

The amendment has been approved  
by the Academic Council  
of Teaching University Geomedi LLC  
Protocol N04, 30. 04. 2019

Rector Marina Pirtskhalava

## **Regulation of the Examination Center**

### **I. General Provisions**

- 1.1. The Examination Center is a structural subdivision of The Teaching University Geomedi LLC.
- 1.2. Within its competence, the center operates on the basis of the university charter, the academic council decisions, the rector's individual administrative legal acts and the present regulations.

### **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 in the university in all cycles: midterm, final and additional exams.
- 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 examinations it requests the examination issues and technically provides the exams using these issues.

- d) If necessary, in agreement with the quality assurance service, a group of observers will be required to attend the exams.
- e) Each student is granted with identification number which is used during writing exam or testing, as well as publication of final results;
- f) Implements various rights and obligations under the legislation, individual administrative legal acts of the rector, by the decree of the academic council 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) Leads and manages the activities of the center;
- b) Is responsible for fulfilling the goals and objectives set forth in the center;
- c) Cooperates with the rector, quality assurance service 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 issues 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 academic board.
- h) The head of the center is accountable to the Academic Council and the Rector.

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) Provides an environment for the exam in the examination hall.
- d) The specialist is accountable to the head of the center.

### **IV. The procedure 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 wardrobe.
5. It is inadmissible to assist another person on the examination, to receive assistance from others, or to attempt or to promote another person for assistance.
6. Removing the student from the exam may be caused by: obtaining examination materials; use of other technical means other than the permit; after the expiration of the exam time; making any records on examination materials; use of concepts, books and other materials; speaking; acting noisy; using gesticulations; cheating; hindering other student in any form; Consulting or communicate with other persons outside the auditorium during the exam; copying examination materials and any kind of attempt to take out 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 experience and the cancellation of the exam 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 does 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 as not to violate the student's interest and rights.

Protocol #

faculty .....

name surname .....  
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Study Semester .....

Group .....

course .....

Reason for cancellation (comment) .....  
.....

Date and exact time .....

Person responsible for the exam

(name surname) .....