

## **Regulations of Examination and Electronic Learning Resource Center**

Approved by the joint resolution of the Academic Council and the  
Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

2021

# **Regulations of Examination and Electronic Learning Resource Center of LEPL Georgian Technical University**

## **Chapter I. General Provisions**

### **Article 1. General Provisions**

1. Examination and Electronic Learning Resources Center (hereinafter - the Center) of the Georgian Technical University (hereinafter - the University) is a structural unit of the University, which conducts its activities in accordance with the Constitution of Georgia, laws of Georgia "On Higher Education", "On Personal Data Protection", the University's charter, the present regulations, the job descriptions of the Center's staff and the current legislation of Georgia.
2. The Center is accountable to the vice-rector of the University, who supervises it in accordance with the law.

## **Chapter II. Goals and Objectives of the Center**

### **Article 2. Objectives of the Center**

The goals of the Center are:

- a) creation, implementation of a unified system of examinations in the University and taking care of its perfection;
- b) introduction of modern information technologies in the educational process of the University;
- c) introduction of the electronic system for managing the educational process of the University and taking care of its development in the future;
- d) raising the quality of learning and teaching.

### **Article 3. Main Tasks of the Center**

The main tasks of the Center are:

- a) organization of examination processes stipulated by the educational programs and legal acts of the University;
- b) software-methodical, technical, personnel and organizational provision of examination procedures;
- c) introduction of modern information technologies in testing and examination processes, in order to assess the level of knowledge;

d) introduction of an electronic teaching management system in order to provide the educational process with electronic resources;

h) implementation of the University educational process management system and provision of electronic services to students and University staff.

#### **Article 4. Functions of the Center**

1. The main functions and tasks of the Center are defined according to the departments included in the Center.

#### **2. The functions of the Department of Examination Processes and Electronic Learning Systems are:**

2.1. Program-methodical, personnel and organizational provision and management of examination processes;

2.2. Preparation of the examination process, management and monitoring of the ongoing process;

2.3. Participating in the formation of a group of supervisors/observers and instructing them regarding the conduct of the examination process;

2.4. In agreement with the faculties, forming a schedule for conducting computer testing;

2.5. Receiving appeals and ensuring the organization of hearings;

2.6. Participation in the development of various software modules and their integration with the electronic evaluation system;

2.7. Organization of e-learning courses according to faculties and semesters;

2.8. Preparation of data for the student/contingent database according to the training courses, coordination of the database formation process;

2.9. Organizational-technical provision of the electronic system of educational process management;

2.10. Conducting consultations/trainings in connection with the formation of learning resources and activities, learning process management system issues;

2.12. Conducting the user policy of the educational process management system;

2.13. Management of system security policies.

#### **3. The functions of the testing department are:**

3.1. Examination system administration;

3.2. Formation of student/user contingent and test task database;

3.3. Continuous coordination and management of the process of preparation of test tasks and task bank formation according to training courses;

3.4. Formation of examination tests and processing of test results;

3.5. Monitoring users' accounts;

- 3.6. Control of roles and access permissions of system users;
- 3.7. Conducting the process of preparation of documents necessary for the examination process (registration forms according to sessions, registration cards, sector forms, information indicators and other documents);
- 3.8. Conducting consultations/trainings regarding the bank of test tasks and tests;
- 3.9. Documentary accounting of the material and technical base;
- 3.10. Registration of examination Center correspondence;

**4. The functions of the examination technical support department are:**

- 4.1. Management of University computer halls;
- 4.2. Technical provision of infrastructure of computer halls.

### **Chapter III. Management and Employees of the Center**

**Article 5. Structure and Management of the Center**

1. The Center is headed by a head who is appointed and dismissed by the rector.
2. The head of the Center is accountable to the rector, vice-rector and head of administration.
3. The head of the Center within his/her competence:
  - a) manages and directs the activity of the Center;
  - b) submits proposals to the rector/vice-rector/head of administration regarding the Center's structure, staff units, work organization, employee incentives and disciplinary responsibility;
  - c) creates temporary groups to perform the tasks of the Center and presents them to the rector/head of administration for signing the employment contract;
  - d) petitions the appropriate structural unit of the University to allocate the necessary funds and material resources to fulfill the tasks of the Center;
  - e) manages relations and cooperates with University faculties and other structural units;
  - f) submits a report on the activity of the Center at any time to the rector, vice-rector and/or the head of the administration, as requested;
  - g) makes a decision on the further movement of correspondence received in the Center and distributes it;
  - h) signs the documents and projects prepared by the Center, as well as, within the scope of its competence, documents prepared by the structural units of the University;
  - i) initiates the conclusion of a contract for testing for other organizations;

j) exercises other powers defined by the current legislation, individual administrative-legal acts of the rector, head of the administration, resolutions of the Academic Council and the Representative Council (Senate).

4. The deputy head of the Center, within his/her competence:

a) participates in determining the priority of the tasks to be performed by the Center;

b) controls and promotes the process of achieving the tasks set for the Center;

c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations on the instructions of the immediate superior and/or within the scope of the authority granted to him/her by the relevant legal act;

d) gives advice and recommendations to the employees of the Center in order to improve and develop the quality of work;

e) participates or himself/herself organizes and controls the activities of the Center and relevant departments, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Center;

f) assists the head of the Center in the process of carrying out the functions and duties defined for him/her;

g) performs the duties of the head of the Center in case of his/her absence or impossibility of performing his/her duties;

h) performs other functions related to the competence of the Center on the instructions of the head of the Center.

5. The head of the relevant department, within the scope of his competence:

a) sets department tasks, organizes and manages activities, supervises task performance, controls priorities and deadlines;

c) based on the functions and competencies of the department, is responsible for the preparation and/or coordination of the preparation of conclusions, various recommendations;

d) agrees and is responsible for the functions, procedures, reports, conclusions and various acts performed by the department;

e) prepares and presents initiatives within the competence of the department;

f) communicates with external organizations on the instructions of the head of the Center;

g) is responsible for the assessment, encouragement, development, motivation, initiation of disciplinary measures of the employees under his/her authority;

h) performs other functions related to the activity of the department on the instructions of the head of the Center.

6. In the absence of the head of the Center, his/her duties are performed by the deputy head of the Center or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.

7. The staff number and ranking of the Center is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.

#### **Article 6. Center Employees**

1. The rector appoints and dismisses the employees of the Center in accordance with the law.

2. In the absence of an employee of the Center, one of the employees of the Center performs his/her functions, on the instructions of the head of the Center.

3. Center employee:

a) performs the activities defined for him/her by the legislation of Georgia, these regulations, official instructions, as well as the duties and separate tasks assigned by the head of the Center;

b) is responsible for the work performed by him/her;

c) is responsible for the protection and storage of the documents distributed to him/her.

d) is responsible for the effective performance of assigned duties and compliance with the rules established by law.

4. The rights and duties of the employee of the Center are determined by these regulations, official instructions, official tasks of the head of the Center, individual administrative-legal acts of the rector.

5. The employees of the Center are accountable to the head of the Center.

### **Chapter IV. Personnel Participating in the Examination Process**

#### **Article 7. Temporary Group of Supervisors**

1. In order to conduct exams in an organized manner, based on the submission of the deans of the faculty, the head of the Center creates a temporary group of supervisors.

2. The supervisor may be a faculty member, doctoral student, master's student, or undergraduate student.

3. The supervisor reports to the head of the examination Center and is accountable to him/her.

4. The supervisor's rights and duties, working conditions are determined by the regulations of the Center, the instructions of the head of the Center, the individual administrative-legal acts of the rector and the contract concluded with him/her.

#### **Article 8. Formation of Electronic Tests**

1. According to the decision of the faculty council for the exams to be held in electronic form, a subject working group for test tasks and test formation is created for each specific subject, which is responsible for the preparation of exam test tasks and determining the structure.

2. The dean(s) of the faculty(s), for each study course, present to the Center a responsible person who provides the test tasks to the examination Center in electronic form and monitors the bank of test tasks and tests.

#### **Article 9. Examination Commission**

1. For the examination to be conducted by committee, in each specific case, an examination committee is established by order of the rector.

2. The composition of the examination commission is presented to the rector for approval by the head of the Center, based on consultation with the faculty.

3. A member of the examination commission can be a representative of the academic staff of the University of the relevant field/specialty, an invited specialist or an expert in the field.

4. Membership of the examination commission is not an additional paid activity. The authority of the members of the commission is exercised within the framework of the workload stipulated by the labor contract.

5. The examination commission is obliged to evaluate the examination papers and submit the examination results to the Center.

6. Examinations, which must be conducted by commission, are determined by the legal act of the Rector and/or the resolution of the Academic Council.

#### **Article 10. Appeal Commission**

1. In order to consider the appeal:

a) by the order of the rector, an appeals commission is established for examinations to be conducted by commission;

b) For other exams to be held in the examination Center, a subject appeal commission is established, the composition of which is presented to the head of the Center by the dean of the faculty, based on the decision of the faculty council.

2. The appeals commission is obliged to study and objectively consider the appeal in every way and submit the relevant conclusion to the Center.

3. The Center is obliged:

a) to ensure the promotion of the work of the appeal commission and the provision of necessary information from the electronic evaluation system for the review of the received appeal applications;

b) Reflection of the conclusions received by the appeal commissions in the examination results.

## **Chapter V. Final Provisions**

### **Article 11. Final Provisions**

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.
2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Center.