

## **Regulations of the Examination Center of Tbilisi Humanitarian Teaching University LLC**

### **Article 1. Examination Center**

1.1. The Regulation determines the functions of the Examination Center of Tbilisi Humanitarian University LLC (hereinafter referred to as the University) (hereinafter referred to as the Center), the rights and obligations of the persons involved in the examination process, and the conditions and rules for organizing the examination process.

1.2. The Regulation has been developed in accordance with the current legislation of Georgia, the University's Regulations and other internal legal acts.

1.3. The procedures for organizing and conducting intermediate, final, additional examinations are determined by the Rules for Conducting Intermediate and Final Examinations.

### **Article 2. Functions and Duties of the Examination Center**

2.1. The functions of the Examination Center are:

- a. Ensuring environmental factors relevant to the examination process;
- b. Arrange and organize midterm, final and additional exams at the university;
- C. Monitor, evaluate the exam process and develop appropriate recommendations to correct the identified shortcomings and submit them to the management;
- D. Provide timely and complete information related to exams to those participating in the exam process;

- E. Maintain confidentiality of exam questions;
- F. Prepare materials for midterm, final and additional exams one week before the exams;
- G. Transfer exam papers/tests to the course supervisor after the exam;
- H. Enter exam results (student assessments) into the electronic database for managing the educational process;

### **Article 3. Examination Procedures**

3.1. The student is obliged to appear for the exam 10 minutes before the start of the exam with a document confirming personal data.

3.2. The observer is obliged to familiarize students with the rules of conduct and monitor the examination process.

3.3. The following are not allowed during the exam:

- a. Noise, negotiations, as well as using/copying someone else's work;
- b. Consulting or communicating with other persons during the exam;
- c. Using a calculator or printed material during the exam, except for those provided for in the exam question; this is determined solely by the decision of the person implementing the training course;
- d. Using a mobile phone, iPad, calculator, other electronic device;
- e. Leaving the exam room before submitting the exam paper for any reason, except for those due to health conditions.

3.4. In accordance with the warning given to the student and the decision made by the invigilator, the student may be removed from the exam.

3.5. The grounds for removing a student from the exam are:

- a. Attempting to take the exam instead of another person;
- b. Being under the influence of alcohol, narcotic or psychotropic substances;
- c. Neglecting ethical and disciplinary norms;

#### **Article 4. Final Provisions**

4.1. This Regulation is approved by the Academic Council of THU;

4.2. Amendments and additions to the Regulation are made by resolution of the Academic Council.

4.3. The Regulation enters into force upon its adoption.