



IBSU

INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS

EXAMINATION INSTRUCTIONS

Approved on 14/09/2016 by Academic Board - Decision №4 (Appendix №:4)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by: Legal Office _____

Controlled by: Total Quality Management Board _____

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Amendments

#	Decision taken by	Decision №	Date
01	Academic Board	09	24.08.2017
02	Academic Board	10	11.06.2018
03	Academic Board	3	08.02.2019
04	Academic Board	12	20.08.2019
05	Academic Board	21	19.11.2020
06	Academic Board	01	03.02.2021
07	Governing Board ¹	01	01.11.2021
08	Governing Board	12	14.03.2022
09	Governing Board	23	13.06.2022
10	Governing Board	25	04.07.2022
11	Governing Board	39	26.12.2022

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¹ By Rectors' order 25.10.2021, from 01.11.2021 Governing Board was given the authority to amend the present document.

Revision List

#	Date	Article	Remarks
01	24.08.2017	2	Responsibility
02	24.08.2017	3	Deleted
03	24.08.2017	8	Managing Exam Process
04	24.08.2017	13	Archiving Examination Papers
05	24.08.2017	21	Responsibility for the Supervision
06	11.06.2018	7	Preparing Exam Questions
07	08.02.2019	6	Exam Time-tables
08	08.02.2019	9	Examination Rules
09	08.02.2019	12	Appealing
10	20.08.2019	2	Definitions
11	20.08.2019	3	Goals and Functions of an Examination Center
12	20.08.2019	5	Exam Proctors
13	20.08.2019	6	Exam Time-tables
14	20.08.2019	7	Preparing Exam Questions
15	20.08.2019	8	Managing Exam Process
16	20.08.2019	9	Examination Rules
17	20.08.2019	10	Excuse Exams
18	20.08.2019	12	Appealing
19	20.08.2019	15	Managing Oral Exams
20	20.08.2019	16	Excuse Exams
21	20.08.2019	21	Implementation
22	19.11.2020	2	Definitions
23	19.11.2020	3	Goals and Functions of a Study Process Management Office
24	19.11.2020	4	Managing the Study Process Management Office
25	19.11.2020	5	Exam Proctors
26	19.11.2020	5	Exam Proctors
27	19.11.2020	6	Exam Time-tables
28	19.11.2020	7	Preparing Exam Questions
29	19.11.2020	7	Preparing Exam Questions
30	19.11.2020	7	Preparing Exam Questions
31	19.11.2020	8	Managing Exam Process
32	19.11.2020	9	Examination Rules
33	19.11.2020	9	Examination Rules
34	19.11.2020	11	Assessing Exam Papers, Announcing Results, Uploading Information to the Students Database

35	19.11.2020	11	Assessing Exam Papers, Announcing Results, Uploading Information to the Students Database
36	19.11.2020	13	Archiving Examination Papers
37	19.11.2020	14	Organizing Oral Exams
38	03.02.2021	21	Implementation
39	01.11.2021	3	Structural Unit Responsible for Conducting Exams
40	01.11.2021	19	Final Provisions
41	14.03.2022	2	Definitions
42	14.03.2022	12	Appealing
43	13.06.2022	5	Exam Monitoring
44	04.07.2022	6	Exam Time-tables
45	04.07.2022	7	Preparing Exam Questions
46	04.07.2022	9	Examination Rules
47	04.07.2022	13	Archiving Examination Papers
48	26.12.2022	3	Structural Unit Responsible for Conducting Exams
49	26.12.2022	6	Exam Time-tables
50	26.12.2022	7	Preparing Exam Questions
51	26.12.2022	8	Managing Exam Process
52	26.12.2022	9	Examination Rules
53	26.12.2022	10	Excuse Exams
54	26.12.2022	14	Organizing Oral Exams
55	26.12.2022	15	Managing Oral Exams
56	26.12.2022	16	Excuse Exams
57	26.12.2022	21	Implementation

Chapter I. General Provisions

Article 1. Subject and Scope

- 1.1 The given document defines the rules and procedures of conducting exams in International Black Sea University LLC (hereafter referred to as “IBSU “).

Article 2. Definitions

- 2.1 **(Deleted).**

- 2.2 **School:** Basic Educational Unit;

Amended by Governing Board decision – date :26.12.2022, minutes #39

- 2.3 **Exam** – Midterm/excuse midterm, final/excuse final, make-up;

- 2.4 **(Deleted).**

Article 3. Structural Unit Responsible for Conducting Exams

- 3.1 Study Process Management Office is the responsible structural unit for conducting examination process.

- 3.2 In terms of conducting examination process Study Process Management Office:

3.2.1 Designs drafts for documents regarding the regulation of examination process and resents them to Governing Board for confirmation;

3.2.2 Arranges written and oral exams on the first cycle of study as well as on teachers training program;

3.2.3 Cooperates closely with schools in order to ensure the proper functioning of the examination process.

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Article 4. Managing the Study Process Management Office

- 4.1 **(Deleted).**

Article 5. Exam Monitoring

- 5.1. In order for exams to be conducted properly, the lecturer supervise the process of examination and in exceptional cases, the help of the proctor is also possible.

- 5.2. Proctor can be and administrative staff and/or a person employed for exam proctoring purposes.

- 5.3. Proctors are subordinated to the Study Process Management Office and are accountable to the head of the unit.

- 5.4. Lecturers (proctors, if any) prepare classrooms for examination and supervise the actual process.
- 5.5. Lecturers/Proctors submit exam reports to the head of the Study Process Management Office.

Chapter II. Organizing and Managing Written Exams

Article 6. Exam Time-tables

- 6.1. Exam time-tables are prepared by the Study Process Management Office.
- 6.2. Before conducting midterm or final exams, the examination center informs students at least 7 days before the actual exam date. Corresponding information will be uploaded in the Student Information System (SIS).
- 6.3. Students get notification regarding excuse midterm/final exams 2 days before the actual exam dates.
- 6.4. Make-up exam dates will be announced in 1 day after the results of final exam have been released.
- 6.4¹. Regarding the venue of the exam given in paragraphs 6.2, 6.3 and 6.4, students receive notification at least 15 minutes before the relevant exam by the electronic information system.
- 6.5. Exams are arranged from Mondays to Saturdays. In case of school board consent exams may be conducted on Mondays as well.
Amended by Governing Board decision – date :26.12.2022, minutes #39
- 6.6. In case exams are postponed due to some technical or any other reason, students should be informed about the new date one day earlier before the exam.

Article 7. Preparing Exam Questions

- 7.1. Exam questions are prepared by lecturers.
- 7.2. In case the same exam is conducted on different dates, or if there are more than 20 students in each group, lectures should prepare different versions in order to avoid cheating.
- 7.3. If the lecturer is unable to attend the exam himself/herself, he/she is obliged to provide the representative of the Study Process Management Office with the exam questions written on the exam paper in electronic form no later than 5 (five) working days before the exam.
- 7.4. Lecturers should send exam attendance lists to the school responsible members together with exam questions.
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- 7.5. Study Process Management Office Manager collects the exam questions.
- 7.6. (Deleted).
- 7.7. Exams should be conducted according to the following schedule:
 - 7.7.1 Midterm exam: 8th and 9th week.

- 7.7.2 Excuse midterm: 11th week.
- 7.7.3 Final exam: during the period determined for the final exam.
- 7.7.4 Make-up exam: during the period determined for additional exam.

Article 8. Managing Exam Process

- 8.1. Midterm and Final exams are conducted by the lecturer.
- 8.2. Exam is attended by lecturer and/or proctor appointed by the Study Process Management Office.
- 8.3. Minimum time for an exam is 60 minutes, maximum 120 minutes for each study course. School decides in case additional time is needed.

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Article 9. Examination Rules

Before the start of an examination:

- 9.1. Students should enter examination room at least 5 minutes before the examination starts;
- 9.2. In case a student is late on exam, he/she may write an exam if no other student has left the room;
- 9.3. Students mobile phones, bags and other objects should be put in a separate place;
- 9.4. (Deleted);
- 9.5. Proctors should check “exam attendance list”;
- 9.6. All students should sign the exam attendance list.
- 9.7. During an examination:
- 9.8. Students will not be allowed to the examination room if any other student has left before;
- 9.9. In order to provide discipline on an exam, proctors may change the students’ places respectively;
- 9.10. Students should strictly obey examination rules – no cheating, talking, using electronic devices allowed;
- 9.11. No talking between students and lecturers/proctors, as well as between students is allowed. In case of any technical Inconvenience proctors should solve the problem and report it.
- 9.12. Students are not allowed to give each other pencils, erasers or any other object without proctors’ permission;
- 9.13. Students are not allowed to use any electronic device without lecturers/proctor’s permission;
- 9.14. Lecturer/proctor(s) should provide the discipline during examination process;

- 9.15. In case two students are left at the end of an examination, they should wait for each other;
- 9.16. Students will not be given additional time;
- 9.17. In case a student leaves the examination room for health reasons, a proctor should accompany him/her. If he/she feels better, she/he may continue writing an exam, if not, he/she should take a report from a doctor and write an excuse exam;
- 9.18. During exam students may use those objects/gadgets, which lecturer gives them permission to use.
- 9.19. Breaking exam rules:
- 9.20. In case a student breaks any of the exam rules (cheating, helping others, talking to others), disciplinary action ("Students Disciplinary Regulations "(R07)) will be administered to him/her while his/her exam results will be cancelled.

In case a lecturer has a well-grounded argument about the students cheating the exam (within 5 days after the exam conducted), he/she may demand from School to arrange additional written or oral examination for the suspect student. In case a student cannot substantiate his/her knowledge, exam results are cancelled and disciplinary action ("Students Disciplinary Regulations "(R07)) will be administered.

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- 9.21. After the completion of exam:
- 9.22. Proctors/lecturers should fill the exam report blank and submit it to the Study Process Management Office.
- 9.23. Study Process Management Office presents the minutes to the school board for discussion.

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Article 10. Excuse Exams

- 10.1. In case a student misses an exam, he/she should enter exam in the 11th week of a semester; in case of a final exam excuse – within 3 to 5 days.
- 10.2. Students should provide a School with an objective reason in case they miss a midterm exam within 5 days, in case of a final exam – within 2 days. Decision regarding reports (which may be medical, juridical or of other type) is made by the School board in accordance with the "Rules and Regulations for Educational Process - R3.

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Article 11. Assessing Exam Papers, Announcing Results, Uploading Information to the Students Database

- 11.1. Lecturers should take examination papers within 1 day from the Study Process Management Office.
- 11.2. Provide students with midterm package evaluation and discuss exam paper with them.
- 11.3. In case of students' request provide them with information regarding final/makeup exams and discuss papers with them.
- 11.4. Upload grades to the student's database within 5 days and submit papers to the Archive within 10 days.

Article 12. Appealing

- 12.1. Exam results are appealed in accordance with the procedures established by the "Rules and Regulations for Educational Process" (R03).

Article 13. Archiving Examination Papers

- 13.1. Archiving of exam materials is carried out according to a "Rules of Correspondence" (R24I01).

Chapter III. Organizing and Managing Oral Exams

Article 14. Organizing Oral Exams

- 14.1. Oral exams are organized by the school in coordination with Study Process Management Office.

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- 14.2. Oral exams are organized according to the given statements 6th and 7th paragraphs (except paragraphs 7.5 and 7.6.)

Article 15. Managing Oral Exams

- 15.1. Oral exams are conducted by lecturers or commission (based on the lecturers' request).

- 15.2. Oral exams are conducted according to the following procedures:

- 15.2.1 School board sets a commission of three members. The commission should consist of the lecturer of the relevant component and the lecturers of higher education institutions having the same / similar academic degree in relevant field.

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- 15.2.2 Oral exams are conducted on an instruction language of the program.

- 15.2.3 Commission members evaluate students individually, according to criteria given in subject syllabuses.

- 15.2.4 Commissions final evaluation is included to an exam report.

Article 16. Excuse Exams

- 16.1 In case student misses an oral exam, he/she enters an excuse midterm as defined in 11th paragraph of the given document.

- 16.2 School board decides regarding the admission of a student to the oral excuse examination.

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Article 17. Evaluation of Oral Exams, Announcing Results, Uploading Results to the Students Database

- 17.1 Evaluation of oral exams, announcing results, uploading results to the student's database is realized according to 11th paragraph of the given document.

Article 18. Archiving of Oral Exam Results

- 18.1 Oral exam results are archived according to 13th paragraph of the given document.

Article 19. Final Provisions

- 19.1 Statements regarding evaluation are given in the following regulations: “Rules and Regulations for Study Process “(R03),” Master’s Regulation” (R04),” Doctoral Studies and Dissertation Board Regulations “(R05),” Teacher Training Educational Program” (R17).
- 19.2 Concerning the dates:
- 19.3. Date of regulations starts after one day of the actual date of their coming into force;
- 19.4. In case if the last day of a regulation matches a weekend, the first day of that week will be considered as the last day of a regulation.
- 19.5. Changes and additions to the given document are realized by the Governing Board.
- 19.6. Cancellation of one of the regulations do not cause the cancellation of other regulations.

Article 20. Enactment

- 20.1 The given statement is enforced immediately after it is accepted by the academic board.

Article 21. Implementation

- 21.1 Vice-Rector for Education and Research is responsible for the supervision of execution of the given regulations.

Amended by Governing Board decision – date :26.12.2022, minutes #39

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarise themselves with the rules and regulations as outlined in the
related IBSU documentation.*

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