

Legal Entity under Public Law – Georgian State University of Sport

Rules for Conducting Examinations

Article 1. General Provisions

The Rules for Conducting Examinations at the Legal Entity under Public Law – Georgian State University of Sport (hereinafter – the “University”) (hereinafter – the “Rules”) establish unified regulations and procedures for organizing and conducting midterm, final/additional written, oral, and electronic examinations (sportexam.ge, students.sportuni.ge), admission examinations, as well as for appealing (filing an appeal against) assessment results at the University.

These Rules have been developed on the basis of the legislation of Georgia, the University Charter, and internal legal acts in force at the University.

The Rules apply to midterm, final, and additional examinations conducted within both levels of higher education (Bachelor’s and Master’s), as well as within the Georgian Language Preparatory Program and the Teacher Training Educational Program.

Compliance with these Rules is mandatory for all persons involved in the examination process: academic staff, teachers and invited staff, administrative employees participating in the planning and administration of examinations, examination observers, and students/persons enrolled in the Teacher Training Program/applicants.

Article 2. Definitions of Terms

Monitoring officers – representatives of the Quality Assurance Service; the Program Head; the Dean; or any other person authorized by the Rector through a special permission.

Midterm examination – a form of assessment conducted within the course/subject in the middle of the academic semester, aimed at checking the student’s mastery of the covered material and ongoing progress. The midterm assessment constitutes a component of the final grade of the course.

Final examination – a form of assessment conducted within the course/subject at the end of the academic semester, aimed at final evaluation

of the student's overall knowledge and skills, including comprehensive competencies provided for by the program.

Internal admission examination – a competitive examination organized by the University for enrolling applicants in a specific educational program (Master's level). Its purpose is to assess the candidate's readiness, knowledge, and competencies in order to determine compliance with program requirements.

Observer – a person (administrative, technical, or academic staff) responsible for maintaining order during the examination process, monitoring the examination, ensuring compliance with the examination regulations, safeguarding academic integrity, and documenting any procedural violations.

Appeals Committee – a collegial body established by an order of the University management, authorized to review a complaint (appeal) submitted by a student/candidate within the prescribed timeframe regarding examination results and/or procedural issues.

Examination venue – a location where an officially scheduled University examination (midterm, final, or admission) is conducted.

Examination period – calendar dates within which the University conducts examinations for academic components (courses/subjects).

Sportexam.ge – the University's official electronic examination platform/system used for conducting examinations, recording results, student registration, and/or размещѐс (posting) of examination materials.

Internal admission examination – internal Master's admission examination.

Article 3. Organization of Examinations

The organization of midterm, final/additional written examinations, electronic examinations, and admission examinations for students/applicants/persons participating in such examinations, as well as the management of the examination process, shall be carried out by the University Examination Center in accordance with these Rules.

The conduct, organization, and supervision of written and electronic examinations shall be ensured by the observer(s).

Monitoring officers are also entitled to attend examinations.

Article 4. Format, Timeframes, and Duration of Examinations

Each academic year, the timeframes for midterm and final examinations are determined by the academic calendar of the current academic year. For educational programs with modular/curatorial instruction, the period for midterm and final examinations for the relevant subject is determined by the syllabus of that subject. The Examination Center ensures formation of the examination schedule in consultation with the respective educational unit.

As a rule, midterm, final/additional, and admission examinations are conducted in electronic format at the University Examination Center. Due to the specifics of a subject, as an exception, a lecturer is authorized to notify the Academic Process Management Service in writing no later than two (2) weeks prior to publication of the examination schedule about the necessity of conducting the examination in written or other format, with appropriate justification.

The maximum duration of midterm, final/additional examinations is determined by the study courses of the relevant educational programs, taking into account course specifics.

The maximum duration of admission examinations is determined by an individual administrative-legal act (order) of the Rector.

Examinations are conducted in accordance with the academic calendar of the current academic year.

The midterm examination schedule is published in the electronic academic process management system within one month after completion of academic registration; the final examination schedule is published no later than ten (10) calendar days prior to the start of the examination period. The timeframes for additional examinations are determined by the academic calendar of the respective year; in case of receiving an FX for a subject, an additional examination is scheduled not earlier than five (5) days after publication of results.

a) **Transfer examination from other higher education institutions** – an applicant wishing to transfer to the University’s sports programs through mobility is obliged to pass the “sports tour” examination in accordance with the Regulation on the “Sports Tour”.

b) **Foreign language verification examination for exchange program participants** – the Examination Center conducts a written examination to verify foreign language competence. Timeframes are determined by the Rector’s individual act. The duration is determined by the examination questions/test prepared by the responsible person.

c) Examination for recognition of higher education received in the occupied territories of Georgia – conducted in written form. The date is set no later than one (1) month after receipt of the applicant's submission to the University. Duration is determined by the number of subjects subject to recognition and the examination questions prepared by the competent person. The Program Head organizes the examination questions and submits them to the Examination Center one (1) week prior to the examination date.

d) Examinations to confirm education received at a licensed higher education institution for acquiring the right to continue studies under the procedure established by legislation – conducted in written form. The date is set no later than one (1) month after receipt of the student's submission. Duration is determined by the number of subjects subject to recognition and the examination questions prepared by the competent person. The Program Head organizes the examination questions and submits them to the Examination Center one (1) week prior to the examination date.

The Examination Center ensures publication of the examination schedule.

During formation of the schedule, the Academic Process Management Service and the Examination Center are obliged to consult with the relevant faculties and the lecturer and to consider their argument(s) regarding examinations, taking into account subject specifics.

At the Faculty of Physical Medicine and Rehabilitation, in case of modular/curatorial instruction, midterm/final/additional examinations are conducted as follows:

- a) the timeframe for the midterm examination is determined by the syllabus of the specific subject;
- b) final/additional examinations are conducted during the examination period set by the academic calendar (weeks 17–19).

Due to the specifics of the subject, examinations (OSPE, mini OSKI, etc.) are conducted by the respective faculty with the involvement of the Program Head and the course instructor.

Examinations are conducted from Monday to Friday inclusive. As an exception, based on mutual agreement between the respective faculty and the Examination Center, examinations may also be conducted on Saturday.

If an examination is postponed due to technical or other reasons, the student must be informed immediately via email and/or through the electronic academic process management system and/or by a message to the phone number.

In the case of examinations postponed due to technical circumstances, the alternative date shall be communicated to the student through the communication channels specified above.

Article 5. Eligibility to Sit the Final Examination

Students of Bachelor's, Master's, Georgian Language Preparatory, and Teacher Training educational programs are eligible to sit the final examination if they obtain at least twenty-five (25) points out of the maximum sixty (60) points in the midterm assessment, unless otherwise provided by the educational program/course syllabus.

Students are eligible to sit an additional examination if the sum of their midterm assessment(s) and final examination score equals 41–50 points.

An additional examination is conducted not earlier than five (5) calendar days after publication of the results of the final examination of the respective subject.

Article 6. Submission of Examination Questions/Tickets

The lecturer is obliged to submit examination questions or tickets agreed with the Program Head/Co-head to the Examination Center one (1) week prior to the start of midterm examinations, and no later than two (2) weeks prior to the start of final examinations.

Submitted questions/tickets must fully cover and correspond to the topics defined in the course syllabus.

The ticket format, number of questions, and evaluation criteria are determined by the lecturer according to the course syllabus.

The Program Head/Co-head is obliged, within three (3) calendar days after receiving the examination questions, to review the compliance of the assessment methods used in the examination tasks with the assessment methods defined in the syllabus.

If deficiencies are identified, the Program Head/Co-head returns the examination materials to the lecturer with relevant recommendations to ensure correction and re-submission.

The Head of the Examination Center relies only on those examination tasks/materials that have been reviewed and confirmed by the Program Head/Co-head.

The Faculty Quality Assurance Service periodically monitors, within its competence, the compliance of the assessment methods used in examination tasks with the assessment methods defined in the syllabus.

Article 7. Responsibilities of Academic/Invited Staff

Academic/invited staff are obliged to:

- a) comply with the requirements set forth in Article 5 of these Rules;
- b) collect examination papers from the Examination Center for assessment within one (1) working day after the examination;
- c) during midterm examinations, assess papers and record results in the electronic academic process management system within two (2) working days of receipt, and submit the paper(s) to the Examination Center within one (1) working day;
- d) during final examinations, assess papers and record results in the electronic academic process management system within two (2) working days of receipt, and submit the paper(s) to the Examination Center within one (1) working day;
- e) during additional examinations, assess papers and record results in the electronic academic process management system within two (2) working days of receipt, and submit the paper(s) to the Examination Center within one (1) working day.

Note: Monitoring the process of recording results in the electronic academic process management system is the responsibility of the Academic Process Management Service.

Article 8. Observer

An examination observer (with or without remuneration) may be an employee of the Examination Center, the Head of the same Center, staff of the respective faculty, and/or any other person engaged under a contract.

The observer is obliged to:

- a) arrive in the examination room thirty (30) minutes prior to the start of the examination;
- b) verify and identify the student by checking an identification document/passport/driver's license/student card (if available) in accordance

- with the data indicated in the examination register; ensure student registration and record attendance in the relevant register;
- c) inform students of the examination rules prior to the start of the examination in accordance with Article 12;
 - d) distribute examination questions/materials or ensure access to the relevant subject examination through the electronic portal;
 - e) supervise the examination process;
 - f) if it becomes necessary to remove a student from the examination, immediately notify the Examination Center representative, who is obliged to appear in the examination venue in a timely manner and, after verifying the information received from the observer, draw up a protocol in the prescribed form indicating the reason for the violation (see Annex 2);
 - g) answer students only regarding procedural and technical questions;
 - h) remind students about the remaining time fifteen (15) minutes before the end of the examination;
 - i) upon expiration of the examination time, collect examination questions/materials from students;
 - j) if necessary, provide the student with an additional sheet for “draft work”, sign it, and collect it back before the student leaves the examination venue;
 - l) maintain confidentiality regarding the student and the examination process.

The selection procedure, number of observers, and their assignment to specific examinations are determined by the University Examination Center.