

Approved

At the meeting N7 on 19.05.2021 by the Academic
Council of the Educational Complex of the Police of
the RA, Head of Academic Council
Major General of the Police M. Babayan
_____ 2021

REGULATION

**ON FINAL STATE ATTESTATION ON VOCATIONAL EDUCATION PROGRAM OF
"PATROL" QUALIFICATION OF "POLICING SPECIALTY"**

(FINAL COMPREHENSIVE EXAM ON ADDITIONAL EDUCATION PROGRAM)

1. GENERAL PROVISIONS

1.1. The current regulation defines the procedures for organizing and conducting state final attestation (hereinafter referred to as final attestation) in the Educational Complex of the Police of the RA (hereinafter referred to as the Educational Complex) in the vocational education program of "Patrol" qualification in "Policing" specialty.

1.2. This procedure also applies to the relations related to the organization and conduct of a comprehensive examination of students undergoing an additional educational program in accordance with the "Patrol" qualification of the "Policing" specialty, except for the awarding of qualifications to students with a diploma, provisions of respective certificate on the graduation of professional education program and awarding a badge, final attestation committee, and protocols of the examination committee meetings.

1.3. The legal grounds of the current regulation is the decree of the RA Minister of Education and Science on 21.07.2006. decree No. 638-N "On approving the procedure for organizing and conducting the state final attestation in vocational education institutions", the decree of the Minister of Education, Science, Culture and Sports of the RA on 19.06.2020. decree No. 14-N "On approving the state educational standard of vocational education program for "Patrol" qualification of 1032.01.4 "Policing" specialty", the regulation on organizing the educational process in the Education Center of the Educational Complex, of the Police of the RA and regulation on organizing the training process in the Educational Complex, of the Police of the RA.

1.4. Final attestation is the final stage of the educational process, which aims to determine the level of professional qualification of graduates in accordance with the requirements of the state educational standard.

1.5. The final attestation is conducted by a comprehensive examination of the "Police Administrative Activity", "Administrative Law" and "Service Implementation Tactics" modules.

2. FORMING THE FINAL ATTESTATION COMMITTEE

2.1. A final attestation committee is formed to organize and carry out the final attestation.

2.2. The main functions of the final attestation committee are the following:

- 1) comprehensively assess the degree of the graduate's readiness and compatibility to the qualification description and to the state educational standards;
- 2) decide on the issue of awarding qualifications to graduates based on the results of final attestation, graduation document of the relevant qualification level of professional education, and giving the appropriate badge;
- 3) submit proposals for further improvement of the quality of development of specialists in the Educational Complex.

2.3. The final attestation committee includes examination committees that carry out the complex examination, the number of which is conditioned by the number of students and the period provided for conducting the final attestation.

2.4. The number of final attestation committee and examination committee members that carry out the final attestation is determined based on the amount of work to be done.

2.5. The final attestation committee consists of the chairman, his deputy, the secretary and the members of the committee. The chairman of the final attestation committee, his deputy, the secretary, and the members of the examination committee are appointed by the decree of the Chief of the Police of the RA.

2.6. The chairman of the final attestation committee is appointed by one of the leading specialists or scientists in the professional field of activity of the graduates or a person holding the position of the highest police group. The chairman of the committee should not be an employee of the Educational Complex. The chairman of the committee organizes the work of the committee in the prescribed manner, chairs the meetings of the final attestation committee, signs its decisions and protocols, and ensures the objectivity of the assessment of the degree of readiness of the graduates.

2.7. The chairman of the final attestation commission is competent to the following:

- 1) to chair one of the examination committees (in the absence of the chairman of the examination committee), and to participate in the work of any of them with the right of a committee member;
- 2) to interrupt the participation of the students who have committed a violation of the procedure of the final comprehensive examination.

2.8. The head of the Educational Complex is the deputy chairman of the final attestation committee.

2.9. The secretary of the final attestation committee is appointed from the officers of the Educational Complex.

2.10. The chairmen of the examination committee should not be employees of the Educational Complex.

2.11. Members of the final attestation committee may be appointed employees of the Educational Complex, police officers, representatives of other state bodies and departments.

2.12. Representatives of international organizations and non-governmental organizations, which were involved in the training admission process for appointment to the patrol service, are eligible to participate in the final attestation process as observers.

2.13. The members and secretaries of the examination committees carrying out the final examinations are appointed by the decree of the Head of the Educational Complex. The examination committee that carries out the final exam may include members of the teaching staff of the Educational Complex, including lecturers on a contractual basis, as well as police officers and lecturers from other professional institutions. Each examination committee

includes a secretary of the committee from among the employees of the Educational Complex.

3. PROCEDURE OF ORGANIZING AND CONDUCTING THE FINAL COMPREHENSIVE EXAM

3.1. Final attestation (final comprehensive examination) is allowed to those students who have completed the full education course of the vocational education program, and successfully passed all the tests and differentiated tests provided in the curriculum.

3.2. The schedule of the final comprehensive exams, according to the platoons and examination committees, is agreed with the chairman of the final attestation committee, and approved by the Head of the Educational Complex.

3.3. Students take the final comprehensive exam in open sessions of the examination committees with the mandatory participation of at least two thirds of the committee members.

3.4. The final comprehensive exam is conducted orally through test cards. Each test card contains one question from the "Police administrative activity", "Administrative law" and "Service implementation tactics" modules, as well as one case studies. The final comprehensive examination questionnaire, test cards and case studies are approved at the meeting of the special preparedness education branch of the Educational Center of the Educational Complex. The final comprehensive exam questionnaire is provided to students at least two weeks before the final comprehensive exam.

3.5. The order in which the students of the platoon take the final comprehensive exam is determined by the chairman of the examination committee, taking into account the students' wishes, and in its absence, the alphabetical order of the students' surnames and names.

3.6. The examination committee identifies the student who is taking the final comprehensive examination through the student's record book or an identity document.

3.7. As a rule, a maximum of 5 students preparing for the answer can be present in the examination room at the same time during the final comprehensive examination.

3.8. The student who is taking the final comprehensive exam chooses the test card, after which he / she is given at least 30 minutes to prepare. Changing the test card is prohibited. In preparation for the answer, the committee provides the student with signed sheets to make notes.

3.9. The member of the final attestation committee has the right to ask additional questions, in the frames of the final comprehensive examination questionnaire, to assess the student's knowledge, skills and competencies.

3.10. The member of the final attestation committee is obliged to evaluate the student's answer objectively, based only on the evaluation criteria defined by this regulation.

3.11. The member of the final attestation committee is prohibited to the following:

- 1) to answer the questions asked by the students about the content of the questions and case studies;
- 2) to inform or prompt students to answer a question or case study;
- 3) to ask students questions unforeseen in the final comprehensive examination questionnaire.

3.12. The student has the right to receive an oral explanation from the examination committee on the assessment criteria after announcing the grade.

3.13. The student must:

- 1) appear at the final comprehensive examination at the set time, with his / her record book or identification document;
- 2) show respect for the members of the final attestation committee and other students.

3.14. The student is forbidden to do the following:

- 1) use a mobile phone, other electronic devices, technical means, educational materials or secret writing;
- 2) communicate with other students, pass each other test cards or the sheets provided by the lecturer for notes;
- 3) make a noise or otherwise obstruct the conduct of the final comprehensive examination.

3.15. If the member of the final attestation committee finds that the student preparing for the answer or answering has violated the procedure of the final comprehensive examination, he / she shall inform the chairman of the examination committee. The latter informs the student about the violation, warns that in case of violating the procedure of the final comprehensive examination for the second time, his / her participation in the final comprehensive examination will be stopped.

3.16. If the member of the final attestation committee finds out that the student preparing for the answer or answering has violated the procedure of the final comprehensive examination for the second time, he / she shall inform the chairman of the final attestation committee through the chairman of the examination committee. The chairman of the final attestation committee interrupts the student's participation in the final comprehensive examination.

3.17. Violation of the procedure of the final comprehensive examination by the students is considered to be the performance of at least one of the following actions during the final comprehensive examination:

- 1) using a mobile phone, other electronic devices, technical means, educational materials or secret writing;
- 2) communicating with other students, passing other students test cards or the sheets provided by the lecturer for notes;
- 3) making a noise or otherwise obstructing the conduct of the final comprehensive examination.
- 4) showing disrespectful attitude towards the members of the final attestation committee or other students.

3.18. The decision to evaluate the student's action as a violation of the final comprehensive examination procedure and making a decision to interrupt the student's participation in the final comprehensive examination is done by the chairman of the final attestation committee, also taking into account the impact of the student's action on the normal course of the final comprehensive examination, as well as the impact on the objective assessment of the student's knowledge, skills and competencies.

3.19. The chairman of the final attestation committee shall draw up a protocol on interruption of the student's participation in the final comprehensive examination. The protocol shall indicate the date of the final comprehensive examination, the platoon, the student's name, father's name, surname, and the grounds for interrupting the student's

participation in the final comprehensive examination. The protocol is signed by the student, and the chairman of the final attestation committee. In case the student refuses to sign the protocol, the chairman of the final attestation committee mentions it in the protocol.

3.20. In case of interruption of the student's participation in the final comprehensive exam, 0 score is recorded as a grade in the exam records.

3.21. Based on the results of the final comprehensive examination, the student receives a grade on a scale of 0 to 10, with the following scale:

| Grade in numbers | Grade in letters |
|-------------------------|-------------------------|
| 0 | Unsatisfactory |
| 1 | |
| 2 | |
| 3 | |
| 4 | Satisfactory |
| 5 | |
| 6 | |
| 7 | Good |
| 8 | |
| 9 | Excellent |
| 10 | |

3.22. The assessment of the final comprehensive examination is formed from the sum of the assessments of the answers to the three questions contained in the test card and the answer to the case study. The answer to each question is assessed from 0 to 3 points, with a 0.5 point assessment step. The answer to the case study is assessed from 0 to 1 point, with a 0.5 point assessment step. If the sum of the scores of the answers to the three questions and the answer to the case study not an integer, then 0.5 points of the score is rounded up to 1 point.

3.23. When assessing the student's answer to the questions in the test card, the relevance of the answer to the question, the accuracy of the answer and completeness are taken into account. When assessing the answer to the case study, the accuracy of the answer and the completeness of its justification are taken into account.

3.24. The decisions of the final attestation committee and examination committees are made in closed meetings by a simple majority of votes of the members participating in the meeting. In the event of equality of votes, the chairman's vote is decisive.

3.25. The grade of the final comprehensive examination is recorded in the records of the final comprehensive examination, and the grade of the students in the vocational education program is recorded in the minutes of the meeting of the examination committee.

3.26. The grades of the final comprehensive examination are announced to the students on the same day after the examination committee fills in the examination record and draws up the minutes.

3.27. The results of the final attestation are formulated by the decision of the final attestation committee, which is the ground to award the graduates with the graduation documents and the appropriate badges.

3.28. Students who have passed the final state attestation are awarded the appropriate qualification and a graduation certificate confirming their education. An honor

diploma is awarded to those students of the educational center who have passed no less than 75% of the differentiated tests of the courses planned in the curriculum with the "Excellent" grade, and the rest of the differentiated tests with "Good" grades, at the same time passed the final state attestation with an "Excellent" grade. The secretary of the final attestation committee is directly responsible for the reliability of the information provided to the committee on the legal and factual basis for awarding an honor diploma. A protocol shall be drawn up by the secretary of the committee on the submission of the mentioned information to the committee.

3.29. Students of additional education program who have received a satisfactory and higher grade from the final comprehensive exam are awarded a training certificate.

3.30. Students who have received unsatisfactory marks in the final attestation exam (final comprehensive exam of the training) are allowed by the Head of the Educational Complex to re-take the attestation exam (re-examination) once, within 10 working days from the day of not passing the attestation (receiving an unsatisfactory grade from the exam). Within 3 working days from the day of not passing the attestation (receiving an unsatisfactory grade from the exam), the students submit a report to the Head of the Educational Complex for the re-attestation permission.

3.31. The Head of the Educational Complex allows the students who have not appeared to the state final attestation (final examination of the training) for excusable reasons, take the attestation exam within 10 working days from the day of not appearing to the attestation (examination). Within 3 working days from the day of not appearing to the attestation (examination), the students submit a report to the Head of the Educational Complex for permission to participate in the attestation (examination).

3.32. By the decision of the state attestation committee, the decree of the Head of the Educational Complex is issued on the graduation of the educational institution, as well as on awarding the respective qualifications to the students, the graduation sample document (diploma).