

Western Caspian University
Examination Center: Procedures and Rules

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**"Revised with amendments and additions,
as approved by the
Scientific Council of Western Caspian University
in its Meeting No. 9, held on April 20, 2022."**

Dear Students,

Welcome to Western Caspian University—one of the most progressive and esteemed institutions of higher education in the Republic of Azerbaijan. As a member of our academic community, you are embarking on a journey toward becoming a highly qualified and globally competent professional.

Our University offers an environment fully equipped to support your academic and personal development. You will have access to modern, spacious, and technologically advanced classrooms; a comprehensive scientific library with a vast collection of resources in Azerbaijani, English, Russian, French, and German; a state-of-the-art Internet Center; and the mentorship of renowned scholars from both Azerbaijan and abroad. Furthermore, our established partnerships with leading international universities ensure that your education aligns with global academic standards.

Western Caspian University employs a multi-point assessment system to evaluate student performance. This approach fosters greater student engagement and academic discipline, minimizes subjectivity in grading, and ensures a fair and transparent evaluation of your mastery of course material.

We strongly encourage you to familiarize yourself thoroughly with the **Examination Session Regulations and Guidelines** provided. Please understand that your academic success and the grades you earn are directly determined by your dedication, participation, and consistent performance throughout the semester.

Strict adherence to these regulations is essential for achieving high academic results. We urge you to closely monitor your point accumulation in accordance with the outlined criteria and to proactively address any difficulties you may encounter. The Examination Center is here to support you, and we invite you to attend the seminars we organize, where you can receive detailed information and answers to any questions you may have.

We wish you the very best in your academic endeavors.

Examination Center

Western Caspian University

REGULATIONS on

Student Knowledge Assessment, Exam Admission, and Examination Sessions at Western Caspian University Under the Credit System

I. General Provisions

1.1. In an effort to enhance the system for assessing student knowledge, increase its overall effectiveness, and support an individualized approach to learning, Western Caspian University, by resolution of the Scientific Council dated May 12, 1994, recommended the adoption of a multi-point grading system. This initiative aligns educational outcomes with contemporary international standards. In accordance with an official directive from the Ministry of Education of the Republic of Azerbaijan, it was decided that academic session results would be formally evaluated through examinations.

1.2. Following the integration of the Republic of Azerbaijan's higher education system into the Bologna Process, Western Caspian University adopted a credit-based educational model beginning with the 2007–2008 academic year. Under this system, the assessment of student performance is conducted using a multi-point grading scale.

1.3. The multi-point assessment system encompasses the following key components of the educational process:

- Attendance at lectures and seminars;
- Evaluation of knowledge through various testing formats (including oral questioning, colloquiums, problem-solving exercises, etc.) during practical and seminar sessions;
- Independent study of core and supplementary literature;
- Preparation and submission of required written materials, test assignments, and practical exercises;
- Engagement with technological tools and educational resources.

1.4. Under the multi-point system, student performance is evaluated in credit points based on the total score accumulated throughout the semester and during the final examination for each course.

1.5. A maximum of 100 points can be earned per subject in a given semester. Of this total, 50% is derived from coursework and participation throughout the semester, while the remaining 50% is based on exam performance.

1.6. The procedure for accumulating points is outlined as follows:

Student Evaluation and Examination Guidelines

I. Evaluation Criteria

The assessment of students' performance throughout the semester and during the final examination is based on a point system, as outlined below:

For Subjects Without a Course Project:

- **Final Exam Results** – 50 points
- **Seminar Participation and In-Class Assessments** (including responses, quizzes, test papers, and other assignments) – 30 points
- **Attendance at Lectures and Seminars** – 10 points
- **Independent Work** – 10 points

For Subjects Requiring a Course Work (Project):

- **Attendance** – 10 points
- **Seminar Participation** – 30 points
- **Laboratory Work** – 10 points
- **Independent Work** – 10 points

Note: If a course project is included in the curriculum for a particular subject, the distribution of semester points follows the second set of criteria listed above.

Documentation Submitted by Dean's Offices to the Examination Center During Exam Periods:

- Examination schedule for each group

- Subject-specific referral lists for students under the credit system
- Subject score sheets

Grading Scale:

Based on the total points accumulated during the semester and exam period, student performance is evaluated as follows:

Score Range Grade Description

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

II. Subject Examinations for Students Under the Credit System

2.1. The subject examination is designed to assess the student’s comprehension of theoretical knowledge acquired during the semester, the development of critical thinking, the ability to work independently, and the application of knowledge to solve practical problems.

2.2. Examination sessions are typically conducted twice per academic year—in the winter and spring semesters—according to the academic calendar. If a summer semester is offered, an additional examination session may be held during that period.

2.3. Examinations in all subjects are conducted in accordance with these regulations and the **“Regulations on the Assessment of Students’ Knowledge under the Credit System.”**

2.4. Examination sessions are held according to a pre-established schedule. This schedule is developed by the faculty based on academic curricula and must be approved by the rector or vice-rector no later than 15 days before the start of the session. Students are allocated a minimum of **two days** to prepare for each examination.

2.5. Students are admitted to examinations upon presentation of a valid **Identity Card** or **WCU student card** with a photograph.

2.6. Entry to the examination room is permitted only after the room has been properly prepared and the examination supervisors have been fully briefed on any

special requirements (e.g., whether the use of texts, calculators, or other aids are prohibited).

2.7. No individuals other than the designated representative of the rector's office are allowed to enter the examination room while an exam is in progress.

2.8. Student knowledge is assessed through exam tickets (or tests), in accordance with the procedures outlined in **Section III** of these regulations. Exam tickets are prepared in compliance with the **"Regulations on the Assessment of Students' Knowledge under the Credit System."**

2.9. During the examination, students are strictly prohibited from the following:

- Communicating with or disturbing other students;
- Using or sharing unauthorized materials;
- Bringing or using technical devices such as mobile phones, iPods, iPads, headphones, etc.;
- Leaving the examination room without submitting the exam ticket and answer sheets.

2.10. Any student who violates the rules outlined in **Section 2.9** will be **excluded from the examination**, and their result will be **annulled and recorded as "0" (zero)**.

2.11. The total score is calculated by summing the points earned during the semester and the final examination. Final results are determined by the Examination Center and published on the university's official website **on the day of the exam**, or within **three working days** in exceptional cases.

2.12. A student is deemed to have earned credits for a subject if they receive a passing grade based on both continuous and interim assessments. Conversely, a student will not earn credits if:

- They receive a failing grade based on overall performance;
- They fail to attend the exam without a valid reason;
- They have academic debt resulting from unsatisfactory current or interim assessment results.

A student who incurs academic debt due to unsatisfactory results in current and interim assessments, or due to failure to attend an examination—whether for a valid or unexcused reason—is given the opportunity to retake the exam or repeat the relevant subject(s). Students who wish to obtain credit without retaking the subject(s) may utilize this opportunity within the timeframe specified in the academic program. This period extends from the end of the exam session in the semester in which the academic debt arose until the beginning of the next semester, or during the exam session of one of the following semesters.

Students (excluding those with valid reasons for missing the exam) may retake exams for a maximum of two subjects per semester (once per subject) without

repeating the subject(s). Students who missed the exam for a valid reason are permitted to take the exam once before the start of the next semester. Failure to do so will result in the absence being classified as unexcused.

In all cases, the re-examination results will be assessed in conjunction with the current assessment results from the semester during which the subject(s) were originally taken. Credits earned are applied to the semester in which the subject was initially studied, in accordance with the curriculum.

If a student with a valid excuse takes the exam before the next semester begins, no additional fee is required. In other cases, the exam fee is determined by the higher education institution's governing body and may not exceed 25% of the fee set for that subject, as specified in paragraph 4.3 of the *Rules for the Organization of Education with a Credit System at the Bachelor's and Master's Levels of Higher Education Institutions, Basic (Basic Higher) Medical Education, and the Master's Level of the Azerbaijan National Academy of Sciences*. Fee structures must be published on the institution's official website.

In all other circumstances, students with academic debt are required to retake the subject(s) and fulfill all academic requirements by attending classes. Tuition fees in such cases are also subject to paragraph 4.3 of the aforementioned Rules.

2.13. To resolve disputes that may arise during exams, an Appeals Commission is established by the higher education institution prior to the start of the exam session. This commission is authorized to amend the results of the initial evaluation, if necessary.

2.14. A student who is dissatisfied with their exam result may submit a written, reasoned appeal to the Chair of the Appeals Commission within three (3) working days from the announcement of the exam results. Upon receiving the appeal, the Chair arranges for a re-evaluation of the student's answer sheet.

2.15. A student who misses more than 25% of the total instructional hours for all subjects in a semester without a valid excuse is considered to have violated the internal disciplinary regulations of the institution. As a result, the student is expelled from the student body, though their spot is retained within the enrollment quota. Such students may only resume their education on a paid basis.

2.16. Students enrolled in correspondence programs at higher education institutions will receive a certificate of invitation, in the prescribed format, prior to the commencement of their examination session. The Dean's Office of the Faculty is

responsible for ensuring the timely distribution of these certificates and monitoring student attendance during exams.

III. Examination Methods for Students Studying in the Credit System

3.1. At Western Caspian University, except for specific specializations, exams are conducted in three formats: written, oral, and test-based. The following written exam methods are employed:

- Open Question Method
- Mixed Method

3.2. Assessment of Student Knowledge Using the Open Question Method:

- The exam questions are prepared by the faculty members teaching the subject, based on the topics outlined in the course program. These questions are submitted to the Examination Center after receiving approval at the department meeting. Submission deadlines are as follows:
 - By October 15 for the fall semester exam session
 - By March 15 for the spring semester exam session
 - The questions are reviewed and approved by a group of experts before being incorporated into the question database.
- For groups where the open question method will be used during the session (these groups are determined by the course instructor at the start of the academic year and noted in the syllabus), each student will be assigned a card containing five questions, generated via a computerized system.
- The open questions will be made available to students no later than one month prior to the exam.
- The duration of the exam is set at 120 minutes (2 hours).
- The maximum score attainable for the open-ended exam is 50 points.

3.2.2. Regulations during the Exam:

Students are prohibited from:

- Engaging in conversation with other students, disturbing others, or making noise.
- Using unauthorized materials, including books, lecture notes, or electronic devices.

3.3. Assessment of Student Knowledge Using the Mixed Method:

3.3.1. Exam questions are developed according to the topics specified in the syllabus and approved by the relevant instructor(s). A total of 500 test questions with five answer options each are prepared, in proportion to the hours dedicated to the subject, and submitted to the Examination Center after departmental approval. Submission deadlines are:

- By October 15 for the fall semester exam session
- By March 15 for the spring semester exam session
- The questions undergo a review by a panel of experts before being added to the question database.

3.3.2. For groups assigned to take the mixed-method exam (as determined by the course instructor and indicated in the syllabus), each student will receive a card containing nine questions—four open-ended and five multiple-choice questions—generated through a computerized system.

3.3.3. The exam questions will be provided to students no later than one month before the exam.

3.3.4. The exam duration is 120 minutes (2 hours).

3.3.5. The assessment consists of 10 points for open questions and 1 point per test question.

3.3.6. The maximum score attainable for the mixed-method exam is 50 points.

3.3.7. Test questions will not be disclosed to students in advance, though open-ended questions will be provided beforehand.

3.3.8. The exam duration is 120 minutes (2 hours).

3.4. Assessment of Student Knowledge Using the Oral Method:

3.4.1. Questions for the oral exams are compiled by the course instructor, corresponding to the subject hours and topics outlined in the course program. These questions are submitted to the Examination Center after departmental approval, with the following submission deadlines:

- By October 15 for the fall semester exam session
- By March 15 for the spring semester exam session
- The questions are reviewed and approved by a group of experts before being added to the question database.

- 3.4.2. For groups undergoing oral exams (as determined by the course instructor and noted in the syllabus), each student is allocated five questions, randomly assigned via a computerized system.
- 3.4.3. After drawing their card, students will have 25 minutes to prepare for their oral responses, with 5 minutes allocated to each question. The student will then present their answers in front of the Examination Commission.
- 3.4.4. The maximum score for the oral exam is 50 points.
- 3.4.5. Evaluation Criteria for the Oral Exam:
 - 4. Here's a polished and professional version of your document, with clearer structure, improved grammar, and a formal tone:

IV. Exam Scoring

- 4.1.** The maximum score achievable in an exam is **50 points**.
- 4.2.** To be eligible for final grade calculation, a student must score at least **17 points** on the exam. If a student earns fewer than 17 points, the exam result will not be considered in the calculation of the overall grade, which includes semester-based academic performance. A student will receive a failing grade in the subject if the combined total of the exam score and semester activity points is **less than 51**.
- 4.3.** All student exam papers and written assignments are retained for **one semester** following the completion of the course.

V. Appointment of Supervisors

- 5.1.** Exam supervisors are appointed **annually** by the Examination Center.
- 5.2.** **Training sessions** are organized to brief supervisors on updates and amendments to the examination regulations.
- 5.3.** If more than **10 students** are present in an examination room, **a minimum of two supervisors** must be assigned. The recommended ratio is one additional invigilator for every 10 additional students. Where possible, there should be at least **one male and one female** invigilator per room, or at least one of each gender available in the corridor. For rooms with **fewer than 10 students**, a **single experienced invigilator** may be assigned.

VI. Duties of Invigilators

- 6.1.** Collect examination materials from the Examination Center.
- 6.2.** Prepare examination rooms at least **50 minutes** before the scheduled start time.

- 6.3. Ensure that all necessary materials (e.g., answer sheets, supplementary materials) are placed on the appropriate desks **before student entry**.
- 6.4. Greet students **30 minutes before the exam** in the designated waiting area, verify their identities, and direct them to their **pre-assigned, numbered desks**.
- 6.5. Record student **attendance**.
- 6.6. Confiscate any **unauthorized materials** brought into the examination room.
- 6.7. Post a "**Keep Quiet**" sign on the examination room door.
- 6.8. Display the **local time** on the smart board for time tracking.
- 6.9. Deliver all required **pre-exam announcements** (see Appendix 1), note the **start and end times** on the board or flipchart, and ensure the exam concludes at the scheduled time.
- 6.10. Distribute exam papers to students.
- 6.11. Document any incidents or rule violations using the **Incident Report Form** (Appendix 2), for potential review by the relevant Faculty.
- 6.12. Ensure compliance with all exam procedures and maintain **continuous supervision** of students.
- 6.13. Address environmental distractions and ensure a quiet environment. **Mobile phones** must be set to **silent or turned off**.
- 6.14. In the event of an emergency, take appropriate actions and initiate **evacuation procedures** if necessary.
- 6.15. Maintain communication with the Examination Center in cases of suspected misconduct or irregularities.
- 6.16. Collect all **completed answer sheets** at the end of the exam.
Note: The number of collected answer sheets must match the number of students on the attendance sheet.
- 6.17. Verify that students have correctly completed their answer sheets.
- 6.18. Return **all unused** answer sheets to the Examination Center.
- 6.19. Submit the complete exam package (exam papers, answer sheets, attendance records, incident reports) to the Examination Center.

VII. Use of Information and Communication Technologies

Exams conducted via test-based methods at Western Caspian University are administered in designated computer-equipped rooms. IT personnel check the computers **30 minutes prior** to the exam, prepare the systems, and hand them over to the invigilators.

Each student logs into the system using their **personal credentials**, begins the exam upon question display, and sees their **score automatically generated** once the "End Exam" button is pressed.

For **oral exams**, subject-specific **video materials** (primarily for language and translation subjects) are displayed using projectors. Listening tasks are delivered via **audio discs**. Written exam results are entered into the system by IT staff.

Student Responsibilities During Computer-Based Exams:

7.1. Upon entering the exam room, the student must authenticate their identity by entering their **student ID** and **password** into the appropriate fields and clicking the "**Login**" button.

7.2. The exam timer starts **automatically** once the questions appear on the screen. (A timer is displayed on the left side of the screen to track the remaining exam time.)

7.3. The student selects and marks one answer choice (labeled "a", "b", "c", "d", or "e") for each exam question, which appears on the right side of the screen.

Answers may be modified at any time before final confirmation. Students are also required to record their selected answers on the answer sheet provided. This sheet remains with the student after the exam.

7.4. To submit their answers and complete the exam, the student must click the "Confirm" button after the final question. Upon clicking, two options—"Yes" and "No"—will appear on the screen:

- Selecting "**Yes**" finalizes the exam submission.
- Selecting "**No**" allows the student to review and modify their answers before confirming again.

7.5. If the allotted exam time expires, the student must click the "Finish Exam" button.

7.6. After receiving their grade on the monitor, the student must exit the examination room.

7.7. If a student is dissatisfied with their grade, they may immediately appeal to the exam coordinator by presenting the answer sheet, without leaving the examination room.

Note: In the event of any technical issue (e.g., computer malfunction), the invigilator must immediately contact the exam supervisor.

VIII. Procedures for Students with Health-Related Needs

8.1. The exam accommodates students with limited health capabilities through specific provisions:

- **8.1.1.** Enlarged fonts and paper-based exams are provided for students with visual impairments.
- **8.1.2.** Oral exams are administered for students with limited writing ability.
- **8.1.3.** Audio-only exams are available for students who are visually impaired.
- **8.1.4.** Online exams are arranged for students with cerebral palsy.

If a student reports feeling unwell or experiences a panic attack:

- They should be escorted to the Examination Centre by a volunteer. The invigilator must complete an *Incident Report Form*.
- If a student wishes to leave the exam due to illness or panic, invigilators must respect their decision without attempting to persuade them to continue.
- If the student wishes to continue, they should be moved to a quiet space near the exit, offered water and fresh air.
- If a break is requested, an invigilator must accompany the student and inform them that lost time will not be compensated.
- Regardless of whether the student completes the exam, an *Incident Report Form* must be filed if they express feeling unwell.
- If a student leaves the room in a distressed state, the supervisor must immediately notify the Examination Centre. The Centre is responsible for contacting the student's family and arranging a medical evaluation.

IX. Open-Ended Question Grading Criteria

- **10 points:** Comprehensive and accurate understanding of the material.
- **9 points:** Deep understanding with minor gaps in theoretical justification.
- **8 points:** General mistakes are present in the response.
- **7 points:** Good understanding but lacks some theoretical reasoning.
- **6 points:** Mostly correct with minor shortcomings.
- **5 points:** Incomplete coverage of the topic.
- **4 points:** Partially correct with explanatory errors.
- **3 points:** Basic awareness without justification.
- **1–2 points:** Limited knowledge of the topic.
- **0 points:** No response provided.

X. Permitted Items on Examination Desks

- Valid ID or WCU student card (with photo)
- Small plastic water bottle
- Blue rollerball pen
- Rubric-approved calculator

EXAMINATION QUESTIONS – SAMPLE FORMATS

Subject: Management Accounting and Corporate Decision-Making

Examination Format: Open Question Method

1. Objectives of Management Accounting
2. Accounting for Production Costs
3. Accounting for Indirect Costs in Product Costing
4. Investment Payback Period
5. Decision-Making and Organizational Independence

EXAMINATION FORMAT: ORAL METHOD (sample)

Subject: Higher School Pedagogy

1. The Scope of Pedagogical Science
2. The Concept of Formation
3. The Principle of Optimal Learning
4. The Nature of the Pedagogical Experiment
5. Developing Teaching Skills and Habits

Subject: World Literature

EXAMINATION FORMAT: MIXED METHODS

Part I – Multiple Choice & Short Answer

1. 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 has passed away?
- Karel Čapek
 - Vladimir Nabokov
 - Giovanni Boccaccio
 - Maxim Gorky
 - Gabriel García Márquez
- d. How many epistles does Henri Barbusse's short story *Tenderness* contain?
- Two
 - Four
 - Five
 - Seven
 - Fifteen
- e. Name at least three novels by Gabriel García Márquez:

Part II – Essay Questions

- a. Name (at least) three novels by Gabriel García Márquez.
1. Elaborate on Jean-Paul Sartre's literary works.
2. Elaborate on the concept of Postmodernism in English Literature.
3. *Describe and interpret the theme of Woody Allen's The Kugelmass Episode.*
4. *Describe and interpret the theme of Jalil Mamedkuluzade's short story The Postbox.*

Assessment and Declaration Form

Student Declaration:

“I hereby certify that all answers written in this examination are my own. I have not received or provided any unauthorized assistance during this exam.”

SUBJECT: _____

DATE: _____

Question Number	Score	Approval
Question 1		
Question 2		
Question 3		
Question 4		
Question 5		
Total Score:		

	DATE	NAME & SURNAME	SIGNATURE
CHECKED			
APPROVED			

Student Information

- Name & Surname: _____
- Course: _____
- Group: _____

ORAL EXAMINATION FORM

Faculty: _____

Specialization: _____

Group: _____

Subject: _____

№	A.S.A.	Question I	Question II	Question III	Question IV	Question V	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
12							
13							
14							
15							

Commission Members' Signatures

1. _____
2. _____

Date: _____

Reference:**Regulations Governing Assessment**

"Regulation on the Assessment of Students' Knowledge Under the Credit System," approved by Order No. 1060 of the Minister of Education of the Republic of Azerbaijan, dated 11.09.2008.

"Regulations on the Assessment of Knowledge for Bachelor's and Master's Degree Students in Higher Education Institutions," approved by Resolution No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan, dated December 24, 2013.

Amendments to the "Rules for the Organization of Education Under the Credit System" at the Master's Level of the Azerbaijan National Academy of Sciences.