



Regulation of Examination Centre



Article 1. Examination Center

1.1. This regulation defines the functions of the "Neu National Educational University" (hereinafter referred to as the "University") Examination Center (hereinafter referred to as the "Center"), the rights and obligations of the individuals involved in the examination process, and the conditions and procedures 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. This regulation ensures the organization and conduct of intermediate, final, and additional examinations according to a unified procedure.

Article 2. Functions and Responsibilities of the Examination Center

2.1. The functions of the Examination Center are as follows:

- a. Ensuring the transparent conduct of the examination process;
- b. Organizing and arranging intermediate, final, and additional examinations at the university;
- c. Monitoring the examination process, evaluating it, and developing appropriate recommendations to address identified issues, and presenting them to the university leadership;
- d. Providing timely and complete information to the individuals involved in the examination process;
- e. Ensuring the transparent conduct of the appeal process;
- f. Protecting the confidentiality of examination-related matters;
- g. Preparing examination materials for intermediate, final, and additional exams at least one week before the exams;
- h. Transferring the examination papers/tests to the course supervisor after the completion of the exam;
- i. Entering the exam results (student evaluations) into the electronic database for managing the educational process.

Article 3. Structure of the Center

3.1. The center is managed by a head, who is appointed and dismissed by the rector of the university.

3.2. The examination process is monitored by an invigilator;

3.3. The invigilator is invited by the head of the center during the periods of intermediate, final, and additional examinations.

The invigilator is invited either from the center (if such a position exists) or from the school's representation.

Article 4. Invigilator

- 4.1. The invigilator is a person who is a representative of the center and/or the school;
- 4.2. The invigilator is accountable to the center and/or the school;

- 4.3. The invigilator:
 - a. Must arrive at the university at least 1 (one) hour before the exam day;
 - b. Is required to be impartial, fair, objective, and ensure the transparency of the examination process;
 - c. Is required to prevent any form of academic dishonesty or fraud during the examination;
- 4.4. In case of identifying academic dishonesty or other forms of academic fraud, the invigilator must take appropriate actions:
 - a. Issue a warning;
 - b. Remove the individual from the process;
 - c. Initiate disciplinary proceedings.

Article 5. Examination Procedures

- 5.1. A student is required to arrive at the examination at least 15 (fifteen) minutes before the start of the exam with a document verifying personal data.
- 5.2. The invigilator is required to inform the students of the behavioral rules and to monitor the examination process.
- 5.3. The following are prohibited during the examination:
 - a. Noise, talking, or using/ copying someone else's work;
 - b. Consulting or interacting with others during the exam;
 - c. Using a calculator or printed materials during the exam, except for materials specified in the exam instructions. This is determined only by the person conducting the course;
 - d. Using mobile phones, iPads, calculators, or other electronic devices;
 - e. Leaving the examination room for any reason before submitting the examination paper, except for reasons related to health.
- 5.4. Based on a warning given to the student and the invigilator's decision, the student may be removed from the examination.
- 5.5. The grounds for a student's removal from the examination are:**
 - a. Attempting to take the exam on behalf of someone else;
 - b. Being under the influence of alcohol, narcotic, or psychotropic substances;
 - c. Disregarding ethical and disciplinary norms.

Article 6. Automated Examination System

- 6.1. The examination process at the university is conducted using an electronic program;
- 6.2. Before the start of the intermediate, final, and additional exams, an examination question database (question bank) is created;
- 6.3. Before the start of the examination test, the student is provided with a one-time code;
- 6.4. The test is provided to the student based on the question bank using a random selection principle. The order of the possible answers is changed each time.

Article 7. Grading of Examination Papers

- 7.1. The Examination Center is required to send the examination papers to the course instructor for grading after the completion of the exam;
- 7.2. The course instructor is required to grade the examination papers within 5 (five) working days after receiving the materials and reflect the results in the student database for the corresponding course;
- 7.3. The exam results must be entered into the electronic database no later than 2 (two) working days;
- 7.4. The methods and criteria for evaluating the course, the duration of the exam, (as well as the exam questions), are reflected in the syllabus of the corresponding course.

Article 8. Appeal of Results

- 8.1. The student has the right to submit a written appeal to the Examination Center within 2 (two) working days from the publication of the results.
- 8.2. Upon receiving the application/appeal, the Center is obligated to immediately inform the dean(s) about the necessity of forming an appeal committee.
- 8.3. The Center is required to present the student's work to the appeal committee within 2 (two) working days from receiving the application/appeal.
- 8.4. The appeal committee must review the student's work within 2 (two) working days. In case of changing the result or maintaining the same evaluation, the appeal committee will submit a reasoned conclusion to the Examination Center.
- 8.5. The members of the appeal committee may include:
 - a. Academic staff specialized in the field;
 - b. Invited staff specialized in the field;
 - c. Head of the relevant program;
 - d. Dean of the relevant school.
- 8.6. The composition of the appeal committee must be submitted by the dean of the relevant school to the rector for approval in writing.

8.7. The conclusion of the appeal committee is final and will be reflected in the electronic database for managing the educational process, which, in turn, will annul the previous evaluation.

Article 9. Transitional and Final Provisions

9.1. This regulation is approved by the university's Senate;

9.2. This regulation comes into effect upon signature;

9.3. The adoption, cancellation, amendments, and additions to the regulation are carried out by the Senate;

9.4. This regulation loses its validity upon the approval of a new regulation.