

### **Rights and Responsibilities of the Exam Observers**

1. The observer shall appear to the examination venue at least half an hour earlier before the exam and pass the registration at the Examination Center;
2. The observer shall to take the place assigned to him/her prior to the commencement of registration of students;
3. After students take the places assigned to them a representative of the Examination Center shall deliver to the observer examination papers, a sector sheet and sealed question papers which is certified by the signature of the observer to the Delivery-Acceptance Act;
4. The observer shall hand out the examination papers in his/her sector;
5. The observer shall acknowledge the students with their rights and obligations;
6. The observer shall sealed envelope in front of the students and hand out the question papers according to the sector sheet. After the mentioned procedure the examining time countdown shall begin. Maximum duration of final/additional examination is 3 hours (unless otherwise specified in the question paper), while duration of the mid-term exam does not exceed 2 hours;
7. The observer shall be obliged to observe the exam in a specific sector assigned to him/her, strictly monitor the observation of the rights and obligations by the students, give a warning to them in case of violation as well as expel the student from the examination in the case of repeated warnings or the usage of an item containing the information related with the subject of the exam;
8. In case of removing the student form the exam the student observer shall deprive him/her the question paper and exam papers; he/she shall make the caption "Withdrawn from the Exam" on the exam paper with reference to the cause, state the fact of withdrawal of the student in the examination work delivery-acceptance sheet, sign to it and transmit to a representative of the Examination Center;
9. An observer shall not be allowed to leave the sector;
10. The observer shall be prohibited to answer to the procedural and technical questions posed by a student. He/she shall not be allowed to give the answer to the questions of contextual character related with the examination issues;
11. In case of any question or a problem arisen during the examination the observer shall apply to the Examination Center staff;
12. 15 minutes earlier before expiration of examination time the observer shall notify to the students;
13. The observer shall receive the examination papers, question papers and sign at the bottom of the

paper;

14. After delivery of all writing works the observer shall also make his/her signature in the book of examination papers delivery-acceptance;

15. The observer shall deliver the examination papers and the book of examination papers delivery-acceptance to the representative of the Examination Center;

16. In case of termination of the present rules the employment contract shall be terminated with the observer.