

**Western Caspian University Examination Center's
Procedures / Regulations**

Western Caspian University Examination Center's Procedures / Regulations

Revised with amendments and additions, approved by the Decision of the Academic Council of Western Caspian University, Meeting No. 9, dated April 20, 2022.

Dear Students!

You are students of Western Caspian University, which is recognized as one of the leading institutions of higher education in the Republic of Azerbaijan. The University provides every opportunity and condition necessary for you to become highly qualified specialists.

Spacious and well-lit classrooms equipped with modern technical facilities, a scientific library rich in literature in Azerbaijani, English, Russian, French, and German languages, an Internet center, as well as cooperation with renowned scholars from both Azerbaijan and abroad, and with leading international educational institutions — all contribute to organizing the teaching process in a more efficient manner that meets global standards.

At Western Caspian University, the multi-point grading system ensures that students' academic performance is evaluated objectively. This system promotes active student participation in the learning process, enhances discipline, eliminates subjective factors in assessment, and allows for a more accurate determination of the extent to which students have mastered the subjects.

You are expected to familiarize yourself with the Regulations and Rules regarding the examination session, and to understand that your final grades will depend solely on your level of engagement and participation in the learning process.

Strict adherence to these Regulations and Rules is the foundation for achieving high academic performance.

According to the Regulations, the accumulation of grades is subject to close monitoring. Any difficulties that may arise in this regard should be addressed in accordance with the recommendations of the Examination Center. You are encouraged to attend the seminars organized by the Examination Center, where you can receive answers to all your questions of interest.

Examination Center

REGULATIONS
On the Assessment of Students' Knowledge, Examination
Admission, and Organization of Examination Sessions under the
Credit System at Western Caspian University

I. General Provisions

1.1. In order to further improve the student knowledge assessment system and increase its efficiency by enabling an individualized approach for each student, as well as to align educational outcomes with modern international standards, the Scientific Council of Western Caspian University recommended the implementation of a multi-point grading system by its decision dated May 12, 1994. Furthermore, based on the order of the Ministry of Education of the Republic of Azerbaijan, it was decided to finalize the session results in the form of examinations.

1.2. With the accession of the higher education system of the Republic of Azerbaijan to the Bologna Process, Western Caspian University also adopted the credit system of education starting from the 2007-2008 academic year, where the multi-point grading system is used as the basis for assessing students' knowledge.

1.3. The multi-point grading system covers the following main directions of the educational process:

- Attendance of lectures and seminars;
- Assessment of knowledge based on various forms of evaluations during practical and seminar sessions (oral questioning, colloquiums, solving practical problems, etc.);
- Independent work on main and supplementary literature;
- Systematic note-taking of essential materials, completion of tests and practical assignments;

Use of technical equipment;

- **1.4.** The assessment of students' knowledge under the multi-point grading system is calculated in credits based on the total number of points accumulated during the semester for each subject and in the examination session.

- **1.5.** The maximum number of points a student can accumulate for each subject during one semester is 100. Fifty percent of these points are earned through semester work, and the other fifty percent are obtained through examinations.

- **1.6.** The following rules for accumulating points are established:

- According to the results of examinations – 50 points;
- According to the results of seminar sessions during the semester (answers, colloquiums, tests, and other assignments) – 30 points;
- According to attendance in lectures and seminar sessions – 10 points;
- According to independent work – 10 points.

Note: If a course paper (project) is required for any subject, the points accumulated by the student during the semester are determined as follows:

- Attendance – 10 points;
- Seminar sessions – 30 points.

- Laboratory work – 10 points
- Independent work – 10 points

Note: Documents submitted by the faculties to the Examination Center during the examination process include:

- The group's examination schedule by dates
- The list of students studying under the credit system by subjects
- The subject's grading sheet

Based on the total points accumulated by a student during the semester and examination session for each subject, the evaluation is as follows:

91 – 100	Excellent	A
81 – 90	Very Good	B
71 – 80	Good	C
61 – 70	Satisfactory	D
51 – 60	Pass	E
Below 51	Fail	F

II. On Examinations by Subjects for Students Studying under the Credit System

2.1. The subject exam is designed to determine and evaluate the level of theoretical knowledge acquired by the student during the semester, the development of their thinking, the ability to work independently, and the capacity to apply that knowledge in solving practical problems.

2.2. Examination sessions are generally held twice during the academic year (winter and spring) at the times specified in the curriculum. If a summer semester is organized, an additional summer examination session is also conducted.

2.3. Subject exams are conducted in accordance with this Regulation and the "Regulations on the Assessment of Knowledge of Students Studying under the Credit System."

2.4. Examination sessions are held according to a prepared schedule. The schedule is developed by the faculty based on the curriculum and approved by the rector or vice-rector at least 15 days before the session begins. Students are given no less than 2 days to prepare for each exam.

2.5. Students are admitted to the exam with an Identity Card or Western Caspian University student ID (with photo).

2.6. Students may enter the examination room only after the Supervisor ensures the room is properly arranged and all supervisors have been informed of any special requirements (for example, that the use of texts, calculators, etc., is prohibited).

2.7. Entry of unauthorized persons (except representatives of the Rectorate) into the examination room is prohibited.

2.8. The assessment of students' knowledge during exams is conducted based on exam tickets (or tests) according to the methods specified in Section III of this Regulation. Exam tickets are prepared in accordance with the "Regulations on the Assessment of Knowledge of Students Studying under the Credit System."

2.9. During the exam, students are prohibited from:

- Talking to other students, disturbing them, or making noise during the exam;
- Using unauthorized materials or cheating;
- Bringing technical devices such as mobile phones, iPods, iPads, earphones, etc., into the examination room or using them;
- Leaving the exam without submitting the exam ticket and answer sheets.

2.10. A student who fails to comply with the rules specified in clause 2.9 of this Regulation shall be removed from the exam, and the exam result shall be annulled and graded as "0" (zero).

2.11. The points a student accumulates during the semester and in the exam for a subject are summed up, and the final score is determined by the Examination Center.

The results are posted on the university website on the exam day (in exceptional cases within 3 working days).

2.12. A student who obtains a passing grade in a subject based on the overall results of the current and interim assessments is considered to have earned the credits for that subject. A student who receives a failing grade based on the overall results of the current and interim assessments, as well as the interim assessment alone, or who fails to attend the exam for an excused or unexcused reason, does not earn the credits for that subject, meaning the student has an academic debt for that subject. A student who has an academic debt due to the results of the current and interim assessments, or due to absence from the exam for excused or unexcused reasons, is provided with the opportunity to retake the exam or retake the course for that subject(s). In such cases, if the student wishes to earn the credits without retaking the course, they may use this opportunity within the period specified by the curriculum, during the semester in which the subject(s) is taught (i.e., after the exam session of the semester in which the academic debt arose and before the beginning of the next semester, or during the exam session of one of the subsequent semesters).

Except for students who miss the exam for an excused reason, a student may take the exam for up to two subjects per semester (one attempt per subject) without attending the courses. A student who misses an exam (or exams) for an excused reason is given the opportunity to take the missed exam(s) once before the start of the next semester's classes. A student who does not use this opportunity is considered to have missed the exam without an excuse. In all cases, when evaluating a student retaking the exam, the results of the current assessment from the semester in which the student attended the course(s) are taken into account, and the credits earned are attributed to that semester according to the curriculum. A student who misses the exam for an excused reason and takes the exam before the start of the next semester is not required to pay the exam fee. In other cases, the exam fee for the student is determined by the higher education institution's governing body and cannot exceed 25% of the amount specified for that subject according to clause 4.3 of the Rules for Organizing Credit System-Based Education at the Bachelor's and Master's levels, basic (core) medical education, and the Master's level at the Azerbaijan National Academy of Sciences. This amount is published on the official website of the institution. In all other cases, a student with academic debt must retake the course(s), attend classes, and fully meet the requirements for mastering the course(s). In this case, the tuition fee payment is carried out in accordance with clause 4.3 of the above-mentioned Rules. To resolve any

conflicts that may arise during exams, the higher education institution establishes an Appeals Commission before the start of the examination session. The Appeals Commission is authorized to make corrections to the results of the initial review.

2.13. If a student is not satisfied with the grade received, they may submit a well-founded appeal to the Chairperson of the Appeals Commission within 3 (three) working days from the date the exam results are announced. The Chairperson arranges for the student's answer sheet to be re-evaluated.

2.14. A student who misses more than 25% of the total hours allocated to all courses taught during the semester without a valid excuse shall be considered to have violated the internal disciplinary rules of the university and, as a result, will be expelled from the student body while remaining on the contingent list. Thereafter, the student may continue their education only on a tuition-paying basis.

2.15. Students enrolled in the part-time departments of higher education institutions shall be issued a notification – summons in the prescribed form before the start of the examination session. The faculty dean's office is responsible for delivering the notification – summons to the students and overseeing their attendance at the examinations.

III. Examination Methods for Courses Taken by Students under the Credit System

3.1. At Western Caspian University, except for specific specialties, exams are conducted in three forms: written, oral, and test. The written exams are carried out using the following methods:

- Open-ended question method
- Mixed method

3.2. Student knowledge assessment during the exam is based on the Open-ended Question method:

- Questions are prepared by the instructor(s) teaching the course, according to the topics covered in the course syllabus throughout the academic year. The number of questions corresponds to the total course hours. The questions must be approved at the department meeting to

which the course belongs, no later than October 15 for the fall semester exam session and March 15 for the spring semester exam session, and then sent to the Examination Center.

- The questions sent to the Examination Center are reviewed and approved by a group of experts before being entered into the question database.
- During the exam session, for groups where the exam is conducted using the open-ended question method (these groups are assigned by the lecturer at the beginning of the academic year and the exam form is indicated in the syllabus), each student is assigned 5 questions through a computer program in the form of exam tickets.
- Open-ended questions are provided to students no later than 1 month before the exam date.
- The duration of the exam is set to 120 minutes (2 hours).
- The maximum possible score for the open-ended question exam is 50 points.

3.2.2. During the exam, the student is not allowed to:

- Talk with other students, disturb them, or make noise
- Use books, lecture notes, or other unauthorized materials, as well as electronic devices

3.3. The assessment of the student's knowledge in the exam is carried out based on the mixed method:

3.3.1. The questions are prepared by the instructor(s) teaching the subject in accordance with the topics in the approved syllabus. A number of questions proportional to the subject hours, along with 500 test questions, each with 5 answer options, are prepared. For the fall semester exam session, the questions must be submitted to the Exam Center no later than October 15 of the respective academic year, and for the spring semester exam session, no later than March 15, after being approved at the department meeting responsible for the subject. The questions submitted to the Exam Center are reviewed and approved by an expert group and then included in the question bank.

3.3.2. During the examination session, for the groups where the exam will be conducted using the mixed method (these groups are designated at the beginning of the academic year by the lecturer and the final exam format is indicated in the syllabus), each student is assigned a ticket consisting of 9 questions (4 open-ended questions and 5 multiple-choice questions) through a computer program.

3.3.3. The questions are provided to the students no later than 1 month before the exam is held.

3.3.4. The duration of the exam is set at 120 minutes / 2 hours.

3.3.5. Assessment is conducted as follows: 10 points for open-ended questions and 1 point for each multiple-choice question.

3.3.6. The maximum number of points that can be earned in a mixed-method exam is 50.

3.3.7. Multiple-choice questions are not provided to students in advance. Open-ended questions are provided to students in advance.

3.3.8. The duration of the exam is set at 120 minutes / 2 hours.

3.4. The student's knowledge in the exam is assessed through the **oral method**, based on open-ended questions and their oral responses.

3.4.1. Questions are prepared by the subject instructor in accordance with the topics indicated in the syllabus covered throughout the academic year and aligned with the number of instructional hours. These questions must be submitted to the Examination Center after being approved in the meeting of the relevant department no later than October 15 for the fall semester and no later than March 15 for the spring semester. Once submitted to the Examination Center, the questions are reviewed and approved by an expert group and then entered into the question database.

3.4.2. For student groups designated to take the exam orally during the session (these groups are determined at the beginning of the academic year by the lecturer and indicated in the syllabus as the final exam format), questions are distributed in sets of 5 to each student via computer-generated exam tickets.

3.4.3. After drawing an exam ticket, the student is given 25 minutes to prepare — with 5 minutes allocated per question — and then presents their answers in front of the members of the Examination Commission.

3.4.4. The maximum score attainable in an oral exam is **50 points**.

3.4.5. The grading criteria for the exam are as follows:

IV. Accumulation of Points for the Exam

4.1. The maximum number of points that can be earned in the exam is 50.4.2. The

student must earn no less than 17 points in the exam. Otherwise, the exam result will not be added to the points accumulated through academic activities during the semester. If the total of the exam score and the points earned through academic activities during the semester is less than 51, the student receives a failing grade for the respective subject.

4.3. Students' written exam papers are kept for one semester after the subject instruction is completed.

V. Procedure for Appointment of Invigilators

5.1. Invigilators for university examinations are appointed annually by the Examination Center.

5.2. Training sessions are organized for invigilators to inform them about updates and changes made to the examination regulations.

5.3. If there are more than 10 students in the examination room, at least two invigilators must be present; the recommended ratio is at least one additional invigilator for every extra 10 students. If possible, each examination room should have at least one male and one female invigilator, or at least one male and one female volunteer in the corridor. In cases where there are fewer than 10 students, assigning a single experienced invigilator may be appropriate.

VI. Duties of Invigilators

Duties of Invigilators

6.1. Collecting exam papers from the Examination Center.

6.2. Preparing main examination rooms at least 50 minutes before each exam session.

6.3. Organizing the exam venue before student entry, including placing answer sheets and any other materials specified in the exam rubric on the correct desks.

6.4. Welcoming students outside the exam room 30 minutes prior to the exam; checking their identity and guiding them to their pre-assigned and numbered desks.

6.5. Taking attendance at the examination venue.

6.6. Confiscating any unauthorized items or materials brought into the exam room by students.

6.7. Placing a "Silence, Exam in Progress" notice on the exam room door.

- 6.8. Displaying local time on the smart board to help students monitor the exam duration.
- 6.9. Making all announcements before the exam begins (see Annex 1), writing start and end times on the board/flipchart, and ending the exam at the scheduled time.
- 6.10. Distributing exam papers to students.
- 6.11. Recording any incidents or violations that should be taken into account during the assessment process by the Faculties (Incident Reports – see Annex 2).
- 6.12. Ensuring full compliance with rules and procedures and maintaining constant supervision over students.
- 6.13. Being aware of and taking action to minimize any distractions that may affect students' concentration. Invigilators' mobile phones must be on silent and switched off.
- 6.14. Managing any arising issues calmly and efficiently, including deciding when to initiate emergency evacuation procedures.
- 6.15. Maintaining communication with the Examination Center in cases of suspected violations.
- 6.16. Collecting completed answer sheets when the exam ends.
NOTE: Ensure the number of collected answer sheets matches the number of students marked present.
- 6.17. Verifying that each student has correctly filled out the answer sheet.
- 6.18. Ensuring all unused answer sheets are returned to the invigilators' desk and later submitted to the Examination Center.
- 6.19. Returning the exam package (exam paper, answer sheets, attendance sheet, Incident Report Form) to the Examination Center at the end of the exam.

VII Rules for the Use of Information and Communication Technologies (ICT) Examinations Conducted by Test Method at Western Caspian University

At Western Caspian University, examinations using the test method are conducted in specially equipped computer labs. The computers are checked and prepared 30 minutes prior to the exam by IT staff and then handed over to the invigilators. Students log in to the system using their personal password and begin the exam. Upon pressing the “Finish” button, the student immediately sees their result.

For oral examinations in specific subjects (mainly translation language subjects), videos are shown using projectors, and listening components are conducted via audio CDs. Written exams are evaluated and entered into the system by the Exam Center staff.

Students taking the exam must follow these rules:

7.1. The student enters the exam room, types their student ID number and password into the appropriate window on the computer, and clicks the “Log In” button to confirm.

7.2. The allocated exam time begins once the questions appear on the monitor screen (a countdown timer is located on the left side of the screen).

7.3. The student selects the answer they believe is correct from the options labeled “a,” “b,” “c,” “d,” and “e” on the right side of the screen and marks it. (Answers can be changed until confirmed.) At the same time, the student writes the selected answers on the given answer sheet (this sheet remains with the student after the exam).

7.4. To confirm their answers and finish the exam, the student clicks the “Confirm” button located after the last question. At that moment, “Yes” and “No” buttons will appear on the screen. To complete the exam, they click “Yes.” If they want to review or correct their answers again, they click “No” and return.

7.5. When the allocated time ends, the student must press the “Finish Exam” button.

7.6. After seeing their score on the monitor, the student must leave the exam room.

7.7. If the student is not satisfied with the score, they can immediately contact the responsible exam staff with their answer sheet before leaving the room.

Note: In case of any technical issue (malfunction) during the exam, the student must immediately inform the invigilator.

VIII. Students with Disabilities, Illness, or Panic Attacks

1 Students with Disabilities, Illness, or Panic Attacks

8.1. Exams for students with disabilities are organized using special methods:

8.1.1. Visually impaired students receive the test in enlarged font and printed format;

8.1.2. Students with limited writing ability take the exam orally;

8.1.3. Blind students are provided with an audio version of the exam;

8.1.4. Students with cerebral palsy take the exam online.

- If a student informs the invigilator that they are unwell during the exam or arrive but feel unable to begin, they must be directed to the Examination Center with the assistance of volunteers. The invigilator must complete an “Incident Report Form.”
- If a student feels anxious or experiences a panic attack and wishes to leave the exam room, invigilators must not attempt to persuade them to continue. The decision must rest solely with the student.
- If a student reports feeling unwell but still wishes to remain or continue the exam, the invigilator should move them to an alternative seat near the exit and offer water or fresh air.
- If the student chooses to take a break, they must be accompanied by an invigilator and informed that any break time cannot be added to the total exam duration.
- In all cases where a student informs the invigilator of feeling unwell—even if they complete the exam—the invigilator must fill out an Incident Report Form.

- The invigilator must immediately notify the Examination Center of any student who leaves the exam room in distress. Examination Center staff must ensure medical evaluation and notify the student's family.

IX. The grading criteria for open-ended exam questions are as follows:

10 points – The student demonstrates a deep and thorough understanding of the material, providing precise and comprehensive answers.

9 points – The student understands the material well but is unable to justify some theoretical aspects fully.

8 points – The student's answer contains some general inaccuracies or minor mistakes.

7 points – The student understands the material but struggles to explain some theoretical points clearly.

6 points – The student's answer is mostly correct but lacks completeness.

5 points – The student's response has notable gaps and does not cover the topic fully.

4 points – The answer is partially correct but includes some errors in explanation.

3 points – The student shows some knowledge of the topic but fails to effectively support their points.

1 to 2 points – The student has limited knowledge of the topic.

0 points – No answer is provided.

X. The following items are allowed to be kept on the exam desks:

- Identity Card / QKU student ID (with photo)
- Small plastic water bottle
- Pen (blue ballpoint) and pencil
- Calculator approved in the rubric

OPEN-ENDED QUESTION FOR EXAMINATION (example)

Course Title: Management Accounting and Corporate Decision Making

1. Objects of Management Accounting
2. Accounting for Production Costs
3. Accounting for Indirect Costs in the Product's Cost Structure
4. Payback Period of Investments
5. Decisions from the Perspective of Independence

ORAL EXAM QUESTION (sample)

Course Title: Higher Education Pedagogy

1. The subject of pedagogy science.
2. The concept of formation.
3. The principle of optimality in teaching.
4. The essence of pedagogical experiment.
5. Teacher's developmental skills and abilities.

Mixed Method Exam Questions (Sample)

Course Title: World Literature1.

Answer the following questions:

a. Which of the following literary characters appears in Woody Allen's short story *The Kugelmass Episode*?

- Natasha Rostova
- Joan of Arc
- Jane Eyre
- Madame Bovary
- Mrs Dalloway

b. Who was an expert in lepidopterology?

- Franz Kafka
- Vladimir Nabokov

- Friedrich Dürrenmatt
- Alice Walker
- Johann Wolfgang von Goethe

c. Which of the following authors died some years ago?

- Karel Capek
- Vladimir Nabokov
- Giovanni Boccaccio
- Maxim Gorky
- Gabriel García Márquez

d. How many epistles does H. Barbusse’s short story *Tenderness* consist of?

- Two
- Four
- Five
- Seven • Fifteen

e. Name (at least) three novels by Gabriel García Márquez.

2. Elaborate on Jean-Paul Sartre’s literary works.
3. Elaborate on the concept of Postmodernism in English Literature.
4. Describe and interpret the theme of Woody Allen’s *The Kugelmass Episode*.
5. Describe and interpret the theme of Jalil Mamedkuluzade’s short story *The Postbox*.

Evaluation and Explanation Sheet

“I hereby declare and confirm that all the answers I have written in this exam are my own. No assistance will be given or accepted from me during the exam.”

Subject: _____ **Date:** _____

Sualın nömrəsi	Bal	Təsdiq
Sual 1		
Sual 2		
Sual 3		
Sual 4		
Sual 5		
Ümumi Bal:		

	Date	Name, Surname	İMZA
Verified			
Approved			

Student's Name / Soyadı:

Course: _____

Group:

ORAL EXAMINATION FORM

Faculty: _____

Specialization: _____

Group: _____

Subject: _____

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Signatures of the commission members::

1. _____

2. _____

Date: _____

Reference

“Regulation on the Assessment of Knowledge of Students Studying under the Credit System”

Approved by the Order No. 1060 of the Minister of Education of the Republic of Azerbaijan dated 11.09.2008.

Amendments to the “Rules for the Organization of Education under the Credit System at the Bachelor’s and Master’s Levels of Higher Education Institutions,

Basic (Foundation) Medical Education, and at the Master's Level of the Azerbaijan National Academy of Sciences",
approved by the Decision No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan dated December 24, 2013.