

**Approved by the Decision of the Academic Council of the University  
of Tbilisi No. 13 dated September 3, 2018 and Put into Effect  
by the Order of the Rector of the University of Tbilisi  
No. 141/01 dated September 4, 2018**

## **Rules for conducting midterm and final exams**

### **Article 1. General Provisions**

- 1.1. This rule regulates the rules for conducting midterm and final exams at Tbilisi Humanitarian Teaching University (hereinafter referred to as THU) and its purpose is to ensure the objectivity, fairness and transparency of the examination process;
- 1.2. The form and content of the exam in each academic discipline, the format of its conduct are described in detail in the syllabus of the academic discipline;
- 1.3. Upon the start of the academic year, the student must be informed of the form in which the midterm and final exams will be conducted, as well as the prerequisites for admission to the exam.
- 1.4. The maximum duration of the midterm, final, including additional exams is 4 hours;
- 1.5. The representative of the Quality Assurance Service, the head of the educational program and the dean of the faculty has the right to attend the exam;
- 1.6. The prerequisites for a student's admission to the final exam are determined by the unified assessment system, educational program and syllabus of the academic discipline operating at the university;
- 1.7. Examinations at THU are held in accordance with this rule and each of its employees and students is obliged to strictly comply with the regulations established by this rule;
- 1.8. In accordance with this rule, for the purpose of organizing examinations, a THU Examination Center may be established at THU, the head and staff of which shall be determined by the THU Rector by order;
- 1.9. The THU administration is authorized to apply the measures of influence specified in this rule and the THU Internal Regulations in case of violation by a student of the requirements established by this rule.

## **Article 2. Rules for Conducting a Written Exam**

2.1. The midterm written exam is held during the academic week specified in the syllabus of the academic discipline and is conducted by the author of the course syllabus (lecturer) and the head of the subjects in the working group jointly or by the coordinator of the educational process of the faculty;

2.2. The final, including additional, written exam (component) is conducted by the author of the course syllabus (lecturer) and the head of the subjects in the working group jointly, or is conducted by the THU Examination Center, based on the application of the faculty;

2.3. The student is obliged to appear at least 5 minutes before the start of the exam; If the student is late for the exam by a maximum of 10 minutes, he may, taking into account the specifics of the exam, be admitted to the exam; If a student is more than 10 minutes late for the exam, he/she will not be allowed to take the exam and will be marked as “failed to appear” in the exam report;

2.4. The student’s written work must be encrypted so that the corrector does not know whose work he/she is correcting at the correction stage;

2.5. Considering the format of the written exam, the student must bring the inventory and materials allowed/specified by the lecturer (for example: normative materials; pen; calculator; dictionary, etc.);

2.6. It is allowed to bring water or other soft drinks to the exam; mobile phones, photo-video cameras and/or other electronic devices must be turned off;

2.7. In case of using any prohibited auxiliary means during the exam, the examiner is obliged to make the student leave the exam.

## **Article 3. Rules for Conducting an Oral Exam**

1.1. A component of the midterm/final exam, according to the syllabus of the relevant academic discipline, may be the oral passing of part of the exam;

1.2. The oral format of the exam (narration of theoretical material, simulated process, public presentation, etc.) is determined by the syllabus of the academic discipline and is known to the student;

1.3. While conducting an exam in an oral format, only the examiner and the student being examined are allowed to be present in the auditorium; at least 2 students, in addition to the student being examined, must attend the oral exam; the oral exam is conducted by the lecturer of the academic discipline and the head(s) of the working group;

1.4. While conducting an exam in an oral format, audio and/or audio-video recording of the exam process is carried out.

1.5. To complete the oral task, the student is given at least 10 minutes of thinking time.

1.6. A one-time change of an oral assignment is possible at the student's request only if the oral format of the exam specified in the syllabus allows for this. In this case, the grade (points) obtained by the student is subtracted from the maximum grade of the assignment (questions) replaced by the student in the oral material (topic) (for example, if the number of topics to be submitted in the oral format was 20 questions, of which each question was evaluated with 10 points, the student was given a 2-question assignment to complete, and he replaced the given assignment in its entirety, 20% of the  $10+10=20$  points is subtracted from the total score obtained by completing the new assignment (for example, question I - 7 points + question II - 6 points = 13 points in the oral component - 4 points (20%) for both questions = 9 points).

#### **Article 4. Rules of Behavior during the Exam and Grounds for Withdrawal from the Exam**

4.1. It is prohibited to:

a) To be in an unconscious state;

b) Leave the auditorium during the exam, except for health reasons or special reasons. In case of arbitrarily leaving the auditorium during the exam, the student will not be allowed to take the exam;

c) during the exam, it is prohibited to talk, negotiate with each other, make noise or do any other actions that prevent the exam from being conducted in a normal and peaceful environment. In the first such case, the student is given a warning, and in case of a repetition of such a violation, he loses the right to complete the exam and leaves the auditorium; in this case, the examiner evaluates the student's unfinished work;

d) It is not allowed to use someone else's work or auxiliary notes (so-called cheat sheets) during the exam; in such a case, the student is given a warning for the first time, the written work completed by him/her is crossed out and the inscription "Copied" is made at the end of the work, indicating the exact time; in case of a repetition of such a violation, the student loses the right to complete the exam, and his/her work is evaluated with a "0" point;

e) Assistance and/or attempt to provide assistance to another student by a student. In the first such case, the student is given a warning, and in case of a repetition of such a violation, he/she loses the right to complete the exam and leaves the auditorium; in this case, the examiner evaluates the unfinished work submitted by the student;

4.2. The grounds for withdrawal a student from the exam without an initial warning are:

- a) Using physical or psychological pressure or other unacceptable methods on the examiner/examination center monitor in order to obtain a grade;
- b) Failing to comply with the examiner/examination center monitor's fair instructions and insulting him/her.

## **Article 5. Rules for Restoring the Right to Take an Exam**

- 5.1. An intermediate/final/additional retake of an exam missed for a valid reason is allowed.
- 5.2. A student must apply to the dean with an application to obtain the right to retake an exam missed for a valid reason. The dean, in agreement with the student and the lecturer of the academic discipline, makes a decision on the date of the retake exam.
- 5.3. An intermediate exam may be retaken before the start of the final exams; a final exam may be retaken during the period specified for the additional exam; a final exam may be retaken before the end of the exam session;
- 5.4. Valid reasons are:
  - a) Documented illness;
  - b) Being on a study trip, confirmed by the order of the University Rector;
  - c) Fulfilling the obligation specified by law to appear in public, including court, institutions;
  - d) Other valid reason (for example, a traffic accident, a case of domestic violence, etc.), which must be individually assessed by the dean and the lecturer of the academic discipline.
- 5.5. Resisting an exam missed for an unjustified reason is not permitted.

## **Article 6. Rules for Appealing the Received Assessment**

- 6.1. Upon the student's request, the faculty is obliged to immediately, but no later than 24 hours after the request, provide the student with the work completed by him and corrected by the lecturer, in case of disagreement with the interim and/or final assessment;
- 6.2. The student may appeal the assessment received at the interim and final exam within 48 hours of receiving information about the assessment using the student's personal page electronically or by submitting a corresponding written application to the faculty's educational process coordinator;
- 6.3. The student's complaint will be forwarded to the leading lecturer (corrector) of the academic discipline for consideration within 24 hours of receiving the complaint;

6.4. The corrector is obliged to consider the complaint within 24 hours of receiving it and, by re-examining the examination paper, make one of the following decisions:

- a) Dismiss the complaint;
- b) Dismiss the complaint in full (increase the score by the requested amount);
- c) Dismiss the complaint partially (increase the score partially);

6.5. In the event that the assessment is changed by more than 3 points, the grader is obliged to justify his/her decision in writing, explaining the reasons for the error by more than 3 points;

6.6. The student is notified of the decision of the grader on the complaint immediately through the student's personal page;

6.7. In the event that the student disagrees with the decision made by the grader, he/she is entitled to file an appeal in accordance with the procedure specified in paragraph 2.

6.8. Within 24 hours of receiving the appeal, the Dean of the Faculty shall form an Appeals Review Commission consisting of at least 3 members, one of whom shall be the correcting lecturer, and the Chairperson of the Appeals Commission may be: the Dean of the Faculty, Deputy Dean, Head of the Educational Program. The third member of the Appeals Commission shall be a specialist in the profile in which the interim/final assessment is being appealed;

6.9. The Appeals Commission shall make one of the decisions specified in paragraph 4 by a majority of votes within 48 hours; no member of the Commission shall have the right to abstain from voting;

6.10. The decision of the Appeals Commission shall be final and shall not be appealed.

6.11. The decision of the Appeals Commission shall be notified to the student electronically through the student's personal page, and if the student attends the Appeals Commission session, by announcement at the Appeals Commission session. The announced decision shall be reflected in the examination report.

## **Article 7. Entry into Force**

This rule shall enter into force from the 2018-2019 academic year.