



Azerbaijan Technical University
Students' Assessment and Exam Organization
Regulations

Baku 2023

Regulations on the Assessment of Learners and the Organization of Examinations at Azerbaijan Technical University

1. General Provisions

1.1 The document “Regulations on the Assessment of Learners and the Organization of Examinations at Azerbaijan Technical University” has been prepared on the basis of the document “Rules for the Organization of Education by Credit System at the Bachelor's and Master's Levels of Higher Education Institutions in Basic (Initial) Medical Education”, which was approved by Decision No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan dated December 24, 2013, and amended and supplemented according to Decision No. 257 dated June 14, 2017, of the Cabinet of Ministers of the Republic of Azerbaijan.

1.2. These regulations govern the issues related to the assessment of learners and the organization of the examination session at the bachelor's and master's levels at AzTU.

2. Assessment at AzTU

2.1. The knowledge of students studying under the credit system is assessed based on a multi-grading system. This system is applied to evaluate students' level of mastery of the subject, that is, the knowledge and skills they have acquired, and is regulated by internal normative documents.

2.2. For students not participating in the Electronic Education System, "n/a" (not attended) is recorded; those who respond to surveys are given the corresponding “score”; and for those who attend class but do not receive a score, “a/p” (attended/present) is marked.

2.3. During the academic year, the distribution of points for learners is carried out as follows:

Type of Instruction	Points
Seminar / Practical Session	30
Attendance	10
Individual Work	10
Examination	50
Total	100

The seminar (practical session) score is recorded as 30 points, which is the sum of the midterm and ongoing assessment scores.

2.4 Based on the total number of points accumulated during the academic year for the relevant subject, the learner's knowledge is assessed as follows:

Points	Assessment Criteria	Letter Grade
91-100 points	Excellent	A
81-90 points	Very Good	B
71-80 points	Good	C
61-70 points	Satisfactory	D
51-60 points	Sufficient	E
Below 51 points	Unsatisfactory	F

The grades earned by students in subjects are recorded both in points and letter grades in their examination papers, grade books, diploma supplements, and other relevant documents.

2.5 Procedure for Ongoing and Midterm Assessment:

- Ongoing assessment is carried out based on the decision No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan, dated December 24, 2013. Ongoing assessment refers to evaluating the student's activity throughout the semester in a particular subject, which includes assessing the level of comprehension of lecture and practical (laboratory) materials.
- Midterm assessment is held once during the academic year, typically in the 8th week (or 9th week) of the semester. The questions are formulated based on the topics covered in the previous 7 weeks. The assessment is conducted in written or oral form. The questions are posted in the Electronic Education System and the assessment lasts for two academic hours. The teacher is the main responsible person for the midterm exam. The midterm exam is prepared in the form of a ticket containing 3 questions and is approved by the teacher and department head.

3. Forms of Assessment:

At AzTU, midterm assessments are conducted in written or oral form, while the final assessment can be organized in test, written, oral, or written-electronic formats. The exam format, number of questions, assessment criteria, and time limits are communicated to students in advance.'

3.1 Test Assessment Form:

- A test question is prepared for each weekly lesson.
- 40% of the test questions are easy, 40% are moderate, and 20% are difficult.
- The questions are formulated according to Bloom's Taxonomy:
 - Easy-level questions should check memory and comprehension skills.
 - Moderate-level questions should involve application and analysis skills.
 - Difficult-level questions should require evaluation and creative approaches.
- At the beginning of the exam, the student is presented with a ticket consisting of 50 test questions via the system and is given 60 minutes to answer.
- Each correct answer in the test will be scored with 1 point (assessment criteria may change in some cases).

3.2 Written Assessment Form:

- Questions are determined for each weekly lesson.
- 40% of the questions are easy, 40% are moderate, and 20% are difficult.
- The questions are formulated according to Bloom's Taxonomy:
 - Easy-level questions should check memory and comprehension skills.
 - Moderate-level questions should involve application and analysis skills.
 - Difficult-level questions should require evaluation and creative approaches.
- During the assessment, a random ticket from the system is sent to the student's electronic account. Each ticket consists of 5 questions.
- The assessment is conducted by the subject teacher on a 0-10 point scale.
- The assessment is based on the following criteria: accuracy of content (50%), analysis and justification (30%), adherence to language and writing standards (20%).

3.3 Oral Assessment Form:

- The teacher prepares questions based on the subject's credits and class hours.
- The questions are formulated according to Bloom's Taxonomy:
 - Easy-level questions should check memory and comprehension skills.
 - Moderate-level questions should involve application and analysis skills.
 - Difficult-level questions should require evaluation and creative approaches.
- During the assessment, a random ticket from the system is sent to the student's electronic account. Each ticket consists of 5 questions.
- The assessment is based on the following criteria:
 - Accuracy and precision of the answer content – 40%
 - Analytical approach and justification – 30%

- Expression of thoughts, logic, and speaking ability – 20%
 - Full answering of the question and additional explanations – 10%
- Oral assessments are recorded on video.

3.4 Written-Electronic Assessment Form:

- During a written-electronic exam, the system presents 3 theoretical and 7 practical questions to the student.
- The student is given 120 minutes to answer the questions.
- Immediately after the exam, the students' electronic answer sheets are sent to the teacher's personal account.
- Each question is graded by the teacher on a scale of 1 to 5 points.
- After the assessment, the results are used to generate the electronic exam sheet.

3.5. Assessment of Language Subjects:

- Language subjects are assessed based on speaking, reading, writing, vocabulary-grammar, and listening skills.
- Speaking, vocabulary-grammar, writing, reading, and listening are each assessed with 10 points.
- A broader assessment (for each language level and so on) is conducted according to the rules formulated by the department.

3.6 . Individual Work Assessment Form:

- The knowledge and skills acquired from studying the subject should be reflected in the preparation of independent work (e.g., assignments, research, presentations, projects). Independent assignments provide an effective approach to developing students' research, analysis, creativity, and practical skills.
- The student is tasked with completing one independent work during the semester for the subject (the number of independent works can be increased if necessary).
- Independent work assignments can take various forms, including written assignments, practical work, presentations, research, project-based tasks, and others.
- Independent work is submitted and evaluated outside regular class hours, with approval from the lecturer of the subject or the department head.
- The assessment mechanism for independent work is as follows:

Written individual work

Assessment Criteria	Maximum Points
Relevance to the topic and depth of research	3
Analysis and scientific accuracy	2
Structure and coherence	2
Academic writing style and references	2
Timely submission	1

Practical Independent Work

Assessment Criteria for	Maximum Points
Problem-solving and technical approach	3
Methodology and analysis	2
Accuracy and effectiveness of the application	2
Explanation and presentation of results	2
Timely submission	1

Presentation-Based Independent Work

Assessment Criteria	Maximum Points
Content completeness	4
Presentation skills	2
Clarity of speech	2
Slide design	1
Adherence to time limits	1

Research-Based Independent Work

Assessment Criteria	Maximum Points
Relevance of the topic	3
Selection of methodology	2
Analysis and explanation of results	2

Academic writing style	2
Timely submission	1

Project-Based Independent Work

Assessment Criteria	Maximum Points
Relevance of the topic	4
Innovation of the project	3
Correct analysis of data	2
Timely submission	1

3.7 Laboratory Assessment Form

The primary purpose of laboratory assessment is to combine students' theoretical knowledge with practical skills, assess their analytical thinking ability, and measure their ability to conduct experiments.

This assessment form aims to determine the student's ability to work in a laboratory environment and evaluate their ability to analyze and interpret the results of experiments.

The assessment is conducted by the teacher either directly during the laboratory work or at the end of the session.

Students are evaluated based on the following criteria:

Criteria	Description	Assessment Points
Preparation level	Student's theoretical preparation for the laboratory work and studying necessary materials	2 points
Execution of the experiment	Student's ability to perform the laboratory task in sequence, correctly, and according to methodological rules	2 points
Observations and notes	Accurate recording of observations and results during the experiment	2 points

Analysis of results	Logical analysis and interpretation of the obtained results	2 points
Behavior and activity during the work	Active participation during the lesson, responsible approach, and openness to cooperation	2 points
Total		10 points

3.8. Case Study (Practical Case) Assessment Form

- The case study assessment form is used to evaluate students' ability to apply theoretical knowledge to practical situations;
- This assessment form aims to develop and measure students' analytical thinking, problem-solving, and decision-making skills;
- The prepared case studies should align with the relevant course topics and learning outcomes, reflecting real and practical situations;
- The student's responses are assessed based on the following criteria:
 - Understanding and explanation of the problem;
 - Analytical analysis and logical reasoning;
 - Suitability and applicability of solutions;
 - Clear and consistent presentation of information.

4. Organization and Management of the Examination Session

The examination session at Azerbaijan Technical University (AzTU) is regulated in accordance with the relevant decrees and guidelines of the Cabinet of Ministers of the Republic of Azerbaijan and the Ministry of Science and Education of the Republic of Azerbaijan.

These regulations apply to the organization and conduct of session exams for both bachelor's and master's levels at AzTU.

4.1 Examination Rules

- The duration of the examination session is 5 weeks.
- At the bachelor's level in full-time education, exams can be oral, written, written-electronic, or test-based for courses in the humanities (excluding Foreign Languages for Professional and Academic Communication (FLPAC) course). For distance education students, all exams are conducted via the test method.

- For master's level students at Higher Education Institutions (HEIs), exams are usually oral (written), but the exam format may be changed based on official request and approval no later than the last teaching week.
- Special rules apply for FLPAC 1, 2, 3, and 4th courses:
 - For groups taught in Azerbaijani and Russian:
 - Exams are conducted in speaking, reading, writing, and vocabulary-grammar skills. Speaking, vocabulary-grammar, and writing are each scored out of 10 points, while reading is scored out of 20 points.
 - For groups taught in German and English:
 - Exams assess speaking, reading, writing, listening, and vocabulary-grammar skills, with each element scored out of 10 points.
 - For distance education students in FLPAC 1, 2, 3, and 4th courses:
 - Exams are conducted via the test method.
- Each course syllabus specifies the form of evaluation, and students are informed about this on the first day of class.
- Students who miss more than 25% of the classes for a course are not allowed to sit for the exam and will need to retake the course in the fall, spring, or summer semester, depending on attendance.
- If a student accrues academic debt for a course and has exceeded the attendance limit, they will need to retake the course in a lower group. If the attendance exceeds 50%, students may request to participate in the summer semester.
- Students who have not paid the tuition fee within the designated timeframe are not allowed to participate in the session exams. These exams will be scheduled after the tuition fee is paid (or deferred) and approved by the rector.
- Examination schedules are prepared in coordination with the faculties, schools, and centers and approved by the prorector for academic affairs.
- Session exams are held during the designated period in the academic calendar, with at least a 2-day break between exams.
- If students request a different exam date due to various reasons, they must address their request to the relevant faculty dean, center, and HEI director.
- If a student's exam schedule coincides with another exam (e.g., test versus oral/written exams), the date of one exam may be rescheduled.
- Examinations are typically held in traditional forms for both full-time and distance education students, though they may also be conducted online if necessary.
- The first few days of the session are dedicated to repeat exams from previous semesters, after which the current semester exams begin. Re-sitting exams for students in lower groups are organized consecutively.
- Exams are conducted in exam halls and designated classrooms.

- Exams are always conducted by the course instructor. If the instructor cannot attend, an acting teacher may be appointed by the administration.
- The exams are overseen by faculty, center, and institute administrators, with assigned proctors and assistants present in the exam halls.
- For the organization of exams conducted through the test method, each faculty designates 2 supervisors (1 supervisor per shift) for the designated exam days. After the exam schedule is known, the names and surnames of the supervisors, as well as their shifts, are coordinated with the Information and Training Center (ITC) to create the schedule. Faculty deans and departments are responsible for ensuring that the supervisors participate in the test exams according to the schedule;
- The exam process is monitored via cameras. Along with the supervisors, any disciplinary violations detected during the exam or after it ends, through the cameras, are considered as grounds for canceling the results of the relevant exam and taking appropriate actions.

4.2 Preparation and Approval of Examination Questions

- For full-time education in the current semester, exam questions for each course in the General Subjects section (except for Foreign Language Business and Academic Communication 1, 2, 3, 4) are prepared by the teacher with a limit of no more than 300 test questions per course. For professional courses in the specialization (program) section, 50-60 questions are prepared, and FLBAC 1, 2, 3, 4 courses, 25 questions are prepared. After approval by the department head, these questions are entered into the Electronic Examination System by the department staff.
- Written midterm assessments (colloquiums) and semester exams at HEI may be organized in different formats depending on the nature of the course (engineering, mathematical calculation, logical reasoning, or general scope), and the form of the exam is determined by the course instructor. Once the questions are prepared, they must be uploaded to the Electronic Education System, and students must be informed accordingly. The following formats may be used:
 - Only Test: For a course with 30 hours of instruction, 50 questions, and for courses exceeding 30 hours, 60 test questions.
 - Only Open Question.
 - Mixed Format (Test and Open Questions).
 - Test and Case Study (Practical Problems).
 - Only Case Study.
- For oral exams at HEI, regardless of the number of classroom hours for the course, 50 questions must be prepared. Once prepared, the midterm (colloquium) and semester exam questions are uploaded to the Electronic

Education System, and students must be informed. Each exam paper consists of 5 questions, with 30 papers prepared by the course instructor. The exam questions are signed by the course instructor and the department head.

- In the case of distance education, the number of test questions for each course in the I, II, III, IV, and V academic years is set to a maximum of 250.
- Examination questions are designed in theoretical, practical task, and problem-solving formats.
- At least 20 days before the start of the examination session, the department heads must upload the approved exam questions to the university's Electronic Education System. These questions (or tests) are reviewed, updated, and improved every semester by the relevant departments to enhance their quality.
- The list of exams at HEI is compiled by the departments and submitted to the Graduate Department and MBA Program no later than 5 working days before the start of the session.
- For test-based session exams, closed-type tests are used. These tests consist of a question with 5 possible answers, with only one correct answer and the rest incorrect.
- For oral (written) exams, 60 questions are prepared for full-time students and 40 for distance education students.
- For written-electronic exams, 50 exam questions are prepared for each course. Of these, 30 questions cover practical aspects, and 20 cover theoretical aspects of the subject.
- The test questions are prepared based on the topics covered in the course syllabus. Tests on topics not included in the syllabus are not allowed.
- Test questions are categorized according to their difficulty: easy, medium, and hard. Not all difficulty levels need to be used for a single topic, but the overall test question bank must include 40% easy questions, 40% medium questions, and 20% hard questions. The instructors responsible for creating the question bank ensure that these proportions are maintained.
- Easy-level test questions are designed to assess theoretical knowledge, such as categories, concepts, definitions, principles, methods, etc. Medium-level questions assess not only theoretical knowledge but also skills like calculation, problem-solving, etc. Hard-level questions require skills such as analysis, synthesis, logical reasoning, drawing conclusions, and other competencies (skills).

4.3. Exam Process

- Students can only enter the exam hall with their student ID (or an identity document if the student ID is unavailable). Students who fail to present identification are excluded from the exam. However, upon request from the

faculty, center, or institute head, such students may be allowed to re-enter the exam hall. In this case, no additional time is granted for the time lost.

- The maximum score for the exam is 50 points. The minimum number of points a student must achieve is 17. If a student scores less than this, they incur an academic debt.
- During the oral exam, the student's desk may only contain a pen, the exam ticket, the exam sheet, and water.
- During the oral (written) exam, one of the 30 tickets selected by the program is sent to the student's electronic cabinet. Each ticket contains 5 questions. Students are given 10 minutes (20 minutes for graduate students) to answer, and they can decide which question to start with. The answers to each question on the exam ticket are evaluated based on the criteria outlined in the "Regulation on the Evaluation of Student Knowledge in Credit System Education" by the assistant, and the teacher, according to both in-person and distance learning formats. Each answer is graded on a 10-point scale. If a question is left unanswered, it is marked as 0 points. If the teacher does not confirm the final result at the end of the exam, the exam is considered invalid, and the teacher who conducted the exam is responsible.
- During the written-electronic exam, the system randomly presents 10 questions to each student, consisting of 3 theoretical questions and 7 practical questions. Each question is evaluated by the teacher on a scale of 1-5. Students are given 120 minutes to complete the exam. Immediately after the exam, the students' electronic answer sheets are sent to the teacher's personal cabinet. The teacher must check the results and grade them on the same day. After grading is complete, the electronic exam sheets are generated.
- During a test exam, the electronic system provides 50 multiple-choice questions to the student, and they are given 60 minutes to complete the exam. The questions are divided into 40% easy, 40% medium, and 20% difficult. The answers to the test questions are graded on a 1-point scale for both in-person and distance learning formats. Incorrect answers do not affect the final score. After the exam is completed, the result is displayed on the student's screen and saved in their personal cabinet. The electronic exam sheets are generated by the system the following day.
- Students are allowed a maximum of 10 minutes' delay for any exam method. However, in this case, the total exam time will be reduced by the amount of time the student was late, and all exams will end at the same time.
- If any misunderstanding or technical issue arises during the exam, students must inform the invigilators. The invigilators will record the issue in a protocol and submit it to the administration for a decision. After the exam, no complaints regarding these issues will be considered.

- Except for health-related reasons, students who leave the exam hall without permission are not allowed to re-enter.
- If a student directly requests, any camera footage that justifies the cancellation of the exam result will be reviewed by staff from the Information Teaching Center.
- Students who are dissatisfied with their exam results may appeal to the Appeals Commission.

4.4. Makeup and Retake Exams for Excused Absences

- Students who cannot attend exams due to excused reasons may take the exams at times specified in the academic calendar. The dean, the director of the ITM, and the director of HEI, with the rector's approval, will organize these exams.
- To eliminate academic debts from the current or previous semesters, students may retake exams for a maximum of two subjects per semester. The deans, the director of ITM, and the director of HEI are responsible for ensuring this limitation is observed.
- Students who received a "Fail" or "Absent" grade for a subject in a subgroup will be allowed to retake that subject's exam.
- The retake exam for academic debts from previous semesters is assigned based on the student's score from the last time the subject was taken, before the current exam. Generally, retake exams do not refer to results from the summer semester.
- If a student exceeds the attendance limit in a subject, they will not be eligible for a retake based on their prior score. In such cases, the student can recover the credit for the subject by retaking it in a subgroup or by attending the summer semester if their attendance was at least 50%.
- Retake exams for academic debts from previous semesters will be held during the exam session. Those resulting from current semester debts will be held before the next semester begins.
- Retake exams for eliminating academic debts are conducted without attending the subject again. In this case, students must sign a contract to retake the exam, paying 25% of the subject's credit fee. After the contract is signed and sealed by the pro-rector for academic affairs, the retake will be organized.
- Students who cannot attend the session exams due to excused reasons must submit the relevant documentation to the faculty (or ITM, HEI) by the last day of the exam session.
- Retake exams will be organized upon a service report to the rector, with the faculty, ITM, or HEI director's approval.
- Students who miss their retake or excused exams will not be given a second chance for the same subject. They can resolve their academic debt by retaking

the subject in a subgroup or by attending the summer semester and earning a passing grade.

- Students attending excused retake exams will participate in the scholarship competition based on their results for that semester. However, those retaking exams without attending the subject will not participate in the scholarship competition for that semester.

4.5. Violation of Exam Rules and Cancellation of Results

- During exams, students' discipline is regulated based on the "Internal Discipline Rules for Students at Azerbaijan Technical University";
- The following cases detected during the exam serve as grounds for the cancellation of the results and for taking appropriate disciplinary actions against the students:
 - Discovering any of the following items from a student after the exam starts: notes, mobile phones, smart watches, earphones, transmission devices, or other auxiliary tools;
 - A student giving or receiving a paper with notes related to the subject of the exam or a mobile phone to/from another student;
 - Attempting to copy from another student's answers or actually copying during the exam;
 - Objecting or behaving rudely to the examiner or the responsible person during a legitimate warning, or causing a disturbance in the exam hall;
 - Attempting to take an exam on behalf of another student or being caught doing so;
 - Leaving the exam hall without handing in the answer sheet to the examiner after the exam ends;
 - Leaving the exam hall (auditorium) without permission from the supervisors and without any valid reason;
- If a student's disciplinary violation is detected for the first time, they are warned, and the exam continues. If the violation is repeated, the student is removed from the exam, a protocol is immediately prepared, and the exam results are canceled. The protocol is signed by the exam supervisors, the faculty, ITC, HEI, and the student;
- If a student refuses to sign the protocol, the supervisors will make a corresponding note in the protocol;
- The original protocol is submitted to the relevant faculty (HEI) dean's office, and a copy is provided to ITC;
- The exam results of students for whom a protocol has been drawn up are canceled based on the service report of ITC and the relevant order of the rector of AzTU;
- If, during the investigation conducted by the disciplinary commission of the structural unit, it is found that the protocol prepared against the student is unjustified, the student can submit a request to the rector to restore the exam results, organize the exam again, and cancel the protocol.

4.6. Rights and Duties of the Exam Proctor

- **Rights of the Proctor:**
 - Demand silence and discipline during the exam.
 - Refuse to allow a student to take the exam if they are late.
 - Prohibit the use of unauthorized materials during the exam.
- **Duties of the Proctor:**
 - The teacher responsible for conducting the exam must be in the assigned classroom 15 minutes before the exam begins;
 - If, for any reason, the teacher is unable to conduct the exam, they must inform the department head at least two days in advance about the need for a replacement;
 - Exams must be conducted based on video recording;
 - The teacher must enter the exam results into the "Electronic Education System" during the exam process with the participation of the assistant and confirm the final results at the end of the exam (otherwise, the exam is considered not conducted, and the responsibility falls on the teacher conducting the exam);
 - Only students whose names and exam tickets are registered in the Electronic Exam System are allowed to take the exam;
 - The exam process must be objective and impartial;
 - The teachers who carry out the assessment in the Electronic Exam System (who check the results of students who take written exams) must be assigned by the department head with the relevant instruction from the university management;
 - Teachers who carry out the assessment in the Electronic Exam System (who check the results of students who take written exams) must log into their personal account after the allocated exam time has ended and check the results within the time set for the exam.

4.7. Rights and Responsibilities of Students

- **Rights of Students:**
 - Obtain exam results for written exams via the electronic system within 2 days after the exam process is complete.
 - Request the final grade from the exam instructor after completing an oral (or written) exam.
 - Address any issues that arise during the exam by contacting the invigilator and requesting a resolution.
 - Demand an objective and impartial exam process from the instructor.

- If dissatisfied with the grading or design of the exam questions (tests), students have the right to appeal by submitting a request to the Appeals Committee within 3 working days.

Duties of Students:

- Log into the personal cabinet to obtain the exam password before the exam starts.
- Arrive at the exam room at least 10 minutes before the exam begins, whether it is a written or oral exam.
- Bring your student ID card (or another valid form of identification) to the exam, and keep it on the desk throughout the exam.
- Sit at the designated computer assigned by the invigilator upon entering the exam room.
- Maintain silence throughout the exam process to avoid distractions.
- Leave the exam room only after the exam ends and follow the exit instructions.

Prohibited Actions:

- Talking to or disturbing other students and creating noise in the exam room.
- Using unauthorized materials, such as books, lecture notes, or any other materials that are not allowed.
- Bringing electronic devices, like mobile phones, calculators, notebooks, registration books, bags, or other technical equipment into the exam room.
- Leaving and re-entering the exam room for any reason without permission.
- Attempting to take the exam on behalf of another student or using someone else's credentials to take the exam.
- Consulting with other students during the exam, including looking at their screens or discussing answers.
- Tampering with the computer system, software, or technical setup in any way.
- Engaging in disruptive behavior, such as walking around the room, changing seats, using someone else's help, or offering assistance to others during the exam.

Additional Notes

- Violating the rules will result in the student being excluded from the exam and receiving a score of "0".
- Students may only change seats with permission from authorized personnel.

- Students who violate rules will receive a warning, and repeated offenses will result in expulsion and a formal report being filed.

4.8 Responsibilities of Exam Invigilators:

- Arrive 20 minutes before the exam to prepare the exam hall (e.g., ensure proper lighting, ventilation, and functional computers).
- Ensure students enter the exam hall in an orderly manner, starting from the front rows.
- Check students' identification and match it with the exam system data, paying particular attention to the student's photo. If there is any discrepancy, immediately inform the faculty exam committee member.
- After students finish the exam and leave the hall, coordinate the entrance of students waiting in the hallway, ensuring there is no congestion.
- Prevent students from passing items like calculators, compasses, or rulers to one another during the exam.
- Document any irregularities such as students entering on behalf of another, attempting to cheat, talking to one another, or any other disciplinary issues, and compile a report with the faculty exam committee member's participation.
- Submit the original protocol of disciplinary violations to the faculty exam committee and a copy to the Information Teaching Center representative.
- Do not leave the exam hall without a replacement invigilator.
- Forbid any student from leaving the hall within 15 minutes after the exam starts, and do not allow late students to enter after 15 minutes from the start of the exam.

4.9 Prohibited Actions for Exam Invigilators:

- Engage in conversation during the exam.
- Speak loudly about any issues or matters related to the exam.
- Raise your voice or create noise when providing feedback to students, ensuring you follow ethical conduct.
- Avoid interrupting a student unnecessarily without serious suspicion, particularly raising them from their seat or distracting them.
- Exhibit personal bias towards a student (e.g., constantly standing near them, distracting them from their exam).
- Use any insulting language related to the student's identity or appearance.
- Engage in any behavior that disrupts the exam process or violates the established rules.

5. Appeal Procedures:

- A student dissatisfied with their result must submit an appeal to the Appeal Commission within 24 hours of the results being announced.
- Upon receiving the appeal, a day is designated for the Appeal Commission to review the student's case.
- The commission will make a decision, which may either confirm the student's grade or make adjustments.
- Students who do not appeal will not be allowed to review their exam papers.

6. Final Provisions:

- Any additions or changes to these regulations must be approved by the Rector of Azerbaijan Technical University.
- At the end of each semester, an order will be prepared in accordance with these regulations for organizing exams.