

**Instruction of Conducting of Examinations at Non-commercial Legal Person - Ivane
Javakhishvili Tbilisi State University**

Article 1. General Provisions

1. The instructions (hereinafter referred to as the “Instruction”) of conducting of examinations at Non-commercial Legal Person –Ivane Javakhishvili Tbilisi State University (hereinafter referred to as the “University”) define the rules of holding written intermediate, final/additional exams, post-graduate (master) and PhD admission exams (hereinafter referred to as the “Exams”) in an organizational manner.
2. The instruction establishes the rules of conducting exams at the University, their postponing, evaluation of tests and their disputing, dispute consideration and the rules of their solution.

Article 2. Organizational support of the exams

1. At all the three levels of the study at the University, the exams are organized by the Examination Center of the University (hereinafter referred to as the “Examination Center”) according to the rules and regulations of the present instruction.
2. Those exams the arranging of which could not be supported/provided by the Examination Center because of the external reasons (in case of no relevant resources), will be held by the appropriate educational unit.
3. The exam which needs the use of computer machines will be held by the relevant educational unit.
4. At all the three levels of the study, intermediate, semester (semi-annual) final/additional exams (oral, by means of computer) are organized according to the rules developed by the relevant educational unit.

Article 3. Schedule of exams

1. The exams' schedule is formed by the Examination Center after consulting with relevant educational unit.
2. The Examination Center is obliged to publish the intermediate exams' schedule in one month after the termination of academic registration, the final exams' schedule - not later than in two weeks before the start of examination period and additional exam's schedule - not later than in two weeks after the start of examination period. While forming the exam's schedule, the Examination Center is obliged to make consulting with the relevant educational unit, the lecturer and to take in consideration their justified comments/instructions.
3. At the faculty of medicine the intermediate/final/additional exams are held during the whole semester immediately after the termination of curative subjects.

Article 4. Presentation of exam tickets/topics

1. A lecturer is obliged to present exam tickets or topics in two weeks after the publishing of intermediate exams' schedule and not later than in three weeks before the start of the examination period.
2. The tickets/topics presented to the Examination Center must contain and conform to the subject topics defined by the syllabus of the course/program.
3. The ticket form, number of topics and evaluation criteria are defined by the lecturer according to the syllabus of the course/program.
4. The exam tickets/topics should be accompanied by the form filled in by the lecturer and approved by appendix N3.
5. If a lecturer presents to the Examination Center the exam topics and/or materials necessary to create combined tickets (exam cases, tasks, equations or other similar tasks) he/she must attach an instruction of the ticket formation.

Article 5. Written test correction

1. The Examination Center is obliged to deliver written tests to the authorized officer of the relevant educational unit by 12 o'clock of the next working day from the exam.
2. The relevant educational unit is obliged to assign one authorized person who will:
 - a) Receive written tests and record them in the registry;
 - b) Deliver the written tests to the academic personnel and receive them back after correction;
 - c) Deliver corrected tests to the Examination Center.
3. Academic personnel is obliged:
 - a) To receive written tests from the authorized person of the faculty during the next 12 hours in order to correct them.
 - b) To evaluate written tests in 5 calendar days after their receipt and present them to the authorized person of the faculty not later than 12 o'clock of the sixth day.
4. The Examination Center is obliged to receive corrected test from the authorized person of the faculty and to set the results of the exams in the system of educational process management in 2 working days after their receipt.

Article 6. Get familiar with the written test and appeal/challenge

1. A student is authorized to apply to the Examination Center (via electronic system – sms.tsu.ge) within 2 working days after publishing the result and request to get familiar with the test and to revise the results.
2. The Examination Center/faculty in 2 working days after the deadline of appeal/protest presentation, will ensure:
 - a) That a student can get familiar with his/her written test;

- b) To send to the authorized officer of the faculty, the encoded written tests of those students who do not agree with the result received at the exam and request the revision of the results.
3. The authorized person of the faculty is obliged within one working day to deliver the written tests to the appeal commission/lecturer in order to correct them, the lecturer in his/her turn will provide the authorized officer of the faculty with the conclusion of the appeal within 2 working days.
4. The authorized person of the faculty in one working day shall return a copy of the written test to the Examination Center.
5. After the end of the procedures defined by the present article, a copy of the written test together with the conclusion of appeal, shall be returned to the Examination Center, which will record the result in the educational process management system.

Article 7. Recording of evaluations in the educational/study process management system

1. The Examination Center shall record the evaluations of the exams at relevant faculties in the educational process management system.
2. The faculty is obliged to terminate recording the intermediate evaluations in the educational process management system not later than one week after the start of the period of final exams, which shall be closed immediately after the expiration of the mentioned deadline.
3. In case if within the defined period, the intermediate evaluations are not recorded in the educational process management system, a teacher and/or an officer responsible for information recording by mediation of a dean of the faculty/ school director shall present an explanatory letter to the Examination Center, which in its turn is authorized to put the appropriate changes to the system in one working day at most.

4. If during the recording intermediate evaluations in the educational process management system some errors are made, a teacher and/or an officer responsible for information recording by mediation of a dean of the faculty/ school director shall apply with an explanatory letter to the Examination Center, which in its turn is authorized to put changes in the system and make an appropriate reaction within two weeks after the start of final exams.
5. The Examination Center has no right to publish the results of the final exams until recording the intermediate evaluations in the educational process management system is finished and in case of combined exam, until recording of votes of oral exam's component is finished.
6. After the end of the process of appealing intermediate, final/additional exams the Examination Center is obliged to print sheets out from the educational process management system (the Examination Center is responsible only for the results of such intermediate, final/additional exams which were organized by it) and to deliver them to the authorized person (upon their request) of the faculty with the signature of the Head and/or Deputy Head of the Examination Center.

Article 8. Combined Examination

1. In the subjects the examination of which is composed of written and oral components, the oral component of the exam shall be performed by the faculty. A copy of the record of oral component shall be sent to the Examination Center.
2. A share of evaluation of oral component shall not exceed the half of the total evaluation of both components.

Article 9. Examination Process

1. The maximal duration of final/additional examination is 3 hours and of intermediate examination not more than 2 hours.
2. The rights and obligations and working conditions of a supervisor shall be defined by the provisions/charter of the Examination Center, official assignment, legal acts of the Rector and by the agreement concluded with a supervisor;
3. The supervision over the examination process, together with the employees of the Examination Center and Quality Assurance Unit, shall be executed by the group of observers. The members of the group of observers shall be appointed beforehand by the ordinance of the head of administration and come into force according to the rule defined in the appendix N1 to the present instruction.
4. An observer may be an employee of the faculty, student of doctoral program or an invited person on a contractual basis.
5. An observer is subordinated to the Examination Center and reports to the head of Examination Center.
6. During the examination a student is obliged to act according to the rules defined in the appendix N2 to the present instruction.

Article 10. Control/Revision of the Results of the Examinations

1. After the end of period of final/additional examinations, a commission may be created based on the nomination of head of Quality Assurance Unit and Examination Center in order to control the results of the examinations;
2. A member of this commission may be a full professor of the University, associated professor, assistant-professor or a representative of the Quality Assurance Unit who do not take part in correction and appealing of the written tests;
3. The membership of this commission is not additionally paid activity-authority and shall be performed within the scopes of the labor agreement;

4. This commission shall examine the written test and shall present the relevant conclusion to the Examination Center.
5. This commission is subordinated to the Rector and shall report to him/her.

Article 11. Control of Examination Tickets

1. After the expiration of the term of final/additional exam, the Examination Center is obliged to deliver the examination tickets/topics presented by the teachers to the Quality Assurance Unit of the University (hereinafter referred to as the “Quality Assurance Unit”) for further reaction/response.
2. The Quality Assurance Unit in its turn is obliged to determine the conformity of the presented exam tickets/topics to the syllabus to the study program.
3. The Quality Assurance Unit shall present the conclusion to the Rector and in case of necessity shall take relevant measures.

Article 12. Transitive Provisions

1. The paragraph 4 of the clause 2 of the present instruction shall come into force after the faculties will approve the rules of examination procedures/ make relevant changes to the rules of examination procedures.