

**Approved by CIU Rector's Decree #02-310
issued on September 11, 2023**

Regulations for Organizing and Conducting Examination Process

Article 1. General Provisions

1. Caucasus International University conducts online exams through the platform Moodle, which is located at moodle.ciu.edu.ge and/or ciu-moodle.ge. The technical administration of the mentioned system is implemented by the Digital Services Development Office, and the examination process is administered by the Examination Center, deans and lecturers.

Article 2. The Functions of Digital Services Development Office in the Process of Organizing Examination

The following activities are implemented in the Moodle system by the Digital Services Development Office:

- 1.1. Adding users (an administrator, a manager, a lecturer, a student);
- 1.2. Recovery of user passwords;
- 1.3. Creating a semester, registering subjects and attaching lecturers on subjects;
- 1.4. Deleting a semester;
- 1.5. Providing technical assistance for Examination Center staff.

Article 3. The Functions of the Examination Center in the Process of Organizing Examination

The Examination Center implements the following activities in the Moodle system:

1. Training the Examination Center staff to ensure highly qualified use of the Moodle system;
2. Attaching managers/Examination Center employees to subjects according to faculties;
3. Making the schedule of midterm and final examinations available in the system Goni no later than a week before the beginning of the examination period;
4. Forming the examination groups 48 hours prior to the beginning of the examinations by the Examination Center, so that a student has the opportunity to check whether s/he is admitted to the examination of a particular subject;
5. Monitoring the uploading of exam tests (according to the regulations, tests must be uploaded to the system at least 48 hours before the start of the exam);
6. If the tests are not uploaded to the system 48 hours before, the Examination Center staff contacts the relevant dean's office (coordinator of the faculty) in order to assist and ensure organization of the tests in the system in a timely manner;
7. Before the start of the examination, an invigilator checks the students' IDs and makes sure that they are seated to the predetermined places.

Article 4. Obligations of the Dean's Office

1. The dean's office is responsible for checking whether the results of the mid-term exams have been submitted a week before the start of the final exam period;
2. The dean's office is obliged to ensure that the lecturers upload the exam tests to the system 48 hours before each exam.
3. The dean's office has to inform a lecturer that in case there is additional illustrated material, s/he should upload this material in the form of a photo (not a link).
4. The dean's office is obliged to check 24 hours before the exam and confirm to the Examination Center the presence of the relevant test in the system, in case of a notification received from the examination center (if the lecturer did not upload the relevant test in Moodle 48 hours earlier).
5. Two days before the beginning of the examination period, the dean's office ensures the admission of students to the examination according to the approved applications. The dean's office has the right to admit a student to the exam with a debt of a small amount (50 GEL/50 dollars).
6. The dean's office is obliged, as an exception, in case of late payment of the tuition fees by the student, to ensure the admission of the student to the exam on the day before. A student will not be admitted to the exam with a receipt confirming the payment made on the day of the exam.
7. The dean's office is responsible for informing the Examination Center on the day before the exam about the need to use the normative acts, the code and a calculator for a specific exam. Also about the cases when the student should be allowed to work on blank piece of paper.

Article 5. A Lecturer's Obligations

1. A lecturer implements the following activities during the examination process:
 - 1.1. Becomes familiar with the exam schedule, which is available for him/her a week before the exam commencement;
 - 1.2. Uploads exam tests for each subject at least 48 hours before the examination and indicates the duration of the examination;
 - 1.3. The lecturer is obliged to complete the submission of the mid-term results in Goni 48 hours before the start of the final exams;
 - 1.4. The lecturer uses the instructions of the testing system in Goni as a guide: transferring the question bank to the study course of the relevant semester and placing the assignment in Moodle;
 - 1.5. The lecturer is responsible for the accuracy of the tests and answers uploaded to Moodle;
 - 1.6. The lecturer is obliged to upload the illustrated material in the form of a photo, not a link;
 - 1.7. The lecturer is obliged to inform the dean's office about the need to use the normative acts, the code and the calculator for a specific exam 48 hours before the start of the exam. In addition, about the cases when the student should be allowed to use a piece of a blank paper;
 - 1.8. The lecturer is responsible for assessing the open-cloze questions of the tests in Moodle, reflect the score and submit the total score of the exam in Goni no later than the 7th day after the exam.

Article 6. A Student's Obligations

1. During the examination process, a student's responsibilities are:
 - 1.1. A student has to check the financial status and pay the minimal amount two days before the examination period;
 - 1.2. The student is obliged to check 48 hours beforehand whether s/he is admitted to a particular exam and, if necessary, contact the dean's office;
 - 1.3. The student is responsible for familiarizing himself/herself with the information about the exam room determined for him/her before the beginning of the examination process and to take the place indicated for him/her at least 10 minutes before the beginning of the examination;
 - 1.4. Before the start of the test, the student is obliged to hand over to the invigilator all the items, the use of which is prohibited during the examination (any technical device: a smartphone, a smart watch, headphones), a book, a notebook, a photocopy, notes, etc.);
 - 1.5. The student is obliged to bring an identity document (ID card, passport, driver's license, or student card with a photo), a pen, according to personal needs - water, normative acts allowed for a specific exam, a code and a calculator.
 - 1.6. The student is obliged not to disturb the order, not to interfere with the course of the exam, not to talk to other students. In such a case, the student will receive a warning; And in case of repetition of similar or any other violation, s/he will be disqualified from the exam.
 - 1.7. In case of a technical or program error occurring during the examination process, the student is obliged to immediately inform the invigilator, who in turn calls the Examination Center staff.
 - 1.8. If the student's health deteriorates during the exam, the student is obliged to inform the invigilator, who in turn calls the university doctor. Only on the basis of the doctor's opinion, the student is allowed to leave the exam. The exam test is canceled by agreement with the student and s/he is allowed to re-take the same exam at the time offered by the center.
 - 1.9. At the end of the exam, the student is obliged to address the invigilator and, in his/her presence, complete the exam paper by pressing the end button.
 - 1.10. In case of violations of the following rules by the student during the examination process, the student will be disqualified from the relevant examination and will no longer be allowed to take the additional examination:
 - 1.10.1. If a student pays the debt on the day of the exam;
 - 1.10.2. If a student is late for the exam;
 - 1.10.3. If a student has not any identity document;
 - 1.10.4. If a student is caught having any type of technical device or the so-called "cheat sheet";
 - 1.10.5. If a student clicks the end button and does not complete the test;
 - 1.10.6. If a student logs in with another student's Moodle account;
 - 1.10.7. If a student writes the exam from a non-examination area;

1.10.8. If a student repeatedly commits the violation specified in subsection 1.6 of paragraph 1 of this article.

Article 7. Arrangement of Examination Areas

1. Access to the electronic examination system Moodle from the internal network is allowed only from the computers of the Examination Center and the computers located in the building, which are connected to the network with a UTP cable. An exception is the computers in the student library, where access to the electronic exam system Moodle is blocked.
2. Access to the electronic examination system Moodle is blocked from all types of wireless networks (wifi).
3. Internet access is blocked in the exam center rooms, except for two pre-arranged rooms. Examinations of study courses are held in special rooms, during which access to the Internet is necessary. The lecturer himself/herself informs the head of the examination center about the latter.

Article 7. Implementation of Examination Process

1. The invigilator of the Examination Center identifies the students based on any identity document (identity card, passport, driver's license) and registers the students who appeared for the exam. In particular, at the end of the exam, the student registers his/her attendance with a signature in the sheet taken from Goni by the exam center.
2. During the examination at the examination center:
 - 2.1. In case of a student's violation of the rules of conduct established by the mentioned regulation, the invigilator disqualifies the student from the exam, informs that his/her behavior will be studied with video camera recordings and the paper will be canceled.
 - 2.2. The invigilator emails about the decision to the head of the examination center, indicating the student's data, computer number, description of the violation, and the exact time of the violation. The head of the center checks the data of the video cameras and, in case of confirmation of the violation, "disqualifies" the student from the examination of the relevant subject. The student is no longer allowed to retake the exam. A video recording of student misconduct is kept and used as evidence in the event of an appeal.
 - 2.3. If the head of the exam center does not confirm the fact of a specific violation, the student has completed the exam, the score was reflected and the student is satisfied with the result, the corresponding score will remain. If the student was disqualified from the exam before completing the test, the student will have to retake the exam.
3. A student will receive information about the cancellation of the exam from the exam center via e-mail within 2 days at the latest.

Article 9. Appealing the Exam Score

1. The student appeals the exam score within 2 days after it is reflected in Goni.
2. The Student Service Office sends the application written by the student to appeal the exam score to the appeal commission of the relevant faculty, which is obliged to consider the protest within 3 working days and make an appropriate decision. The commission invites a specialist in the field to re-examine the paper. If the grade determined as a result of re-examination differs by more than 10% from the grade of the lecturer of the subject, the paper will be sent to a third examiner. The Appeals Commission adjusts the exam score to the arithmetic mean of the scores of the second and third examiners.

3. The chairman of the commission will notify the student about the decision made by the appeal commission of the faculty. The decision of the appeal commission is final and cannot be appealed.

Article 10. Appealing the Exam Result Annulment

1. In case of exam annulment, a student will receive a notification via email from the examination center. S/he can appeal the decision made by the head of the exam center within 2 days and submit an application in Goni.
2. The Student Service Office sends the student's application and the video recording received from the head of the examination center and the report card, where inappropriate behavior on the part of the student is recorded, to the quality assurance coordinator of the relevant faculty or the responsible person designated by the dean.
3. If the relevant authorized persons of the faculties agree with the decision of the head of the examination center to annul the exam result, they summon the student, show the appropriate video evidence of the violation of the exam rules and ask him/her to make a note on the appeal statement that s/he has no complaints about the annulment of the exam.
4. If the relevant authorized persons of the faculties disagree with the decision taken by the head of the examination center to annul the examination result, then the application is sent within 2 days to the appeal board created by the Rector's order.
5. In case, after viewing the video evidence, the student still does not agree with the decision to annul the paper, s/he writes a complaint in the name of the appeal board. The board considers the student's complaint within 5 days after receiving it and makes an appropriate decision to reject the application (due to the unfoundedness of the application), or allows the student to retake the exam/record the obtained score; The decision made by the Appeal Board is not subject to appeal.
6. The appeal board is composed of at least 3 members - representatives of the university administration and student self-government.

Article 11. Final Provisions

1. Approval, annulment, changes and amendments in the regulations shall be provided on the basis of the Rector's order.