

The rules of the student behavior during computer testing

The rules that should be followed by the students during the computer testing

The student must turn off the mobile phone and other video/audio electronic devices before entering the exam hall. He/she must register and then takes place where it is shown on the registration card.

After the completing registration, the students who come will not be allowed on the exam!

To enter the unknown persons (strangers) in the examination hall are forbidden!

There is the Video surveillance control in the exam hall.

The student is obliged not to put on the table anything besides the ID card, the Pen, the working sheet and the Mobile in the turned off position.

The student signs in the system with the username and password which is written on the registration card. Choose the subject, then the exam test and awaiting the permission to start the exam, which usually declares by the loudspeaker or the supervisor.

In case of authorization problems in the evaluation electronic system, the student should rise the hand and tell it to the supervisor.

Rough violations, when the student will be removed from the exam without warning:

- Using an auxiliary material, worksheet and/or turned on the mobile phone;
- To participate in the exam process instead of the “other”;
- Rough violations of the ethic norms or insulting the person who participates in the exam process;
- In case of the alcohol influence.

Forbidden during the exam process and in case of discovery he/she will be given a warning:

- Starting the exam test before declaring the rules;
- Talking to each other and/or to help each other;
- To take place or to leave the place arbitrary during the exam process in the sector;
- Behavior which causes the noise and interrupts the students.

In case of violation of the rules, the warning will be given to a student that will be written in the journal (**class-list**), if repeats the student will be removed from the exam and gets the mark 0.

The student is obliged to obey any decision of the supervisor or the other responsible person, between them, the decision to remove him/her from the exam.

The student can write the appeal when getting such decision or any other procedural issue.

In case of technical delay or any other need, the student should contact the supervisor by hand.

During the session time, the appeal application of the tests will be accepted in the registration hall. After the ending session time, during five days (if this deadline, due to the peculiarities of the exam, not specially regulated) the student can apply to the exam center (GTU, 6th building, 411a room, Tel: 2364234, Internal Tel: 6862), he/she can see his/her el-version of the exam, assessments and after this he/she can make an appeal application. The appeal will be considered by the appeal

Exam Center of Georgian Technical University

commission, besides the author of the appeal and the results will be automatically reflected on the student's scores.

The periodically announced text in the examination hall:

During the exam the student should have ID card. Without the ID card, the student will not be allowed to the exam.

The student must turn off the mobile phone and other video/audio electronic devices before entering the exam hall. He/she must register and then takes place where it is shown on the registration card. The student have no right to take place arbitrary, in this case he/she will be removed from the exam and will be evaluated to 0.

During the exam process, the student have no right to leave the exam hall, except for a special case.

In case of violation of the rule of exit from the exam hall, the student will be removed from the exam and will be evaluated 0.

In case of violation of the rules on the exam by the student, the warning will be written in the journal by the representative of the exam center.

After listening the instruction, the exam time will start individually for each student.

After the completing registration, the entrance door will be closed and the late students will not be allowed on the exam.

To enter the unknown persons (strangers) in the examination hall are forbidden!

There is the Video surveillance control in the exam hall.