

Approved by the Representative Council of Shota Meskhia  
State Teaching University of Zugdidi on \_\_\_\_\_

## **Regulations of the Examination Center of Shota Meskhia State Teaching University of Zugdidi**

### **Article 1. General Provisions**

1. The Examination Centre (hereinafter “the Center”) of Shota Meskhia State Teaching University of Zugdidi (hereinafter “the Teaching University”) is a structural unit of the Teaching University.
2. The Center performs its activities based on the laws of Georgia, the Statute of the Teaching University, individual administrative legal acts of the Rector and the Head of Administration and the present Regulations.

### **Article 2. Goals and Objectives of the Center**

1. The Goals of the Center are:
  - A) Development and introduction of unified examination system in the Teaching University;
  - B) Improvement of quality of the study.
2. The objective of the Center is to organize and carry out graduate/post-graduate examinations, as well as the midterm/final examinations and re-examinations.

### **Article 3. Rights and Obligations of the Center**

1. The Examination Center of the Teaching University shall be managed by the Head of Examination Center of the Teaching University, who, within his/her competence:
  - A) Shall manage and direct activities of the Center;
  - B) Shall be responsible for fulfilling objectives and functions of the Center;

C) Shall be guided in compliance with the “rules and procedures for conducting examinations and appealing the examination results at Shota Meskhia State Teaching University of Zugdidi”.

D) Shall request all types of information from the faculties and the Vocational Education Development Office of the Teaching University that are related to midterm/final exams and re-examinations.

E) Within his/her competence shall review incoming appeals related to the procedures of conducting examinations;

F) Shall request test papers from the head/teacher of the subject and prepare them for examination;

G) Shall determine the composition and work schedule of observers in order to conduct examinations;

H) Shall carry out the tasks provided by the administrative-legal acts of the Rector and the Head of Administration and other rights and obligations defined by the legislation.

2. Shall be accountable to the Rector and the Head of Administration

#### **Article 4. Rights and Obligations of an Observer**

1. For the purpose of holding an examination, the composition of observers shall be approved by the individual administrative-legal act of the Rector /Head of Administration.

2. An Observer can be a member of administrative and supporting staff, academic personnel and a teacher of the Teaching University or an external person paid hourly.

3. During the examinations, the Observer shall be accountable to the Head of the Examination Center.

4. The Observer:

A. Shall arrive on time at the place of examinations (at least half an hour before the exams begin);

B. Shall warn students about the examination rules;

C. Shall receive exam sheet (test paper) and students' attendance record/attendance card in examination hall/room.

- D. Shall confirm with his/her signature the presence of the student at the exam, only after the student presents his/her ID card (if the student fails to present his/her ID card, the Observer shall remove him/her from the exam).
- E. After completing the registration of students, shall give out tests to the students and warn them about noting the time;
- F. Shall observe the course of an examination and ensure that students comply with the rules of conduct;
- G. In case of violation of rules of examinations, shall give the student a warning and/or remove him/her from the exam, make a note on the examination paper - "removed from the examination", indicating the reason, and pass it to the Head of the Center;
- H. Shall answer the procedural and technical questions of students within his/her competence. In case of a problem, the observer shall refer to the Head of the Center.
- I. Shall notify the students on the completion of the exam 15 minutes before the expiration of the exam time;
- J. Shall take examination papers together with exam sheets and hand them over to the Head of the Examination Center.
- K. Shall not allow the students to the examination after the examination time has begun.
- L. Shall not require the student to complete the exam before the expiration of the examination time (no less than an hour and no more than one and a half hours).
- M. Shall not address the student in a manner that will lead to the humiliation of his/her honor and dignity.
- N. Prior to the beginning of the examination, the Observer shall collect unnecessary items from students, except for a pen, drinking water and necessary things for health; in case of disobedience, he/she shall remove him/her from the exam.

3. In case of violation of the present rule, disciplinary proceedings will be initiated against the Observer.

4. The Observer shall protect the confidentiality of the examination test and process.

5. The work performed by an Observer (supervision) is an additional paid activity. The amount of payment shall be determined by the administrative act of the Teaching University.

## **Article 5. Other Rights and Obligations**

### 1. The Head of the Examination Center:

- A) Shall follow the internal regulations and disciplinary liability norms of the Teaching University;
- B) Shall take care of the property and business reputation of the Teaching University;
- C) Shall take care of the documents (shall not allow them to be lost/damaged);
- D) Shall maintain the confidentiality of the information at his/her disposal;
- E) Shall provide requested information to the Rector and the Head of Administration or Structural Units in a timely manner;
- F) Shall provide proper and qualified consultation;
- G) Shall engage in other university activities, including organizational affairs; other than his/her office duties;
- H) Shall create a positive environment, follow the principle of ethics, collegiality, and subordination;
- I) Shall take care of everyday activities of the Teaching University;
- J) Within his/her accountability, as specified by the Regulations, shall provide monthly and annual reports, and an action plan of the Office;
- K) Shall cooperate with the Head of the Quality Assurance Office of the Teaching University in order to facilitate efficient use of quality assurance mechanisms in the management process and in the process of making questionnaires for planned surveys and in carrying out the surveys (self-assessment/assessment/satisfaction survey);
- L) Shall perform other errands as assigned by the Rector and the Head of Administration, which do not contradict the applicable legislation;
- M) Shall cooperate and provide appropriate assistance within the scope of his/her competence to the Head of the Office of Internal Audit when evaluating the financial management and control system in the process of carrying out an internal audit.

- N) Shall participate in the identification of office-related risks and as a key element with a decisive role in the viability of the Teaching University - cooperate with the Head of Administration for the implementation of business process continuity plans.
- O) Shall take part in the formation of the budget within the scope of his/her competence, in cooperation with the Head of Administration. Shall request allocation of necessary resources from the Head of Administration in order to perform/improve his/her official duties.
- P) Shall be responsible for carrying out the functions specified by the present Regulations, following the applicable legislation.

#### **Article 6. Reorganization and Liquidation**

Reorganization/liquidation of the Center shall be done in accordance with the applicable legislation, in accordance to the rule specified by the Representative Council of the Teaching University

#### **Article 7. Procedure for Making Amendments and Additions to the Regulations**

1. Amendments and/or additions to the present Regulations shall be made by the decision of the Representative Council.
2. The Regulations shall enter into force upon its approval unless otherwise specified by the Representative Council.