

The change is approved

by the Rector's Order №501 of October 02.2024
(The effective date of the order: October 03. 2024.)

Rector, Professor Marina Pirtskhalava

LLC University Geomedi Regulation of the Examination Center

1. General Provisions

- 1.1. The Examination Center of LLC University Geomed (hereinafter – the University) (hereinafter – the Center) is a structural unit of the University.
- 1.2. Within its area of competence, the Center operates on the basis of the University Charter, resolutions of the Academic Council, individual administrative-legal acts of the Rector, and this Regulation.

2. Goals, Objectives, and Powers of the Center

- 2.1. The goal of the Center is to establish a unified internal examination system at the University, which will ensure transparent, objective, and fair assessment of students' knowledge, skills, and competencies, thereby contributing to the improvement of the quality of teaching at the University.
- 2.2. The objectives of the Center are:
 - a. To organize midterm, final, and additional examinations for both levels of study at the University;
 - b. To set up and monitor the compliance of the examination material base (examination rooms, technical equipment, and others);
 - c. To provide organizational management of examinations and monitor their progress.
- 2.3. The powers of the Center are:
 - a. To develop a unified conceptual, methodological, and organizational system for examinations;
 - b. To request from faculties all types of information related to the schedule of midterm, final, and additional examinations;
 - c. To receive examination questions from course implementers two weeks prior to the examination and to provide the technical arrangements for conducting the examinations using those questions;

- d. In agreement with the Quality Assurance Service, to appoint, when necessary, a group of observers to attend the examinations;
- e. To assign an identification number to each student, which shall be used during written examinations or testing, as well as for the publication of final results;
- f. To exercise other rights and fulfill other duties as defined by law, individual administrative-legal acts of the Rector, and resolutions of the Academic Council issued on the basis of the law.

3. Organizational Structure and Management of the Center

- 3.1. The staff of the Center consists of the Head and Specialists.
- 3.2. Selection for positions within the Center shall be carried out in accordance with the procedure for appointment to administrative/support staff positions in force at the University.
- 3.3. The staff of the Center shall be appointed to and dismissed from their positions by the Rector of the University.
- 3.4. Within the scope of his/her competence, the Head of the Center:
 - a. Directs and manages the activities of the Center;
 - b. Is responsible for achieving the goals and objectives assigned to the Center;
 - c. Communicates on operational matters related to examinations with the Vice-Rector for Academic Affairs and the Deans of Faculties;
 - d. Is responsible for the timely publication of examination results;
 - e. Is responsible for the confidentiality of examination questions and for the creation of electronic databases of examination questions;
 - f. Assigns duties and gives instructions to the specialists of the Center;
 - g. At the end of each semester, submits a report on the work performed to the Vice-Rector for Academic Affairs;
 - h. Is accountable to the Vice-Rector for Academic Affairs.
- 3.5. A Specialist of the Center:
 - a. Performs the assignments and instructions of the Head of the Examination Center within the scope of his/her competence;
 - b. Communicates with course implementers to ensure the timely submission and processing of examination materials;
 - c. Ensures an appropriate environment in the examination hall for the conduct of examinations;
 - d. Is accountable to the Head of the Center.

4. Procedure for Conducting Examinations

- 4.1. Midterm and final examinations shall be conducted at the University Examination Center.

- 4.2. In the case of clinical training, a midterm examination may be conducted at the clinic with the course implementer, in the presence of a representative of the Dean's Office.
- 4.3. Examination registration begins 15 minutes prior to the start of the examination. Registration time is not included in the examination time. A student who arrives late will not be admitted to the examination and will not have the right to retake the respective examination.
- 4.4. During the examination, any electronic devices (mobile phones, photo and video cameras, etc.) must be switched off and stored in a specially designated locker.
- 4.5. It is prohibited to assist another person during the examination, to receive assistance from another person, to attempt to do so, or to facilitate another person in obtaining assistance.
- 4.6. Grounds for removing a student from the examination are: obtaining examination materials; using unauthorized technical devices; making any notes on examination materials after the allotted examination time has expired; using notes, "cheat sheets," books, or other materials; speaking, making noise, using gestures; obstructing another student in any way; consulting or communicating with other persons outside the examination room during the examination; copying, photographing, or attempting to remove examination materials from the room in any way; taking the examination on behalf of another person; failing to comply with the examiner's instructions, protesting the instructions during the examination, or insulting the examiner.
- 4.7. The removal of a student from the examination and the cancellation of the examination shall be recorded in a special report (see Annex 1).
- 4.8. A student may appeal examination results in writing. The student must submit an application to the Dean. The Dean is obliged to review the appeal within three working days together with the course implementer and decide whether to change or uphold the given assessment. Any decision must be communicated to the student on the same day. If the student is not satisfied with the decision, they have the right to request that the work be sent to another specialist of the course for re-evaluation. The final result of the re-evaluation must be communicated to the student during the examination period, in such a way that the student's interests and rights are not violated.

Report No.

Faculty:

Name, Surname:

Academic Semester:

Group:

Course:

Grounds for cancellation (comment):

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Date and exact time:

Person responsible for conducting the examination (Name, Surname):

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