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By Resolution No. 7 of the School Board*

BAU International University, Batumi LLC

The rule for conducting an examination

**Batumi
2022**

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Article 1. General provisions

1. This rule for conducting an examination (hereinafter referred to as the rule) regulates legal and organizational issues related to conduct of examinations at BAU International University, Batumi LLC (hereinafter referred to as the teaching university).
2. The teaching university conducts examinations in congruence with this rule adherence to which is equally mandatory for students as well as for employees.

Article 2. Interpretation of terms

1. The terms used in this rule shall be interpreted in the following way:
 - a) **A student entitled to take an examination** -an individual who is taking a course in the frames of the program provided by the teaching university, has an active student status and has passed a minimum threshold of competence set for the course (if applicable);
 - b) **An invigilator**- a person who supervises the process of an examination;
 - c) **An assessor**- academic or invited personnel who realizes a course, or a specialist invited for assessment of an examination process who has necessary competence to assess learning outcomes of a respective course.
 - d) **An appeal committee**- a temporary committee convened by the order of the rector to appeal exams, complaint/appeal related decisions made by an examination center and to study evidences related to an appeal.
 - e) **An examination center** – a structural unit operating under the school of medicine and health sciences at the teaching university;
 - f) **The school**- the main educational unit of the teaching university, the school of medicine and health sciences.

Article 3. Types of conduct of an examination

1. The exam types at the teaching university are as follows: a midterm exam, a block exam, an objective structured clinical examination (OSCE), an objective structured practical examination (OSPE) and a final exam.
 - a) A student takes one or two midterm exams in each non-integrated course during a semester observing the format set by a syllabus of a respective subject.
 - b) In case of an integrated module, a student takes a block exam immediately upon completion of each module;
 - c) A student takes one final exam in each course and an integrated module at the end of a semester during a session period;
2. Exams are conducted in a language in which a program is instructed except language courses. Each attendee of an examination must communicate in a language in which a program is instructed during an examination.
3. Midterm and final exams can be conducted in written, test, oral, objective structured clinical examination (OSCE), objective structured practical examination (OSPE) or combined format

considering the objectives of a course as described in a respective syllabus of the course. Tests in an electronic format are conducted using an electronic platform for managing educational process KEYPS.

4. For a final exam in integrated blocks, theoretical topics for exam papers are proportionally distributed over the subjects included in the block;

5. The method for assessing an exam and a threshold allowing to take an exam are regulated in compliance with the syllabus of a respective subject and the rule for realizing educational programs.

6. For a non-integrated course, a midterm test exam takes 50 minutes while a test exam for an integrated block takes 80 minutes, a midterm exam in language takes 90 minutes.

7. For a non-integrated course, time allocated for a final test exam depends on number of tests with 1 minute per test. A final exam in language takes 120 minutes.

8. In case of a written exam, a midterm and a block exam take no more than one hour, while a final exam takes maximum two hours.

9. In case of an oral exam, a student is given 10 (ten) minutes for preparation and an examination itself takes maximum 10 (ten) minutes.

Article 4. Peculiarities of conducting a test exam

1. Test exams are conducting via an electronic management platform of the university KEYPS which enables to conduct a written exam using the following types of the questions:

- a) Multiple choice questions with one correct answer
- b) An open question with a short answer
- c) An open question with insertion of omitted words
- d) Matching questions with suitable answers
- e) Multiple choice questions with more than one correct answer

2. Each exam question is allocated limited time in a system depending on the level of complexity of a test.

3. A student must take a necessary action within limited time. Otherwise, a question will disappear from a screen leaving no possibility to go back to that question.

Article 5. Peculiarities of conducting an objective structured clinical examination (OSCE)

1. An exam is conducted in special OSCE space where OSCE stations will be arranged right before an exam. A number of the stations depend on peculiarities of a course with minimum 8 and maximum 14 stations.

2. A student spends around 5-7 minutes in each station while it takes 30 seconds to move from a station to a station. Transfer among stations is automatically registered by a warning bell and an exam invigilator.

3. Before an exam begins, a student receives a number badge for attaching to a breast and a list of the stations for marking already finished ones.
4. A number and a name of a station is placed on an entrance door of a station. A printed copy of an exam task and all necessary equipment and/or moulage are located inside a station, alternatively a simulated or a standardized patient might be present in the station. In addition, an assessor can be also present in a station.
5. Video cameras are installed on stations recording an exam process. Recordings are stored for 3 days.

Article 6. Peculiarities of conducting online exams

1. Depending on peculiarities of a particular subject, an exam can be conducted via an online platform. The same rule applies to students who have been granted a right to take an exam online by the school due to mitigating circumstances.
2. During an online exam a student must have his/her video camera turned on and be fully visible in a camera, including his/her keyboard and a working table. A student must make notes on a paper with a pen when preparing his/her answer which she/he can use during an exam.
3. A student shall have a right to have a look at his/her notes but he/she is not allowed to read from the notes fully.
4. A student must share his/her screen when answering. A student's face and hands must be visible in a camera when giving an answer.
5. Being late for an exam is not allowed. In case of an internet connection disruption, a student must present a video evidence hereto.
6. An examination center provides video and audio recording of an online exam.

Article 7. A procedure for conducting an exam

1. Exams are organized by an examination center set up at the school of medicine and health sciences in compliance with this rule. Clinical skills center is also involved in organization of an objective structured clinical examination (OSCE).
2. The examination center organizes exams which are conducted via a computer or in an oral format.
3. The center provides a student with technical resources and materials necessary for assessing learning outcomes of the course.
4. Coordinators of a module/block or a course are obliged to provide the examination center with samples of exam questions and tests (in case of tests correct answers should be also provided) no later than one week before a block/course exam. The examination center processes the provided material to prepare them for an exam.
5. The examination center monitors the process of an examination with involvement of a team of invigilators. The composition of the invigilators' team and an exam schedule are approved by the school council upon agreement with the head of the examination center no later than 1 week before examination period starts.

6. One or several assessors, who represent academic/invited personnel of the teaching university, assess a student entitled to take an exam. A composition of assessors is approved by the school council upon agreement with the program manager no later than 1 week before examination period starts.
7. The school sends a list of students allowed to take an exam to the head of the examination center no later than 2 (two) business days prior to an exam. Students who will not be on a list provided by the school will not be allowed to take an exam.
8. A course tutor sends a notification about admission/non-admission on an exam to students registered on a respective course maximum two days before an exam.

Article 8. A process of registration for an exam

1. Registration for an exam begins 10 (ten) minutes before an exam starts;
2. For identification, a student must present an ID/passport to a representative of the examination center. In case of an online exam, a university email address and visual examination are used for a student identification.
3. If a student is late for an exam for 10 (ten) minutes he/she can be allowed to take an exam. However, he/she will not be given additional time. If a student is late for an exam for more than 10 (ten) minutes, he/she will not be allowed to take an exam and will be assessed with zero (0).
4. Before an exam begins, an employee of the examination center (or an invigilator) informs students about the rules of conduct during an exam;
5. An examination time countdown for a physical exam starts after registering a student entitled to take an examination, an invigilator and an assessor for an exam, from the moment an employee of the examination center issues a notification about the commencement of the countdown.
6. A test exam starts automatically at time indicated for an exam commencement.
7. An examination time countdown for an online exam starts after registering of a student entitled to take an examination, an invigilator and an assessor for an exam, from the moment an employee of the examination center issues a notification about the commencement of the countdown.
8. An employee of the examination center (or an invigilator) informs students about remaining time 10 (ten) minutes before an exam is finished. This rule does not apply to oral exams.

Article 9. A rule of conduct of a student at an examination center

1. When taking an exam, a student:
 - a) Must arrive at an examination center minimum 10 (ten) minutes before an exam starts. In case of an online exam a student must establish online contact with an examination center minimum 10 (ten) minutes before an exam starts;
 - b) Must hand in a mobile phone and other communication means (a laptop, a tablet, an electronic book and any other device with audio-visual display and/or with connection function) to an employee of the examination center (or an invigilator);
 - c) Must obey to instructions of a representative of the examination center or an invigilator. Disobedience, abuse or obstruction of an exam in any manner will result in a student's dismissal from an exam;

- d) Must remain calm during an exam, it is not allowed to shout out from a place or talk loudly to oneself;
 - e) Must raise his/her hand to refer to an invigilator in case he/she finishes an exam early and to hand in an exam paper as well as a paper for notes;
 - f) Must leave an examination hall after handing in an exam paper;
- 2) In case of an online exam, a student is responsible for providing uninterrupted online connection.
3. During an exam a student is not allowed:
- a) To carry a mobile phone or any other electronic communication devices;
 - b) To use a supportive material during an exam- textbooks, notes, papers (except for sheets of papers provided by the examination center) and other materials;
 - c) To talk to other students, to provide assistance or receive help in any manner, to interrupt other students in any manner;
 - d) To carry any belongings to an exam center except for water and a paper napkin;
 - e) To arrive at an exam center with a jacket and a hat;
 - f) To leave his/her working place without permission. Leaving a working place is permitted only with an accompanying person;
 - g) To place any other items on a working place except for the items allowed by the examination center;
 - h) To start working on an exam paper without a corresponding instruction;
 - i) To continue working on an exam paper after an exam time expires.
4. A student will receive a warning during an exam:
- a) In case any supportive material is found at an exam;
 - b) In case he/she talks to other student, makes unreasonably excessive movements, provides/receives assistance, interrupts other student in any other manner;
 - c) In case he/she puts prohibited items on a working place;
 - d) In case he/she starts working on an exam paper without a corresponding instruction;
5. In case a student repeatedly violates the paragraph 3 of this article, he/she will be dismissed from an exam and will be assessed with zero (0) and corresponding minutes will be prepared hereto.
6. A student can be dismissed from an exam without a warning:
- a) If a mobile phone or any other electronic devices are found;
 - b) In case he/she rudely violates the order, insults a participant of an exam process or in any other similar cases;
 - c) In case a student is under influence of alcohol, drugs or psychotropic substances;
7. A student will not be allowed to take an exam:
- a) If he/she is not on a list of students entitled to take an examination;
 - b) If he/she does not carry ID/passport, if a student cannot be identified;
 - c) In case he/she is under influence of alcohol, drugs;
 - d) In case he/she refuses to hand in a mobile phone and other devices;
8. A student's exam paper will not be assessed and he/she will be marked with 0 (zero):

- a) If a student does not stop working after an exam time expires and does not hand in an exam paper;
- b) If he/she damages an exam paper;
- c) In case he/she violates paragraph 5 of this article;

Article 10. Audio-video recording of an examination

1. All types of examinations will be audio-video recorded by the university. In case of an online examination- an online process will be recorded and this information will be stored for 3 days. In case an examination is appealed, audio-video recording will be stored until a final decision regarding complaint/appeal proceedings are made.
2. Students and all other participants involved in an exam process will be informed about audio-video monitoring and recording of an examination.
3. A student shall have a right to request an audio-video recording of an examination.

Article 11. Exam results

1. If an exam is conducted via computers in a test format, a student receives exam results within no later than 1 day after an exam is finished.
2. If an exam is conducted in a written form, exam papers are assessed by a corresponding course professor. In case of up to 25 exam papers, exam results will be published within three business days after an exam is finished, in case of more than 25 papers - within one week after an exam is finished;
3. If an exam is conducted in an oral form, a student immediately learns about exam results;
4. In case the terms indicated in paragraphs 1-3 of this article are not observed, the examination center and/or an assessor must notify the dean of the school hereto.
5. Exam results will be also available in an electronic management system (KEYPS) where a student can access the exam results using his/her username and a password;
6. A student has a right to retake an exam in the same semester, during an additional exam week.
7. An interval between a final and a corresponding additional exam must be at least 5 days after the results of a final exam become available/are accessible in an electronic management system (KEYPS).

Article 12. Cancellation of an examination

1. A decision regarding cancellation of an examination is made in case:
 - a) There is information about unauthorized persons having access to exam questions;
 - b) Exam questions are not in congruence with requirements set by the teaching university and/or with syllabus.
2. Under this article, unauthorized persons are people except for a course assessor and an employee of the examination center.
3. An examination can be canceled before final exams of a respective semester are finished.
4. A decision about cancellation of an examination is made based on proposal of the school with the rector's order. It is admissible not to indicate the source of the information in the decision about circumstances stated in paragraph one of this article.

Article 13. Restoration of an examination

1. An exam can be restored in case there are evidences justifying a student's absence on an examination due to the following mitigating circumstances: illness which requires isolation or hospitalization and/or presence of any other force majeure circumstances preventing a student from arriving at an examination place.
2. A student's justified application about an exam restoration can be submitted at the examination center within 1 day after corresponding circumstances pass. A student must justify factual impossibility to take an exam in an application indicating exact terms of mitigating circumstances and provide corresponding evidences.
3. After a semester ends, it is impossible to restore an exam.

Article 14. Rights and obligations of an invigilator of the examination center

1. Only people approved by the school council are allowed to be at an examination center/in electronic communication space during an exam process;
2. Presence of people regarded by the paragraph one of this article must not obstruct the process of an exam. In addition, people present at the examination center are not allowed to assist a student in relation to content of a test;
3. An invigilator of the examination center must:
 - a) Register students according to the lists provided by the school;
 - b) Distribute and collect exam papers after exam time expires;
 - c) Inform students about the rule of conduct before an exam starts;
 - d) Supervise the process of an exam (before exam time expires), react correspondingly in case a student violates regulations set by this rule;
 - e) Monitor time limit set by this rule for each type of an exam and inform attendees of an examination hereto.
 - f) Accompany a student during an exam following a student's request.

Article 15. A rule for appeal

1. A student shall have a right to submit a complaint against a fact of violation of an exam procedure, as well as an appeal regarding content of an exam material (relevance with a syllabus and/or a technical error) and/or exam assessment;

Article 16. A complaint form

1. A complaint form of a student must be filled in according to a complaint form approved by this rule (annex №1);
2. The complaint form must contain the following information:
 - a) Identity of a person submitting a complaint;
 - b) Description of a violated procedure;
 - c) A date of submitting a complaint form;
3. A complaint form submitted disregarding paragraph 2 of this article will not be subject to a review;

4. A student must submit a complaint form within 1 (one) business day after an exam is finished. If the complaint form is submitted disregarding this term, it will not be reviewed.
5. A complaint form is submitted to the examination center. The head of the examination center reviews the complaint form in the frames of his/her competence within 3 (three) business days of receipt of the complaint.
6. After reviewing a complaint form an examination center is entitled to make one the following decisions:
 - a) To satisfy a complaint and to grant a student a right to retake an exam;
 - b) To reject a complaint;
 - c) To leave a complaint without review.
7. Decisions under subparagraphs A and B of paragraph 6 of this article must be justified and supported.
8. A decision under subparagraph C of paragraph 6 of this article is made in case a form set by the paragraph 1 of this article is disregarded or if the decision has been already made about a similar complaint.
9. A decision made by the examination center about a submitted complaint can be appealed with a justified appeal at an appeal committee within 1 day after the decision is made (Annex №3 3)

Article 17. An appeal form

1. A student shall have a right to submit an appeal form regarding content of an exam material (relevance with a syllabus and/or a technical error) and/or an exam assessment;
2. An appeal form must be filled in according to an appeal form (Annex №2) approved under this rule;
3. An appeal form must contain the following information:
 - a) Identity of a person submitting an appeal;
 - b) Description of a violated part and/or assessment indicating an appealed exam component and the source proving correctness of a student's answer.
 - c) A date of submitting an appeal form;
4. A appeal form submitted disregarding paragraph 3 of this article will not be subject to a review;
5. According to paragraph 3, subparagraph B of this article, mandatory and/or additional literature regarded by the course syllabus is considered as the source to prove correctness of a student's answer.
6. A student must submit an appeal form within 1 (one) business day after exam results become available. An appeal form submitted disregarding this term, will not be reviewed.
7. An appeal form is submitted to the examination center. The head of the examination center together with a course assessor reviews the appeal form within 3 (three) business days of its receipt.
8. After reviewing an appeal form the examination center is entitled to make one the following decisions:

- a) To satisfy an appeal and to grant an assessment to a student in issue/assessment under review;
- b) To determine necessity for gathering additional information around the submitted appeal and to request creation of an appeal committee;
- c) To reject an appeal;
- d) To leave an appeal without review.

9. The examination center shall have a right to make a decision stated in subparagraph A, paragraph 8 of this article to satisfy an appeal and to grant an assessment to a student in issue/assessment under review, in case an error has been identified in an exam question or assessment based on evidences provided in an appeal form and through consultation held with an assessor. In this case corresponding minutes are prepared with signatures of the head of the examination center and a professor.

10. The examination center shall have a right to make a decision stated in subparagraph B, paragraph 8 of this article to determine necessity for gathering additional information around the submitted appeal in case an issue transcends competence of the examination center and/or it is necessary to gather additional information. In this case, the decision of the examination center must include justification about creation of an appeal committee as well as tentative composition of the committee.

11. The examination center shall have a right to make a decision stated in subparagraph C, paragraph 8 of this article to reject an appeal, if no error can be identified either in an exam question or in assessment based on analyzed information.

12. A decision stated in subparagraph D, paragraph 8 of this article to leave an appeal without review shall be made in case the form set in paragraph 3 of this article is disregarded, or sources are missing in justification section or improper sources are provided. An appeal is not subject to a review also in case a decision has been already made regarding the similar issue.

13. A decision of the examination center made about a submitted appeal can be appealed with a justified complaint at the appeal committee within 1 day after the decision is made (Annex №3)

Article 18. An appeal committee

1. In case the submitted appeal requires collection of additional information around an issue or if a student submits a justified complaint about a complaint/appeal related resolution made by the examination center, an appeal committee is convened upon the rector's order. In case of an unjustified complaint, the rector's order is issued regarding refusal to satisfy the complaint and convene an appeal committee.

2. The composition of an appeal committee is determined upon the presentation of the dean of the school and must include minimum 3 members who have necessary competence around an issue under review.

3. With a justified request, representatives of an examination center, invigilators and assessors of an appealed exam can be excluded from the committee composition.

4. An appeal committee must include 1 (one) student from the students' union so that conflict of interests is avoided. A student who is currently taking or has taken an appealed course, shall not have a right to be a member of an appeal committee.
5. Externally invited people can be included in the composition of an appeal committee;
6. The committee shall have a right to start functioning immediately after the rector's order is issued about the creation of the committee.
7. The appeal committee reviews an appeal submitted by a student within 3 (three) working days after receipt of the application.
8. The appeal committee shall have a right to request and study all evidences and circumstances that are important for an issue, to listen to an appellant as well as to other people who might have necessary information for resolving an issue and to make a decision in a form of minutes of the appeal committee.
9. The decision of the committee must be well-justified and include description and evaluation of all circumstances and evidences that are important for an issue. All doubtful evidences must be assessed in favor of an appellant.
10. The appeal committee can take the following decision:
 - a) To satisfy an appeal of a student and to grant an assessment to a student in an appealed component;
 - b) To satisfy an appeal of a student and to appoint a new exam in an appealed component;
 - c) To reject an appeal of a student.
11. The committee shall have a right to inform an author of an appeal as well as other attendees of an exam under appeal about upholding the submitted appeal if the appeal results affect their assessment.
12. The majority of the committee members attending a committee meeting makes a decision regarding an appeal. In case votes split, the chairman's vote shall prevail.
13. Alongside with a resolution, an appeal committee shall have a right to develop recommendations for further improvement of the procedure. Each member of the committee shall have a right to express his/her recommendation without voting.
14. If studied evidences evoke doubts about violation of this rule, other legal acts of the teaching university or requirements set by the legislation from a side of a participant of an examination process, a doubt hereto shall be indicated in the committee's recommendations.
15. A resolution of the appeal committee is final and is not subject to further appeal.
16. A decision of the committee will be recorded in the minutes of the committee meeting (annex N 5).

Article 19. Final provisions

1. This rule becomes effective once the academic council of the teaching university approves it.
2. Any amendments/additions to this rule are realized by the resolution of the academic council.
3. This rule does not affect any legal relations aroused before approval of this rule.

Annex №1 A complaint form

**To the head of the examination center
At BAU International University, Batumi LLC**

/Name Surname Passport Number /

/Course/

/Telephone number /

/Email address/

A complaint regarding an examination procedure

/Course/

/Date of an examination/

/Date of submitting a complaint /

Description of a violated procedure

Justification

Name Surname /Signature

Annex №2 An appeal form

**To the head of the examination center
At BAU International University, Batumi LLC**

/Name Surname Passport Number /

/Course/

/Telephone number /

/Email address/

An appeal regarding

A content of an examination/ Assessment of an examination

/Course/

/Date when you learnt about examination results/

/Date of submitting an appeal/

Description of an error

Justification (please indicate sources proving correctness- core or additional literature)

Name Surname /Signature

Annex №3 A complaint form

**To the rector of
BAU International University, Batumi LLC**

/Name Surname Passport Number /

/Course/

/Telephone number /

/Email address/

A complaint about a decision made by the examination center about submitted

Complaint / **Appeal**

/Course/

/Date when decision was made about a complaint/an appeal/

/Date of submitting an appeal/

Description of a complaint/appeal

Justification (please justify the basis for annulling a decision made by the examination center)

Name Surname /Signature

Annex №5 Minutes of an appeal committee

Minutes of an appeal committee

Batumi day/month/year

An appeal committee convened by the order N of the rector of BAU International University Batumi LLC with the following composition:

1. Name, surname, position- the head of the committee
2. Name, surname, position
3. Name, surname, a representative of the student's union

On the basis of the:

- Request of the school of medicine and health sciences
- Justified complaint of a student

Has reviewed an appeal submitted by----- against exam results in a course ----
----- and has determined the following:

Description of factual circumstances

Assessment of evidences

Assessment of an appellant's position

Assessment of position expressed by other persons

Following evaluation of circumstances that are essentially important for an issue, an appeal committee has made the following decision:

- To satisfy an appeal of a student and to grant an assessment to a student in an appealed component;
- To satisfy an appeal of a student and to appoint a new exam in an appealed component;
- To reject an appeal of a student.

For:

Against:

Justification

Recommendations of the committee

The decision of the committee is final and is not subject to further appeal

Signatures of the members of the committee