

Free Academy of Tbilisi



Examination Center Provision



Article 1. Examination Center

1.1. The Provision defines the functions of the Examination Center (hereinafter the Center) of the Tbilisi Free Academy (hereinafter the Academy), the rights and responsibilities of the persons involved in the examination process and the conditions and rules for organizing the examination process.

1.2. The Provision is developed in accordance with the current legislation of Georgia, the regulations and other internal legal acts of the Academy.

1.3. This provision provides for the organization and conduct of intermediate, final, and additional examinations by a unified procedure.

Article 2. Functions and Duties of the Examination Center

2.1. The functions of the examination center are:

- a. Providing relevant environmental factors for the examination process;
- b. Arranging and organizing intermediate, final and additional exams at the Academy;
- c. Monitoring, evaluating and reviewing identified deficiencies in the examination process, developing relevant recommendations and submitting them to the management;
- d. Timely and complete delivery of exam-related information to those participating in the examination process;
- e. Ensuring that the appellate proceedings are conducted transparently;
- f. Maintaining the confidentiality of exam issues;
- g. Preparation of intermediate, final, additional exam materials one week before the exams;
- h. Transfer of exam papers / tests to the supervisor of the training course after the end of the exam;
- i. Inclusion of test results (student assessments) in the learning process management electronic database;

Article 3. Observer

3.1. Observer - person is a representative of the center and/or school;

3.2. Observer - a person accountable to the center and/or school;

3.3. Observer:

- a. On the day of the exams, come to the academy at least 1 (one) hour earlier;
- b. The observer is obliged to be impartial, fair, objective, and ensure the transparency of the examination process;
- c. The observer is obliged to exclude any type of academic fraud.

3.4. In case of detection of exam or other types of academic frauds, take appropriate measures:

- a. warning



- b. withdrawal from processes;
- c. Commencement of disciplinary proceedings.

Article 4. Procedures for conducting examinations

4.1. The student is required to appear for the exam 15 minutes before the start of the exam with a document proving personal data.

4.2. The observer, who is a member of a school staff, is required to inform students of the rules of conduct and to monitor the examination process.

4.3. It is not allowed on the exam:

- a. Making noise, exchanging words, as well as using/copying someone else's work;
- b. Consulting or communicating with other persons during the examination period;
- c. Use of a calculator or printed material for the examination, except as provided for the examination issue; This is determined only by the decision of the person conducting the training course;
- d. Use of mobile phone, iPad, calculator, other electronic device;
- e. Leave the examination room for any reason other than the health condition before passing the examination paper.

4.4. In accordance with the warning given to the student and the decision made by the observer, the student may be dismissed from the examination.

4.5. The grounds for dismissal of a student are:

- a. Trying to pass an exam instead of another person;
- b. Being under the influence of alcohol, drugs or psychotropic substances;
- c. Disregard for ethical and disciplinary norms;

Article 5. Article 5. Automatic system of examinations

5.1. The examination process in the academy is conducted by means of an electronic program;

5.2. Before the midterm, final and additional exams a database of exam questions (question bank) is prepared;

5.3. A one-time code will be provided to the student before the exam begins;

5.4. The test is provided to the student randomly from the question bank. The set of possible answers is changed each time;

6.1. Correction of examination papers

6.1. The exam center is obliged to send the exam papers after the exam to the staff of the course for correction; The persons conducting the training courses are required to request exam papers from the center in order to correct them;



- 6.2. The lecture is obliged to correct the exam papers no later than 5 (five) working days after requesting the materials and to submit the results to the examination center;
- 6.3. The results of the exam must be reflected in the electronic database no later than 2 (two) working days.
- 6.4. The assessment methods and criteria, the duration of the exam (as well as the exam questions) are reflected in the syllabus of the relevant training course;

Article 7. Appealing the results

- 7.1. The student may apply to the examination center in writing form within 2 (two) working days after the publication of the results in order to appeal the results.
- 7.2. The Center is obliged to immediately notify the Dean about the need to establish an Appeals Commission in case of receiving an application/complaint.
- 7.3. The Center is obliged to present the student's work to the Appeals Commission within 2 (two) working days after receiving the application/complaint.
- 7.4. The Appeals Commission is obliged to review the student's work within 2 (two) working days; In case of change of the obtained assessment or leaving the same assessment, the Appeals Commission shall submit a substantiated conclusion to the Examination Center.
- 7.5. A member of the Appeals Commission may be:
- a. Field Specialist Academic Staff;
 - b. Field Specialist Invited Staff;
 - c. The supervisor of the relevant program;
 - d. Dean of the relevant school;
- 7.6. The Dean of the relevant school shall submit the composition of the Appeals Commission to the Rector for approval.
- 7.7. The conclusion of the Appeals Commission is final and will be reflected in the learning process management electronic database, which in turn cancels the previous assessment.

Article 8. Final Provisions

- 8.1. This provision shall be approved by order of the Rector.
- 8.2. Amendments and additions to the regulations are made by order of the Rector.
- 8.3. The provision shall enter into force upon signature.

