

## Georgian American University LLC

Exam Center Regulation

- 1.1. (further referred to as the University) support structural unit, which, upon the request of - the schools - ensures organizing and holding quizzes<sup>1</sup>, written midterm and final/repeat examinations for students of study programmes, and carries out other activities outlined in the present charter;
- 1.2. The Centre operates in accordance with Georgian law, the University Charter, ordinances educational units - the schools and the present charter. In compliance with the present charter, additional rules are established that take into consideration individual features of
- 1.3. research and quality assurance matters.

present charter.)

- 1.4. The goal of the Centre is to create a uniform internal examination system at the University skills and competences, and by doing so improve the quality of learning;1.5. The functions of the Centre are as follows:
  - 1.5.1. pal educational units the schools, to organize and administer tests and written examinations (midterm, final, repeat) authorized to be conducted as part of the higher study programmes in line with the Charter of the Exam Centre;
  - 1.5.2. To organize and administe
  - 1.5.3. To cooperate with the prs0008866 .00001e E(To)-5Q40.42 BuBi/9ed9l2.04964(er)-2(w)-4(3h

- 1.10. The head of
- 1.11. The head of the Centre:
  - 1.11.1. Ensures that the Centre is guided by the law and the value of fairness;
  - 1.11.2. Defines the action plan for the Centre;
  - 1.11.3. Is responsible for smooth administration of tests/written exams at the University;
  - 1.11.4.
  - 1.11.5. Requests from the schools all information relating to tests, and midterm, final and repeat exams;
  - 1.11.6.

midterm, final and repeat exams to be administered by the Centre;

- 1.11.7. Coordinates the work of invigilators during the exams administered by the Examination Centre;
- 1.11.8. Is responsible for designing tests and exam questions;
- 1.11.9. Protects confidentiality of test/exam papers;
- 1.11.10. Ensures reviewing incoming appeals on issues within the competence of the Centre;
- 1.11.11. Reviews complaints about procedural issues of test/exam administration;
- 1.11.12. Within the competence of the Centre, drafts proposals and
- 1.11.13.

equipment, inventory, space, employe fluid [in] (n)-4()6(p)fu

- 1.11.14. At the end of each term, submits a report on the work performed by the
- 1.11.15. Within his/her competence, fulfils tasks assigned by the president and vice president.
- 1.12.
- 1.13. The coordinator:

1.13.1.

The Charter of the Centre shall be approved and changes and amendments to the

1.17.

Annex 1 of the Charter of the Exam Centre of Georgian American University LLC

- I. Rights and responsibilities of lecturers
- 1.1. Lecturers of examination subjects shall compile at least two (one principal and one additional) versions of test/exam papers no later than three days before the start of the examination week and email them in person to the Examination Centre at: <a href="mailto:exams@gau.edu.ge">exams@gau.edu.ge</a>. Handing over exam tests to other parties is not permissible;
- 1.2. The email message shall indicate: the school name, the type of exam (e.g. midterm, final), the name and surname of the lecturer, the course of study, the group number;
- 1.3. Lecturers are fully authorized to determine the number of test/exam questions within the given syllabus taking into consideration the duration of the exam;
- 1.4. Test/exam papers shall be drafted without mistakes be that content-related or mere typos. The Examination Centre is not responsible for mistakes in test/exam papers; the responsibility in such cases lies solely with the teacher of the course of study;
- 1.5. The title page of the test/exam paper should carry the university logo, the nameTbio, the ucjetou4(e)4(

- 2.1.4. According to the decision of the administration, fill in their name and surname or Personal Number in the appropriate space on the title page of the test/exam paper. Otherwise, the exam paper will not be assessed;
- 2.1.5. Leave objects not required in the exam outside the examination room, in a specially designated place. Mobile phones and other electronic devices shall be kept in the turned off mode;

- 2.3.10. At an exam administered in the computer lab, increase the text display size on the computer to more than 100 per cent or the font size to more than 12. In such cases, the student will be disqualified and the paper will be annulled;
- 2.3.11. Disrespect the invigilator, disobey their instructions, make noise or otherwise disrupt the exam process. This will result in the disqualification of the student and the annulment of the paper;
- 2.3.12. Use a sheet of paper other than the sheet marked by the Exam Centre. This will result in the annulment of the paper;
- 2.3.13. Take extra sheets of paper with them outside the examination room;
- 2.3.14. Talk or call out in any language. In such cases, the student will be disqualified from the exam and the paper will be annulled.
  - III. Students' rights and responsibilities after the exams
- 3.1. Students have the right to:
- 3.1.1. Voice concerns, make remarks and recommendations (in writing or verbally) before the head of the Exam Centre or the coordinator within the timeframe defined by the Exam Centre;
- 3.1.2. Lodge a complaint regarding procedural issues of the exam orally with the head of the Exam Centre in room #217 or via e-mail: <a href="mailto:oexams@gau.edu.ge">oexams@gau.edu.ge</a>
- 3.1.3. Submit an academic appeal to the dean of the School regarding the assessment of the test/exam.

## IV. Organizational issues

- 4.1. Students shall be allowed to sit exams on the basis of student name lists handed over to the Exam Centre by the administration or the relevant school;
- 4.2. Video surveillance shall be in place in order to detect any irregularities in the exam process;
- 4.3. Special devices shall be used to detect technologies. In the case that a student is found in possession of such technologies he/she will be disqualified from the exam and the paper will be annulled;
- 4.4. All tests/exams administered by the Exam Centre shall be conducted in writing. The duration of the test, or midterm, final and repeat exams is determined on the basis of the syllabus of the relevant course of study and taking into account any specific features of the course;



Sample title page of the exam paper

## For Georgian-language programmes

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## For English-language programmes

School/Faculty:
Lecturer:
Course:
Exam:
Group:
Student (name, surname)/ Student Personal Number::

Annex 2 of the Charter of the Exam Centre of Georgian American University LLC

- 2.1.3. Have a pen;
- 2.1.4. Leave objects not required in the exam outside the examination room, in a specially designated place. Mobile phones and other electronic devices shall be kept in the turned off mode;

- 2.3.9. Disrespect the invigilator, disobey their instructions, make noise or otherwise disrupt the process of the exam. This will result in the disqualification of the student and the annulment of the paper;
- 2.3.10. Use a sheet of paper other than the paper marked by the Examination Centre. This will result in the annulment of the paper;
- 2.3.11. Take extra sheets of paper with them outside the examination room;
- 2.3.12. Talk or call out in any language. In such cases, the student will be disqualified from the exam and the paper will be annulled.



School/Faculty:

Lecturer:

Course:

Exam:

Group:

Student: