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BAU International University, Batumi

Rule for the Conduct of Examinations

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Rule for the Conduct of Examinations

Article 1. General Provisions

1. The rule for the Conduct of Examinations (hereinafter the Rule) regulates legal and organizational issues in relation to the conduct of examinations at BAU International University, Batumi LLC (hereinafter “the University”).
2. The University conducts examinations pursuant to this rule observance of which is equally mandatory for all students.

Article 2. Interpretation of Terms

1. The terms used throughout this rule shall bear the following meaning:
 - a) **A student entitled to take an exam**- a person who is taking a course in the frame of the program, who has met the minimum level of competence set for the course (if applicable) and has fulfilled terms and conditions of the contract signed with the University.
 - b) **An exam invigilator**- a person who supervises the process of examinations;
 - c) **An Examination Board** – a temporary committee created by the rector’s order, consisting of administrative, academic and invited staff of the University.
 - d) **An Appeal Committee**- a temporary committee created by the Rector’s order with an aim to consider appeals arise regarding exam results.

Article 3. The Forms of Conducting Examinations

1. Three types of examinations are conducted at the university:
 - a). midterm exams,
 - b). block exams
 - c) final exams.
2. Throughout a semester student takes at least one midterm exam per each course (except block subjects) in the middle of a respective semester.
3. In case of an integrated module a student takes a block exam upon completion of respective module.
4. A student takes a final exam for each course and integrated module in the end of a semester during a final exam session period.
5. Examination schedule is prepared by main educational unit (School) and approved by Rector’s Order.
6. Midterm, block and final exams are conducted in a multiple choice question (MCQ), oral or objectively structured (OSCE, OSPE) form considering the objectives of a course described in a syllabus of a course.
7. The rule for assessing examinations and the admission barrier for examinations are regulated through a “Rule for conducting educational program” and syllabus of a specific learning course.
8. The duration of each exam is defined based on its type and complexity and is reflected in examination schedule.
9. For multiple-choice type examinations, the Exam duration is as follows:
35 minutes for 40 questions
70 minutes for 80 questions
In clinical learning courses, if the test includes a big clinical case scenario, the exam duration may be extended based on the recommendation of the subject instructor and have to be written in the exam timetable.

Article 4. The Procedure for Conducting Examinations

1. Examinations are organized by an Examination Board created pursuant to this rule.

2. The Examination Board organizes paper-based, oral or structured examinations.
3. The members of the Board provide pencils, question booklets and answer sheets for students.
4. The academic and invited staff of respective courses shall provide question and keys (answers) to the Board not later than 7 (seven) days before scheduled exam. The school ensures fulfillment of this obligations.
5. The examination board shall prepare exam booklets and answer sheets according to number of active students for the respective course/block.
6. The faculty sends the list of students taking an examination to the head of the board within maximum 2 (two) business days prior to examination. The students, who will not be on the list provided by the faculty, will not be permitted to take an examination.
7. The head of the board monitors an examination process with participation of the group of exam invigilators.

Article 5. The Process of a Registration on Examinations

1. The registration process starts 15 (fifteen) minutes before the start of an examination.
2. A student shall provide an ID/passport to a representative of the Examination Board for identifying him/her.
3. A representative of the Examination Board assigns a number to a student according to which he/she shall take a seat, provides students with question booklet, answer sheet, pencil, and additional materials, if needed
4. In case a student is late up to 10 (ten) minutes for an examination, the head of the Examination Board can allow him/her to an examination, however, he/she shall not be given extra examination time.
5. In case a student is late for more than 10 (ten) minutes for an examination, he/she shall not be allowed to take an examination and shall score zero (0) in respective assessment component.
6. Before an examination starts exam invigilator gives instructions to students about the rule of conduct during an examination.
7. The exam invigilator notifies students about remaining time 10 (ten) minutes before an examination finishes.

Article 6. The Rule of Conduct for Students in the Examination Center

1. When taking an examination a student must:
 - a). Arrive at the examination center 10 (ten) minutes before an examination starts;
 - b). Hand in a mobile phone, other communication devices, books, notebooks and other belongings to the representative of the Examination Board or an exam invigilator.
 - c). Take a seat allocated to him/her by a representative of an examination board;
 - d). Observe the instructions of a representative of the examination board and an exam invigilator. Disobedience, offence or obstruction of an examination process by any other form might result in a student's dismissal from an examination;
 - e). Remain calm and abstain from calling out from an allocated seat or loudly speaking with himself/herself;
 - f). Mark correct answers on an answer sheet using a pencil provided when taking a mcq exam in a written form. It is not allowed to hand in an examination paper filled in with other pen/pencil.
 - g). It is not allowed to change an answer on an answer sheet. Changed answers will not be counted when marked;
 - h). Raise a hand to refer to an exam invigilator and hand in an examination paper including additional papers for rough work in case of finishing an exam early;
 - i). Raise a hand to refer to an exam invigilator faculty about question in exam topics.

- j). Leave an exam room after handing in an exam paper;
2. During an exam, a student is now allowed:
- a). To carry a mobile phone or other electronic gadgets;
 - b). To use textbooks, notes, papers (except the papers provided by the examination board) during an exam;
 - c). To use pens, pencils markers, etc other than provided during an exam;
 - d). To communicate with other students, assist other students and/or get assistance in any form, to disturb other students in any way;
 - e). To introduce any unauthorized items in an examination room except water and a disposable napkin;
 - f). To enter an examination room with a coat and a hat;
 - g). To leave an examination place without a permission. Leaving an examination place is allowed only if permitted and accompanied by an invigilator;
 - h). To put other items on a working place except items authorized by an examination board;
 - i). To start working on an examination paper without receiving an instruction to do so;
 - j). To continue working on an examination paper after examination time is over;
3. During an exam, a student will receive a warning:
- a). If some unauthorized materials are found;
 - b). If he/she communicates with other students, makes excessive unjustified movements, assists others or distracts other students in any form;
 - c). If he/she introduces unauthorized items on a working place;
 - d). If he/she starts working on an exam paper without receiving an instruction to do so.
4. If a student repeatedly violates paragraph 3 of this Article, he/she shall be dismissed from an exam and shall be marked zero (0) and a corresponding minute shall be prepared.
5. A student can be dismissed from an examination without a warning if:
- a) If he/she introduces a mobile phone or other electronic gadget in an examination room;
 - b) If he/she rudely breaks regulations, offends a person participating in an examination process or any similar case takes place;
 - c) If he/she is under the influence of alcohol, drugs or psychotropic substances;
6. A student shall not be admitted to an examination:
- a) If he/she is not on a list of students provided to the examination board by the faculty;
 - b) If a student fails to present an ID/passport and therefore he/she can not be identified;
 - c) If he/she is under the influence of alcohol, drugs;
 - d) If he/she refuses to hand in a mobile phone and other gadgets.
 - e) If he/she is late more than 10 minutes after scheduled examination time.
7. A student's work shall not be marked if:
- a) A student fails to finish working and to hand in an exam paper after examination time is over;
 - b) If he/she damages an answer sheet;
 - c) If he/she violates paragraph five of this article.

Article 7. Results of Examinations

1. If paper-based MCQ exams are conducted, students are assessed and marked by the examination board within 5 (five) business days after an examination is over;
2. If oral exams are conducted, the results are released immediately upon completion of the exam;
3. If objectively structured (OSCE, OSPE) exams are conducted, students are assessed and marked by the examination board within 5 (five) business days after an examination is over;

4. If terms of paragraphs 1-4 are not met, the examination board and/or a professor shall notify the Rector about it;
5. The results of examinations are also uploaded in an electronic management system (OIS) which is accessible to a student using his/her username and a password.

Article 8. Rights and Obligations of an Exam Invigilator

1. Only the people approved by the examination board are allowed in an examination room during an examination.
2. Examination Board ensures that each examination room is observed by at least two people during whole examination period.
3. The presence of the people in an examination room mentioned in the paragraph one of this article shall not obstruct the process of an examination. They are not allowed to assist any student in relation to a test.
4. The role of an exam invigilator is:
 - a) To register students according to the list provided by the faculty;
 - b) To distribute exam papers and collect them when exam time is over;
 - c) Before an exam starts, to instruct students about the rule of conduct during an exam;
 - d) To mobilize students 5 (five) minutes before the start of an exam and check congruence of taken seats with their registration number;
 - e) Supervise the process of an exam (until an exam is over) and to react accordingly if a student violates this rule;
 - f) To accompany a student during an exam upon a student's request and with a consent of the head of an examination board.

Article 9. The Rule for Appeal

1. A student shall have the right to submit an appeal against the fact of the violation of an exam procedure, the content of an exam material (correspondence with a syllabus or a technical error) or/and assessment;
2. An appeal form shall be filled in pursuant to an appeal form approved by this rule (appendix №1).
3. An appeal form shall contain the following information:
 - a) An identity of a submitter of an appeal form;
 - b) Description of a violated procedure or discrepancy in a test/task (if available);
 - c) The date of submitting an appeal form;
4. An appeal concerning technical arrangements of an examination, shall be submitted to the head of examination board within 24 hours after the respective exam.
5. An appeal form concerning technical arrangements of an examination is submitted to an examination board and is considered by the head of the examination board within his/her competences in a period of 3 (three) business days of its submission.
6. An appeal considering content of examination material shall be submitted by a student within 3 working days after day results being released. Appeal forms submitted violating this term shall not be considered.
7. An appeal considering content of examination material is submitted to an examination board and is considered by the head of the examination board within his/her competences in a period of 5 (five) business days of its submission.
8. If an appeal concerns technical arrangements of an examination, the head of examination board makes corrections upon agreement with a course professor. A corresponding amendment minutes are prepared and signed by a course professor and the head of the examination board.

9.. If an issue is beyond the competence of the examination board, (an appeal is submitted against the content of an examination or assessment of an oral examination or abuse of power takes place) the head of the board nominates an appeal committee.

10. An appeal committee considers an appeal lodged by a student within 3 (three) business days of receipt of it;

Article 10. An Appeal Committee

1. The Rector's order about the creation of an appeal committee (hereinafter the committee) defines the terms of creation of the committee and its constitution (including reserve members). The Committee is fully functional immediately upon the issue of the Rector's order about the creation of the committee. An appeal committee shall include 1 (one) student from the students self-governance.

2. Members of Appeal Committee shall ensure that there is no conflict of interest between them, student(s) appealing and faculty, responsible for preparation of appealed topics. For the purpose of this Article conflict of interest is considered as any social, relative or other connection that might positively or negatively affect the objectivity of Committee member. 3. In case of conflict of interest, Committee member must declare self-withdrawal, with reserve member taking his/her place.

4. Student have a right to withdraw committee member, on the grounds, described in this article.

5. The submitter of an appeal and the people affected by the content of an appeal, as well as faculty participated in the preparation of appealed topic(s) might be invited to attend a meeting of the committee.

6. The decision of the Committee is made by the present majority of the members of the committee. In case the votes are split, the decision is made by the head of the committee.

7. The decision of the Committee will be reflected in the minutes of a meeting of the committee (appendix №2).

Article 11. Outcomes of an Appeal

1. A student shall be notified about the decision of an appeal committee within 3 (three) working days;

11. An appeal committee might take the following decisions:

a) To uphold a student's appeal;

b) To reject a student's appeal;

2. If an appeal committee upholds an appeal, a new exam is arranged for a submitter of an appeal or for the whole group taking an exam if the results of an appeal affect their marks as well;

3. If an appeal is submitted against technical arrangements of an exam making an impact on the assessment process, the results of an exam are corrected for the whole group taking an exam;

Article 12. Rule of Conducting Objectively Structured Clinical Exams (OSCE, OSPE)

1. An objectively structured clinical exam (OSCE), where a simulated patient, standardized patient, or mannequin may be used, is used to assess practical skills in both medicine and dentistry.

2. The test is held in a special space for OSCE. Where stations will be located directly before the test. The number of stations varies according to the specifics of the courses. The minimum number is 8 and the maximum number is 14.

3. The OSCE is mainly conducted in several courses at the same time, for example in the medical program for fourth-year students, OSK is taught in Internal Medicine I, General Surgery I and Patient History. Internal Medicine I is assigned 5 stations, General Surgery I-3 stations, and Patient History 2 stations. The total number of stations is 10. At each station the student spends 5-7 minutes, the transition between

station and station takes 30 seconds. Arrivals and departures at the station are automatically regulated by a signal call and one or more persons regulating the test.

4. Before the exam, students are given number plates to attach to the chest and a list of stations to mark the finished station.

5. The name and number of the station are pasted on the entrance door of the station. The station has a printed assignment and all the equipment and / or mannequins needed for the assignment, or a simulated or standardized patient is present. An assessor may also be present at the station.

6. The stations are equipped with cameras that record the test run. The test record is kept for 3 days.

Article 13. Final Provisions

1. This Rule becomes effective immediately after the Academic Council of the University approves it.

2. Any amendments to this Rule shall be made by the resolution of the Academic Council.

3. This Rule does not affect any legal relations arisen before approval of this rule.

Appendix N1 Written Exam Answer Sheet

Appendix №2

An appeal form

**To the Head of the Examination Board of
BAU International University, Batumi LLC**

/Name, Surname, Passport number/

/Course/

/Telephone number/

(Note: please tell us in details about the grounds of appeal)

Name, Surname/ Signature

/Date/
