



Examination Regulations

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Revision	0

“Approved”

Rector of the Georgian Aviation University

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Statement _____

Georgian Aviation University



Examination Regulations

Master Copy




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i. Revisions

Implementation of any Revision can only be performed through participation of the Head of Quality Manager and Governing Board. No revision will have legal power, unless it is reviewed and approved.

Created by:	Approved by:
Head of Quality Manager	Rector
Date:	Date:

Deleted Pages				Added Pages			
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2. Documentation Control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the format and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

Document Distribution List

Organization	Format	Copy N:
Quality Service	Hard Copy	Master Copy
Quality Service	Electronic Version	Electronic Version
University Web Page	Electronic Version	Electronic Version

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3. General provisions

Article 1. General regulations

1. At the Georgian Aviation University, the written (midterm, 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 faculty is obliged to submit exam tasks to the educational process regulation service no later than three weeks after the beginning of the educational process. Presented materials should fully include and correspond to the topics defined by the syllabus of the training course. The form of the exam paper, the amount of questions/tasks and assessment criteria are determined by the lecturer in accordance with the syllabus.

4. The educational process regulation service is obliged to deliver the exam papers to the relevant educational unit on the next working day after the exam. The head of the educational unit is obliged to ensure that the exam papers are delivered to the academic personal/invited staff on the same day. They are required to assess papers within 2 calendar days of receipt and submit them to the main educational unit back. The educational process regulation service is obliged to ensure the reflection of the exam results in the electronic database (LMS) of students' assessment within at least 2 working days after the submission of papers to the faculty by the academic personal/invited staff.

5. Student has the right to apply to the head of the main educational unit within 10 working days after the publication of the result and request to review the paper and revise the results.

6. The maximum duration of the exam is 2 hours.

Article 2. Regulations of the student behavior during the exams

1. 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. Student must have a student ID or ID card otherwise the student will not be allowed to take the exam.


3. Entering the examination center, the student must leave his/her personal belongings (bag, learning materials, 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 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 examination papers and ID card, pen, calculator, and water.

6. It is prohibited to bring written or recorded information to any type of information saver (paper, e-mail, audio recorder, etc.) at the desk, including a mobile phone. This violation will be considered an attempt of cheating, the student will be removed from the exam and his/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 of cheating. Students will be removed from the exam and their grades will be zero.

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8. Student must check the defect of his/her exam paper, in case of damage, he/ she should apply to the observer.

9. Student must write his/ 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 paper.

10. 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. Student has the right to leave the examination center in case of necessity or for other objective reasons (for example bad health condition).

12. Students must follow the observer's decision, including the decision about his/ her removal from the exam. Otherwise, his/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/ her work, student must submit the observer the student's exam paper.

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. Person responsible for the examination must indicate the time when the examination starts after the exam papers have been filled in.

3. 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. 10 minutes before the end of the exam, inform students of the remaining exam time to complete their written work on time.

Article 4. Appeal

1. After the publication of the grades, within 5 days student has the right to request to review his/her work. For this, he/she applies to the relevant faculty or the educational process regulation service (where the exam paper is kept for the given moment);

2. In case of appealing the assessment given to the exam, student has the right to appeal and request the revision of the exam paper in order to edit the assessment. For this, student applies to the educational process regulation service or to the dean of the relevant faculty. The application must indicate the student's name, surname, personal number, contact mobile number and the exact name of the study course;

3. In order to make review the exam papers, faculty discuss it with the professor of the subject within 5 days;

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4. In case of accepting appeal, the professor of the study course edits the score on the original exam paper and makes his/her signature, after which, the educational process regulation service edits the score in the electronic database;

5. In case of student's appeal is not satisfied after discussion with the professor, and the student still has a complaint regarding the assessment, the dean is authorized to appoint a committee review to protect the student's interest. For this, he/she writes an application to deputy rector in educational field and requests the approval of the commission by a legal act. The commission should include at least two members with competence in the relevant study course and the dean of the faculty.

6. The commission, with the student's participation, reviews the student's exam paper and makes 2 types of decisions:

6.1. Rejecting the appeal and leaving the assessment unchanged;

6.2. Receiving appeal and editing the assessment; In this case, the edited assessment is fixed in the report.

7. The edited evaluation provided in the paragraph 6.2 is notified by the faculty to the educational process regulation service, which edits the corresponding grade in the electronic database;

8. Any decision made by the commission under paragraph 6 is final and the student's appeal is no longer subject to review.