

“Regulations on the rules for conducting examinations at the Western Caspian University”

I. General provisions

1.1. In order to further improve the system of assessment of students' knowledge and increase its efficiency, ensuring the possibility of an individual approach to each student, as well as to bring the results of education into line with modern world standards, the decision of the Scientific Council of the Western Caspian University dated May 12, 1994 recommended the application of a multi-point system, and based on the order of the Ministry of Education of the Republic of Azerbaijan, it was decided to summarize the results of the sessions in the form of an exam.

1.2. With the accession of the higher education system of the Republic of Azerbaijan to the Bologna process, the Western Caspian University has also switched to a credit system of education from the 2007-2008 academic year and is guided by a multi-point system of assessment of students' knowledge.

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

- attendance at lectures and seminars;
- assessment of the level of knowledge based on various forms of testing (frontal surveys, colloquiums, solving practical problems, etc.) in practical and seminar classes;
- independent work on basic and additional literature;
- systematic writing of necessary materials, performance of test papers and practical tasks;
- work with technical aids;

1.4. Assessment of students' knowledge under the multi-point system is calculated in credits depending on the number of points accumulated during the semester and in the examination session for each subject.

1.5. The maximum number of points a student can earn in each subject during a semester is 100. 50 percent of these points are earned for work during the semester, and the other 50 percent are earned in exams.

1.6. The following procedure for earning points is established:

- based on the results of exams – 50 points;
- based on the results of seminar classes during the semester (answers, colloquiums, assessment of test papers and other assignments) – 30 points;
- based on the results of attendance at lectures and seminars – 10 points;
- for independent work (paper or project presentation) - 10 points

Note: if a course work (project) is planned to be written in any subject, the points earned by the student during the semester are determined according to the following rule:

- attendance - 10 points
- seminar classes - 30 points
- Laboratory work - 10 points
- independent work - 10 points

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

- Timetable for the group's examination days
- Subject referrals for students studying with the credit system
- Subject score sheet

The student is evaluated according to the total number of points accumulated in each subject during the semester and examination session as follows:

91 - 100 points "excellent" A

81 - 90 points "very good" B

71 - 80 points "good" C

61 - 70 points "sufficient" D

51 - 60 points "satisfactory" E

Less than 51 points "insufficient" F

The document contains instructions:

II. About subject exams for students studying under the credit system

2.1. The subject exam is intended to determine and assess the student's level of assimilation of theoretical knowledge received during the semester, the development of thinking, independent work skills, and the ability to use that knowledge in solving practical problems.

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

2.3. Subject exams are carried out in accordance with this regulation and the "Regulation on the Assessment of Knowledge of Students Studying Under the Credit System".

2.4. Examination sessions are carried out according to a drawn-up schedule. The schedule is drawn up by the faculty based on the curriculum and approved by the rector or vice-rector at least 15 days before the session. Students are given at least 2 days to prepare for each exam.

2.5. The student is admitted to the exam with an Identity Card / GKU student card (with photo).

2.6. Students may be admitted to the exam room only after the Supervisor is sure that the room is properly set up and all supervisors are informed about any special requirements (for example, the use of texts, calculators are not allowed, etc.).

2.7. Outsiders (except for the representative of the rector's office) are not allowed to enter the auditorium where the exam is being held.

2.8. The assessment of the student's knowledge in exams is carried out on the basis of exam tickets (or tests) according to the methods specified in paragraph III of these regulations. Exam tickets are drawn up in accordance with the "Regulations on the Assessment of the Knowledge of Students Studying on the Credit System"

2.10. A student who does not comply with the rules specified in paragraph 2.9 of this regulation is excluded from the exam and the exam result is canceled and evaluated with a score of "0 - zero".

2.11. The points earned by the student during the semester and in the exam are summed up and the final score is determined by the Examination Center. The results are posted on the university website on the day of the exam (in exceptional cases, 3 business days).

2.12. A student who has received a successful grade in a subject based on the overall results of the current and interim assessment is considered to have earned credits in that subject. A student who has received an unsuccessful grade based on the overall results of the current and interim assessment, as well as the results of the interim assessment, and who has not participated in the exam for an excused or unexcused reason, does not earn credits in that subject, that is, he or she remains academically indebted in that subject. A student who has an academic debt due to the results of the current and interim evaluation, as well as the results of the interim evaluation, as well as due to not participating in the exam for a valid or unexcused reason, may take a re-examination in the subject (subjects) or earn credits for re-listening to the subject (subjects) within the period specified in the educational program during the semester in which the subject (subjects) is taught (after the exam session in the semester in which the academic debt arose until the start of the next semester or during the exam session in one of the following semesters). A student (except for students who did not participate in the exam for a valid reason) may take the exam in a total of two subjects (once from each subject) without listening to the subject (subjects) in each semester. A student who does not participate in the exam(s) for a valid reason is given the opportunity to take the exam(s) once before the start of classes in the next semester. A student who does not use this opportunity is considered a student who did not participate in the exam for a valid reason. In all cases, the results of the current assessment in the semester in which the student took the subject(s) are taken into account during the overall evaluation of the student taking the re-examination, and the credits earned are attributed to the semester in which the subject(s) was taken according to the curriculum. A student who does not participate in the exam for a valid reason does not pay for the re-examination in that subject if he participates in the exam before the start of classes in the next semester. In all other cases, a student with academic debt must retake the subject and fully fulfill the requirements for mastering that subject(s) by attending classes in that subject(s).

2.13. In order to resolve conflicts that may arise during the exams, the higher education institution shall establish an Appeals Commission before the start of the exam session. The Appeals Commission shall be authorized to make corrections to the results of the preliminary examination.

2.14. If a student is not satisfied with the grade given to him/her, he/she may apply to the Chairman of the Appeals Commission with a reasoned application within 3 (three) working days from the date of announcement of the exam results. The Chairman shall organize a re-check of the student's answer sheet.

2.15. A student who misses more than 25% of the total hours allocated to all subjects taught during the semester without an excuse is considered to have violated the internal disciplinary rules of the higher education institution and, therefore, is excluded from the ranks of students by keeping that student in the quota. After that, that student can continue his education only on a paid basis.

2.16. Students studying in correspondence departments of higher education institutions are sent a certificate-summons in the established form before the start of the examination session. The Dean's Office of the Faculty monitors the delivery of the certificate-summons to students, as well as their attendance at the exams.

Upon this statement the assessment of knowledge of students, admission to exams and holding an exam session at the Western Caspian University with a credit system implies the following procedures:

3.3. The assessment of student knowledge in the exam is carried out on the basis of a mixed method:

3.3.1. The questions are compiled in accordance with the topics in the syllabus approved by the teacher (s) teaching the subject. The number of questions corresponding to the subject hours is compiled in the form of 500 test questions and 5 answer options for each test and is sent to the Examination Center after being approved at the meeting of the department to which the subject belongs, no later than October 15 of the relevant academic year for the exam session of the fall semester, and no later than March 15 for the exam session of the spring semester. The questions sent to the Examination Center are included in the question database after being checked and approved by a group of experts.

3.3.2. For groups whose exams will be held in a mixed method during the session (these groups are determined by the teacher who gives the lecture at the beginning of the academic year and are noted in the syllabus as the form of the final exam), each student is allocated 9 questions (4 open questions, 5 test questions) on tickets through a computer program.

3.3.3 The questions are presented to the students no later than 1 month before the exam.

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

3.3.5. The assessment is carried out in the form of 10 points for open questions and 1 point for each test question.

3.3.6. The maximum number of points earned in a mixed method exam is 50.

3.3.7. Test questions are not presented to students in advance. Open questions are presented to students in advance.

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

3.4. Assessment of student knowledge in the exam is carried out on the basis of the Oral method - open questions and oral answers given to them.

3.4.1. The questions are compiled by the teacher teaching the subject in the form of a number of questions corresponding to the number of hours of the subject taught in accordance with the topics specified in the course program during the academic year and are sent to the Examination Center after approval at the meeting of the department to which the subject belongs, no later than October 15 of the relevant academic year for the exam session of the fall semester, and no later than March 15 for the exam session of the spring semester. The questions sent to the examination center are included in the question database after being checked and approved by a group of experts.

3.4.2. For groups whose exams will be held by oral response during the session (these groups are determined by the teacher who gives the lecture at the beginning of the academic year and are noted in the syllabus as the form of the final exam), each student is allocated 5 questions on tickets through a computer program.

3.4.3. After drawing a ticket, the student prepares for 25 minutes, with 5 minutes for each question, and then speaks in front of the members of the Examination Commission.

3.4.4. The maximum number of points earned in the oral exam is 50.

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

IV. Accumulation of points for the exam

4.1. The maximum number of points earned in the exam is 50.

4.2. The number of points earned by the student in the exam must not be less than 17. Otherwise, the student's exam performance is not added to the points earned as a result of educational activities during the semester. If the student's score from the exam and the total score earned as a result of educational activities during the semester are less than 51, the student receives an insufficient grade in the relevant subject.

4.3. Students' exam and written work is stored for one semester after the completion of the subject.