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|  | Exam Regulations | Date | Date 2017 |
| | | Chapter | 1 |
| | | Change | 0 |

„Approved” Georgian Aviation university
Rector, professor
_____ S. Tepnadze

_____2017
Order _____

**Georgian Aviation university
Exam Regulations**

General copy

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Changes

I. Changes

1. Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

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| Created: | Approved: |
| Quality Assurance Service | Rector |
| Date: | Date: |

| Removed page | | | | Additional page | | | |
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**II. Changes history**

| Change no: | The reason of the change | Modified pages | Date | Initiator of the change |
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2

Document Control

2. Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these Regulations and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the Regulations that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

2.1 Documents list for send


| The organization | Format | Copy number |
|--|---------------|--------------------|
| Quality Assurance Service | printed | The main copy |
| Quality Assurance Service | in electronic | electronic version |
| The Faculty of Flight training | electronic | electronic version |
| The Faculty of Engineering | electronic | electronic version |
| The Faculty of Business Administration | electronic | electronic version |
| The website of the university | electronic | electronic version |

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3. General Provisions

General regulations

1. At the Georgian Aviation University, the written (middle, final/additional) exams are organized by the department of regulation of the educational process.
2. Students receive an e-mail before the exams begin at least two weeks in the case of an additional exam, no less than five days after the results of the final exams are announced.
3. The form of the ticket, the topics included in it, and their number are indicated by the teacher, and they are also available in the syllabus.
4. After voicing the results, the student has the right to apply to the dean of the faculty with a statement within 10 working days and demand a review of the results and a review of the work.
5. The maximum time of the exam is 2 hours.
6. The examination process is controlled by a group of observers, approved by the order of the rector.

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2 Regulations of the student behavior during the exams

1. The student must appear at the examination place according to the examination schedule. In case of a delay, the student will not be allowed to take the exam.
2. The student must have a student ticket or ID card otherwise the student will not be allowed to take the exam.
3. Entering the examination center, the student must leave his or her things (bag, concept, book, etc.) in a specially designated place, the use of which is not allowed during the examination.
4. It is prohibited to bring anything to the exam except are for a writing pen, calculator, and water.
5. Students are distributed in the examination center at the site indicated by the observer. There should be nothings on the table except the Student's ticket or ID card, writing pen, calculator, and water.
6. It is prohibited to bring written or recorded information to any type of information saver (paper, e-mail recorder, etc.) at the desk, including a mobile phone. This violation will be considered an attempt to copy, the student will be removed from the exam and his or her grade will be zero.
7. It is prohibited to exchange information between students in any way during the exam, which will be considered as an attempt to copy (dictate). Students will be removed from the exam and their grades will be zero.
8. The student must check the defect of his or her exam paper, in case of damage, he or she should apply to the observer.
9. The student must write his or her name, surname, faculty, exam date, subject's name and lecturer's name and surname in the appropriate place on the cover of the exam ticket.
10. The student cannot put an identifying mark (Name, Surname, Phone Number, Address, etc.) on the exam, paper or any kind of graphic image (figure, inscription, etc.) that is not connected to the test task. If you find any clues on the exam paper, the writing will not be corrected.
11. The student has the right to leave the examination center as needed or for other objective reasons (for example bad health condition).
12. Students must follow the observer's decision, including the decision about his or her removal from the exam. Otherwise, his or her actions will be considered as a gross violation of the Ethics Code of the Georgian Aviation University, which is the basis for stopping the student's status.
13. After finishing his or her work, student must present the observer the student's ticket and submit the exam paper.



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Article 3: Rights and duties of the exam observers.

1. An observer is obliged to appear at the place of examination at least 10 minutes before the beginning of the examination.
2. The person responsible for the examination must indicate the time when the examination starts after the tickets have been filled in.
3. the supervisor distributes the examination papers, and is obliged to observe the examination. Strictly supervise the examination Regulations for students who violate these Regulations or use a subject that contains information on the subject indicated in the course of the exam, and remove it from the exam.
4. If a student is suspended from an exam, an observer will collect the exam papers of the student. On the examination sheet, he writes "Cut-Out", indicating the reason for the examination, and signs it.
5. The supervisor must answer procedural and technical questions asked by the student.
6. If any questions or problems arise during the examination, the supervisor must address the person in charge.
7. 7. 10 minutes before the end of the exam, inform students of the remaining exam time to complete their written work on time.