



# **Georgian American University LLC**

## **Exam Center Regulation**

## 1. General terms

- 1.1. The Exam Centre (further referred to as the Centre) is Georgian American University LLC's (further referred to as the University) support structural unit, which, upon the request of the University's main structural units - the schools - ensures organizing and holding quizzes<sup>1</sup>, written midterm and final/repeat examinations for students of study programmes, and carries out other activities outlined in the present charter;
- 1.2. The Centre operates in accordance with Georgian law, the University Charter, ordinances issued by the University's president and vice president, the charters of the principal educational units - the schools – and the present charter. In compliance with the present charter, additional rules are established that take into consideration individual features of each school's study programme and academic processes; (See Annexes 1 and 2 of the present charter.)
- 1.3. The Centre is accountable to the University's vice president responsible for educational research and quality assurance matters.

## 2. The goal and functions of the Exam Centre

- 1.4. The goal of the Centre is to create a uniform internal examination system at the University in order to ensure transparent, objective and fair assessments of students' knowledge, skills and competences, and by doing so improve the quality of learning;
- 1.5. The functions of the Centre are as follows:
  - 1.5.1. Upon request from the University's principal educational units - the schools, to organize and administer tests and written examinations (midterm, final, repeat) authorized to be conducted as part of the higher study programmes in line with the Charter of the Exam Centre;
  - 1.5.2. To organize and administer written exams/tests for master's programme applicants;
  - 1.5.3. To cooperate with the principal educational units – the schools, with a view to reaching the goal of organizing the examination process.

## 3. The staff of the Exam Centre

- 1.6. The permanent staff of the Centre comprises the head of the Exam Centre and the coordinator.
- 1.7. The temporary staff includes invigilators, whose role, when required, is taken by the academic managers and student managers of the principal educational units – the schools. An external person may also be hired on a contractual basis to act as an invigilator.
- 1.8. The Centre's activities are led by the Centre's head whose authorities are defined by the present charter. In his/her absence, the Centre's coordinator assumes the head's rights and responsibilities.
- 1.9. The head of the Centre and the coordinator are appointed to and dismissed from their respective positions by the University's president, upon the vice president's proposal.

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<sup>1</sup>So-called integrated quizzes which use a special computer software; applicable only in the case of students of the School of Medicine

## 4. The head of the Exam Centre

- 1.10. The head of the Centre leads and manages the Centre's activities. He/she is responsible for a full and proper execution of the Centre's functions.
- 1.11. The head of the Centre:
  - 1.11.1. Ensures that the Centre is guided by the law and the value of fairness;
  - 1.11.2. Defines the action plan for the Centre;
  - 1.11.3. Is responsible for smooth administration of tests/written exams at the University;
  - 1.11.4. Distributes the functions among the Centre's employees, when necessary;
  - 1.11.5. Requests from the schools all information relating to tests, and midterm, final and repeat exams;
  - 1.11.6. With agreement from the relevant school's dean, draws up a list of invigilators for midterm, final and repeat exams to be administered by the Centre;
  - 1.11.7. Coordinates the work of invigilators during the exams administered by the Examination Centre;
  - 1.11.8. Is responsible for designing tests and exam questions;
  - 1.11.9. Protects confidentiality of test/exam papers;
  - 1.11.10. Ensures reviewing incoming appeals on issues within the competence of the Centre;
  - 1.11.11. Reviews complaints about procedural issues of test/exam administration;
  - 1.11.12. Within the competence of the Centre, drafts proposals and recommendations and submits them to the University's vice president;
  - 1.11.13. Approaches the University's vice president on matters of allocation of funds, equipment, inventory, space, employees required for performing the Centre's functions;
  - 1.11.14. At the end of each term, submits a report on the work performed by the Centre to the University's vice president and the schools' deans;
  - 1.11.15. Within his/her competence, fulfils tasks assigned by the University's president and vice president.
- 1.12. The head of the Centre is accountable to the University's vice president.

## 5. The coordinator of the Exam Centre

- 1.13. The coordinator:
  - 1.13.1. At the start of each term, analyses information by study programme received from the schools about written midterm and final exams to be administered;
  - 1.13.2. Following the formation of groups at the schools, receives from the schools' academic managers lists of students (with their names, surnames, ID numbers) by study programme;
  - 1.13.3. After the deadline for applications for master's programmes, draws up applicant exam lists by study programme;

- 1.13.4. Provides technical support with regard to exam material (tests/cases/topics/open questions, etc.) received from the school's academic manager and, if necessary, assigns appropriate reference numbers;
- 1.13.5. On the basis of the material requested/received from the schools, with agreement from the Centre's head, draws up a timetable for administering tests, and midterm, final and repeat exams by study programme each term;
- 1.13.6. Ensures providing detailed information to students on the rules and terms of exams via email or information boards (at least two weeks) ahead of the exams;
- 1.13.7. Ensures safety and confidentiality of documents (questions, papers, etc) kept at the Examination Centre;
- 1.13.8. Hands completed papers to the professor (invited specialist) of the respective course of study, gets them back after they have been assessed and stores them;
- 1.13.9. If necessary, upon request of the head of the Centre, acts as an invigilator at the exam;
- 1.13.10. Offers consultations to students with regards to specific features of computer tests/exams, and the rules applied at the tests/exams conducted through the e-learning platform;
- 1.13.11. In compliance with the task assigned by the head of the Centre, responds to the correspondence received at the Centre;
- 1.13.12. Performs specific business tasks assigned by the head of the Centre;
- 1.14. The coordinator of the Centre is accountable to the head of the Centre.

## 6. The Exam Centre's invigilators

- 1.15. Invigilators:
  - 1.15.1. Ensure assigning seats to students in the examination room before the exam starts and handing tests/exam questions to them;
  - 1.15.2. Before the start of the test/exam, ensure that computers have been cleaned off extra files;
  - 1.15.3. Register students;
  - 1.15.4. If necessary due to the specific features of the test/exam, provide extra signed sheets of paper to students;
  - 1.15.5. Ensure maintaining order during the test/exam;
  - 1.15.6. Record students who attend the test/ exam and the ones that have not been admitted to the test/exam;
  - 1.15.7. Register annulled tests/exam papers;
  - 1.15.8. If necessary, provide the head of the Centre with a detailed report on the process of the exams;
  - 1.15.9. Observe confidentiality relating to the examination process;
  - 1.15.10. Are expected not to leave the exam room until the end of the test/exam without agreement from the head of the Centre or the coordinator;
- 1.16. Invigilators are accountable to the head of the Centre.

## 7. Final provisions

- 1.17. The Charter of the Centre shall be approved and changes and amendments to the charter shall be made on the basis of decrees issued by the University's president.

**Annex 1**  
**of the Charter of the Exam Centre of Georgian**  
**American University LLC**

**I. Rights and responsibilities of lecturers**

- 1.1. Lecturers of examination subjects shall compile at least two (one principal and one additional) versions of test/exam papers no later than three days before the start of the examination week and email them in person to the Examination Centre at: [exams@gau.edu.ge](mailto:exams@gau.edu.ge). Handing over exam tests to other parties is not permissible;
- 1.2. The email message shall indicate: the school name, the type of exam (e.g. midterm, final), the name and surname of the lecturer, the course of study, the group number;
- 1.3. Lecturers are fully authorized to determine the number of test/exam questions within the given syllabus taking into consideration the duration of the exam;
- 1.4. Test/exam papers shall be drafted without mistakes – be that content-related or mere typos. The Examination Centre is not responsible for mistakes in test/exam papers; the responsibility in such cases lies solely with the teacher of the course of study;
- 1.5. The title page of the test/exam paper should carry the university logo, the name of the subject, the name and surname of the teacher, the group number, and a space for students to fill in their name and surname. (The school can decide whether it wants to encrypt the names.) (A sample is attached.);
- 1.6. It is not permissible for the lecturer to attend the exam;
- 1.7. Lecturers can collect tests/exam papers after the end of the exam, on the basis of the acceptance-handover document of the relevant written work(s), at the Exam Centre's room N 217 between 11:00 and 18:00 on weekdays;
- 1.8. The Exam Centre shall hand the respective lecturer papers of all students who attended the test/exam, including the ones that have been annulled;
- 1.9. Lecturers shall not assess papers that have been annulled;
- 1.10. Lecturers shall assess/grade papers and communicate the results to students.

**II. Students' rights and responsibilities**

**2.1. Students shall:**

- 2.1.1. Arrive at the exam in time. A student who is more than 10 minutes late shall not be allowed to take the exam.
- 2.1.2. Have a pen;
- 2.1.3. Have necessary resources - a calculator (with no memory card), a ruler, a pencil, etc., depending on specific features of the subject;

- 2.1.4. According to the decision of the administration, fill in their name and surname or Personal Number in the appropriate space on the title page of the test/exam paper. Otherwise, the exam paper will not be assessed;
- 2.1.5. Leave objects not required in the exam outside the examination room, in a specially designated place. Mobile phones and other electronic devices shall be kept in the turned off mode;
- 2.1.6. Finish working on the test/exam paper within the time allotted to the test/exam;
- 2.1.7. Follow all decisions of invigilators taken within their competence, including their decision to disqualify the student from the exam.
- 2.1.8. Bring the photo ID to the exam (ID, Passport, Driver's License, etc.), which allows the student to be identified by the Personal Number and show it to the Exam Centre representative upon request. Otherwise, student loses the right to attend the exam.

## **2.2. Students are entitled to:**

- 2.2.1. Inform the Exam Centre of any health condition, including eyesight and hearing impairments in written form via e-mail: [oxams@gau.edu.ge](mailto:oxams@gau.edu.ge) at least one day ahead of the exam so that a special seat can be arranged for them;
- 2.2.2. Ask questions on technical issues at the exam;
- 2.2.3. Use an additional sheet of paper with the university logo and the signature of the Centre's head.

## **2.3. Students are not allowed to:**

- 2.3.1. Arrive intoxicated at the exam;
- 2.3.2. Bring electronic devices, including mobile phones and other smart technologies (watches, players, headphones/earplugs), with them into the examination room. In the case these objects are found on them, the student will be disqualified from the exam and the paper will be annulled;
- 2.3.3. Leave the examination room in the first 10 minutes of the start of the exam;
- 2.3.4. Use toilet facilities during an exam the duration of which is two hours or less, except in extraordinary cases;
- 2.3.5. Lend or borrow any kind of objects (calculators, rulers, pencils, etc.) to and from other students;
- 2.3.6. Use a memory card or the Internet at an exam administered in the computer lab (except for exams which require the use of the Internet). In such cases, students will be disqualified from the exam and their papers will be annulled;
- 2.3.7. Leave the examination room while the test/exam is in progress and before handing in the paper (even in order to bring in an object the use of which is authorized);
- 2.3.8. Ask questions relating to the test/exam paper (including questions about foreign-language terms unfamiliar to them) during the exam;
- 2.3.9. Talk to others, prompt, copy, view another student's paper, have cheat sheets (even if they do not use them), have notes written on their clothes or body. In all such cases, the student (as well as the one who prompts) will be disqualified from the exam and the paper will be annulled;

- 2.3.10. At an exam administered in the computer lab, increase the text display size on the computer to more than 100 per cent or the font size to more than 12. In such cases, the student will be disqualified and the paper will be annulled;
- 2.3.11. Disrespect the invigilator, disobey their instructions, make noise or otherwise disrupt the exam process. This will result in the disqualification of the student and the annulment of the paper;
- 2.3.12. Use a sheet of paper other than the sheet marked by the Exam Centre. This will result in the annulment of the paper;
- 2.3.13. Take extra sheets of paper with them outside the examination room;
- 2.3.14. Talk or call out in any language. In such cases, the student will be disqualified from the exam and the paper will be annulled.

### **III. Students' rights and responsibilities after the exams**

#### **3.1. Students have the right to:**

- 3.1.1. Voice concerns, make remarks and recommendations (in writing or verbally) before the head of the Exam Centre or the coordinator within the timeframe defined by the Exam Centre;
- 3.1.2. Lodge a complaint regarding procedural issues of the exam orally with the head of the Exam Centre in room #217 or via e-mail: [oxams@gau.edu.ge](mailto:oxams@gau.edu.ge)
- 3.1.3. Submit an academic appeal to the dean of the School regarding the assessment of the test/exam.

### **IV. Organizational issues**

- 4.1. Students shall be allowed to sit exams on the basis of student name lists handed over to the Exam Centre by the administration or the relevant school;
- 4.2. Video surveillance shall be in place in order to detect any irregularities in the exam process;
- 4.3. Special devices shall be used to detect technologies. In the case that a student is found in possession of such technologies he/she will be disqualified from the exam and the paper will be annulled;
- 4.4. All tests/exams administered by the Exam Centre shall be conducted in writing. The duration of the test, or midterm, final and repeat exams is determined on the basis of the syllabus of the relevant course of study and taking into account any specific features of the course;
- 4.5. Information about exams to be administered by the Exam Centre shall be communicated to students two weeks ahead of the start of the examination week via email and information boards;
- 4.6. Disinfectants for the exam rooms will be provided by the Exam Centre.





ქართულ-ამერიკული  
უნივერსიტეტი

Sample title page of the exam paper

**For Georgian-language programmes**

სკოლა/ფაკულტეტი:

ლექტორი:

საგანი:

გამოცდა:

ჯგუფი:

სტუდენტი (სახელი, გვარი)/ სტუდენტის პირადი ნომერი:

**For English-language programmes**

School/Faculty:

Lecturer:

Course:

Exam:

Group:

Student (name, surname)/ Student Personal Number::



**Annex 2**  
**of the Charter of the Exam Centre of Georgian**  
**American University LLC**

**The School of Medicine**

**I. Rights and responsibilities of lecturers**

- 1.1. Lecturers of exam subjects shall compile at least two (one principal and one additional) versions of test/exam papers no later than three days before the start of the examination week and email them in person to the Exam Centre at: [exams@gau.edu.ge](mailto:exams@gau.edu.ge). Handing over exam tests to other persons is not permissible;
- 1.2. In the case of a delayed delivery of tests/exam papers to the Centre, the Centre is not obligated to re-administer the exam;
- 1.3. The email message shall indicate: the school name, the type of exam (e.g. midterm, final), the name and surname of the lecturer, the course of study, the group number;
- 1.4. Lecturers are fully authorized to determine the number of test/exam questions within the given syllabus taking into consideration the duration of the exam;
- 1.5. Test/exam papers shall be drafted without mistakes – be that content-related mistakes or mere typos. The Exam Centre does not carry responsibility for the mistakes in test/exam papers; the responsibility in such cases lies solely with the lecturer of the course of study;
- 1.6. The title page of the test/exam paper shall carry the university logo, the name of the subject, the name and surname of the lecturer, the group number, and a space for students to fill in their name and surname. (The school can decide whether it wants to encrypt the names.) (A sample is attached.);
- 1.7. It is not permissible for lecturers to attend the exam;
- 1.8. Lecturers can collect tests/exam papers after the end of the exam at the Examination Centre's room N 217 between 1100 and 1800 on weekdays;
- 1.9. The Exam Centre shall hand the respective lecturer papers of all students who attended the test/exam, including the ones that have been annulled;
- 1.10. Lecturers shall not assess papers that have been annulled;
- 1.11. Lecturers shall assess/grade papers and communicate the results to the students.

**II. Rights and responsibilities of students**

**2.1. Students shall:**

- 2.1.1. Arrive at the examination room for registration 15 minutes ahead of the exam, at least five minutes ahead of the start of the exam. Students who arrive later than that shall not be allowed to sit the exam;
- 2.1.2. Have an identification document with a photo (an ID card, a passport, a residence card, etc.);

- 2.1.3. Have a pen;
- 2.1.4. Leave objects not required in the exam outside the examination room, in a specially designated place. Mobile phones and other electronic devices shall be kept in the turned off mode;
- 2.1.5. Fill in their name and surname in the appropriate space on the title page of the test/exam paper. Otherwise, the exam paper will not be assessed;
- 2.1.6. Finish working on the test/exam paper within the time allotted to the test/exam;
- 2.1.7. Follow all decisions of invigilators taken within their competence, including their decision to disqualify the student from the exam.

## **2.2. Students are entitled to:**

- 2.2.1. Inform the Exam Centre or the Academic Manager of Medical School about any health condition, including eyesight and hearing impairments, at least one day ahead of the exam so that a special seat can be allocated for them;
- 2.2.2. Ask questions on technical issues at the exam only in Georgian or English;
- 2.2.3. Use an additional sheet of paper with the university logo and the signature of the Centre's head.
- 2.2.4. Use toilet facilities at exams the duration of which exceeds two hours. Except in extraordinary cases, students are allowed to leave the room one by one for five minutes after two hours from the start of the exam.

## **2.3. Students are not allowed to:**

- 2.3.1. Arrive intoxicated at the exam;
- 2.3.2. Bring electronic devices, including mobile phones and other smart technologies (watches, players, headphone/earplugs), with them into the examination room. In the case these objects are found on them, the student will be disqualified from the exam and the paper will be annulled;
- 2.3.3. Use toilet facilities during an exam the duration of which is two hours or less, except in extraordinary cases;
- 2.3.4. Use a memory card or the Internet at an exam administered in the computer lab (except for exams which require the use of the Internet). In such cases, students will be disqualified from the exam and their papers will be annulled;
- 2.3.5. Ask questions relating to the test/exam paper (including questions about foreign language terms unfamiliar to them) during the exam;
- 2.3.6. Leave the examination room while the test/exam is in progress and before handing in the paper;
- 2.3.7. Talk to others, prompt, copy, view another student's paper, have cheat sheets (even if they don't use them), have notes written on their clothes or body. In all such cases the student (as well as the one who prompts) will be disqualified from the exam and the paper will be annulled;
- 2.3.8. At an exam administered in the computer lab, increase the text display size on the computer to more than 100 per cent or the font size to more than 12. In such cases, the student will be disqualified and the paper will be annulled;

- 2.3.9. Disrespect the invigilator, disobey their instructions, make noise or otherwise disrupt the process of the exam. This will result in the disqualification of the student and the annulment of the paper;
- 2.3.10. Use a sheet of paper other than the paper marked by the Examination Centre. This will result in the annulment of the paper;
- 2.3.11. Take extra sheets of paper with them outside the examination room;
- 2.3.12. Talk or call out in any language. In such cases, the student will be disqualified from the exam and the paper will be annulled.
- 3.3.13. Lend or borrow anything (water, juice, paper towels, etc.) to and from another student;

### **III. Students' rights and responsibilities after the exams**

#### **3.1. Students have the right to:**

- 3.1.1. Voice concerns, make remarks and recommendations (in writing or verbally) before the head of the Exam Centre or the coordinator within the timeframe defined by the Examination Centre;
- 3.1.2. Lodge a complaint regarding procedural issues of the exam with the head of the Examination Centre;
- 3.1.3. Submit an academic appeal to the dean of the School regarding the assessment of the test/exam.

### **IV. Organizational issues**

- 4.1. Students shall be allowed to sit exams on the basis of student name lists handed over to the Exam Centre by the administration or the relevant school;
- 4.2. Video surveillance shall be in place in order to detect any irregularities in the exam process;
- 4.3. Special devices shall be used to detect technologies. In the case that a student is found in possession of such technologies he/she will be disqualified from the exam and the paper will be annulled;
- 4.4. All tests/exams administered by the Exam Centre shall be conducted in writing. The duration of the test, or midterm, final and repeat exams is determined on the basis of the syllabus of the relevant course of study and taking into account any specific features of the course;
- 4.5. Information about exams to be administered by the Exam Centre shall be communicated to students two weeks ahead of the start of the examination week via email and information boards.
- 4.6. Disinfectants for the exam room will be provided by the Exam Centre.



მართულ-ამერიკული  
უნივერსიტეტი

საგამოცდო ტესტის  
თავფურცელის ნიმუში

**School/Faculty:**

**Lecturer:**

**Course:**

**Exam:**

**Group:**

**Student:**