

Ministry of Agriculture of the Republic of Azerbaijan

Azerbaijan State Agricultural University

EXAM GUIDE

For students who received the right to participate
in "Examination session"

GANJA 2022

Dear student!

Our goal is to create the conditions necessary for you to demonstrate your knowledge and to ensure transparency, openness, and objectivity in examinations. Not only must you demonstrate a high level of knowledge in order to succeed in the examinations, but you must also be sure to know what is in the handbook and abide by the examination rules.

You may not bring the following to the exam:



Questions the student must know

1. Pre-exam responsibilities of a student:

- 1.1. You must come to the exam building at least 30 minutes before the exam, bring your ID card, student ID card, and a dark blue ballpoint pen.

2. Written Exam Rules

- 2.1 Students who arrive after the announcement of the beginning of the exam will not be given extra time and the exam will end at the time previously arranged for the exam.
- 2.2. The duration of the written exam is 2 hours. Students will be given 1 A3 sheet of paper with a special security sign and an A4 question paper during the exam.
- 2.3. Double repetition of the symbol in the examination paper, drawing additional symbols in the examination paper, etc. is prohibited.
- 2.4. Questions in the examination sheet must be numbered in the format "1.", "2." Numbering in other formats is prohibited.
- 2.5. Any information about yourself (name, surname, group number, place of birth, etc.) is forbidden to write on your exam sheet.
- 2.6. It is forbidden to write your ticket number on your A3-format examination sheet.
- 2.7. On the A4 examination sheet, you must first note the question number on the ticket and the question. Otherwise, your answer will be invalidated.
- 2.8. You must write your answer to the questions on the examination sheet only with dark blue pen. Red, black, purple, green and other colored pens are prohibited.
- 2.9. The teacher and the head of the department are responsible for the mismatch of questions in the examination tickets, mistakes in the ticket and repetition of the question. If during the check in the ticket detected error, misunderstanding, error printing, it should be reported to the supervisor.
- 2.10. Students who do not comply with generally accepted rules of conduct, calmness during the exam, are removed from the exam, a protocol is drawn up in respect of them, and their exam answers are annulled.
- 2.11. Examination questions, tickets and answer forms cannot be removed from the examination room.

- 2.12. Talking during the exam, asking each other something, watching other people's answers, cheating (including trying to cheat), creating conditions for cheating, changing the examination ticket, using auxiliary means (phone, book, notebook, other technological means, etc.) is strictly prohibited. If after the beginning of the exam a student is found in possession of a cell phone or other assistive devices (smartwatch, headphones, gadget, etc.) regardless of whether they use it or not, it is considered a violation of the rules, the fact is recorded, and the student is suspended from the exam.

3. Oral Exam Rules

- 3.1. After you pull out your ticket during the exam, you must say your name and ticket number out loud. You must also say your name and exam questions out loud before you say the questions on the exam ticket. Because the process is videotaped, this is important to protect your rights in the future (when you appeal).
- 3.2. After you draw your ticket during the exam, you are given 15 minutes to prepare your questions.
- 3.3. After pulling your ticket, you will be given one A4 white sheet by the supervisor and you can take some notes on your questions here for 15 minutes. The sheet should be used for its intended purpose, it is forbidden to read the answer to the question directly from the sheet.
- 3.4. It is forbidden to leave the room without a valid reason during the first 30 minutes after the start of the exam.
- 3.5. During the exam, the exam supervisor is not allowed to ask questions about the examination questions and their content.
- 3.6. Talking during the examination, asking each other anything, watching other people's answers, cheating (including trying to cheat), creating conditions for cheating, changing the examination ticket, using auxiliary means (phone, book, outline, other technological means, etc.) is strictly prohibited. If after the beginning of the exam a student is found to have a cell phone or other assistive devices (smartwatch, headphones, gadget, etc.) regardless of whether they use it or not, it is considered a violation of the rules, the fact is recorded, and the student is suspended from the exam.

4. Rules of the test exam

- 4.1. When you enter the exam room, you must present your ID card, student ID card, and "final exam sheet" (necessarily with a QR code).

- 4.2. Using aids at the exam (phone, book, notebook, other technological tools, etc.) is strictly prohibited. If after the beginning of the exam a student is found to have a cell phone or other assistive devices (smartwatch, headphones, gadget, etc.) regardless of whether they use it or not, it is considered a violation of the rules, the fact is recorded, and the student is suspended from the exam.
- 4.3 When you enter the examination room you should sit in the seat indicated by the supervisors and not change seats. If you have any questions, you may inform the supervisor by raising your hand.
- 4.4. When the 'start test' permission appears on the monitor, you will need to enter your FIN code in the 'user name' section and in the 'password' section the password should be written as shown on the screen.
- 4.5. Once you have logged in, you will need to select your speciality on the monitor and on the next page start answering the questions.
- 4.6. You can start with the question you want. You can click on the test number in the navigation section to switch between test questions.
- 4.7. To complete the exam, you need to press the 'Complete exam' button.
- 4.8. When you have completed the exam, you need to address the exam warden by raising your "hand". Once the warden has marked and signed the exam result on the "Examination Sheet", you can collect your personal belongings and leave the examination room.
- 4.9. Be sure to keep your "Examination Admit card" with you and do not lose it. It is advisable to keep a picture of the "Examination admit card" in your phone.
- 4.10. It is strictly forbidden to speak, ask anything of each other, look at other's answers, cheat (including attempted cheating), create conditions for cheating during the exam.

5. Summary

- 5.1. These rules are explained to you by your academic adviser (tutor).
- 5.2. During the exam the rules will be explained to you again by the exam supervisor.
- 5.3. "Not knowing", "forgetting", "breaking the rules the first time" is the student's personal responsibility, and marking does not absolve them of responsibility.

We wish each of you success in the examination session!

