

The amendments have been approved
by the Academic Board
of Teaching University Geomedi LLC
Protocol N 10, 20. 10. 2021

Rector _____ Marina Pirtskhalava

Regulation of the Examination Center At LLC Teaching University Geomedi

I. General Provisions

1.1. The Examination Center (hereafter the Center) is a structural unit of The Teaching University Geomedi LLC (hereafter the University).

1.2. Within its competence, the center operates on the basis of the Statute of the University, the academic Board decisions, the rector's individual administrative legal acts and the present regulation.

II. Goals, tasks and responsibilities of the center

2.1. The goal of the center:

Creation of a single internal examination system at the university, providing transparent, objective and fair assessment of the student's knowledge, skills and competencies that will enhance the quality of the university's educational level.

2.2. The tasks of the center:

a) Organize exams (midterm, final and additional exams) within the university at both stages of academic education;

b) Arrangement of material base (Examination rooms, technical equipment and other) and control of compliance.

c) Organizational management of the exams and monitoring their progress.

2.3. Authorities of the center:

a) The center conducts a unified conceptual, methodical and organizational system of examinations.

- b) It requests all kinds of information from the faculties related to the midterm, final and additional exams schedules.
- c) Two weeks before the exams it requests the examination questions and ensures that the exams are conducted using these questionnaires.
- d) If necessary, in agreement with the quality assurance office, a group of observers will be required to attend the exams.
- e) Each student is granted with identification number which is used during written exam or testing, as well as publication of final results;
- f) Executes other rights and responsibilities defined by the legislation, individual administrative-legal acts of the Rector, the resolution of the Academic Board on the basis of the legislation.

III. Organizational structure and management of the center

3.1. The staff of the center is: Head of the center and specialists.

3.2. Selection of the staff of the Center is done by taking into consideration the appointment / adherence to the administrative / support staff at the University.

3.3. The staff of the center is appointed and dismissed by the rector of the university..

3.4 The head of the center within its competence:

- a) manages the activities of the center;
- b) is responsible for fulfilling the goals and objectives set forth in the center;
- c) cooperates with the Vice-Rector for Academic Affairs and deans of faculties regarding the operational issues related to examinations;
- d) is responsible for timely publication of examination results;
- e) is responsible for creation of electronic database of the examination questionnaire and keeping their confidentiality;
- f) Distributes duties and provides guidance to center specialists;
- g) At the end of each academic year, submits the report to the Vice-Rector for Academic Affairs.
- h) The head of the center is accountable to the Vice-Rector for Academic Affairs.

3.5 Center specialist:

- a) performs the tasks and instructions of the head of the examination center within its competence;
- b) communicates with the educational program executors for timely delivery and processing of exam materials;

- c) ensures the relevant environment for the exam in the examination hall.
- d) The specialist is accountable to the head of the center.

IV. The rule for conducting exams

1. Midterm and final exams are held at exam center of Teaching University Geomedi LLC.
2. In case of curate training, the intermediate exam can be conducted at the clinic, which will be attended by the representative of the dean's office.
3. Registration for the exam starts 15 minutes before the test begins. Registration time is not included in the examination time. Delayed student will not be allowed to pass without the right to restore the relevant exam.
4. During the test, any electronic device (mobile phone, photo and video cameras, etc.) should be shut down and stored in a specially designed locker.
5. It is inadmissible to assist another person on the examination, to receive assistance from others, or attempt or to encourage another person for assistance.
6. Removing the student from the exam may be caused by: obtaining examination materials; using other technical means other than the permitted; the expiration of the exam time; making any notes on examination materials; using conspectus, books and other materials; speaking or making noise at the exam;; using gesticulations; cheating; hindering other student in any form; Consulting or communicating with other persons outside the exam hall during the exam; copying examination materials and any kind of attempt to take out of the auditorium; passing the exam instead of the other person; failure to follow the instructions of the examiner, to comply with the instructions during the exam or insulting the examiner.
7. The student's removal from the exam and the cancellation of its results is recorded in the special protocol (See Appendix 1).
8. Student's examination results can be appealed in written form. The student should apply to the dean with statement. The Dean is obliged to consider the complaint with the study course executor within 3 working days and make a decision to change / maintain the assessment. Whatever the decision is it should be announced to the student on the same day. In case the student is not satisfied with the decision, he / she has the right to request the work to be re-evaluated by another specialist of the course. The student must be informed with the final result of the re-assessment during the exams period, so student's interest and rights are not violated.

Protocol #

faculty

name, surname

Study Semester

Group

course

Reason for cancellation (comment)

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Date and exact time

Person responsible for the exam

(name surname)