

## **Article 17. Unified Procedure for Examinations**

1. The Rule sets out the specific rules for the appointment, conduct, adjournment, evaluation and examination of exam results, examination and resolution of exams at the university.

### **2. Organizational support for exams**

2.1 Organized examinations provided by this Rule are provided by the University Teaching Department.

2.2. University Training Unit The composition is determined on the basis of the University staff list. The examination process is led by the University's Educational Process Management Unit and the Deputy Rector in the field of study. 2.3. The subject teacher is required to submit exam questions / tests drawn up in accordance with each subject's program within the prescribed timeframe.

2.4 In order to conduct the examination process in an organized manner, observers are appointed by the University support staff during the examination session.

### **3. Setting the exam date and electronic registration of results.**

3.1 The University Teaching Department publishes the deadline for semester midterm and final exams (written / electronic exams) based on the information provided by the faculty at the beginning of each semester.

3.2 Faculty provides electronic recording of seminar assessments at the relevant faculty, semester-mid-term and final exams, bachelor's / master's grades.

### **4. Supervision over the course of the exam**

4.1 The written exam is supervised by a group of observers. There are at least two observers in each auditorium.

4.2. Observer will introduce students / contestants to "Rules of Conduct". The observer records on the board the start and end of the exam. 4.3 Students / contestants are prohibited from taking any exams except drinking water (with plastic bottles) and essentials for health. Exam Book Calculator et al. The use of the subject matter is decided by the examination commission.

4.4 An observer shall strictly monitor the observance of student / contestant duties. In case of using "Spargalk" (book, concept) student / contestant will be removed from experience. It will be confiscated

Shipargalka, exam test and registration will be signed by relevant observers. The test will be written

"Removed from Experience" (This work is not subject to correction). 4.5. If the observer notices the student / contestant in the overlap, he / she alerts him / her first, and in the event of a repeat - from the removal experience, and the recording is recorded accordingly. 4.6 10 minutes before the end of the exam time, the examiner warns the students / contestants that the exam is nearing completion.

4.7 Upon completion of the exam time, students / contestants shall submit exam papers to the observer (in the case of a written exam) and sign the registration form.

## **5. Student Obligations**

5.1 The student undergoes academic registration at the university before the start of each semester and chooses the relevant subjects, which at the same time means his / her readiness to participate in the semester intermediate and final exams. 5.2 A student's request for cancellation of academic registration or change of elective subject is permitted within one month of the start of the study process.

## **6. Failure to appear on the exam, violation of the exam order**

6.1 A student shall be considered as a student if he or she

A. Did not attend the scheduled exam for no good reason or did not appear and leave the audience during the exam or removed the experience. B. No written work - abstract, bachelor's or master's thesis, etc.

C. The examiner will attempt to obtain an evaluation using threatening, verbal or physical abuse, mental impact, cheating, fraud, and other inadmissible means, d. Attempts to fail the exam or to break the exam order are removed from the experience.

6.2 A negative evaluation of the exam paper shall be made in writing.

## **7. Postponement of the exam**

7.1 An Honorable Mention Postponement may be requested on the basis of a student's written statement indicating the Honorable Mention of the Postponement. 7.2 Six weeks before or eight weeks after delivery, they may postpone the examination on the basis of their written application.

7.3 The application must be made at least one day before the test date.

## **8. Repeat exam**

8.1 The decision to grant the student the right to repeat the exam is made by the University Examination Center and the Faculty in accordance with the established procedure. 8.2 In case of unsatisfactory evaluation of Bachelor's or Master's thesis, their repeated submission in the same semester is not allowed.

## **9. Deadlines for evaluation of exam results**

9.1 Midterm exam evaluation results must be published no later than 10th business day after the exam

## **10. Publicizing the exam results**

10.1 The student is entitled to get acquainted with the exam paper in the Dean of the Faculty of Education and the Secretariat within 15 days after the publication of the exam results.

10.2 Acquaintance of exam papers implies acquaintance with the content of the work, making extracts, requesting copier at their own expense.

**11. Conformity of Assessment of Foreign Universities Semester Exams, passed by a University student at an accredited University abroad, may be recognized by the University in accordance with the established rules.**

## **12. Appeal of exam results**

12.1 The contestant / student who does not agree with the result of the semester final exam is entitled to file a complaint within one week after the official publication of the result to the Faculty and Examination Center and request a review of the exam results.

12.2 A complaint is admissible if the contestant / student alleges a) procedural violations;

B) neglect of the established system of evaluation; C) or disagrees with the teacher's remarks;

D) in the case of an electronic test due to a substantiated defect in the test.

## **13. Decision on the results of the challenged examinations**

13.1 The Appeals Commission set up by the University Faculty shall review the complaint within 15 days of receiving the complaint and make a decision on the complaint.

13.2 A student's assessment may not be impaired by the decision of the Appeals Commission.