case of disobeying the proctor, the student will be ejected from the exam with a grade of "0" zero

7.4. The midterm/final (including retake/make-up) exam paper is anonymous and is blind-checked. The student shall only indicate his/her name and surname on the cover page of the exam paper. After the end of the exam, the exam paper is encoded by the Department and handed over to the instructor for checking;

7.5. In the test part of the exam paper (so-called multiple choice questions), only one answer should be circled (except when the question provides for two or more answers to be circled), otherwise, the answer shall not be counted;

7.6. In the test section (so-called multiple choice questions) of exam paper, the answer corrected, deleted and/or circled with other choice, shall not be counted.

7.7. If the student's states in the exam paper opinions not related to the exam task or its answer, and the purpose of making such statements s to influence/implicate the instructor in any way that violates

the student's anonymity, the student shall be assigned a grade "0" zero by the instructor or the University administration. If the instructor has taken the student's hint, the matter will be considered by the Standing Committee for Academic Integrity and Discipline. If the instructor did not consider the student's hint, but neither gave "0" for the task in question, the University administration is authorized to give the student a grade "0" zero in the relevant exam assignment, while the school (to which school the instructor belongs) gives the instructor a warning;

7.8 Handing over exam material/ technical equipment from one student to another during the midterm/final exam is prohibited. It will be considered as an attempt of cheating and the points earned by both students will be deducted 20%.

7.9 If necessary students can ask questions by raising their hands and speaking in a low voice. Any phrase related to the exam paper and probably intended to provide the correct answer or solution for another student will be counted as an attempt of cheating and the points earned by both students will be deducted 20%.

7.10. It is forbidden to speak loudly, to talk, to move and to interfere in the exam process during the exam without permission. In case of violation of the requirement, the points earned by the students will be deducted 20%.

7.11 In case of the misconduct and a second violation of the rules prescribed by articles 7.8-7.9, the points earned by the students shall be deducted 50%, but if such a violation is repeated for the third time in the same course, the student will be graded "F" in the course.

7.12 Cheating by any means is strictly prohibited (including electronically -remotely). In case of violation of this requirement (the fact of cheating can be spotted by the proctor, can be detected by video surveillance or can be identified by the instructing while checking the paper), the student will be explained the essence of the violation, then he/she will be asked to leave the examination-space and will be graded "zero" in the course. In case of repetition of the violation provided by this paragraph, the student will be severely reprimanded and assigned a grade "F" in the course. In case of third occurrence of the violation, the student will be graded "F" in all the courses taken in the semester.

7.13 The liability measures set forth in paragraphs 7.10 of this statute shall be formulated by the appropriate order of the President of the Caucasus University, which in each individual case is issued individually on the basis of a substantiated report card of the Departmental representative;

7.14 When applying the liability measures of the regulations mentioned in paragraphs 7.8-7.13 The regulations set forth by the Standing Commission on Academic Integrity and Discipline of the Caucasus University are not used;

7.15. The student shall obey the proctor's decision, including his/her removal or giving "0" grade in the exam.

7.16. The student has no right to leave the exam-space without the permission of the observer;

7.17 The student who leaves the exam-space during the exam due to health issues, shall be accompanied by the proctor. If the student feels better, he/she will be allowed to continue the exam, and if, due to health conditions, the student is unable to return to the exam, he/she will be allowed to retake the exam provided he/she submits a medical certificate (the period of the certificate/Form 100 must coincide with the date of the missed exam),

7.18. The student who leaves the exam-space during an exam due to falling sick must be accompanied by a proctor. If a student feels better, he or she will be allowed to continue the exam, If a student cannot return to the exam for health reasons, he / she will be allowed to take the exam again based on a medical certificate.

7.19. The observer is obliged to notify the audience with intervals of 30 minutes before the end of the exam;

7.20. After expiration of specified time , all examination papers are returned to the observer;

7.21. According to the completed examination record, the observer must submit the student's work to the department.

7.22. While correcting the exam papers (within 7 calendar days after the exam) the instructor has a reasonable doubt that the student has cheated or that the works of a few students are identical, the instructor has the right to demand reviewing the exam papers.

7.23. If the student complains about the measures taken against him/her, the complaint will be looked into by the commission consisting of Vice President of Administrative and Monitoring affairs, Director of the Department of Student Services and Learning Process Monitoring Department and the Proctor will consider the issue.

Article 8. Checking and Summarizing the Exam Results

8.1 The instructor shall evaluate the midterm / final examination papers within one week after the exam date;

8.2. The instructor shall hand over the checked and assessed midterm / final examination papers to the Department for decoding and entering the grades into the electronic system.

Article 9. Procedure of retaking Midterm/Final exams

9.1. The student, who missed midterm and/or final exam, may be allowed to retake the midterm and / or final exam only when having a valid excuse and Department gives a written permission.

9.2 In case of missing the midterm / final exam, the student shall fill out an electronic application for retaking the missed exam on the same day or within 72 hours from the missed exam date, which is automatically sent to the Department. Documentation / certificate to prove the reason of missing the exam, can be uploaded in the electronic system or submitted to the Department within one week from the date of the exam, in order to allow it to review the reason of missing the exam. If the student does not fulfill / violates the above-mentioned requirements (including the deadlines), the University is

entitled to refuse to satisfy the student's request and deny the right to make-up. In special cases, depending on the student's individual needs, the issue will be considered by the commission mentioned in article 7.22, and the choice of exam form will be made.

9.3. Missing a midterm/final exam by a student can be considered excusable only in the following cases: illness (which must be confirmed with a medical certificate/Form 100 and the period of the document must coincide with the date of the missed exam), business trip, marriage, religious ceremony at the wedding, accident, childbirth, death of a family member or any other event that may be considered excusable by the department in each specific case.

Article 10. Results and appealing of Midterm/ Final exams

10.1. The lecturer is obliged to present the results of the midterm / final exams to the students and give them a developmental assessment;

10.2. The department is obliged to report the results of the midterm / final exam upon receipt and must inform students by posting grades in an electronic database of the university website;

10.3. Within three days after the publication of the results of the midterm / final exam, the student has the right to appeal the received assessment and request to get acquainted with the corrected work.

10.4. If the student appeals the results of the exam results, he / she writes a statement on behalf of the Vice President for Administrative and Monitoring affairs and explains in which areas namely he / she does not agree with the instructor's assessment.

10.5. The student's application and exam paper will be delivered to the lecturer within three working days.

10.6. The lecturer, presents a report card (Appendix 2), within three business days after submission of the paper, in which he / she responds reasonably to the student's statement and, if necessary, changes the assessment. The lecturer's decision is notified to the student by the department on the same day.

10.7. If the student disagrees with the instructor's decision made on his or her complaint, he / she shall submit a written application to the Vice President for Administrative and Monitoring affairs, within one business day, who will set up a new commission within 2 working days. The commission shall include: Director of Student Services and learning process Monitoring Department, Director of Quality Assurance Department, School Representative, Representative of University Law Department, ombudsman and other relevant instructors. In the case the evaluation given by a field specialist differs radically from the evaluation of the instructor teaching the course, the Commission is authorized to invite an external expert in the field.

10.8. The Commission shall adopt one of the following two decisions at the same meeting:

- leaves the instructor's assessment unchanged;
- Changes the instructor's assessment.

10.9. The decision made by the Commission is final and will be entered in the electronic grades system. And, the relevant documents shall be kept in the student's personal file.

Article 11. Rules on appealing Bachelor, Master and Doctoral (dissertation) paper's evaluation.

The rules and procedures for appealing for bachelor's, master's, and doctoral (dissertation) paper's evaluation are set out in the internal normative document (s) of the respective school (s) of Caucasus University.

Article 12. Archiving exam materials

12.1. Exam materials are delivered to the Organizational Department for archiving at the end of the semester, which is kept for a period of 3 years.

Article 13. Organizing and leading oral exam process

13.1. The oral exam is conducted by an instructor or a commission (based on the syllabus of the course).

13.2. In case of an oral examination by the Commission, the examination shall be conducted in accordance with the following procedures:

13.2.1. The school administration determines the composition of the commission. The commission could include: School representative, Department of Quality Assurance Department, representative of Student Services and Learning Process Monitoring Department, Instructor implementing the relevant component and instructor (s) of the institution having a degree in the same or related field.

13.2.2. The oral exam is conducted in the component's implementation language.

13.2.3. The student is evaluated individually by the commission members, according to the rubrics attached to the syllabus.

13.3. The final assessment of the commission is reflected in the protocol.

Article 14. Retaking Midterm/Final exam

14.1. In case of an oral examination, the make-up examination shall be carried out in accordance with the procedure laid down in Article 9 of this statute.

Article 15. Adopting provision about exam performing

15.1. The statute on the rule of taking examinations are approved by the Caucasus University President upon the recommendation of the Department of Student Services and Learning Process Monitoring;

15.2. If changes are necessary in provision, the Director of Student Services and Learning Process Monitoring Department shall submit a report on behalf of the President of the University;

15.3. The nullifying or invalidity any of the rules of taking examinations, does not affect the legal force of the other rules.

