“Approved”
Vice-Rector for Academic Affairs
_____ M. Chutpulatov
“2” October 2026
(signature and seal)

PROCEDURE
for the Assessment and Monitoring of Student Knowledge at Uzbekistan State World Languages University

General Provisions

This Procedure has been developed on the basis of Order No. 452 of the Minister of Higher Education, Science and Innovation dated 2 December 2024, and was reviewed and approved at meeting No. 1 of the University’s Academic and Methodological Council on 2 October 2026. It sets out the procedure for assessing student knowledge, organising and conducting final examinations, formalising examination results, and considering appeals from students who disagree with their assessment results at Uzbekistan State World Languages University.

1. Preparation for Examinations

1.1. Questions (assignments) and assessment criteria for final examinations shall be announced to students at least one month before the examination date.

1.2. When developing examination assignments, topics of independent study must be included alongside topics covered in classroom sessions. It is recommended that 40–50 per cent of examination questions be based on topics covered in classroom sessions and 50–60 per cent on independent study topics.

1.3. Students must bring an identity document — a passport, ID card or student card — to the examination. The admission to the examination of a student who is unable to verify their identity shall be decided in accordance with the established procedure.

1.4. Students must familiarise themselves in advance with the examination timetable, the examination room and other organisational information related to the examination.

2. Organisation and Conduct of Examinations

2.1. Final examinations shall be held in classrooms equipped with appropriate technical facilities and with audio and video surveillance systems installed. Examinations in test format shall, in the specified cases, be held in computer rooms.

2.2. Video recordings of the examination process shall be stored in accordance with the established procedure. The relevant responsible units of the University shall ensure that video recordings are kept for at least one year.

2.3. Students must arrive at the examination room at the set time before the examination begins. The admission to the examination of a student who arrives after the examination has officially started shall be decided on the basis of the applicable regulations and the procedure established by the University.

2.4. During the examination, the use of mobile phones, micro-earphones, personal computers and other means of communication, as well as any means that help to copy or obtain answers without authorisation, is prohibited. Technical devices needed to complete the examination assignment may be used only where the examination conditions provide for them.

2.5. A student may leave the examination room during the examination only for a valid reason and with the permission of the responsible person. The return to the examination of a student who has left the room without permission shall be decided in accordance with the established procedure.

2.6. Requirements may be set for the length of answers in written examination assignments, including the number of words. Such requirements must be communicated to students before the examination begins. Students must present their answers clearly, coherently and with well-founded content.

2.7. If a breach of the established rules, copying, helping another student or the use of unauthorised means is detected during the examination, the case shall be recorded in accordance with the established procedure and measures shall be taken in line with the applicable regulations.

2.8. If a breach is identified after the examination has ended through a review of video recordings, the case shall also be documented, and its effect on the examination result shall be considered in accordance with the established procedure.

3. Marking of Examination Papers and Announcement of Results

3.1. Students' written examination papers shall be marked, as far as possible, on the principles of impartiality, transparency and objective assessment. Priority shall be given to having written papers marked by subject teachers who did not teach the group concerned.

3.2. To ensure the anonymity of written examination papers, they shall be encoded in accordance with the established procedure. Encoding and decoding shall be carried out by the Working Group.

3.3. Students' answers shall be assessed on the basis of the assessment criteria announced before the examination. The criteria set for each part or question of the examination assignment must be applied consistently.

3.4. Examination results shall be formalised within the established time limits and entered into the HEMIS information system within three days of the examination date.

3.5. After the examination results are announced, students must check their marks in the HEMIS information system. If a technical error is found when checking the results, the student shall report it to the dean's office immediately.

3.6. Technical errors related to entering or displaying marks in the HEMIS system shall be corrected by authorised responsible persons on the basis of the relevant documents, in accordance with the established procedure.

3.7. Marks may be changed or corrected only in justified cases, once the relevant documents have been formalised and the consent of authorised persons has been obtained. Applications to change marks shall be considered taking into account the requirements of the applicable regulations.

3.8. Whether a student may retake an examination in order to improve the result shall be decided in accordance with the procedure established by the applicable regulations.

4. Consideration of Applications from Students Who Disagree with Their Assessment Results (Appeal)

4.1. A student who disagrees with an examination result has the right to submit a written or electronic application to the Appeals Committee within the established period from the time the result is announced. The deadline for submitting an application is set in accordance with the requirements of the applicable regulations.

4.2. The Appeals Committee shall be formed by the dean of the faculty in accordance with the established procedure. The Committee must have at least five members, including specialists in the relevant subject who did not take part in the student's initial assessment.

4.3. When considering an appeal, the Appeals Committee shall follow the principles of impartiality, transparency and fairness. The student has the right to be present while their appeal is being considered and to state their objections.

4.4. The Appeals Committee's consideration of an appeal may be video recorded in accordance with the established procedure. In this case, the requirements for the protection of personal data and the storage of video recordings shall be observed.

4.5. The Appeals Committee shall consider the appeal within the established period and adopt one of the following decisions:

- to uphold the appeal;
- to reject the appeal.

The time limit and procedure for adopting a decision are determined on the basis of the applicable regulations.

4.6. The decision of the Appeals Committee shall be formalised in minutes, and the student shall be informed of the decision in accordance with the established procedure.

4.7. If the appeal is upheld, the relevant changes to the examination result shall be made by the authorised official in accordance with the established procedure, on the basis of the Committee's decision and other necessary documents.

5. Final Provisions

5.1. This Procedure is one of the main organisational documents for students, teaching staff, faculty dean's offices and the relevant structural units responsible for organising and conducting examinations.

5.2. When examinations are organised and conducted, compliance with the requirements of this Procedure and with the applicable legislation and regulatory legal acts in the field of higher education is mandatory.

5.3. Amendments and additions to this Procedure shall be made on the basis of the applicable regulatory legal acts and the decisions of the University's authorised governing bodies.