

Instructions for Conducting Examinations at LEPL Ivane Javakhishvili Tbilisi State University

Article 1. General provisions

1. The instructions for conducting examinations (hereinafter – “instructions”) at LEPL Ivane Javakhishvili Tbilisi State University (hereinafter – “university”) define the rules for conducting written midterm, final/additional exams, MA and PhD entrance exams (hereinafter “exams”) in an organized manner (182/01-01 2013.12.26).
2. The instructions determine the rule for conducting, postponing examinations, evaluating papers and appealing against its results, as well as discussing and solving the appeals.

Article 2. Providing organizational support to conducting examinations

1. The TSU Examination Center (hereinafter “the Examination Center”) shall be responsible for organizing examinations at all three levels of higher education, according to the rules set out by the present instructions.
2. The examinations, which cannot be organized by the Examination Center due to objective reasons (lack of relevant resources), will be conducted by a relevant educational unit.
3. The examinations, which are conducted using computers, will be organized by a relevant educational unit (161/01-01 2015.09.11).
4. The midterm, semester final/additional examinations (oral) will be organized at all three levels of higher education, according to the rule developed by a relevant educational unit (161/01-01 2015.09.11).

Article 3. Schedule of examinations

1. The schedule of examinations shall be created by the Examination Center through consultations with a relevant educational unit.
2. The Examination Center shall be obliged to publish a schedule of midterm examinations within a month after the academic registration is over; a schedule of final exams – no later than two weeks before the beginning of an exam period; and a schedule of additional exams – no later than two weeks before the beginning of an exam period. In the process of creating the examination schedule, the Examination Center shall be obliged to undergo consultations with a relevant educational unit, lecturer and take their substantiated remarks/instructions into consideration.
3. Midterm/final/additional exams shall be conducted at the Faculty of Medicine throughout the semester.

Article 4. Presentation of examination questions/tickets

1. A lecturer shall be obliged to present examination questions or tickets within two weeks after publishing a schedule of midterm exams, and for final exams – no later than three weeks before beginning of the examination period.
2. The questions/tickets submitted to the Examination Center should fully cover and comply with the topics defined by the syllabus.
3. A lecturer shall define the form of a ticket, number of questions and evaluation criteria, according to the syllabus.
4. The examination questions/tickets should be accompanied by a form filled out by a lecturer according to Annex No.3.
5. In case of submitting the materials necessary for creating examination questions and/or combined tickets (casus, problems, equations or other tasks), a lecturer shall be obliged to add an instruction of a ticket formation.
6. It is highly expedient that a lecturer gets involved in the course of an exam, as well as adds comments when correcting the papers (182/01-01 2013.12.26).

Article 5. Correcting examination papers

1. The Examination Center shall be obliged to submit examination papers to an authorized employee of a relevant educational unit before 12 noon of the next day after conducting an exam.
2. A relevant educational unit shall, in turn, be obliged to assign an authorized person to:
 - a) Receive examination papers and register them in a relevant journal (182/01-01 2013.12.26);
 - b) Deliver examination papers to the academic staff and receive them back after they are corrected;
 - c) Deliver corrected papers to the Examination Center.
3. The academic staff shall be obliged to:
 - a) Receive examination papers from an authorized person of a relevant educational unit for evaluation after 12 noon of the working day after conducting an examination (182/01-01 2013.12.26);

- b) Evaluate examination papers within 5 calendar days after receiving them and submit them to the authorized person of a relevant educational unit no later than 12 noon of the sixth day (182/01-01 2013.12.26) (161/01-01 2015.09.11);
 - c) Evaluate papers in the period of additional exams within 2 calendar days after receiving them and submit them to the authorized person of a relevant educational unit no later than 12 noon of the sixth day (161/01-01 2015.09.11);
4. The Examination Center shall be obliged to receive evaluated papers from the authorized person of a relevant educational unit and upload the examination results into the learning management system within 2 working days after receiving the papers (182/01-01 2013.12.26).

Article 6. Reviewing examination papers and making an appeal

1. A student shall be authorized to apply to the Examination Center within 2 working days after the results are published (via an electronic database – sms.tsu.ge) and demand familiarization with the paper and revision of the results.
2. Within 2 working days after the term of accepting applications/complaints expires, the Examination Center/educational unit shall ensure that: (182/01-01 2013.12.26)
 - a) A student familiarizes with his/her paper;
 - b) An educational unit sends the papers of those students to an authorized employee, who do not agree with the evaluation and demand the revision of results;
 - c) Communication is established between a lecturer and a student and all mistakes made in the paper are explained to a student. An authorized employee of an educational unit shall be obliged to send these papers to the appeals commission/lecturer for making corrections within one working day; the latter, in turn, will submit the conclusion of the appeals commission to the authorized employee of the faculty within two working days.
3. An authorized employee of an educational unit shall be obliged to send these papers to the appeals commission/lecturer for making corrections within one working day; the latter, in turn, will submit the conclusion of the appeals commission to the authorized employee of the faculty within two working days. A copy of the paper shall be returned to the Examination Center (182/01-01 2013.12.26).
4. An authorized employee of the educational unit shall return the copy of paper to the Examination Center within one working day (182/01-01 2013.12.26).
5. After the procedures defined by the present article are completed, the copy of paper, together with the conclusion of appeals commission, shall be returned to the Examination Center that will upload the result into the learning management system.

Article 7. Registry of evaluations in the learning management system

1. The Examination Center shall ensure registration of evaluations for examinations conducted at a relevant educational unit in the learning management system (182/01-01 2013.12.26).
2. An educational unit shall be obliged to complete uploading of midterm evaluations into the learning management system no later than a week after the beginning of final examination period (182/01-01 2013.12.26).
3. If midterm evaluations are not uploaded into the learning management system within the established timeframes, a teacher and/or an employee responsible for uploading relevant information, upon the recommendation of the head of an educational unit, shall submit an explanatory note to the Examination Center, which, in turn, is authorized to make relevant amendments to the system within one working day (182/01-01 2013.12.26).
4. If a mistake was made in the learning management system when registering midterm evaluations, a teacher and/or an employee responsible for uploading relevant information, shall be obliged, upon the recommendation of the head of an educational unit, to submit an explanatory note to the Examination Center, which, in turn, is authorized to make relevant amendments to the system and react within two weeks after beginning of a final exam (182/01-01 2013.12.26).
5. The Examination Center has no right to publish final exam evaluations until midterm evaluations are uploaded into the learning management system, and in case of combined exams – the marks of oral component of exams.
6. After midterm, final/additional exams and appeals process is over, the Examination Center will have to submit the lists printed out from the learning management system (the Examination Center shall be responsible only for evaluations of midterm, final/additional exams conducted by it) to an authorized person of a relevant educational unit (upon their request), with a signature of the head or deputy head of the Examination Center (182/01-01 2013.12.26).

Article 8. Combined exams

1. Oral component of the exams consisting of written and oral components will be conducted by an educational unit. A copy of oral component evaluation shall be sent to the Examination Center (182/01-01 2013.12.26).
2. A share of oral component evaluation should not be more than one half of the sum of evaluation for both components.

Article 9. Process of examinations

1. Maximum duration of a final/additional exam is three hours; a midterm exam – no more than two hours.
2. The rights and obligations of exam observers, work conditions shall be defined by the regulations of the Examination Center, official instructions of the Head of the Examination Center, legal acts issued by the Rector and the agreements signed with an observer;
3. Along with the employees of the Examination Center and the Quality Assurance Service, the course of examinations shall be supervised by a group of observers. The members of the group shall be appointed in advance, by the order of the Head of Administration, and they shall act according to the rule defined by Annex No.1 of the present instructions.
4. An employee of an educational unit, a PhD student or a person invited on a contractual basis shall be eligible to serve as an observer (182/01-01 2013.12.26).
5. An observer shall be subordinated to the Examination Center and shall be accountable to the Head of Examination Center.
6. During an exam, a student shall be obliged to observe the rules set out in Annex No.2 of the present instructions.
7. To ensure utmost impartiality of examination results, the hall will be equipped with surveillance cameras (161/01-01 2015.09.11).

Article 10. Verification of examination results

1. After the term of final/additional exams expires, it is possible to set up a commission to verify the results of examinations, upon the recommendation of the Quality Assurance Service and the Examination Center and by the order issued by the Rector.
2. The commission may consist of full professors, associate professors, assistant professors who have not participated in correcting examination papers and appealing, as well as representatives of the TSU Quality Assurance Service and/or the quality assurance service of a main educational unit (182/01-01 2013.12.26).
3. Membership to the commission does not represent an activity that will be remunerated additionally, but such activity is envisaged by an employment contract.
4. The commission will evaluate an examination paper and submit a relevant conclusion to the Quality Assurance Service.
5. The commission shall be subordinated and accountable to the Rector.

Article 11. Rechecking examination tickets

1. After the term of final/additional exams expires, the Examination Center shall be obliged to submit examination tickets/questions provided by teachers to the University's Quality Assurance Service (hereinafter "Quality Assurance Service") for further reaction.
2. The Quality Assurance Service, shall, in turn, be obliged to determine the compliance of the provided examination tickets/questions to the syllabus.
3. The Quality Assurance Service shall submit its conclusion to the Rector and take relevant measures if needed.

Article 12. Transitional provisions

1. To enact paragraph 4 of article 2 of the present instructions after an educational unit approves the rule of conducting examinations / makes relevant amendments to the rule of conducting exams (182/01-01 2013.12.26)

Annex 1

Rights and Obligations of Exam Observers

1. An observer shall be obliged to appear to the examination venue at least half an hour before the exam and undergo registration at the Examination Center.
2. An observer shall be obliged to take a seat assigned to him/her prior to the commencement of student registration.
3. After students take the seats assigned to them, a representative of the Examination Center shall deliver to the observer examination papers, a sector sheet and sealed exam tickets certified by the signature of the observer in the delivery-acceptance act.
4. An observer shall hand out the examination papers in his/her sector;
5. An observer shall acquaint students with their rights and obligations;
6. An observer shall open a sealed envelope in front of students and hand out the question papers according to the sector sheet. After the mentioned procedure the examination time countdown shall begin. Maximum duration of final/additional examination is 3 hours (unless otherwise specified in the question paper), while duration of the midterm exam does not exceed 2 hours.
7. An observer shall be obliged to observe the exam in a specific sector assigned to him/her, strictly monitor the observation of the rights and obligations by students, give a warning to them in case of violation as well as expel a student in case of repeated warning or the use of an item containing the information related to the subject of the exam.
8. In case of expelling a student from the exam, the observer shall deprive him/her of the question paper and exam papers; he/she shall make a caption "Expelled from the Exam" on the exam paper with reference to the cause, state the fact of expulsion in the examination work delivery-acceptance sheet, sign to it and transfer it to a representative of the Examination Center.
9. An observer shall not be allowed to leave the sector.
10. An observer shall be obliged to answer the procedural and technical questions asked by a student. He/she shall not be allowed to give answers to the questions of contextual character related to examination issues.
11. In case of any question or a problem arisen during the examination, an observer shall apply to the Examination Center staff.
12. 15 minutes before expiration of examination time, an observer shall notify students about it.
13. An observer shall receive examination papers, question papers and sign at the bottom of the paper.

14. After receiving all papers, an observer shall also put his/her signature to the journal of delivery-acceptance of exam papers.

15. An observer shall deliver examination papers as well as and the journal of delivery-acceptance of exam papers to the representative of the Examination Center.

16. In case of violation of the present rules, an employment contract with an observer shall be terminated.

Annex 2

Rules of conduct for students during examination

1. A student shall be obliged to appear to the venue of examination at the time indicated in the schedule. A student shall not be admitted to an examination if he/she arrives late.
2. A student shall be obliged to have a student card or an ID card; otherwise, he/she will not be admitted to an examination.
3. A student shall undergo registration; receive a sector and desk number. He/she shall be obliged to take a seat according to the registration number.
4. It is prohibited to bring any item to the examination, except for a pen, drinking water and necessary health items. A student should store additional items in a cloakroom. Otherwise, he/she will be immediately expelled from examination.
5. A student shall be obliged to put a student card/ID card and registration number at the corner of the table.
6. Not a single item, except for a student card/ID card, a pen, drinking water and necessary health items, should be put on the table.
7. If any extra paper is found on the table before a student starts writing, he/she will be warned; other violation revealed after the examination starts will result in a student's expulsion from the exam.
8. A student shall be obliged to check whether examination papers have any defects and apply to an observer once such defects are found. No such complaints will be accepted after the examination starts.
9. Examination writing should be done on examination papers delivered by an observer. Otherwise, the paper will not be evaluated.
10. A student shall write his/her name, surname, educational unit, name of subject and lecturer's name and surname in a special area designated on an examination paper (182/01-01 2013.12.26).
11. A student shall be obliged to use only a blue pen; a student shall be prohibited to put an identifying mark (name, number, address, etc.) on an exam paper that is not connected with the test; the paper containing any identification mark will not be evaluated.
12. A student shall be obliged not to open an examination ticket, until an exam starts. Maximum duration of final/additional examination is 3 hours (unless otherwise specified in the question paper), while duration of the midterm exam does not exceed 2 hours.
13. After the exam starts, a student is prohibited to leave the auditorium until he/she finishes writing.

14. If a student starts working ahead of time, he/she will be warned; in case of repeated violation, he/she will be expelled from the exam.
15. No answers will be given to the questions of contextual character related to examination issues. In case of procedural and technical questions, a student should apply to an observer.
16. It is prohibited to talk in the course of examination. A student will be warned and in case of repeated violation, will be expelled from the exam.
17. It is prohibited to bring a mobile phone or other electronic devices to an exam, as well as to use an item containing the information related to the subject of the exam. A student will be immediately expelled from the exam in case of such violation.
18. Other disciplinary violations can also serve as the basis for expelling a student from the exam.
19. An observer shall notify students that 15 minutes are left before expiration of an examination. Papers of those students who do not stop working after expiration of exam time will not be corrected.
20. After the exam time expires, a student shall deliver examination tickets and papers to an observer and put a signature to the journal of delivery-acceptance of exam papers.

Annex 3

Lecturer's form for training course

Faculty _____

Subject name _____

Lecturer's name, surname _____

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Telephone (home, work, mobile) _____

Email _____

Type of examination Written, written + oral

(underline)

Format of written exam Question, test (open, closed), problem, casus, etc. _____

(underline; in case of a combined ticket, underline all components)

Maximum exam evaluation _____

Ticket evaluation system (evaluation per ticket component)

—

Apparent exam duration (maximum duration of a final exam – 3 hours; maximum duration of midterm exam – 2 hours) _____

What items can a student use during exams calculator, vocabulary, code, etc. _____

(underline)

Is any specific font except for AcadNusx, Sylfaen necessary for exam tickets (if yes, indicate) –

Additional information we need to know to ensure conducting exams in an organized manner

Lecturer's signature _____

Date _____