

# **State Oil Company of Azerbaijan Republic**

## **Baku Higher Oil School**

### **Examination Procedures**

#### **1. General provisions**

- 1.1. This document establish rules for organizing and holding exams at Baku Higher Oil School as well as the tolerance for misconduct during the examination process, and duties of the examination supervisors.

#### **2. When taking examinations**

- 2.1. Every student eligible for taking examinations shall appear in front of the facility 30 minutes, and enter the hall 15 minutes before the start of the examination;
- 2.2. Every student shall carry a calculator (HVU-compliant, OFFICA fh 5500, CASIO FX 82 S PLUS), a student identity card and a ball pen with dark blue ink and free from spillage. Each student's identity card shall lie on the table specifically intended for that student;
- 2.3. Before entering the hall, every student shall leave his or her personal belongings in the dedicated room and enter the hall with the items specified in Sub-clause 2.2;
- 2.4. Students shall sit at the dedicated desk and listen to and follow the instructions given by the examination supervisor;
- 2.5. No food of any kind is allowed to the hall. Only limpid and alcohol-free water may be used.
- 2.6. Students shall go through the questions only after being instructed by the supervisor and notify the supervisor of any print defects discovered;
- 2.7. Students shall make efficient use of time and legible handwriting to answer the questions upon announcement of "Examination started!";
- 2.8. Students shall stop answering the questions and return the answer cards and other dedicated items to the supervisor upon announcement of "Examination is over";
- 2.9. Answer cards and other dedicated items shall be considered the property of Baku Higher Oil School and be subject to any limitation only when legally specified.

- 2.10. Students who leave the hall earlier shall assume responsibility any consequence that may arise. When leaving the hall they shall show respect for and not disturb the other students.
- 2.11. No student shall be allowed to the examination hall 45 minutes after the start of the examination;
- 2.12. No student shall be allowed to leave the hall within 30 minutes of the start and end of the examination (except for cases related to their health):
- 2.13. Any student who has to leave the hall because of his or her health may only be accompanied by the supervisor and stay outside the hall not more than 10 minutes.

### **3. Prohibited conduct**

- 3.1. Any student not following the instructions specified in Sub-Clauses 3.3.1.-3.3.7-ci shall be removed from the examination list and the results of his or her examination will be negated;
- 3.2. Every student shall notify the supervisor of any violation of the examination procedures and in case the supervisor fails to take necessary measures, the Chairman of the Examination Commission shall be required to come to the hall. In case of the supervisor's misconduct, the Chairman of the Examination Commission shall be notified respectively;
- 3.3. Students are not allowed:
  - 3.3.1. to carry or use mobile phones, iPad, pagers, work-books, dictionaries, electronic dictionaries and other helpful items during the examination process;
  - 3.3.2. to bring flammable, explosive, abrasive and boring items to the building where examinations are held;
  - 3.3.3. to violate disciplinary rules;
  - 3.3.4. to swap seats, to walk around or stand or talk to other students or do something that will interfere with the examination process;
  - 3.3.5. to glance at other question or answer cards or to allow other students to use his or her own answer card;
  - 3.3.6. to ask the supervisor to help him or her answer the questions, and
  - 3.3.7. to leave the hall without returning the answer card to the supervisor.

### **4. Duties of the supervisor:**

- 4.1. The school administration may appoint General Supervisor and Assistant Supervisors to oversee the entire examination process.
- 4.2. The supervisor shall perform the following duties:

- 4.2.1. to register and locate students in the hall;
- 4.2.2. to keep students informed about the Procedures, roles and responsibilities, and prohibitions;
- 4.2.3. to announce the start and end of the examination;
- 4.2.4. to ensure discipline during the examination process;
- 4.2.5. to announce that students should stop filling out the answer cards and collect the question and answer cards after the examination is over;
- 4.2.6. to fill out, sign and submit the “Supervisor’s Record Sheet” to the Chairman of the Examination Commission;
- 4.2.7. to take necessary measures to resolve problems arising from the examination process;
- 4.2.8. to warn a violator about the misconduct or ask the General Supervisor to expel him or her from the hall in case of necessity;
- 4.2.9. Students who violate the instructions specified in Sub-Clauses 3.3.1 and 3.3.5 of Examination Procedures will be unconditionally removed from the hall;
- 4.2.10. to invite the Chairman of the Examination Commission to the hall in case of hindrance to the examination process;
- 4.2.11. to report to the Chairman of the Examination Commission in case of emergency and to take appropriate measures to eliminate consequences;
- 4.2.12. to report to the Chairman of the Examination Commission in case the examination cannot be continued for technical reasons;
- 4.2.13. to take necessary measures or ask the Chairman of the Examination Commission to engage an expert (or experts) to resolve problems with software intended for the examination.