

## **APPROVED**

Scientific Council of the Educational  
Complex of the Police of the RA on  
26.11.2018 at Meeting N7

Chairman of the Scientific Council of  
the Educational Complex of the Police of  
the RA, major general of the police

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## **PROCEDURE**

### **ON THE ASSESSMENT PROCEDURE OF LEARNER'S KNOWLEDGE AND THE REGULATION OF THE APPEALS FOR THE RESULTS IN THE EDUCATIONAL COPLEX OF THE POLICE OF THE RA**

#### **I. GENERAL PROVISIONS**

1. The process appealing the procedural violations and the results of the examinations (final attestation, final exam, diagnostic test, operational (intermediate) tests, etc.) (including the period of academic resits) provided by the procedures of organizing the educational process according to educational programs in the Educational Complex of the Police of the RA (hereinafter the Educational Complex) are regulated by this procedure.
2. The report (application) of the student and/or graduate is considered as the basis for the start of the assessment process and/or the appeal process of the results.

#### **II. THE CONDITIONS OF SUBMITTING AN APPEAL REPORT (APPLICATION)**

3. The learner may appeal against the results of the written exam to the head of the Educational Complex no later than the next working day after the announcement of the results and in case of a violation of the procedure immediately after the written exam is finished.
4. In case of violation of the procedure of the oral examination, the learner submits a written statement (application) to the head of the Educational Complex immediately after finishing the test.
5. When appealing the appropriate procedure defined by the test and/or the result, the student clearly states the circumstances underlying the complaint.

6. The student presents the statement (application) to the Head of the Educational Complex, indicating:

- 1) Name, surname, father's name, course, platoon (group), the form of studies,
- 2) the request, the subject of the statement (application);
- 3) may include additional materials attached to the statement (application)
- 4) the date, time of the statement (application) and signature;

7. The statement (application) is submitted to the head of the Educational Complex through the head of the educational department.

8. The circumstances referred to in sub-clause 2 of clause 6 of this Procedure shall be:

- 1) misinterpreted questions, issues and objectives;
- 2) violation of the procedure established for the form of the test by the examiner or other persons;
- 3) violation of assessment criteria and methodology;
- 4) other justified circumstances that are factually present or presented by the learner.

## **II. THE APPEALS COMMITTEE**

9. The review of the appeal report (application) and the adoption of the respective decision is carried out by the Appeal Committee (except for the appeal of the final attestation results). The proposal on the members and secretary of the committee is submitted to the Head of the Educational Complex by the Educational-Methodological and Development Department.

**(Clause 9 was amended by the decision of the Scientific Council on 11.07.2019, Protocol N 7)**

10. The composition of the Appeals Committee (5 members (one of them, chairperson) and secretary) is established by the Head of the Educational Complex no later than the 10<sup>th</sup> of September.

11. The process of reviewing the procedure and (or) results of the relevant test form shall be held within three working days after the appeal statement (application) is inscribed by the head of the Educational Complex.

12. All the necessary documents for the Appeals Committee are provided by the relevant unit executing the educational process and/or Educational-Methodological and Development Department.

**13.** The learner who submitted a statement (report) for appealing the time and place of the procedure of the test form and (or) results shall be notified by the secretary of the committee no later than one working day before the date of reviewing the results of the test. If necessary, the Committee is entitled to invite other persons to the Committee meeting.

**14.** At the request of the complainant (the applicant), the appeal statement (the application) may be withdrawn at any stage of its consideration until the start of the discussion of the results of the test form by the Appeal Committee. In this case, the discussion of the report or application is suspended, and all potential participants in the statement (application) are notified.

## **VI. THE DISCUSSION FO THE APPEAL STATEMENTS (APPLICATIONS)**

**15.** An Appeal Committee meeting, which is valid at the presence of at least 3 members of the Committee, is convened to review the procedure of the test form and (or) results.

**16.** The Appeals Committee is guided by the assessment criteria and procedures defined by the Educational Complex when verifying the compliance of the results of the appealed test form.

**17.** Based on the review of the statement (report) on the procedure and (or) results of the procedure of the test form, the Committee shall make a decision within 2 working days by a simple majority vote of the present members. In case of an equality of votes, the vote of the Chairman of the Committee is decisive.

**18.** In case of appealing the results of the written test the Committee can make one of the following decisions:

1) leave the result of the test unchanged;

2) Improve the result of the test.

**19.** In case of an appeal of the test procedure by the learner, which is the subject of the statement (application) inscribed to the Committee, the Committee may make one of the following decisions:

1) leave the result of the test unchanged if no violation has been recorded or the violation has not had a significant impact on the test result;

2) Apply to the Head of the Educational Complex with a solicitation to re-take the test.

In case of making a decision defined by sub-clause 2 of this clause, the day of re-taking the test and the conductor are defined by the decree of the head of the Educational Complex. Any result of the test form will void the previous result.

20. The appeal results shall be summarized by the Appeals Committee, which shall draw up a protocol.

21. The person who submitted an appeal statement (application) shall be notified of the decision of the Appeals Committee within one working day after a decision is made.

22. The results and procedure of the same test are subject to appeals once in the Educational Complex.

## **V. APPEAL OF THE RESULTS OF THE FINAL ATTESTATION**

23. The graduate's appeal regarding the final attestation assessment is accepted and considered only in case of procedural violations by the final attestation committee.

24. After the publication of the results of the final attestation, the chairperson of the committee of the final attestation asks the graduates present at the final attestation room at that time about any complaints they might have. In case of such a complaint, the graduate must submit a report (application) to the chairperson of the final attestation committee within one hour after the publication of the final attestation assessment results, indicating the time of the submission of the report (application).

In his report (application), the graduate may also request the committee to further comment on his / her assessment.

25. In order to find out the fact of possible procedural violations that took place during the final attestation, the graduate's report (application) is discussed by the final attestation committee within two working days following the submission of the report (application). Based on the results of the discussion, the decision is made within one day. The graduate is also invited to the meeting of the final attestation committee.

26. As a result of the discussion of the graduate's report (application), the final attestation committee makes a decision:

1) on leaving the appeal without examination, if the fact of committing procedural violations was denied by the final attestation committee or the graduate's report (application) was submitted in violation of the requirements set forth in this procedure;

2) on satisfying the graduate's request to change the grade or to retake the exam with another study group, if the final attestation committee finds a procedural violation or a mistake in summarizing the grade points that affected the grade;

3) on rejecting the graduate's request to change the grade or to retake the exam with another study group, if the mistake of summarizing the grade points did not affect the grade of the grade.

**(Section 5 was amended by the decision of the Scientific Council on 11.07.2019, Protocol N7)**

## **VI. TRANSITIONAL PROVISIONS**

28. The first Appeals Committee shall be established within 10 working days after the adoption of this procedure.