



Doc. name	Regulation on organizing and conducting exams
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Approving authority	Scientific council
Developed by	Task force group
Responsible for implementation	Vice-Rector on Academic Affairs

AMENDMENTS TO THE DOCUMENT

Date	Description of amendment	Name, surname, position, signature
14/04/2022	<p>Provision 2.17 has been edited, the following format has been added: upon necessity, the test results can be discussed with students during group meetings.</p> <p>Paragraph 2.18 has been added: the results are available to students within no more than 10 working days after the exam.</p> <p>Paragraph 3.8 has been added: for each question presented in the questionnaire, the logic of the assessment and the rubrics should be clearly presented.</p>	<p>President of Scientific Council: Suren Ohanyan</p> <p>Head of Quality Assurance Center: Mariam Jilavyan</p>
14/04/2022	<p>The sections on the mid-term and final exams have been removed from the procedure and are presented in detail in the student's knowledge, skills and capacity assessment procedure.</p> <p>Section 4 on combined and alternative exams has been added.</p>	<p>President of Scientific Council: Suren Ohanyan</p> <p>Head of Quality Assurance Center: Mariam Jilavyan</p>
23/04/2021	<p>Clause 2.13 was amended: instead of setting the review fee at 2% of the previous annual tuition fee, a credit value was provided for local and foreign students.</p>	<p>President of Scientific Council: Suren Ohanyan</p> <p>Head of Quality Assurance Center: Mariam Jilavyan</p>
27/05/2020	<p>The regulation on organizing and conducting online exams has been added in the procedure (section 5)</p>	<p>President of Scientific Council: Suren Ohanyan</p> <p>Head of Quality Assurance Center: Mariam Jilavyan</p>

21/11/2019	The procedure has been completely redesigned based on research conducted by the Quality Assurance Center.	President of Scientific Council: Suren Ohanyan Head of Quality Assurance Center: Mariam Jilavyan
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1. GENERAL PROCEDURES

- 1.1. With the following procedure the rules for organizing and conducting admissible examinations at Eurasia International University are defined.

2. WRITTEN EXAMS

- 2.1. Written exams are conducted electronically, on paper, or in combination with closed-ended, semi-open-ended questions.
- 2.2. Exam tests must be prepared based on EIU style.
- 2.3. The total duration of the exam is set up to 80 minutes.
- 2.4. The student may be late for the exam for a maximum of 20 minutes, moreover, the late student can enter the examination room until a student leaves the examination room.
- 2.5. The student has the right to appeal against the violation of the examination procedure and the disagreement with the result of the examination under the EIU appeal procedure.

Before the exam

- 2.6. Exam tickets and exam questions are developed by the lecturers and approved by the head of the department.
- 2.7. The number of written assignments should be at least three (if the number of students in a group is less than 5, this requirement may not be applicable). Moreover, the same options should not be used for the resits.

During the exam

- 2.8. The examination is conducted and supervised by the university staff. In order to evaluate the process, the head of the Quality Assurance Center, Vice-Rector for Academic Affairs, and the head of the relevant chair may be present at the examination.
- 2.9. Before starting the exam, the examiner briefly explains the students the exam process, including the length of the exam, the rules, and other information needed to take it properly.
- 2.10. Draft papers are provided by the examiner.
- 2.11. It is forbidden to have other items on the tables (cell phone, bag, notebook, etc.), except for the test, pen and draft paper intended for the student. The disconnected phone should be placed in the corner of the table.
- 2.12. It is forbidden to use different types of items (calculator, book, conceller , etc.) during the examination, if the lecturer of the relevant subject has not previously informed the chair about it.
- 2.13. The student has no right to interfere the normal course of the examination, including talking, changing places, exchanging tests, plegiarizing, using cell phones or other means of communication, etc. In the above-mentined cases, the examiner has the right to warn the student, then remove him / her from the examination room, mentioning, "has been removed from the exam" on the exam test.

- 2.14. The student's questions about the content of the test are not discussed in the examination room, except for the mistakes in the test.
- 2.15. After the deadline allotted for the examination, the student is obliged to stop the work and hand it over immediately to the examiner.

After the exam

- 2.16. To check and evaluate the written works, the lecturers get the works anonymously, in an encrypted (de-personalized) state within two days after the examination.
- 2.17. Exam results are sent to students or posted on the E-buh system. Upon necessity, the test results can be discussed with students during group meetings.
- 2.18. The results are available to students within no more than 10 working days after the exam.

3. ORAL EXAMS

- 3.1. Oral exams are conducted with exam tickets, which are prepared by the lecturers and approved by the head of the department (each ticket contains not more than 3 questions).
- 3.2. The total length of the exam should not exceed 8 hours per day.
- 3.3. In addition to the members of the examination committee and the methodologist of the chair, the head of the Quality Assurance Center and the Vice-Rector for Academic Affairs may be present at the examination. The entry of outsiders into the exam room is prohibited¹.
- 3.4. The functions of the committee members are to check the relevance of the student's knowledge of the requirements of the program and decide on a grade.
- 3.5. In case of state final exams:
 - Exams are evaluated by a 100-point scale, in which satisfactory grade starts from 40 (see details at Regulations on assessing students' knowledge, abilities and skills).
 - The student takes the exam only once, in case of an "unsatisfactory" grade for a state final exam or no show-up for an exam, student will not be able to retake them in the same academic year,
 - Those students who have failed the state final exam or did not show up will have the opportunity of restoring student's rights in the next academic years according to the established regulations (on a paid basis for the last semester) and consequently taking the state exam and participating in the defense of bachelor's thesis. To prepare for the exam, the student can attend exam preparatory courses organized by the university.
- 3.6. The final state exam results (negative, satisfactory, good, excellent): (i) are applicable for the further discussion if the student is requiring additional explanations related to the scoring of the thesis work performed by the Certifying Committee; (ii) student may appeal the grade and ask for reevaluation only if during the evaluation process there were recorded violations of the rules, canons of Certifying Committee work within 1 hour after learning the grade.

¹ In case of courses, the oral exam can be conducted by the lecturer teaching the given subject.

Before the exam

- 3.7. Exam questionnaires should be made up based on at least 70% of the number of students, and questions should not be repeated (for example, at least 21 tickets should be prepared for 30 students).
- 3.8. The distribution of questions in the questionnaires by topics is determined based on their share in the curriculum of the given subject.
- 3.9. For each question on the questionnaire, the logic of the assessment and the rubrics should be presented.
- 3.10. To conduct the oral examination, a commission of at least 3 members is formed in advance, which includes the head of the chair, the lecturer, and another lecturer from the relevant chair. In the case of the state examination, at least 50% of the committee members must be external experts.
- 3.11. The relevant technical means and papers must have been prepared by the methodologist of the chair the day before the examination.

During the exam

- 3.12. Before beginning the exam, the examiner briefly explains the exam process to the students including the length of the exam, the rules, and other information needed to pass it properly.
- 3.13. The exam recording is mandatory and is saved for at least 24 hours after publication of the exam results.
- 3.14. Students are invited to the examination room individually, meanwhile, not more than four students are allowed to be in the examination room simultaneously.
- 3.15. After receiving the exam ticket, each student is given up to 20 minutes to get ready for the exam. Meantime, they receive 20 minutes to take the exam.
- 3.16. The student has the right to change the exam ticket only once, but it reduces the final grade by 20 percent.
- 3.17. The evaluation by each member of the commission is carried out according to a previously established evaluation rubric.
- 3.18. Additional questions from the examiner should be within the scope of the questions on the ticket.

After the exam

- 3.19. The final grade of the student is determined by calculating the arithmetic mean of the grades marked by the members of the commission, which is rounded up.
- 3.20. The results of exams are announced on the same day and entered into the internal electronic information system.

4. COMBINED AND ALTERNATIVE EXAMS

- 4.1. At Eurasia International University, the rules for organizing the exams allowed by other methods and Assessment rubrics are presented in the syllabus of the relevant course.

5. ONLINE EXAMS

- 5.1. General Equipment Requirements:

- A reliable internet connection;
- Desktop, laptop computer, tablet or smartphone devices;
- For oral exams also speaker (internal or external speakers, headsets are allowed), microphone (internal or external microphones or headsets are allowed) and camera (can be a built-in camera in the computer or an external webcam, which must be able to show a 360-degree view of room and tabletop surface if necessary) is necessary.

5.2. ONLINE ORAL EXAMS

5.2.1. General Principles:

- Exams are conducted using Microsoft Teams platform. The platform must be downloaded and installed before the exam.
- All exams are recorded and the videos are kept in the department for up to six months.
- The microphone, the webcam with a proper position and the speaker must be turned ON during the entire exam.

5.2.2. Environment Requirements:

- Testing Area: student must be alone in a room during the entire exam. All windows and doors must be closed.
- Surrounding area: the tabletop and surrounding area must be clear of all items not allowed to use during the exam. Food and drink are not allowed during the exam (except water).
- Webcam Position: student face and hands must remain visible throughout the exam, the room door also must be visible.
- Monitoring: Before and during the exam instructors monitor the environment (via video camera) and computer/ smartphone screen to ensure that only MS Teams platform is open.
- Note-taking materials: student is allowed to take notes only on the empty paper sheet (A4 Format).
- During the exam it is prohibited to have a cellphone (or second electronic device), a smart watch, sunglasses, mirrors in the room, additional literature, a bag etc.
- The examination will not begin until all the requirements are met.

5.2.3. Before the exam:

- The exam details (including the day, start and end time, question types, etc.) are sent to students and lecturer beforehand via email.
- Department randomly divides students into small groups, develops a list with the order of the students and posts under the relevant course on MS Teams as well as sends via email, prior to the exam.
- The rubrics of assessment are sent to students prior the exam

5.2.4. During the exam:

- Students enter the system based on the list with the order of students developed by the department. The whole process must be controlled by the lecturer and assistant to the head of department.
- Students must show up at least 20 min early before the scheduled exam.

- Students are asked to “randomly” pick a test number (the range is given beforehand), then the instructor reads the questions and uploads to the course "Chat" section on MS Teams platform.
- The total test time is 20 minutes (for each student).
- In case the student decides not to show up for the exam on time, it will bring the order of the other students forward.
- The student who has't shown up on time is allowed to postpone the test time until the end of the exam, otherwise the exam will be failed and the student will be graded 0.
- During the exam all technical and connection problems are under student's responsibility. In case of any problem, the student will have up to 5 minutes to solve the issue, otherwise test will be canceled and failed.

5.2.5. After the exam:

- The results of the exam are announced on the day of its conducting or are entered to the University Internal Electronic Information System.

5.3. ONLINE WRITTEN EXAMS

- Exams are conducted using Microsoft Teams platform.
- The test is available to student only during the scheduled time. In case student missed the exam, it will be failed and the student will be graded 0.
- Student may only access the test one time. The system will not allow the student to exit and re-enter the test.
- The total test time is up to 80 minutes.

5.4. ONLINE COMBINED EXAMS

- The above mentioned requirements are applied for combined exams.