

The rule of conducting exams with the electronic system of evaluation

1. Sphere and objective of the regulation

- 1.1. This rule regulates conducting the midterm, final and additional exams with the electronic system of evaluation at the exam center of Georgian Technical University and its aim is to ensure objectivity and transparency of the examination process;
- 1.2. The purpose of conducting the exam in electronic form is to evaluate the learning outcomes defined by the syllabus of the student's course – the evaluation of achievement of the general and sector competencies, which on the one hand serves to improve learning outcomes and achievement, on the other hand ensure the objectivity of the examination process, fairness, transparency and operativity of evaluation;
- 1.3. From the beginning the learning course the student should be aware what kind midterm, final and additional exams have to pass, also, prerequisites for the exam;
- 1.4. The conducting period of the exams is determined in accordance with the Rector order in each semester;
- 1.5. For the students the conducting time and the date of the exams are determined with the schedule prepared by the exam center. The publicity of the exam schedule must be ensured at least 10 days before the session start. The exam schedule will be passed to each faculty dean's office for publication and also, will be placed on the information system website of the exam center (testing.gtu.ge);
- 1.6. The exams are conducting in electronic form in the computer centers of Georgian Technical University 1. The computer center N1(GTU, I building, VI floor) – 200 working places; 2. The computer center N2 GTU, I building, I floor) – 280 working places; 3. The computer center N3 (GTU, VIII building, I floor)– 52 working places;
- 1.7. The exam center organizes and conducts the exam process with the help of the invited supervisors;
- 1.8. The Deans, the program leaders of the University and/or the faculty quality assurance managers have the right to attend on the exams. The right to attend on the exam by the Rector's permission may be granted to any interested person;
- 1.9. The midterm, final and additional exam's tests, test structure and the duration of the exam process are determined by the relevant subjective commission.

2. The rules of behavior of the students on the exam

- 2.1 The student is obliged to come at the exam center at the scheduled time. He/she have to ID card and then register;
- 2.2 During the registration, To the student will be given a registration card, with indicated working place number, username and password;
- 2.3 After the completing registration, the students who come will not be allowed on the exam;

- 2.4 The students who have the permission of the Dean(For delay reasons, preliminary exams passing, for illness reasons and etc.) if there is free working place, the student will be allowed on the exam at the last five minutes, until the registration completes.
- 2.5 The student must turn off the mobile phone and other video/audio electronic devices before entering the exam hall.
- 2.6 The student must have on the table an ID card, a pen, the working paper given by the exam center; it is possible to use the help materials for the test specifications(for example, the periodic table of Mendeleev) given by the exam center;
- 2.7 It is prohibited to speak during the exam process, talk to each other, noise, and other person's assistance and/or attempt to assist and violation of the rules established by the Code of Ethics of the other student;
- 2.8 In case of violation of the rule of exit from the exam hall, the student will be warned, in case of repeat the student will be removed from the exam and will be evaluated 0.
- 2.9 **Rough violations, when the student will be removed from the exam without warning:**
 - a) Using an auxiliary material, worksheet and/or turned on the mobile phone;
 - b) To participate in the exam process instead of the "other";
 - c) Rough violations of the ethic norms or insulting the person who participates in the exam process;
 - d) In case of the alcohol influence.

The rules of the behavior of the student on the exam are announced before the start of each test(during the registration process) and also, it is on the website of the information system of the exam center(testing.gtu.ge);

3. The introduction of the exam results and the appeal

- 3.1. Upon completing the test, the results will appear on the monitor and after electronic system database. Also, this result will be given in online to the students' academic monitoring system;
- 3.2. In case of technical delay or any other need, the student should contact the supervisor by hand, which helps to the student (or himself/herself, or by the technical staff) to eliminate the defect.
- 3.3. Technical delay will be written in the supervisor's journal. If the technical delay will influence on the result of the student's mark, the student should immediately tell it and in case of confirmation by a responsible person, the student will have the right to write the test again at the same session or at his convenient session;
- 3.4. If the student finds an inaccuracy (error) in the students' academic monitoring system, he/she immediately have to declare it to the exam center. In case of technical error the center provides reflection in the system no later than two working days;
- 3.5. If the student consider that the tests are unsure, after completing the test, he/she can write appeal. After the ending session time, during five days (if this deadline, due to the peculiarities of the exam, not specially regulated) the student can apply to the exam center (GTU, 6th building, 411a room, Tel: 2364234, Internal Tel: 6862), he/she can see his/her el-version of the exam, assessments and after this he/she can make an appeal application indicating specific tests;

- 3.6. The appeal will be considered by the appeal commission, besides the author of the appeal and the results will be automatically reflected on the student's scores. The signed report of the Appeal Commission is kept in the exam center.