**Appendix 1**

**International Black Sea University**

**The procedure for conducting exams**

**Tbilisi**

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# Article 1. Purpose of the provision

1.1. The proposed document defines the rules and procedures for conducting exams at the International Black Sea University LLC (hereinafter referred to as the "University").

1.2. The statute has an internal normative-legal nature and is developed in accordance with the legislation of Georgia, the statute of the university, the statutes of the schools included in the university, and other legal acts.

1.3. Guidance and compliance with the conditions established by the statute are mandatory for all structural units and persons involved in the examination processes.

# Article 2. Persons responsible for conducting and monitoring the exam

2.1. The structural unit responsible for the implementation of the examination process is the service for monitoring educational processes.

2.2. To examine in an organized manner, the examination process is monitored by observers who are selected by the educational process monitoring service.

2.3. The observer is subordinate to the educational process monitoring service and is accountable to it.

2.4. To follow the specifics of the training course, the lecturer can also attend the exam.

2.5. The invigilator is obliged to keep a record of the exam during the exam.

2.6. The observer can be an employee of the university's educational process monitoring service, the university's administrative staff, and/or a person hired by the university under a service contract for this purpose.

2.7. The observer is responsible for preparing the audience for the exam and ensuring the proper and objective conduct of the exam process.

2.8. The university administration is authorized to monitor the midterm/final exam (including retake/retake) through a video camera, monitor the electronic format exams with a monitoring program, and use the university's exam program, which should be known to students in advance.

2.9. The lecturer/observer will submit the report on the examination to the head of the educational process monitoring service.

# Article 3. Examination Schedule

3.1. The examination schedule is prepared by the educational process monitoring service (hereinafter referred to as "service").

3.2. In the case of midterm and final exams, students will be notified of the date and time of the exams by e-mail no later than 7 calendar days before the exam. Relevant information will be placed in the Student Information System (SIS), and information about the place of the exams will be notified to students through the electronic information system, at least 15 minutes before the exam.

3.3. Students will be notified of the make-up exam schedule at least 1 business day before the exam.

3.4. The supplementary exam schedule will be announced no later than 5 calendar days after the final exam results are published.

3.5. Exams are held from Monday to Saturday. Exams can be held on Sundays as well.

3.6. If the exam is postponed due to technical or any other reasons, the student must be notified by e-mail at least one working day before the exam date.

# Article 4. Conditions for admission to the exam

4.1. A student must present an ID at midterm/final exams. In case the student does not find the identity card, the student can show the identity card in electronic form at the request of the invigilator.

4.2. The student must appear in the examination room at least 5 minutes before the start of the examination;

4.3. If the student is late for the exam, admission to the exam will be possible within 30 minutes after the start of the exam, if no other student has left the exam space during this period.

4.5. After the first 30 minutes from the start of the exam, a late student will not be allowed to take the exam.

4.6. The invigilator should check the "examination attendance sheet".

4.7. All students attending the exam are required to sign the "exam attendance sheet".

# Article 5. The procedure for conducting exams

5.1. Students' cell phones, bags, and other items must be placed in a designated area.

5.2. A student should carry only a pen, water, identity card, and material/technical equipment mentioned on the exam paper in the exam space.

5.3. It is not allowed for the student to use/carry such accessory/item (hat/cap, headdress, except religious obligation), earphones, mobile phone, or electronic watch, which raises the suspicion of copying attempt. Any violation of this clause will result in the cancellation of the exam.

5.4. The student must strictly follow the rules related to the prohibition of copying, talking, mutual assistance, the use of technology, and other prohibitions.

5.5. To avoid discipline violations, the invigilator has the right to change the placement of students in the auditorium before and/or during the exam. In case of disobeying the invigilator, the student will be removed from the exam and the grade "0" (zero) will be signed;

5.6. After the start of the exam, any conversation between the student and the lecturer/invigilator, as well as between students, is prohibited. In addition, if there is a technical problem that hinders the student's examination process, the lecturer/observer is entitled to help him, and then reflect this in the relevant protocol;

5.7. Students are forbidden to transfer pens, erasers, or any other stationery or technical equipment to each other without the permission of the invigilator.

5.8. Students are prohibited from using any type of technology without the consent of the invigilator;

5.9. The invigilator must ensure the observance of discipline during the examination;

5.10. Students will not be provided with additional time;

5.11. A student who leaves the auditorium during the exam due to being unable to attend must be accompanied by an invigilator. If the student feels better, he will be allowed to continue the exam. If, due to the health condition, the student cannot return to the exam, he/she will be allowed to take a make-up exam based on a medical certificate.

5.12. Only predetermined items can be used in the exam.

5.13. The midterm/final (including retake/retake) exam paper is anonymous. The student should only indicate his name and surname on the cover page of the exam paper. After the end of the exam, the exam paper is encrypted by the service and handed over to the lecturer for checking;

5.14. In the test part of the exam paper (so-called multiple-choice questions), the answer will not be counted if the answer is corrected, deleted, and/or circled.

5.15. The student's recording of such opinions in the exam paper, which are not related to the exam task or its answer, and whose purpose is to influence/indicate the lecturer in any way, which violates the student's anonymity, leads to the corresponding grade of "0" for the student by the lecturer or the university administration. (zero) decoration.

5.16. If the lecturer took into account the student's hint, the issue will be considered by the Disciplinary Commission, and if the lecturer did not take into account the student's hint, but did not ignore the exam assignment, the administration is authorized to give the student a grade of "0" (zero) in the relevant exam assignment, and the school (which also belongs to the lecturer) gives a warning to the lecturer.

5.17. If necessary, the student can raise his hand to call the observer and silently ask a question.

5.18. During the exam, it is forbidden to speak loudly, negotiate, move in the auditorium without permission, or obstruct the course of the exam by the student's behavior.

5.19. The student is obliged to obey the invigilator's decision, including his removal from the exam and dismissal;

5.20. If the student violates any of the rules of the exam (including attempting to copy/copying, helping someone else to copy, talking to another student on any topic, etc.), the student's work will be zeroed and the "Student Disciplinary Responsibilities Regulation" will be enforced against him.

5.21. If, during the examination of the exam results (within 7 calendar days after the exam), the lecturer has a reasonable suspicion that the student has copied the paper, the lecturer must provide information to the educational process monitoring service, which is authorized to require the student to pass the exam in writing or orally. And if the student fails to confirm his knowledge, his exam paper will be zeroed and the "rule regulating student disciplinary responsibility" will come into effect.

5.22. It is strictly forbidden to copy the exam by any means (including electronic form). In case of a violation of the mentioned requirement, (the fact of copying can be detected both by an observer and utilizing a video camera, or the case of copying/plagiarism may be discovered by the lecturer during the correction of the paper), the rule of violation will be explained to the student, he will be removed from the exam and a grade of zero will be issued.

5.22.1. Regardless of the grade of the mid-term exam, the student has the opportunity to continue studying the mentioned course and be admitted to the final exam if the sum of the mid-term grades received by the student exceeds the minimum competency limit of the mid-term grades established by the syllabus.

5.22.2. After passing the final exam, the sum of the midterm and final exam grades is used to obtain the final grade in the course. If the final grade is "FX" (41-50 points), the student will not be considered to have passed the exam. In such a case, the student will have the right to take an additional exam. If the student's grade is "F", he will not be eligible to take the additional exam.

5.23. The invigilator shall inform the audience at 30-minute intervals during the examination of the time remaining until the end of the examination test.

5.24. After the expiration of the predetermined time, all exam papers are submitted to the invigilator;

5.25. The observer should hand over the student's work to the study process monitoring service according to the completed protocol during the exam.

5.26. The student is obliged to fill out the exam question sheet completely, to indicate the student number/personal number, first name, and last name.

5.26.1. Otherwise, the paper will be rejected.

# Article 6. Form, terms, and duration of exams.

6.1. In every academic year at the university, at all levels of education, the dates for conducting intermediate and final exams are determined by the academic calendar of the current academic year.

6.2. The midterm/final exam in the same study course can be conducted in a combined form;

6.3. Before the midterm/final exam, the structure of the exam task and the assessment criteria must be agreed in advance with the responsible person of the school concerned. The exam task should be presented and formulated for the students.

6.4. The midterm/final exam can be conducted in written, oral, and/or electronic form.

6.5. Multiplication of the exam task and preparation for the exam, using the resources available in the university, is provided by the service of monitoring educational processes.

6.6. The duration of the midterm/final exam is determined according to the syllabus of the respective course.

6.7. For students with special needs, the format and duration of the exam will be selected in advance.

# Article 7. Procedure for submission of exam questions by the lecturer

7.1. Exam questions are prepared by the person implementing the component (lecturer).

7.2. To avoid duplication, the exam questions for the groups should be different if the exam in the same component is held at different times, or if the number of students in the group exceeds 10 students.

7.3. The lecturer is obliged to submit at least two versions of the midterm and final exam in electronic form (including those written on a memory card) to the service one week before the respective exam.

7.4. To restore the exam, the lecturer is obliged to present additional options.

7.5. If, according to the syllabus of the course, the student has to pass the midterm and/or final exam in the form of a presentation, the lecturer is obliged to invite at least one representative of the relevant school on the day of the presentation.

7.6. The questions of the midterm/final exam recovery/supplementary exam should not be identical to the exam already taken.

7.7. The content of the exam questions by the lecturer should be at least 60% different from the previous year's questions in each subsequent academic year.

7.8. The school, after checking the compliance of the exam questions with the requirements of the university, will hand over to the service 3 (three) working days before the exam.

7.9. The school is obliged to check the conformity of the exam questions with the syllabus, to check the content of the exam task, its structure, and the similarity/difference of the presented exam options.

7.10. If any question in the exam option is given by mistake, the student is given the maximum score determined for the wrongly indicated question.

# Article 8. Examination correction and summary

8.1. The lecturer is obliged to take the papers from the study process monitoring service within 2 (two) working days at the latest.

8.2. The lecturer is obliged to evaluate the midterm/final exam paper

within 5 days after the event;

8.3. The checked midterm/final exam papers are submitted by the lecturer to the service for decoding and entering the evaluations into the electronic marks database.

8.4. The service is obliged to submit the works to the university archive within 10 (ten) calendar days.

# Article 9. Midterm/Final Exam Recovery Procedure

9.1. Based on the written permission of the study process monitoring service, the student may be given the right to retake the midterm and/or final exam only if the absence is due to an honorable reason.

9.2. In case of missing the mid-term/final exam, the student is obliged to fill out the reinstatement form on the same day or within 3 days after the absence, which he sends electronically or submits to the study process monitoring service. Proof of the reason for the absence can be uploaded along with the electronic application or submitted to the office for consideration of crediting the missed period. In case of violation/violation of the above-mentioned requirements (including the specified deadlines) by the student, the university has the right not to satisfy the student's request to restore the missed exam. In special cases, depending on the student's needs, the commission will consider the issue individually and select the format of the exam.

9.3. The exam is resumed only in case of absence with an honorable reason, in case of a positive answer, the student is notified electronically.

9.4. The student must be ready for the make-up exam immediately after the scheduled exam period. He will receive information in the SIS database for specific information about the time of the scheduled recovery exam.

9.5. A student's absence from the exam will be considered honorable if the following circumstances exist: illness, business trip (organized by the university or state structures), marriage, accident, childbirth, death of a family member, or mandatory military service.

9.6. The documents confirming the absence are:

9.6.1. During illness: medical form #100. In this document, the date of illness specified in the field "referral to a doctor" is taken into account. In addition, the dates of applying to the doctor and issuing the document should include the date of missing the exam;

9.6.2. In the case of a business trip - a copy of the order of the business trip and an extract from the financial department (in the case of a business trip abroad - a copy of the passport, a certificate of service confirming the necessity of being at work and overtime).

9.6.3. Absence of a student's examination at external conferences and training (on similar non-standard occasions) is unsatisfactory.

9.6.4. In the case of the need to discuss individual circumstances, the student is entitled to apply to the educational process monitoring service.

# Article 10. Additional examination

10.1 A student has the right to take an additional exam if:

a) The student's total semester score (sum of midterm grades and final grade) is 41-51 points;

b) The student's total semester score (intermediate evaluations and sum of the final grade) is not less than 51 and he did not pass the minimum threshold set for the final grade.

c) An additional exam is held no earlier than 5 calendar days after the announcement of the results of the relevant final (remedial) exam.

10.1.1 This rule does not apply to the thesis, master's project/thesis, and other scientific project/thesis.

10.2. Each component has only one additional exam.

10.3. The score obtained on the additional exam replaces the score obtained on the final assessment.

# Article 11. Appealing the results of exams

11.1. The student has the right to appeal to the educational process monitoring service within 5 (five) working days after learning the results of the midterm and final exam evaluations;

11.2. At the initial stage, the student has the opportunity to ask the service of monitoring the educational processes to request the graded paper for familiarization, where the lecturer has substantiated his grade with arguments.

11.3. If the student does not agree with the grade assessed by the lecturer, he is entitled to submit an application to the educational process monitoring service and substantiate the reason for the appeal.

11.4. The student's application and the exam paper will be delivered to the lecturer within 2 working days by the service.

11.5. Within two working days after handing over the paper, the lecturer presents a report card, where he answers the student's statement with arguments and, if necessary, changes the grade.

11.6. The lecturer's decision is notified to the student by the service on the same day.

11.7. If the student does not agree with the decision of the lecturer and requests a re-evaluation of the results: then within 1 (one) working day he writes a statement to the vice-rector of the study area.

11.8. In the event of a request for revision of the exam paper, the vice-rector in the field of study is authorized, based on the circumstances indicated in the student's complaint, to decide on the revision of the "paper" by the created commission.

11.9. The commission includes the ombudsman, head of the educational process monitoring service, head of the quality assurance service, school representative - dean, and invited lecturer.

11.10. The commission member need not be the original appraiser.

11.11. The commission decides by the majority of votes.

11.12. If the assessment of the specialist in the field differs significantly from the assessment of the lecturer of the subject, the commission is authorized to invite an external expert in the field.

11.13. The commission is given 5 (five) working days to carry out the evaluation, and in case of appeal of the evaluation received by the commission - 15 (fifteen) working days.

11.14. The commission, by majority vote, takes one of the following two decisions:

 a) leaves the evaluation of the lecturer of the subject unchanged;

 b) changes the evaluation of the lecturer of the subject. (increase or decrease).

11.15. The decision made by the commission is final and not subject to appeal.

11.16. In case of detection of a defect by the commission, the component is returned to the monitoring service of educational processes along with the conclusion.

11.17. The monitoring service informs the interested parties about the evaluator's/commission's conclusion within 2 (two) working days.

11.18. The obtained score is reflected in the electronic database of marks. The relevant documentation is kept in the student's file.

11.19. The appeal of the assessment of the research component is regulated by the regulations of the Master's Education and the Regulations of the Doctoral Education and Dissertation Council.

# Article 12. Archiving of exam materials

12.1. Archiving of exam materials is carried out in accordance with the "Unified Rule of Conduct".

# Article 13. Organizing and conducting the oral exam

13.1. The oral exam is conducted by the lecturer or committee (based on the syllabus of the study course).

13.2. In the case of conducting an oral examination by the Commission, the examination is conducted in accordance with the following procedures:

13.3. The school administration determines the composition of the commission. The commission may include a representative of the school, a representative of the quality assurance department, a representative of the educational process monitoring service, a lecturer implementing the relevant component, and lecturers of the institution who have an academic degree in the same or a related field.

13.4. The oral exam is conducted in the language of the component implementation.

13.5. The members of the commission evaluate the students individually, according to the evaluation rules given in the syllabus.

13.6. The final assessment of the commission is reflected in the minutes.

13.7. In case of missing the oral exam, the exam is retaken according to the rules established by this regulation.

# Article 14. Final Provisions

14.1. This rule shall enter into force upon its approval by the Rector.

14.2. Any change in this rule can be made in the manner prescribed for its adoption. Supervision of the implementation of the rule will be carried out by the vice-rector in the field of administration.