

Approved by the decision N13 of the THU Academic  
Council of September 3, 2018 and  
Entered into force on the basis of the order N141 / 01 of  
the THU Rector of September 4, 2018

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

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

- 1.1. This rule regulates the procedure for conducting midterm and final examinations at Tbilisi Humanities Teaching University (hereinafter THU) and is aimed at ensuring objectivity, fairness and transparency of the examination process;
- 1.2. The form and content of the exam in each discipline, the format of the exam is described in detail in the syllabus of the discipline;
- 1.3. At the beginning of the training course, the student should be aware of the form of midterm and final exams, as well as the prerequisites for admission to the exam.
- 1.4. Maximum duration of midterm, final, including additional exam is 4 hours;
- 1.5. The representative of the quality assurance service, the head of the educational program, the Dean of the faculty are entitled to attend the exam;
- 1.6. Prerequisites for admission to the final exam of the student are defined by the unified assessment system, curriculum and syllabus of the discipline in force at the university;
- 1.7. Examinations at THU are conducted in accordance with this rule and each of its employees and students is obliged to strictly follow the regulations established by this rule;
- 1.8. In accordance with this rule of examinations, in order to hold the examinations in an organized manner, a THU examination center may be established, the head and staff list of which shall be determined by the THU Rector, by order;
- 1.9. The THU administration is authorized to apply the measures of affect defined by this rule and the THU by-law in case of violation of the requirements by this student.

#### **Article 2. Rules for conducting a written examination**

- 2.1. The midterm written exam is held during the academic week provided by the syllabus of the educational discipline and is conducted by the author (lecturer) of the course syllabus and the head of the group work together or by the coordinator of the faculty educational process;
- 2.2. The final, among them, the additional written exam (component) is conducted by the author (lecturer) of the course syllabus and the head of the workshops in the working group, or is conducted by the THU Examination Center, upon the application of the faculty;
- 2.3. The student is required to appear at least 5 minutes before the start of the exam; If a student is late for the exam by a maximum of 10 minutes, he / she may be admitted to the exam depending on the specifics of the exam; If a student is late for the exam for more than 10 minutes, he / she will not be allowed to take the exam and he / she "did not appear" is entered in the examination sheet.
- 2.4. The student's written work should be encrypted so that it is unknown to the valuator at the valuating stage who is correcting the work;

- 2.5. Depending on the format of the written exam, the student must have the inventory and materials allowed by the lecturer (for example: normative materials; pen; calculator; dictionary, etc.);
- 2.6. It is permissible to bring water or other soft drink to the examination; a mobile phone, photo-video camera or other electronic device must be switched off;
- 2.7. In case of using any prohibited means during the exam, the examiner is obliged to request the student to leave the exam.

### **Article 3. Rules for conducting oral examinations**

- 1.1. An integral component of the midterm / final exam, according to the syllabus of the relevant academic discipline, can be the oral part of the exam;
- 1.2. The oral format of the exam (narration of theoretical material, imitated process, public presentation, etc.) is defined by the syllabus of the study discipline and is known to the student;
- 1.3. When conducting an oral exam, presence the examiner and the student only in the auditorium is inadmissible; Oral exam must be attended by at least 2 students in addition to the student who will be takes the exam; The oral examination is conducted by the lecturer of the teaching discipline and the head (s) of the working group;
- 1.4. Audio and / or audio-video recording of the examination process is performed during the oral format examination.
- 1.5. The student is given at least 10 minutes of thinking time to complete the oral task.
- 1.6. Changing an oral task at a student's request is only possible if the oral format of the syllabus allows it. In this case, the grade (score) obtained by the student is deducted 20% of the maximum grade of the assignment (issues) changed by the student in the oral material (thematic) Was given a 2-item assignment, and he replaced the given assignment in full, subtracting the sum of points earned by completing the new assignment he subtracted from  $20 + 10 = 20\%$  of the points (for example, Question I - 7 points + Question II - 6 points = 13 points in the oral component - 4 points (20%) for replacing both issues = 9 points).

### **Article 4. Rules of conduct in the exam and the grounds for withdrawal from the examination**

- 4.1. It is forbidden during the exam:
- Appearing on the examination in a drunken state;
  - Leaving the auditorium during the examination, except for health or special reasons. In case of arbitrarily leaving the audience during the exam, the student will no longer be allowed to take the exam;
  - During the examination process, it is forbidden to talk, speak with each other, make noise or any other action that interferes with the examination process in a normal and calm environment. In the first such case the student is warned about and in the event of repeating the similar action he/she loses the right to complete the examination and leaves the audience; In this case, the unfinished work submitted by the student is evaluated by the valuator;
  - It is not allowed to use someone else's work or auxiliary records (so-called "cribe note") on the exam; In such a case, the student is warned for the first time, the written work done by him/her is crossed out and an inscription is made at the end of the work: "Copied", indicating the exact time; In case of

repeating such action, the student loses the right to complete the exam, and his / her work is evaluated with a score of "0";

e) Assistance and / or attempt by a student to assist another student. In the first such case the student is warned and in the event of repeating a similar action he/she loses the right to complete the examination and leaves the audience; In this case, the unfinished work submitted by the student is evaluated by the valuator;

4.2. The grounds of removing a student from the examination without prior notice are:

a) Use physical or psychological influence or other inadmissible means on the examiner / exam center monitor for the purpose of obtaining an assessment;

b) Failure to follow the examiner / exam center monitor fairly and insulting him / her.

### **Article 5. Rules for returning the right to take the exam**

5.1. Intermediate / final / additional excuse of a missed exam for reasonable excuse is allowed.

5.2. The student must apply to the Dean in order to be eligible to recover the missed exam. The Dean, in the agreement with the student and the Lecturer of the Academic Discipline, makes a decision on the date of appointment of the excuse exam.

5.3. Excuse of the midterm exam is allowed before the start of the final exams; excuse of the final exam is allowed in the period specified for the additional exam; excuse of the final exam is allowed until the end of the examination session;

5.4. The reasonable excuses include the following:

A) documented illness;

B) being in business trip, which is confirmed by the order of THU Rector;

C) fulfillment of the obligation defined by law in public institutions, including judicial institutions;

D) other reasonable excuses (e.g., car accident, domestic violence, etc.) that must be assessed individually by the Dean and the Lecturer.

5.5. Excuse of an exam missed for an unreasonable excuse is not allowed.

### **Article 6. Procedure for appealing the assessment received**

6.1. At the request of a student, in case of disagreement with the intermediate and / or final assessment, the faculty is obliged to provide the student with access to the paper completed by him/her and corrected by the lecturer immediately, but no later than 24 hours after the application;

6.2. Assessment received on the midterm and final exams can be appealed by the student within 48 hours of receiving the information on assessment using the student's personal page electronically or by submitting a written application to the faculty coordinator;

6.3. The student's complaint will be referred to the Lead Lecturer (valuator) for response within 24 hours of receiving the complaint;

6.4. The valuator is obliged to review the complaint within the next 24 hours after receiving the complaint and to make one of the following decisions by re-examining the examination paper:

a) Does not satisfy the complaint;

- b) Satisfy the complaint in full (increase the score by the required amount);
- c) Satisfy the complaint in part (increase the score in part);

6.5. In case the assessment is changed by more than 3 points, the valuator is obliged to substantiate his / her decision in writing, where he / she must explain the reasons for the error with more than 3 points;

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

6.7. In case the student does not agree with the decision made by the valuator, he / she is entitled to write an appeal in the manner specified in paragraph 2;

6.8. Within 24 hours of receiving the appeal, the Dean of the Faculty forms the Appeals Review Commission with at least 3 members, one of whom is a valuator, and the Chairman of the Appeals Commission may be ex officio: Dean of the Faculty, Deputy Dean, Head of the Educational Program. The third member of the Appeals Commission must be a specialist of the profile in which the subject of the interim / final assessment is appealed;

6.9. The Appeals Commission shall take one of the decisions referred to in paragraph 4 by a majority of votes within 48 hours; none of the members of the commission has the right to abstain during the voting;

6.10. The decision of the Appeals Commission is final and can no longer be appealed.

6.11. The decision of the Appeals Commission is notified to the student electronically through the student's personal page, and if he / she attends the session of the Appeals Commission, by announcing himself / herself at the session of the Appeals Commission. The announced decision will be reflected in the examination form.

#### **Article 7. Entry into force**

This rule will come into force from the academic year of 2018-2019.