

Approved by Keoni Academy Ltd

By the order of the director dated 12.10.2020 N1-24

The amendment was made by the director's order dated 12.03.2021 N1-12

Keon Academy Ltd

The rule of managing the learning process

Tbilisi

2020

Article 1. Basic provisions

1.1 The present rule defines the procedure for obtaining, suspending, terminating, mobility, personal affairs of a professional student, recognition of received education, awarding of qualifications, issuance of diploma and its annex, student training in Keoni Academy LLC (hereinafter the Academy)

Process regulation procedures, learning outcomes assessment and formal Education recognition procedures.

Article 2. Prerequisites for admission to the educational program

2.1 The prerequisites for a person's admission to the educational program are defined Professional created on the basis of professional educational standard with an educational program.

Article 3. Eligibility for admission to a professional program

3.1 A person who has a total of document confirming minor basic general education;

3.2 on a professional training program or professional retraining program
A person who meets the conditions established by the relevant program will be admitted.

Article 4 Professional training program and professional retraining program

4.1 Professional training program and professional retraining program developed and approved by Keoni Academy LLC;

4.2 Vocational Training Program and Vocational Training by the Academy
Obtaining the right to implement the program is voluntary and is done by Georgia
According to the rules and conditions established by the government, recognized by the state
Issuance of a document confirming professional education - a certificate
in order to;

Article 5. Announcement of admission to the professional program

5.1 Declaration of admission to professional educational program/programs
For the purpose, the individual administrative-legal of the director of the academy
On the basis of the act, the person responsible for the registration according to the legislation
Within the established period, he fills out the electronic questionnaire, educational management information
in the system;

5.2 The questionnaire contains information about the Academy and the professional About educational programs to which admission is declared, as well as - for each The number of places accepted for the program (including persons with special needs regarding designated places for reception) and other conditions;

5.3 Information about admission to the program is published publicly by the institution on the website and possibly through other mass media, where additionally contact and other necessary information is indicated;

Article 6. Documents to be submitted by citizens of Georgia for enrollment in the program

6.1 Those wishing to enroll in a professional educational program of Georgia Citizens (hereinafter - the applicant) must submit the following documents:

a) personal (in the case of a minor - parent/legal representative) statement;

b) A copy of the identity card (together with the original document of receipt upon completion, the original will be returned to the applicant);

c) in the case of a minor - a copy of the birth certificate, as well as its legal copy A copy of the ID card of the representative (together with the original; receipt of documents Upon completion, the original will be returned to the applicant) and the document which Confirms the proper right of the applicant/parent/legal representative to wear

d) a document confirming education and/or a copy;

e) document of recognition of education in case of education received abroad;

f) Recognition of education in the case of education received in the occupied territories document;

g) two color photographs;

h) a document confirming the language proficiency, in which language it is carried out Educational program. It can be considered as a general document

Proof of education, if the person has received school education

in the implementation language of the program. Georgian speaking by a non-Georgian speaking person In case of studying on the program - passing the preparatory program of the Georgian language document. In the absence of such a document, the person is tested for the Georgian language to determine possession. Non-confirmation of the person's level of mastery of the Georgian language

In this case, he starts his studies with the Georgian language module of the appropriate level of the professional educational program;

6.2 The applicant (or his/her parent/legal representative) is responsible for the correctness of the documents submitted by the applicant in order to obtain the right to study at the Academy.

Article 7 Documents to be submitted by citizens of foreign countries and stateless persons for enrollment in the program

7.1 Citizens of foreign countries wishing to enroll in a professional educational program must present or send electronically the following documents in person or through a representative:

a) personal (in the case of a minor - parent/legal representative) statement (in Georgian or English);

b) a copy of the applicant's passport, which will be translated into Georgian and certified by a notary (the original must be presented in person, after giving the official consent to enrollment, at the time of signing the contract. The original will be returned to the applicant immediately after signing the contract);

c) A copy of the document confirming education, translated into Georgian and certified by a notary (the original and the document of recognition of education must be presented in person, after giving official consent to enrollment, at the time of signing the contract. The original will be returned to the applicant immediately after signing the contract);

d) a person who received previous education abroad, on the basis of which enrollment in a professional program is made - must present a document of recognition of education;

7.2 After giving the official approval on the enrollment of a professional student, a contract is signed with him, according to the procedure established by the legislation of Georgia.

At the time of signing the contract, the following must be additionally presented:

a) two color photographs;

b) a document proving the language in which the educational program is carried out. A certificate can be considered as a confirming document, if the person received school education in the language of the program implementation;

c) In the case of a non-Georgian speaking person studying at a Georgian language program, a document of completion of the Georgian language preparatory program. of such a document
In absence, the person is given an exam in the Georgian language. possession of the Georgian language by a person
If the level is not confirmed, he starts studying professionally
with the Georgian language module of the appropriate level of the educational program.

Article 8. Obtaining student status

8.1 Professional student status can be obtained through "Professional Education About" of the law of Georgia, this rule and each vocational education
Subject to admission prerequisite requirements determined by the program by the Director issued on the basis of an individual-administrative legal act.

8.2. The director announces the admission to the professional of a specific level/level by order on the educational program. The order defines:

- a) name and level of professional educational program;
- b) specified enrollment conditions;
- c) list of documents to be presented;
- d) dates of start and end of submission of documents;
- e) Exam or interview dates, place, start time (such in case of existence);

Article 9. Professional student

9.1 A professional student of Keoni LLC Academy (hereinafter referred to as a student) is a person who is enrolled in accordance with the rules established by the legislation of Georgia. By the order of the director of the academy on the professional educational program.

9.2 Academy provides organization of training process for professional students
Taking into account the interests, flexibly reacts to the needs and the hand
promotes the adaptation of professional students in the learning environment, for which in the academy
A regulation on support mechanisms for professional students has been developed.

Article 10. Training contract

10.1 When enrolling a professional student, the academy will contact the professional student, and in the case of a minor, his/her parent/legal representative
A contract is signed.

Article 11. Professional student's personal file

11.1 The personal file of a professional student includes:

- a) all documents presented during enrollment;
- b) the contract;
- c) certified extract or certified copy of all individual legal acts issued in relation to the professional student;
- e) copies of the certificate and/or diploma issued by the institution to the professional student;
- f) other documents according to individual needs;

11.2 The conditions for keeping and disposing of professional student's personal files are determined by the institution's uniform procedure.

Article 12. Suspension of professional student status

12.1 The suspension of the professional student status is considered to be the release from the institution and the performance of the professional student's rights and duties without terminating the professional student status;

12.2 The grounds for suspension of status for a professional student may be:

- a) written statement of the personal and/or legal representative (in the case of a minor/incapacitated/restricted person) indicating the reason, the content of the reason cannot be the basis for refusing to suspend the status of a vocational student;
- c) instigating a criminal case against a professional student, before the court makes the appropriate decision;
- d) non-payment of financial debts within the established terms;
- e) other cases established by legislation;

12.3 On the suspension of the professional student status, an individual administrative legal act of the director is issued and the data is reflected in the electronic information system in the education with the relevant information of the reason for suspending the status of professional student, the student continues his studies from the stage when the status of professional student was suspended;

12.4 Professional student status may be suspended for up to 3 years. If the decision to restore the status is not taken within this period, the status of a professional student is terminated.

12.5 Initiation of the status check for a professional student is done by the manager of the learning process with a substantiated report card, in addition to subsection a of paragraph 12. In case of suspension of the status of a professional student, the amount paid for studies is not returned. In the case of restoration of the professional student status, the professional student will be considered for the tuition fees paid before the suspension of the status.

12.6 It is not allowed to suspend the status of a professional student who left Georgia within the framework of the exchange professional educational program/short cycle educational program.

12.7 Within 5 years from the entry into force of the authorization council's decision to refuse authorization to the academy, revoke authorization or revoke the right to implement professional educational program/programs, the status of a professional student is suspended and he is entitled to enjoy the right to mobility;

Article 13. Termination of professional student status

13.1 The grounds for termination of professional student status are:

- a) written statement of personal and/or legal representative (in the case of a minor/incapacitated/restricted person);
- b) re-occurrence of status suspension for a reinstated professional student;
- c) entry into legal force of a guilty verdict in a criminal case against a professional student, if imprisonment in a penal institution is prescribed as a punishment;
- d) submission of a false document or incorrect information to the Academy's administration/admission commission, or failure to submit such information, which would affect the adoption of a positive decision on the enrollment of a professional student;
- e) completion of educational professional program;
- f) failure to report to the academy within 2 weeks after the start of the training process for an unfair reason;

- g) 50% or more of the credits of the educational program by the student non-appropriation in the main terms of program implementation;
- h) Expiration of the status suspension period, when the status suspended person/his legal representative does not request status restoration in writing;
- i) determined by the legislation of Georgia and the regulatory acts of the Academy other cases;

13.2 A person whose professional student status has been terminated, if desired The procedure for enrolling in a professional educational program must be repeated;

13.3 on the termination of the professional student status, except for the first of this article In the case provided for in subparagraph e) of paragraph, it will be issued by the Academy Director's individual legal act and data under the law

It is reflected in the education management information system according to the established rules.

13.4 Director of the Academy on termination of status for a professional student before the final decision is made by the manager of the training process To inform the professional student/his legal representative (using phone/email/other means) of expected results about;

Article 14. Restoration of professional student status

14.1 It is possible to restore the status of a student with suspended professional status Based on the application of the representative of the student (in the case of a minor/ incapacitated/disabled person). About restoration of professional student status

The individual-administrative legal document of the director of the academy is issued Act and will be implemented to enter the relevant data in the professional educational in the register of institutions within the terms established by legislation;

14.2 The status of a professional student can be restored by the same professional within the framework of the educational program, if the educational institution carries out the admission On the next stream;

14.3 In case of restoration of professional student status to professional student Credits earned and tuition paid prior to status suspension will be counted price;

14.4 if for the professional student at the moment of restoration of the status of the same In the institution in which the person's professional student status was suspended, the institution no longer implements the program in which the professional student

The status has been suspended, restoration of the status of a professional student is allowed by observing the conditions taken into account for the mobility of a professional student, mobility will be carried out on another program by GZT;

14.5 Restoration of professional student status in the institution where a person's professional student status was suspended is allowed by exceeding the threshold number of professional students on a specific program. In this case, the number of persons enrolled above the total number of professional students will be deducted from the number of student admission places determined by the institution for the next admission to the relevant program;

Article 15 Mechanism of providing professional student with further education in case of cancellation of professional educational program

15.1 In case of cancellation of the professional educational program, the institution is obliged to facilitate further education of the professional student using the following mechanisms:

a) to give the opportunity to complete the current stage/level to the students of the educational program to be cancelled. In this case, admission to the educational program is not carried out;

b) to facilitate the process of professional student mobility. For such cases, the institution signs an agreement/memorandum with other educational institutions that implement similar educational programs;

c) to offer a professional student a transfer to another professional educational program in the same or another institution, within the scope of a similar direction and specialty, on the basis of mobility;

d) to provide information to students about relevant educational programs implemented by other professional educational institutions;

e) to introduce the student to the rules, terms and conditions of mobility stipulated by the current legislation.

15.2 In case of changing or canceling the educational program, or removing one of the qualifications from the professional educational standard, as well as changing the professional educational program, the Academy will notify the professional student in writing of the above information;

Article 16. Calculation of educational program with credits

16.1 One credit reflects the educational activity of a professional student for 25 astronomical hours;

16.2 Credit represents the knowledge, skills, and values taken into account by the individual study module for the professional student to acquire.
the amount of work performed (load);

16.3 Credits are allocated to the modules of the professional educational program between

16.4 Distribution of credits to the components of the professional educational program provides an opportunity to achieve the learning outcomes defined by the module.

Article 17. Educational activities of professional students

17.1 Professional student's educational activities shall be assessed in order to receive credit
With the relevant professional educational program:

- a) theoretical studies;
- b) practical training;
- c) independent study;
- d) preparation and submission of study results;
- e) production practice.

Article 18. Passing the program component in individual mode

18.1. of a student or trainee with special educational needs (including
For the needs of a student or trainee with disabilities, the Academy is obliged to develop an individual curriculum based on appropriate
professional program and, along with other elements of that program, describes the student's or learning outcomes to be achieved by the student and individual ways of achieving them;

18.2 The individual curriculum is based on professional education
program/module and represents its modification (achievable learning outcomes
qualitative or quantitative change) and/or accommodation (teaching and assessment
Achieving a change in approaches without changing the learning outcomes) and, therefore,
clarifies the need for a student with special educational needs
additional educational services;

18.3 special education within the individual curriculum

The current assessment of the student in need is carried out individually, with the defined learning outcomes, and the final assessment and credits

Grant - taking into account the requirements of the educational program/module;

18.4. An individual curriculum is developed for a specific person or persons
For the group, in the event that a desire or need arises, namely:

- a) A professional student has a special educational need when regularly requires different approaches to learning and assessment;
- b) a professional student temporarily needs a special educational regime/ISG due to a long-term illness or other objective reason;
- c) professional student enjoys mobility (internal and external);
- d) in case of partial recognition/confirmation of formal education;
- e) in case of restoration of status for a student whose status has been suspended;
- f) If the student, taking into account the result of the additional exam, did not get a positive result Rate;
- g) in the case of the formation of an unprofitable group, when the Academy is obliged the student should spend the said component;
- h) in case of program change and/or cancellation;
- i) On the basis of the recognition of received non-formal education, the remaining component in case of passage

18.5 Vocational student, in the case of a minor/disabled person, his/her legal representative, on the development of an individual curriculum, with a statement

It applies to the director of the academy, based on which it will be created by the director's order
Appropriate working group(s), which may include the program manager and
Persons implementing the relevant module(s), learning process manager, quality assurance manager, special teacher, who are professional

In the case of a student, or in the case of a minor or a disabled person, his/her legal representative
With the involvement of the representative, they will develop an individual curriculum/program. The
module/educational program is made separately by the working group
component modification or accommodation;

18.6 The process of developing an individual curriculum/program includes the following
Stages:

- a) in case the professional student has a special education
The need when regularly requires different approaches to teaching and learning
when evaluating;

• Collection of information - by the working group about the user of ISG
Collecting information using different sources, methods and/or
Acquaintance with the presented documentation. The working group is authorized to request
Medical certificate/conclusion of these other material documents, to carry out
Consultation with competent persons (legal representative, specialists, etc.)
etc.), to evaluate the personal factors of a person using ISG, using generally accepted
standard tools. Consultation and
Information collection and analysis is carried out for the development and implementation of ISG
at all stages. The working group should ensure that the beneficiaries of ISG
A person/legal representative should be involved in the collection of information and
in consultation processes.

• Determining the direction/strategy implies where and in what form it will be implemented
ISG and includes:

• Determining the relevance of teaching/assessment methods and activities
based on identified needs;

• determination of material and educational resources;

• determination of training schedule and weekly workload;

b) In the case of: a professional student with a long-term illness or other objective
Due to the reason, temporarily needs a special educational regime/ISG; Vocational student
benefits from mobility; Status is restored for a student whose status has been suspended

Confirmation or individual study results confirmation document. Academy
will automatically count the completed modules/learning outcomes; remaining
Regarding the modules, the working group in which it is possible to study seven
Process Manager, Program Manager, Quality Assurance Manager
Establishes an individual study plan for the duration of the calendar year
within credits; According to the ind plan, the total load of the student per day is not
should exceed 8 hours. The schedule agrees with the student, which is confirmed
by signature;

c) It is not allowed in the module when passing the program component in individual mode
(learning outcomes, performance criteria, assessment, etc.) making changes, except for the
duration of the component implementation;

18.7 Based on the approved individual curriculum/program, in agreement with the staff and
taking into account the received information,
Developed program implementation calendar and program implementation

Control/monitoring schedule, implementation control is carried out by the training process manager;

18.8 Review is an important stage in the process of implementation of ISG. planned Monitoring and analysis of process implementation, achieved results. out of necessity Accordingly, changes/changes are made in it for the purpose of optimization, which is also It is subject to the person(s) benefiting from ING, their legal representative and agreement with the quality assurance/manager of the Academy. realized Changes should ensure the standards of educational programs and to meet the requirements of the educational programs of the Academy. agreed upon The director approves the changes.

18.9 The director issues the approval of the individual curriculum individual administrative legal act, which determines the The student/group of students to whom the said Act applies.

18.10. Rules that are not spelled out in this article will be regulated According to the need, according to the rules established by the law, additional director based on the order.

Article 19. Mobility of professional students

19.1 The professional student mobility rule (hereinafter - the rule) regulates Vocational student vocational educational program and short cycle from the institution implementing the educational program (hereinafter - institution) in another institution (hereinafter – external mobility) and one within it from a professional or short-cycle educational program (hereinafter - the program) to another professional or short-cycle educational program (hereinafter - internal mobility) to the transition procedure.

19.2. The right to external mobility and internal mobility (hereinafter - mobility) is available to a person who has obtained the status of a professional student according to the legislation of Georgia.

according to the established procedure;

19.3. The right to mobility is also available to the person to whom the mobility is to be carried out The status of a professional student has been suspended for the moment.

19.4. Mobility can be carried out within the "National Qualifications Framework and On the approval of the classifier of study areas" according to the order of the Minister of Education, Science, Culture and Sports of Georgia No. 69/N of April 10, 2019 The same as the "National Qualifications Framework" approved by the first article Within the framework of the awarding program for the appropriate qualification of the level.

19.5. The professional student is entitled to mobility only for the program for which he meets the prerequisites for admission.

19.6. In order to obtain the right to enroll in external mobility, a professional student, and in the case of a minor professional student, his legal representative applies to the receiving institution with an application, and by internal mobility in order to gain the right to enroll, a professional student, and a minor professional student, his legal representative with a statement applies to the same institution. The name of the program to which the person wants to transfer should be mentioned in the application.

19.7 List of documents to be presented by a person wishing to move is determined by the individual legal act of the director of the academy. The impossibility of requested documentation can become a person's mobility grounds for refusal to enroll in the rule.

19.8 The receiving institution is entitled to obtain additional information from the system about the foundations and the learning outcomes he achieved.

19.9. The institution has the right to refuse to enroll a person with mobility if:

- a) The institution does not have vacant places defined for the program within the limit of the number of professional students;
- b) The institution cannot provide further education of a person wishing to be mobile taking into account the specifics of the recipient program implementation;
- c) The applicant for mobility cannot be accepted by the institution for the program prerequisites for enrollment (if any).

19.10. Consideration of the application of a person wishing to move and making a decision on enrollment of a person or refusal to enroll becomes the general of Georgia within the terms established by the Administrative Code.

19.11 The institution determines the mobility applicant with the program offered by it. Learning outcomes achieved by a person within the framework of another educational program. Compatibility with the legislation of Georgia and internal regulation of the Academy. In accordance with the rules established by the act, in particular training before the implementation of mobility. Process manager and relevant professional educational program. The supervisor is obliged to check the professional student's data. Eligibility for enrollment in the receiving professional educational program. With the prerequisites, it also checks the vocational passed by the student. The relevance of the modules/learning outcomes of the educational program with professional educational programs, to which he expressed his desire to move. The interested person should study the reasoned decision of the process manager. The compatibility of the educational program completed by the student with the recipient, and in the case of internal mobility – with another program of the same institution, as well as

Recognized learning outcomes and number of credits. If necessary, an individual study plan will be drawn up taking into account the interests of the professional student.

19.12 The Academy, on the basis of the conditions stipulated in this rule and the consent of the professional student who wishes to be mobile, issues an individual administrative legal act on the enrollment of a professional student through mobility and displays the information in the system in accordance with the law and within the time frame.

19.13 Based on the system data, the institution from which the professional student transfers, and in the case of internal mobility, the institution from which the professional student transfers from one program to another, issues a legal act on the termination of the professional student status and displays the information in the education management information system in accordance with the law.

19.14 A professional student has the right to participate in the development of an individual study program

Article 20. Procedure and procedure for recognition of formal education received by a person

20.1 The purpose of recognition of the learning results achieved within the framework of formal education is to promote lifelong learning, which is expressed by a state-recognized certificate, a state document confirming higher or vocational education-diploma or a state document confirming general education, for the purposes of the professional educational program. Recognition of formal education is allowed if:

20.1.1 The learning outcomes provided for and achieved by the educational program are formulated in the same way or there is a slight difference in the formulation, which is caused by linguistic peculiarities and/or different structuring of the learning outcomes, and does not prevent them from being considered identical. In addition, learning outcomes are compatible with each other, taking into account the corresponding level descriptor of the National Qualifications Framework;

20.1.2 the achieved learning results, taking into account the corresponding level descriptor of the national qualifications framework, exceed the learning results provided by the educational program;

20.2 The applicant for recognition of formal education (hereinafter - the applicant) has the right to apply to the Academy for recognition of formal education within one week after obtaining the status of a professional student;

20.3 A professional student has the right to apply to the Academy for recognition of formal education once within the framework of one educational program;

20.3 The manager of the learning process is responsible for following formal education recognition procedures;

20.3 Stages and deadlines for recognition of formal education

20.3.1 The term of recognition of the learning results achieved within the framework of formal education is 1 month after the application is received in the process;

20.3.2 The formal education recognition process includes the following stages:

- a) submission of an application to the institution by the applicant;
- b) review/evaluation of the application and attached documentation by the commission;
- c) making a decision by the commission;
- d) issuance of an individual administrative-legal act by the director of the academy;

20.4 The application submitted by the applicant to the Academy in written form must contain the following data:

- a) the name of the academy;
- b) name and surname, actual and legal address of the applicant;
- c) e-mail address of the applicant;
- d) phone number of the applicant;
- e) the place and date of filling out the application;
- f) a request, in particular, a reference to the result/results of the study, which the applicant requests to be recognized;
- g) signature of the applicant;
- h) the list of documents attached to the application.

The application must include:

- a) a copy of the applicant's identity document;
- b) if the applicant for recognition is represented by a representative, a document confirming authority;
- c) a document confirming formal education (certificate recognized by the state and its annex (provided by such legislation

in case)/state document confirming higher or professional education – diploma and its annex/state document confirming general education) or its notarized copy, or a certificate confirming the specific learning results achieved within the framework of formal education;

d) any document issued by the legal entity implementing the institution/professional training and/or professional training program to determine the compatibility of the learning results achieved within the framework of formal education, which contains information on the achievement of the recognized learning result;

20.5 The Academy is not authorized to ask the applicant for documentation in the recognition of learning outcomes that will be achieved within the framework of formal education carried out by the Academy;

20.6 The head of the program checks the compliance of the application with the above-mentioned requirements within 3 working days. If the applicant does not present the relevant document by the deadline of the case, the Academy will set the applicant a period of not less than 5 and not more than 15 working days to present the said document;

20.7 In the event that the Academy sets an additional deadline for the applicant to submit the documentation, the application review period will be considered suspended in the said period;

20.8 If the applicant does not submit the relevant document within the deadline set by the Academy, the director of the Academy is authorized to issue an administrative-legal act regarding the application review;

20.9 within 3 working days after receiving the application, a commission is created by the individual-administrative legal act of the director of the academy, which ensures the evaluation of the presented documentation;

20.10 The commission is formed according to the recognized learning outcomes/module/modules;

20.11 The commission must consist of at least 3 members;

20.12 The commission may consist of the person/persons implementing the program/employer and a representative of the administration;

20.13 The participation of other persons in the composition of the commission is possible, the director of the academy makes a decision in this regard;

20.14 The commission is obliged to meet within 2 working days from the issuance of the commission creation order;

20.15 The institution has the right to invite the applicant to the commission's review, if his participation is necessary due to the purposes of the proceedings;

20.16 The commission's chairman and secretary are elected by the members of the commission. The commission is entitled to discuss the issue if the majority of the commission members are present;

20.17 The decision is considered adopted by the commission if it is supported by the majority of the members present. In case of equal division of votes, the vote of the chairman of the commission is decisive;

20.18 The decision of the commission is reflected in the protocol of the commission session, which is signed by the chairman and the secretary of the commission;

20.19 The member of the commission is obliged to declare about the conflict of interest and self-exclusion with the applicant, indicating the relevant basis;

20.20 The Commission shall vote on the issue of self-exclusion/exclusion. The member of the commission who self-excludes/who has been excluded does not take part in the decision-making process. A member of the commission is considered self-excluded/excluded from the moment of the relevant decision by the commission;

20.21 The Commission shall ensure the study of the submitted application and documentation to determine whether recognition is possible; The commission is not authorized to evaluate the applicant in order to confirm the learning results achieved;

20.22 After studying the submitted application and documentation, the commission makes one of the following decisions:

a) on the recognition of the learning result/results achieved within the framework of formal education;

b) on refusal to recognize the result/results of learning achieved within the framework of formal education;

20.23 The applicant is awarded credit through recognition in the case of recognition of the learning outcome provided by the module. In case of recognition of the learning results, the person is assigned the number of credits determined by the program for the purposes of which the learning results were recognized;

20.24 The commission's decision must be substantiated. It should indicate the learning result/results which were recognized or which the applicant refused to recognize with appropriate justification.

20.25 Based on the decision of the commission, the director of the academy issues an individual-administrative legal act, which must be specified

let it be:

- a) name of the academy;
- b) the identity of the applicant;
- c) Name of the educational program/module whose learning outcomes recognized/did not recognize the learning outcomes of a professional student;
- d) number of recognized credits;
- e) date and place of decision making;
- f) Procedure and deadline for appealing the decision.

20.26 The institution is obliged to take the decision of formal education
The applicant shall be informed about recognition/non-recognition within 3 working days after the issuance of the individual administrative act. decision
The applicant will be notified by e-mail and/or in writing and/or orally through communication;

20.27 The applicant has the right to appeal the decision made by the commission
And to apply the decision to the Academy about this within 2 working days from the introduction;

20.28 Within 2 working days after receiving the appeal statement, the director of the academy
An appeal commission is established based on an individual administrative act;

20.29 The appeal commission is composed of at least three members;

20.30 The composition of the appeal commission differs from the above-mentioned commission from the composition. The appeal commission will be headed by the head of the program, and the members will be the teachers of vocational education and administration
A representative who did not enter formal education for the purpose of recognition in the created commission;

20.31 The appeal commission meets within 2 working days after the order is issued;

20.32 The secretary of the appeal commission is elected by the members of the commission. The commission is authorized to discuss the issue if the members of the commission are present the majority;

20.33 The appeal commission's decision is considered to be made if it is supported
The majority of the members present will support it. Decisive in case of equal votes the vote of the chairman of the appeal commission;

20.34 The decision of the appeal commission is reflected in the minutes of the appeal commission meeting, which are signed by the chairman and secretary of the appeal commission;

20.35 The member of the appeals commission is obliged to state the applicant's status about conflict of interest and self-avoidance, indicating the relevant basis;

20.36 The Appeals Committee shall vote on the issue of self-exclusion/exclusion. The member of the commission who made the decision does not take part in the decision-making process self-avoidance/for which avoidance is set. Member of the commission Self-avoidance/avoidance is considered by the decision of the Commission from the moment of receipt;

20.37 The Appeals Commission makes the following decision:

20.37.1. Adopted by the commission created for the purpose of recognition of formal education on leaving the decision in force;

20.37.2. Adopted by a commission established for the purpose of recognition of formal education about changing the decision;

20.38 According to the decision made by the appeal commission, it is possible Make changes to the applicant's learning outcomes by the director recognition/non-recognition in the individual-administrative act issued;

20.39 The decision made by the appeal commission is notified to the applicant through electronic mail and/or written and/or oral communication within 1 working day after the decision is made.

20.40 The Academy provides an introduction to formal education recognition mechanisms For professional students as follows:

a) The rules for managing the learning process are posted on the official website of the Academy;

b) conducted within the framework of orientation and with professional students Information about formal education will be presented at the information meetings regarding recognition procedures;

20.41 Recognition of formal education is paid. The price is determined according to the recognized learning outcomes;

20.42 The recognition fee for one to four study results is 100 GEL. Every 10 GEL is added for recognition of the result of further studies;

20.43 The recognized module/learning outcome fee will be deducted from the professional the cost of tuition to be paid by the student;

Article 21. Recognition of education received abroad

21.1 The recognition of the education received by a person abroad is carried out by the Ministry of Education by the National Center for Quality Development, in accordance with the law;

21.2. Recognition of the education received by a person in the occupied territories
According to the operational areas, the Ministry of Education, Science, Culture and Sports of Georgia, the Ministry of Education of the Autonomous Republic of Abkhazia and the Ministry of Culture or the former South Ossetia Autonomous Region
Temporary administrative territorial unit created in the territory
Administration, in accordance with the law;

21.3 Issues related to recognition of education that is not available determined by the present provision, if necessary, of Georgia
In accordance with the legislation, it will be regulated by the order of the director.

Article 22. Award of qualification

22.1 Professional qualification – is the possession of professional knowledge and skills, which
It is confirmed by a diploma issued by a professional educational institution;

22.2. The qualification commission will examine each professional student personally
the case and received evaluations.

22.3. To obtain a professional qualification by a professional student
All learning outcomes must be taken into account by the modules.

22.4. The minutes of the commission's work will be submitted to the director.

22.5. Based on the minutes of the commission, the director issues an individual administrative legal
act for the relevant professional student.

on awarding qualifications. Data in accordance with the law
reflected in the education management information system.

22.6. Based on the act issued by the director, the institution prepares and
issues a diploma confirming the relevant qualifications, a sample of which
Made according to the conditions and procedures established by the current legislation
in accordance with and agreed with the relevant authorities. Proof of qualification
The diploma is signed by the director;

22.7 A diploma supplement is issued together with the diploma;

22.8. The procedure for recording the diploma is determined by the uniform procedure of the institution

according to the rule.

Article 23. Qualification Commission

23.1. The director of the academy creates a qualification commission (hereinafter - the commission)
by an individual administrative legal act.

23.2. The commission may include: a) the manager of the learning process; b) head of the relevant program; c) Program implementer/practice Supervisor/employer (business practice) d) case management specialist.

23.3. It is possible for other persons to participate in the composition of the commission
The director of the academy takes the decision in this regard.

23.4. The commission meets once upon completion of the relevant educational program then.

23.5. The decision of the commission is made in the form of a protocol, which is a qualification Basis for award decision

Article 24. Notification of completed courses

24.1 Vocational student who cannot fully master vocational
All components of the educational program and stop studying, are eligible
Request a certificate of completed modules or confirmed learning outcomes.

Article 25. Integration of professional students with special educational needs (SES) and disabled students into the educational process

25.1. Limited abilities (movement, motor, speech and others)

An institution for the involvement of persons with disabilities in the teaching and learning process provides an adapted learning environment, which means: a) institution the possibility of entering the building through a ramp; b) security guard Provides consultation and assistance to the person, as well as smooth movement in the entire territory of the institution. c) The employee of the administration provides Communication of a person with disabilities - consultation for all with the structural unit. d) with the library, if necessary, a librarian
It ensures that the desired literature is delivered to the educational audience.

25.2. The institution provides for the individual needs of persons with disabilities

Focused services, including educational resources
availability. However, in some cases, an assistant may be needed
Hardware or software, such as special software
For reading, for the blind and partially sighted. If the mentioned needs
A person with will run an institution with a desire to teach, in this case the institution ensures the purchase of appropriate support equipment;

25.3. Adaptation of learning resources also means learning resources

content or visual adaptation. eg: printed in relatively large font
Texts or simplified texts. For example, the modules indicate that the modules can be modified by persons with disabilities, which

means a change in learning outcomes. If the learning outcomes have changed, then this
It may also lead to a change in learning resources, for example, their simplification.

Article 26. Financial provision of the program

26.1 Within each program, the academy has developed a program
Forecasting of incomes and expenses related to the implementation of the program
budget. The accountant of the Academy takes part in the development of the budget
A working group created for the purpose of developing the program.

26.2. The program budget ensures the mobilization of financial resources of the Academy
and the sustainability of the program, which allows the correct definition of learning
Fees, cost-effective number of students in the group, etc.;

26.3 After the completion of the program implementation cycle, based on actual calculation,
changes in market prices or other objective circumstances, it may be
To change the profitability of professional students on the program and changes
to establish the program budget;

26.4 In the event that the institution is enrolled in the program implementation process
The number of professional students will decrease with the budget of the program
The director makes a decision based on the expected profitability margin
About professional students enrolled in the program, so as not to harm them
Legitimate interests (this may be the attraction of additional financial resources for this
for the purposes of implementing the program, or offering mobility)

Article 27. Purchase, storage and use of materials and raw materials used for educational purposes

27.1. Professional educational and professional training/professional
of the number of professional students/trainees enrolled in the retraining program, the modules
included in the program, and the professional

In the case of training/vocational training programs in the program

Given the defined materials and raw materials, the learning process

Manager no later than 10 working days before the start of the module/professional training/
professional training program

Produces in cooperation with implementing persons/program head

Gathering information about the required amount of consumables and raw materials

The received information will be submitted to the director for further response. educational

The process manager ensures that the necessary material is issued and spent

accounting in the appropriate journal;

27.2. Intended for training purposes for the person implementing the program

The transfer of materials and raw materials is formed by the acceptance-handover act; Acceptance

From the preparation of the act and for the person implementing the program of materials and raw materials

Within 2 working days after the transfer, the manager of the educational process will hand over the signed receipts to the accountant for further response;

27.3. They should be taken into account when purchasing materials and raw materials
Expiry date, at the moment of their use. Material/raw material purchase and
The manager of the learning process is responsible for storage;

27.4. Storage of materials and raw materials is carried out in the storage of materials and raw materials following the rules;

27.5 Vocational education teacher/professional
Persons implementing training/professional training programs
He is obliged to use the material and raw materials given to him
for learning purposes defined by the module/program;

27.6 At the end of the educational process provided by the module/program, if the material and raw materials are left unused due to economy (or other reasons), its
The transfer is carried out by the teacher of vocational education
for the manager of the learning process based on the act;

Article 28. Rules for storing and disposing of products created within the educational process

28.1 The product created within the educational process is an assessment evidence and is kept for three years after signing the contract;

28.2 The manager of the learning process implements the available evaluation evidence recording in the relevant electronic journal;

28.3 The product created within the educational process can be saved in the form of documentation, in electronic form, or placed on the global network;

28.4 The product in the form of documentation is stored in a binder
The identifying code is indicated in the electronic journal;

28.5 The product in electronic form is recorded in the digital form of information on the train

28.6. Electronic addresses In the case of a posted product (Internet),
in the global network are recorded in the register;

28.7 Product which is a process/or part of a process and which cannot be stored
It can be materially fixed in the form of a photo/video image and
stored on a digital data carrier;

28.8 It should be possible to store the product created in the educational process
Identification of author(s)/creator(s).

28.9 The manager of the training process is responsible for the storage of the products created within the framework of the training process for three years after signing the contract;

28.10 After the expiration of the prescribed period, the existing products are destroyed or the existing products may be used for educational purposes. Existing products are destroyed in accordance with subsection 35.15 of Article 35;

28.11 The professional education teacher is responsible for the product created in the process of confirming the learning results. After completing the module, the said product is charged to the manager of the learning process;

Article 29. Management of waste generated within the technological/educational process

29.1 Waste generated during the educational process must be disposed of in accordance with the waste disposal rules established by state bodies, if any. In other cases, the utilization should be carried out in such a way that the environment and surrounding people are not harmed;

29.2 The following types of waste are generated during the educational process:

29..2.1 paper waste (evidence of student assessment, material questionnaires, written-off books and magazines, used study materials, cardboard binders, paper and cardboard packages and others);

29.2.2 plastic waste (pen, plastic folder, file, marker, blackboard eraser, plastic packaging and others);

29.2.3 hazardous waste, which is collected in a special container placed in the academy on the basis of the agreement signed with the relevant company/organization;

29.2.4 Household waste - waste generated as a result of household activities, cleaning;

29.2.5 All the above-mentioned wastes, except for hazardous wastes, are collected in the garbage containers located in the academy, which the housekeeper provides for disposal in the municipal containers/bunkers designated for these wastes;

29.3 The removal of hazardous waste is carried out by the company/organization with which a contract has been concluded regarding the removal of hazardous waste;

Article 30 Rules for using material resources in the academy

30.1 The professional student/trainee is entitled to use the material-technical base of the academy, informational means, educational

Resources and other learning resources for learning outcomes provided by the module to achieve;

30.2 Academy employees and professional students/trainees are entitled to take advantage of the information technology infrastructure of the Academy;

30.3 Academy employees and professional students/trainees are eligible
They are allowed to use the building during breaks between lectures
Existing lobby, with existing work and recreation space in the academy.

30.4 on the proper operation of the bathrooms, heating and ventilation systems of the academy and the material and technical base at the disposal of the academy
Protection and maintenance is responsible for protection and safety specialist;

30.5 Necessary for the implementation of professional educational programs
Material resources to the head of the program, professional education
To the teacher, for activities and/or teaching, with the appropriate acceptance-handover act
Transferred by the manager of the learning process. Required for professional students/trainees
Material resources will be transferred to the educational process with the relevant acceptance-handover act
Manager/Program Head. The mentioned persons are responsible
on purposeful use of transferred material resources
and proper operation.

30.4 Academy employees and professional students/trainees are entitled to use the library resources in accordance with the Academy's "Library Regulations" and in accordance with the "Library Usage Rules";

30.5 Academy staff and professional students/trainees of the Academy have the right to:

30.5.1 to use the Academy's computer equipment and the Internet during working hours from 09:00 to 18:00;

30. 5.2 to find and download information through the Internet;

30.5.3 perform tasks, both individually and as a group;

30.5.4 to receive various types of information technology specialists
Consulting on hardware and internet services;

30.5 Academy staff and professional students are prohibited from:

30.6 installation of programs without agreement with an authorized person of the Academy (information technology specialist);

30.7 Use of entertainment and other non-educational, non-educational sites that do not is related to the work of the Academy staff or educational with the activity;

30.8 Non-targeting of "chat", forums and social networks on the Internet use of the service;

30.9 The staff of the Academy and the professional student of the Academy are obliged not to Damage the Academy's equipment/inventory and do not leave the computer on in condition.

Article 31. Methodology for determining the maximum number of professional students

31.1 contingent of professional students on educational programs

The following factors are taken into account when determining:

a) Vocational education involved in the implementation of the educational program number of teachers/program implementers/load;

b) A environment/space intended for theoretical studies - for students

The amount in the theoretical classroom will be calculated according to the following principle: each number of jobs per professional student;

d) B environment/computer class is used in all vocational education

for the program/educational program and will be calculated for the number of students one computer with full set for each professional student;

e) C environment/space intended for practice, number of students for practice

The room will be calculated according to the following principle: for each professional student number of professional student jobs in the environment; Every professional the area of the learning environment per student (if any); specific professional Inventory determined by educational program/educational program and equipment;

Note: A module can have two or three environments together, in this case

The appropriate designation is indicated (A and C; or B and C; or A and B; or A, B and C)

31. 2. If the room is used for two or more programs and groups, the space and equipment should allow each professional

The student should be able to attend the classes provided by the curriculum smoothly;

31.3. If the same resource is used for the purposes of different programs, it should be taken into account when justifying the contingent

capacity/throughput for each program. in that case

be taken

If the same program shares a common practice base, it should be visible in this base mechanism of use for the purposes of both programs;

31.4. The material and technical base intended for the implementation of the educational program (for the implementation of the activities provided by the modules required, in possession and/or use for the duration of the authorization (confirmed by relevant memorandums and agreements), proper Equipment training area, as well as computer (digital) equipment, which work In hours, in two shifts, learning should provide a predetermined learning outcome provider.

31.5. Capabilities of practice facility(s)/partner enterprise(s). specifically on the professional educational program/educational program professional The maximum number of students is determined with the internship site(s)/partner On the basis of the memorandum/agreement signed with the enterprise, professional Taking into account the maximum number of students that practices Facility(s)/partner enterprise(s) may receive;

31.6. When determining the number of students, the educational factor should also be taken into account Special requirements provided by the program (if any).

31.7. Increase of professional students within the program authorization period Accordingly, the possibility of redistribution of students according to academic years;

31.8. Development and growth of the educational program (material-technical Expansion of the base, the number of personnel involved in the implementation of the program (to increase, etc.) opportunities and steps provided by the strategic plan;

31.1 It takes place during the determination of the maximum number of professional students of the Academy determining the compliance of the mentioned aspects with the target marks;

31.2 The maximum number of professional students in a certain professional Educational programs may be determined by the program Requirements for professional students and program implementers About the ratio and more.

31.2.1 When determining the threshold quantity, it should be taken into account in shifts The possibility of teaching; also the possibility of drawing up a table of the hacked table in principle.

31.2.2 when determining the maximum number of professional students of the institution The work of professional students in A, B and C learning environments should be calculated number of seats; A learning environment - in case of teaching in one shift On average, it is loaded by 44%, which allows to receive twice the number of professional student jobs in A learning environment in one shift; B

The training environment can be loaded with an average of 5%, which allows
The mentioned environment should be used in two shifts, and c environment 51%;

31.2.3. The resource of the production practice object required for the implementation of the module
It should be enough for professional students distributed on the object. practice
It is stipulated by the agreements signed with the facility/partner enterprise
of professional students admitted to the practice facility/partner enterprise
quantity

31.2.4. It is possible to carry out one vocational education teacher
Several different modules, with a maximum workload of 40 hours per week.

31.2.5. Limit number of professional students for a specific program
The determination should take into account the case when the same environment
It is used for several programs. In such a case, the environmental load resource
must be distributed to all programs;

31.2.6 If the module/learning outcomes are to be implemented at the practice facility, then the
facility should be evaluated for the material-technical recommendations of this module.
Resource list of relevant equipment or alternatives and practices
It should be written in the contract signed with the object that professional
Students will be given the opportunity to use the facilities available for practice
material resources/equipment;

31.2.7 Decision on the maximum number of professional students on the program
The request/increase/decrease is reported to the Education Quality Development
National Center.

32. Determining the number of professional students on the professional educational programs
of hair services and nail services

32.1 "Keon Academy" LLC currently has an A environment (volume of 20 professional
for students), AB environment (capacity for 20 professional students + 20 laptops) and 2 (two)
C-environments (capacity for 40 professional students), which the Academy
Allows to simultaneously serve 40 professional students (each
on the program).

32.2 In determining the threshold amount for the hair service program
It is assumed that 44% of the educational program is implemented in the A environment, 5% in
the B environment and 51% in the C environment. Learning environment is - A, C, AB. Both
practice facilities can accept 40 professional students;

32.3 Within the scope of the professional educational program, the length of the program,
learning environment, equipment, material and technical base, production practices

Considering the number of facilities and professional teachers, the academy
Can serve 40 professional students.

32.4 The nail service program is limited to students per program

When determining the number, it is taken into account that 44% of the educational program is implemented in the A environment, 6% in the B environment and 48% in the C environment. learning environment

There are - A, C, AB. Depending on the load of environment A and environment B, it is possible

Using the specified audiences in two shifts. Both practice facilities can accommodate 40 professional students.

Within the framework of the professional educational program, the duration of the program, learning environment, equipment, material and technical base, production practice

Considering the number of facilities and professional teachers, the academy

Can serve 40 professional students.

32.3 Scheme of distribution of material resources

Learning environment AB

1. Projector 1pc (moving);
2. 1 computer of the person implementing the educational program;
3. Professional student's computer 20 units;
4. flash memory 1 pc;
5. Table - 5 seats, 4 pieces;
6. chair-20 pcs.;
7. Board-1 pc;
8. Table with a chair for the person implementing the educational program - 1 pc

32.4 Learning environment A

1 computer of the person implementing the educational program;

2 projectors 1 pc (mobile);

3 tables - 3 seats, 7 pieces;

4 chairs - 21 each;

5 boards-1 piece;

6 Table of the person implementing the educational program with a chair - 1 pc

32.5 Learning environment C (hair services)

1. 1 computer of the person implementing the educational program;
2. Desk of the person implementing the educational program (special) with a chair - 1 pc;
3. Projector 1 pc (mobile);
4. Set: mirror+cart-10 pcs;
5. A chair with a straight back - 10 pcs;
6. Sitting work chair - 2 pcs;
7. 1 board;
8. 2 headscarves;
9. Climazone 1 pc;
10. Mannequin 10 pcs;

36.6 Learning environment C (nail service)

1. 1 computer of the person implementing the educational program;
2. Desk of the person implementing the educational program (special) with a chair - 1 pc;
3. Projector 1 pc (mobile);
4. Professional student table with 5 seats, 4 pieces;
5. spec. chair 20+8;
6. 1 board;
7. Pedicure chair 4 pcs;
8. Sterilizer 1pc;
9. Packing machine 1pc;
10. Ultraviolet cabinet 1pc;
11. Gel drying device 2 units;
12. Paraffin apparatus 1 pc.

Article 33 Evaluation system

33.1 The assessment system must meet such requirements for assessment as: validity, reliability, transparency, fairness and objectivity;

33.1.1 The evaluation system is valid if the evaluation tool used is relevant to confirm the learning outcome that is being evaluated. as well as evaluation

The used tool provides the opportunity to evaluate the learning outcome according to all criteria;

33.1.2 The evaluation system is reliable if the results of the evaluation are supported by appropriate evidence;

33.1.3. The assessment system is transparent if the assessment process and confirmation conditions, requirements, as well as other necessary information about the assessment are known in advance to all persons to be assessed;

33.1.4 An assessment system is fair if the assessment process is organized in such a way that it allows the person to be assessed to confirm the learning outcomes achieved (including assessment time, assessment environment, materials used, equipment and other conditions). Also, during the evaluation, everyone was put in the same conditions;

33.1.5 The evaluation system is objective if all persons to be evaluated are evaluated in the same way under conditions of the same performance (results);

33.2 In the assessment of learning outcomes, a non-differentiated approach is used, which implies full confirmation of learning outcomes and is evaluated as follows: "learning outcomes have been confirmed" or "learning outcomes have not been confirmed";

33.3 Competency-based assessment is used in modular programs, which means assessment of the professional student's (assessed person) ability to possess knowledge and use skills (competence), according to the criteria predetermined by the module;

33.4 In order to receive credit for the module, all learning outcomes achieved by the module must be positively evaluated;

33.5 The learning result is considered to have been achieved if the professional student (person to be evaluated) was positively evaluated according to all evaluation criteria;

33.5 it is possible to simultaneously confirm several learning outcomes;

33.6 Assessment directions are: practical task with observation, practical task and survey. Of these, the first two are used for the assessment of practical skills, while the survey is more relevant for the assessment of theoretical-cognitive knowledge. However, in the assessment of practical skills, it is possible to evaluate certain theoretical knowledge in an integrated way, because practical skills are based on knowledge, however, rarely provide the opportunity to assess a wide range of knowledge;

33.7 Practical task with observation - the evaluator observes the work of the evaluated person in the process of performing the practical task. The observation is carried out in the workplace, in the workshop of the institution, in the laboratory or in any other place where the person to be evaluated carries out a practical task. The evaluator must plan the observation process in advance to determine how well the person being evaluated uses knowledge, skills and all resources to achieve the result. During the observation of the process, evidence can be presented by means of an assessment chart, an observation sheet, a video recording/ photograph of the activity of the person to be assessed, or other means;

33. 8 Practical tasks - this direction implies not only the evaluation of the "product" created by the person to be evaluated, the evidence of which can be presented in the form of a model, detail or other type of artifact made by the person to be evaluated, but also the evaluation of the "result" such as the one created by the person to be evaluated project, dyed hair, done hairstyle, signed contract, created CV, etc.;

33.9. Questionnaire - Questionnaire is mainly used to assess cognitive, creative, analytical skills. This method is used when it is necessary to determine the knowledge, perception, understanding, reasoning, analysis, planning, synthesis and evaluation skills of the person to be evaluated. The survey can be conducted both orally and in writing. It integrates all approaches within which academic skills can be assessed. As evidence, for example, a test completed by the person to be evaluated, or an evaluation sheet for an oral survey can be presented;

Article 34 Evaluation tool

34.1 The development of assessment tools involves three stages:

- a) preparation of assessment tools;
- b) development of assessment tools;
- c) validation;

34.2 The person(s) implementing the module has the obligation to create an evaluation tool within the professional educational programs, and the evaluation tool for confirming the learning results within the production practice is created by the person implementing the production practice - the practice instructor, in cooperation with the learning process manager/ program head/cooperation.

34.3 The assessment tool must correspond to the evidence and assessment direction defined by the module;

34.4 Assessment tools must be constantly updated, and respond to the development of the field/labor market requirements. Which means making changes periodically. Assessment instruments should be revised at least in line with changes in the relevant educational standard.

34.5 Validation of assessment tools is important, which ensures compliance with the fundamental requirements for assessment tools (validity, relevance and adequacy).

34.6 The evaluation tool presented by the vocational education teacher should include the following information:

34.6.1 logo of the institution;

34.6.2 name of the institution;

34.6.3 Registration number of the evaluation instrument

34.6.4 The assessment instrument is assigned a registration number upon successful completion of the assessment instrument validation process.

34.6.5 In a special column, information is indicated about the validation of the assessment tool. The date of validation by the evaluation tool is indicated, e.g. "Assessment tool validated on September 17, 2020"

34.6.6 Name of the professional educational program;

34.6.7 Name and code of the module In the given graph, the name of the module is indicated, for the confirmation of the learning results of which the given assessment tool was created;

34.6.8 number and title of learning result(s); In this column, the number and name of the learning outcome(s) of the module for which the given evaluation tool was created to confirm the learning outcome(s) is indicated;

34.6.9 Evaluation criteria numbers;

34.6.10 assessment direction;

34.6.11 From the directions of evaluation, the appropriate direction: survey, practical task with observation; practical assignment;

34.6.12 description of the task - the task must be described clearly, in understandable language;

34.6.13 task performance instructions;

34.6.14 The time for evaluation is indicated in the given graph

A duration defined in hours, e.g. 2 hours, 2.5 hours. If one

The assessment tool combines several learning outcomes at the time of assessment should be defined in relation to each learning outcome;

34.6.15 Evaluation site/environment description The evaluation process may take place in the A, B, C environment of the institution implementing the professional educational program, which are equipped with appropriate equipment/inventory/material

with raw materials. It is possible for the assessment to be carried out in a real working environment. Both

For the case, the evaluation space should be filled with an evaluation tool

to the established conditions and to perform the tasks defined by the assessment tool ability to fully perform;

34.6.16 Technical equipment/materials/inventory necessary for the evaluation process

A list of technical equipment/inventory and material, which

will have to be used by the assessed person to perform a specific task;

34.6 .17 Additional Terms The additional terms that are permitted are described

For the professional professional student/appraiser in the process of assessment. For

example: using a dictionary, legislation or calculator, collaboration

with other professional vocational students/assesseees during the assessment process

and others), this column may also indicate admission to the evaluation process

prerequisite (if any);

34.6. 18 Evaluation criteria and evaluation scheme Evaluation tools must have evaluation criteria and evaluation scheme defined for the task.

scheme;

34.6.19 Evidence requirements

34.6. 20 What kind of evidence will be provided for the performance of the task

Confirmation should be indicated in the appropriate column;

34.6.21 Conditions for confirming the achievement of learning outcomes each

Permissible error rate/performance for practical/test task

minimum quality, in which case the performed work will be evaluated positively;

34.6.22 information on repeated assessment;

34.6 23 Vocational education teacher's name, surname;

34.6 Name, surname of 24 professional students;

34.6.25 In the evaluation column, a note should be made: the result has been confirmed/ not confirmed;

34.6.26 Signature of vocational education teacher

34.6.27 signature of professional professional student;

34.6.28 date of assessment;

34.6.29 Other types of information, depending on the needs of the instrument

34.6.30 The name of the evaluation tool, e.g. Test and/or practical assignment

34.6.31 recommendations on labor, health and environmental protection;

34.6.32 information about the appeal;

34.6.33 Additional conditions In this column, other additional requirements or conditions are indicated, which are determined individually for a specific evaluation tool;

34.7 Agreement/validation of the evaluation tool by the vocational education teacher is carried out by the manager of the learning process, who is authorized to involve the field specialist/program head in this process;

34.8 At least 10 working days before the evaluation process, the professional education teacher sends/presents the draft of the developed evaluation tool to the manager of the learning process;

34.9 The learning process manager together with the field specialist/program head checks the technical and content side of the evaluation tool within 3 working days after receiving the evaluation tool.

34.10 In case of deficiencies, the evaluation tool with recommendations/notes/instructions is returned to the professional education teacher within 2 days, who is obliged to present it in a revised form within two working days;

34.11 The learning process manager rechecks the evaluation tool and, if necessary, involves the field representative/program head;

34.12 Tested assessment tool in case of validation is used for the purpose of assessment of professional vocational students;

Article 35. Evaluation evidence

35.1 Evidence of evaluation is proof that the evaluation process took place and was carried out in full compliance with the requirements;

35.2. In the process of evaluation, decision-making, professional education
The teacher must evaluate the relevance of the presented evidence to the learning
In relation to the outcome criteria. Vocational education teacher
Based on the evidence, it considers whether the professional student can
Completing the task sequentially. Vocational education teacher
It is important to evaluate the evidence based on a number of principles
Assessment should be based on evidence that must be valid, transferable, authentic, sufficient
and of quality against the requirements set out in the module specification.
level appropriate;

35.3. Sufficiency of evidence – evidence is sufficient if this evidence
Based on this, we can conclude that a professional student can work
implementation in accordance with performance criteria;

35.4. Validity of evidence – Evidence is valid if it accurately reflects
what should be evaluated;

35.5. Authenticity of proof – A proof is authentic if it is executed
by the assessee;

35.6. Transferability of evidence – evidence is transferable if its
On the basis we can conclude that the professional student of the same task
Not only educational or
in a simulated, but also in a real work environment;

35.7. A module on storage/retrieval of assessment-related evidence
During the implementation period, the person implementing the module is responsible;

35.8 After completing the module and carrying out the assessment, the professional
The education teacher is obliged to hand over the completed evaluation tools and the available
evaluation evidence to the manager of the educational process;

35.9. Evidence related to the evaluation (data, information, artifacts, photo and video images,
audio recordings, etc.) is recorded as evidence.
in the registration journal, which is produced/filled in electronically;

35.10 The logbook of evidence registration is completed by the manager of the training process, who
includes the following information: name of professional educational program, module name,
module identification number, number of professional students
Name number, about proof of the group
Information (electronic, printed), information about attachments, appraiser
first name, last name, date of submission of evidence and note;

35.11 evidence can be preserved both in physical and electronic form;

35.12 The purpose of evidence accounting is to correctly identify evidence and, if necessary, trace it;

35.13 The learning results confirmed by the professional student are registered in the source;

35.14 The form of the evaluation source includes the following information: logo and name of the institution, number of the source, name of the program, name of the module, number of credits, name and surname of the professional student, study results and its confirmation/non-confirmation, dates of evaluation/re-evaluation, signature of the person implementing the module, column indicating the existence of evaluation evidence;

35.15 The evidence is kept for a period of 3 years from the signing of the certificate, so that it becomes available to internal and external verifiers. Then they are destroyed without harming the environment. A commission consisting of at least three members is established by an individual-administrative legal act of the director for the destruction of evaluation evidence. After the evaluation evidence is destroyed, a protocol is drawn up by the relevant commission. The members of the commission themselves determine the secretary of the commission and the chairman of the commission. The commission may include the manager of the learning process, the head of the corresponding program, the professional education teacher and any other person at the director's discretion;

35.16 The assessment sources are registered in the relevant accounting journal and are kept in the appropriate portfolio with the manager of the learning process until the qualification is awarded to the professional student, and after the qualification is awarded, they are transferred to the administrator and are kept for life.

35.17 The results of the evaluation of professional students may be used in the development of educational programs. Based on these results, the sequence of modules, teaching methods, assessment tool or educational resources, etc. can be changed;

Article 36. Administration of evaluation process

36.1. At least one week before the implementation of the evaluation process
Process Manager/Vocational Education Teacher to Vocational Students
informs the rules and regulations of the evaluation process;

36.2. The assessment process before the start of professional students training process
Conduct rules are enforced by the manager/vocational education teacher
About instruction. After listening to the instruction for all professional students
At the same time, the evaluation time will start.

36.3. In order to carry out the assessment process in an organized manner, professional professional
The student is obliged to the evaluation process: to appear for the beginning of the evaluation
at a certain time;

36.4. During the assessment, the professional student is prohibited from: a) using a mobile phone
Using a telephone or other electronic equipment (except in cases where
is allowed according to the assessment procedure);

b) supporting material for the evaluation process - manuals, records, sheets
and others use (except when it is allowed by the assessment rule);

c) Negotiating, providing or receiving assistance in any form, other professional
obstructing a professional student in any way;

36.5. In case of violation of the requirements stipulated in this article, professional
The student will be given a warning, and if the violation is repeated, he will be placed
Separately from the rest of the professional students, with this provision
By complying with the conditions of the provided evaluation process or they will leave it
evaluation space. Withdrawal from professional student evaluation without notice
Possible only in case of gross violation. In these cases, professional
Leaving the evaluation space by the student is formalized by the protocol.

36.6. In case of completion of the assigned task (test, practical task) before the end of the
evaluation time, the professional professional student has the right to leave
place of assessment;

Article 37 Observer

37.1 In order to conduct the assessment process objectively and transparently in the Academy
The assessment process may be accompanied by a learning process
Manager/Program Head/Quality Assurance Manager;

37.2. An observer is a person who, according to the rules provided for in this provision
In case of violation, he is authorized to take measures to eliminate the violation and
To establish order in the evaluation space.

37.3. The observer is forbidden to help the professional student in any way or
hindering their work;

37.4. The category of violation of the rules of conduct is determined by the professional student
The form of the sanction to be implemented.

37.5. Forms of sanction are: warning and removal from assessment. will be removed from the assessment
In this case, the work of the professional student will be canceled.

Article 38. The procedure for informing professional students about the evaluation results

38.1. Professional within one working day after conducting the assessment process
The education teacher submits the completed form and evidence of assessment
the manager of the learning process;

38.2 A professional student can within two working days of the evaluation process
Individually receive information about study result confirmation/non-confirmation
from the learning process manager or directly from the module implementer
from a person;

38.3. The institution carries out professional evaluation of student results
monitoring. Professional students receive feedback on their performance
regarding work. Personal data is protected during feedback. that
If 75% of vocational students fail to confirm the learning outcome/module, then the vocational
education teacher will present a report card and analysis
Potential failure to confirm learning outcomes from professional students
about the reasons. Learning process manager of the said learning outcome/module
in order to cope. Appoints professional students in agreement with the directorate
additional lectures.

38.4. It is not allowed to identify a specific professional student in the group
In the conditions to publicize his evaluation, if the professional student does not have it
Express consent (verbal or written). Consequences in such a case
It will be discussed in general terms.

Article 39. Appeal procedure

39.1 A professional student has the right to appeal the learning outcome evaluation process
and/or assessment result.

39.2 If the professional student the process of evaluation of the learning outcome
He considered it unfair, he should make a statement immediately after the evaluation process
Apply to the manager of the learning process. must be recorded in the statement
Specific violations and the request of a professional student, otherwise

The application will not be considered;

39.3 If the professional student considered the evaluation result to be unfair, he/she
It should be done within 2 working days after receiving the information about the evaluation result
Apply to the manager of the learning process. specified in the statement
Must be the criterion/criteria with which the evaluation disagrees
professional student and request a review of the received assessment;

39.4 Learning process manager for professional student learning
Within 2 working days from the receipt of the application for appeal of the process/outcome
submits the information to the director, who no later than the second working day after receiving
the information, issues an order regarding the creation of the appeal commission, which will
include the relevant field of professional education
Teacher/invited person who did not participate in the evaluation process, quality
Security Manager. The commission shall meet no later than after the issuance of the order
one working day.

39.4 The commission meets within one working day after issuing the relevant order and
Reviews professional student appeals and evaluation evidence. the commission
may make one of the following decisions:

- a) to leave the assessment of the professional student in force;
- b) to make a decision on the positive evaluation of the result/results of the professional student's study;

39.5 After completion of the mentioned procedure, evaluation of the professional student
Evidence, with the conclusion of the appeal commission (signed by the appeal
all members of the commission) together, returns to the manager of the learning process, who
If necessary, ensures the reflection of the result of the relevant conclusion in the source and
To notify the professional student of the decision within one working day, by e-mail/and/or oral
communication/and/or written communication
by means of training if necessary to appoint a repeated exam
The process manager determines the revalidation of the result/results
A date which, in the case of a prerequisite module, is at least 3 days before its start
It will be noted before, and in the case of other modules, before the end of the program.

39.6 The decision of the commission is final and may be appealed by law in the prescribed manner.

39.7 In case the professional student did not appear for the evaluation process In order to be admitted to the re-examination, he applies to the educational process

To the manager:

- a) in the case of a prerequisite module, at least three weeks before the start of the module;
- b) in the case of other modules, at least three weeks before the end of the program;
- c) in the case of the last module determined by the curriculum, within one week after the evaluation;

39.8 If the application is reviewed and approved, it will be issued by the director Order on admission to re-evaluation of professional student. order Based on the manager of the training process with the professional education teacher and By agreement with the professional student means the date of re-evaluation. In the case of a prerequisite module, the secondary assessment must be conducted at least 3 days before the start of the module; In the case of other modules of the program until completion. And in the case of the last module defined by the curriculum within one week after the evaluation;

39.9 A person is given the right to go for repeated assessment twice, both times negative In case of receiving the results, the professional professional student is obliged retake the unconfirmed learning outcome(s) of the module;

39.10 In the case of a written request for a repeated assessment (closed during tests) the content of the evaluation tool changes;

Article 40. Development of calendar plans for the implementation of the module

40.1. The calendar plan of the module will be developed by the implementer of the relevant module Vocational education teacher.

40.2. The project of the calendar plan of the module will be submitted to the educational process To the manager/program head who, if necessary, with notes and Proposals are returned to the person implementing the module, if the module The draft calendar plan does not require any changes to the curriculum The process is carried out according to the mentioned calendar plan;

40.3 In the event that the training process cannot be carried out in the agreed module According to the calendar plan, the person implementing the module implements it

instructions in the appropriate column of the document and after the completion of the module will be transferred to the manager of the learning process;

40.4 The calendar plan of the created module of the learning process is kept until the final assessment of this module. After this period, it is destroyed according to the instructions of the Academy

Article 41. Internal verification of the assessment system

41.1 Verification is a mechanism for ensuring compliance with the requirements established by the standard of the evaluation system used in the academy. The mechanism is part of the internal quality assurance system, the quality assurance manager is responsible for it, although other persons may be involved in the process (vocational education teachers, administration representative, field expert, etc.) the verifier should not be the person who developed the evaluation tool or participated in the development process. The director of the academy creates a verification group by order. The group is headed by a quality assurance manager.

41.2. Verification is carried out in three directions:

41.2.1 Verification of the used evaluation tool;

41.2.2 verification of the evaluation process;

41.2.3 verification of created evidence;

41.2.4 The quality assurance manager is involved in the verification process, establishes a verification plan during the academic year, which can be written into the one-year action plan of the academy and/or the quality manager's action plan, selects the instruments to be evaluated, selects the verifiers who will be involved in the verification process, identifies the evidence to be evaluated and request from the learning process manager. After the verification team is approved by the director's order, instructs them about the work to be done; organizes the review of the draft of the verification report; carries out monitoring of the implementation of the recommendations issued in case of need;

41.2.4. The learning process manager - is involved in the verification process, checks the technical side of the compliance of the evaluation tool with the module and performs the validation of the evaluation tool together with the head of the program/teacher of the field; ensures the transparency of the evaluation process,

fairness and objectivity; is involved in the preparation of the implementation plan of the given recommendations if necessary;

41.2.5. The head of the program - is involved in the verification process, validates the assessment tool together with the learning process manager, checks the content side of the assessment tool's compliance with the module and ensures the transparency, fairness and objectivity of the assessment process; is involved in the preparation of the implementation plan of the given recommendations if necessary;

41.2.7. Head of production practices - ensures transparency, fairness and objectivity of the evaluation process;

41.2.8 Verifiers of education/field determine compliance with the direction of the evaluation tool; They compare the content of the instrument in terms of validity and adequacy; They check whether the time, circumstances, resources/materials determined for the professional student assessment were adequate, they check the absence of physical evidence; check the operation of the mechanism of prior information of the person to be assessed;

41.2.8. Verification is carried out in three stages. In the first stage of verification, the validation of the evaluation tools is carried out, for which the vocational education teacher/practice instructor develops the evaluation tool, and in accordance with Appendix 1, the learning process manager checks the technical and program head/teacher of the field - the content side of the evaluation tool. A validated assessment tool is used in the assessment process.

41.2.10. In the second stage of verification, observation of the assessment process is carried out in order to assess the transparency, fairness and objectivity of the assessment process. Observation of the evaluation process is carried out selectively, by representatives of the administration and/or program managers in accordance with Annex 2.

41.2.11. At the third stage of verification, the verification of already created evidence is carried out.

41.2.12. During the verification of assessment evidence, not all professional student evidence is considered, however, a sufficient number of works are selected to determine within the module how objective the assessment of the vocational education teacher is and how much it adheres to the standard. The sampling rate is influenced by risk factors. Accordingly, the analysis of risk factors

This may lead to an increase in sample size. The risk factors are: the factor of the novice teacher, all students received a negative assessment during the initial assessment within the module, all students received a positive assessment during the initial assessment within the module, the number of practical assignments in the module (3 or more assignments); 4 or more learning outcomes assessed simultaneously with one instrument; 1-2 learning outcomes assessed simultaneously with one instrument;

41.2.13. Each risk factor is divided into low, medium, high and critical risk factors and assigned a corresponding score. In particular:

low risk factor - 1 point;

average risk factor - 2 points;

high risk factor - 3 points;

Critical risk factor - 4 points.

risk factors	The score assigned is the size of the sample	
4 or more learning outcomes assessed simultaneously with one instrument	3	at least 70% of the evidence
A set of practical tasks in the module (3 or more)	3	at least 70% of the evidence
The factor of novice professional education teacher	4	at least 80% of the evidence
In the initial assessment, all professional students received a positive assessment	2	at least 70% of the evidence
In the initial assessment, all students received a negative assessment	3	without lack of evidence 70%

1-2 learning outcomes
assessed simultaneously
with one instrument

1

at least
50% of the evidence

41.2.14 If a certain non-conformity and/or deficiency with respect to the standard is observed by the verification team, the sample size for assessment is increased. In case of inconsistency and/or deficiency in the selected evidence for a critical risk factor, the sampling volume is increased to 100%, and from the lower risk factor to the sampling volume of the next risk factor. The verification is carried out in terms of the risk factors with the highest coefficient, then it includes low and medium risk factors and evaluates the evaluation system used by the Academy in relation to the requirements established by the standard in a unified way;

41.3. All members of the verification team should be provided with the documents in full so that the members have an opportunity to read them carefully. Each participant must fill out a verification questionnaire. (See Appendix 3) The said questionnaire will be used as a means of forming and sharing common opinions based on individual comments. The verifier may add his criteria to the existing list.

41.4 The verifier/verification team must: ÿ

41.4.1 to study the submitted assessment tools/evidence/other documents confirming the assessment process; ÿ

41.4.2 Meet with the assessment tool developer, learning process manager and other involved parties as needed. ÿ

41.4.3 discuss issues to be resolved; ÿ

41.4.4 Agree on final comments on assessment tools/evidence.

41.5. All members of the verification group have an equal opportunity to participate in the process;

41.6. In the process of agreement on the discussed issues, it is important that the competence of all participants of the verification group is fully used and the verification of evaluation tools is carried out complexly and objectively based on all criteria. Completed by each member of the verification team

The results of the verification questionnaire will be summarized. Each will identify the issue(s) that need clarification and discussion.

41.7. The verification group considers each issue, agrees on a unified position and in the conclusion, a reconciled opinion is recorded;

41.8 The verification process ensures that assessment and verification records are available to the assessor himself.

for the organization to analyze, as well as for external verification of the evaluation process for the organization responsible for (verification);

41.9. Internal inspectors (verifiers) of quality assurance of the institution
Accurate records of evaluation and inspection (verification) must be given to the manager;

41.10 Defects/remarks/recommendations revealed during verification
After the determination, the summary position is introduced to the assessment tools
For the development group/learning process manager and others of the institution
for personnel, for their further development;

41.11. After the completion of the verification process, a verification report is prepared;

41.12. Re-verification is required when a new assessment is made
creating tools or making changes to existing assessment tools;

41.13 It can also serve as a basis for initiating a change in assessment tools
the results of the evaluation process analysis;

41.14. The evaluation tool can be revised on the basis of initiation. The quality assurance manager, internal verification group, training process manager, program implementer have the right to initiate;

41.15. During the implementation of changes, assessment tools should be used from scratch
pass validation;

41.16. The results of the verification process are reflected in the relevant conclusion, the conclusion should be clear and perfect. The conclusion should clearly state how much was/wasn't
Evaluation of professional students is valid, reliable, accurate and fair
objective. All problematic issues should be identified. account
It must include a description of the process, results and evaluations as well
process improvement recommendations, draft action plan, (requirements
in case) the report is signed by the person(s) responsible and participating in the process; The
quality assurance manager reports the verification with a report card
submits to the director;

41.17. The verification results are discussed in the academy, both interested professional teachers and other persons can participate in the discussion, field experts, employers, practice implementing organizations and others can be invited to the meeting;

41.18. As a result of the discussion and analysis of the conclusion, the parties involved in the discussion should agree on ways to eliminate the problems. If necessary, appropriate changes will be made in the regulations.

41.19. The institution will develop an action plan based on the conclusion and review of the conclusion. The action plan should fully reflect all the activities to be implemented to solve the problematic issues outlined in the conclusion. The action plan should also outline: implementation timelines, performance indicators and required resources. This may become part of the annual plan if it is a large-scale issue. If it concerns an individual teacher/module, it may be written separately. The institution should monitor the implementation of the action plan;

41.20. Based on the analysis of the verification results, the verification process may be changed and new regulations may appear, which will be approved by the director's order.

Article 42. Additional provisions

42.1 In the event of a change in the training space/address/place of achievement of learning results by the academy - educational institution, the academy is obliged to inform the National Center for Quality Development about the said change within 30 days from the issuance of the relevant legal act on the change and to submit the corresponding justification and evidence to the center;

42.2 In case of addition and/or removal of study results in the professional educational program, the Academy is obliged to inform the National Center for Quality Development about the said change within 30 days from the issuance of the relevant legal act on the implementation of the change and to submit the corresponding justification and evidence to the Center;

42.3 This rule is approved by the order of the director of the academy. Any changes and additions to this rule are made by order of the director of the academy;

General Information	compliance		
	Yes, you share	Rev	No
The name of the educational institution is indicated			
It is indicated in the professional educational program name			
The module name and registration number are indicated			
The direction of assessment is indicated			
An assessment tool is indicated			
The name of the professional education teacher is indicated and last name			

Appendix 1 of the technical side and the content part of the evaluation tool
check form

The technical side of the assessment tool		Yes	Part of Lob Rive Rive	No
1	The assessment tool includes the learning outcome/outcomes and naming the performance criteria for which evaluation It was created			
2	Tasks defined by the assessment tool in understandable language is described			
3	Instructions for completing the task are given			
4	The assessment tool outlines the tasks to be completed allocated time			
5	The environment and conditions, technical equipment, material and inventory required for the assessment are described			
eg if and when of the assessment tool Section 6 describes the conditions of the assessment process, With textbooks, dictionaries, calculators, the Internet, etc. benefit.		Yes	Partially Content	No
1	questions/tasks defined by the assessment tool			
7	The permissible number of defects/minimum performance is established			
2	The degree to which the work performed will be evaluated of questions/tasks defined by the assessment tool positively			
·	The amount is sufficient to confirm the learning outcome			
8	The assessment tool includes information on repetition			
3	Assign the possibility of assessment			
9	Time is enough to complete the task. It is determined what kind of evidence it will be			
4	Confirmation of the achievement of the learning outcomes provided in the assessment tool correctly identifies gaps · Acceptable norm/minimum quality of performance.			
Assessment tool testers				

Annex 2 Assessment process observation sheet

Keon Academy Ltd

Assessment process observation sheet

Name of educational program:

Module name:

registration number:

Result Confirmation Date:

Assessing professional teacher:

Head of the program:

Verifier:

evaluation process

Yes

No

1 Assessment started at the appointed time

2 Assessment takes place at a predetermined location

3 The evaluation is carried out on a predetermined instrument using

4 Assesseees had full use of time opportunity

5 The assessment conditions were known in advance to the person to be evaluated (time and place, duration, evaluation criteria)

6 The assessment process was provided with the necessary materials and with raw materials

7 Evaluator involvement was minimal and observational in nature was limited

Comments and recommendations regarding the assessment process:

Head of the program:

Verifier:

Appendix 3

Keon Academy Ltd

Verification conclusion

Name of the program	
Module/Learning Outcome	
appraiser	
evaluation period	
verifier	
Conducting verification period	

part of the system	Inspection approach	indicator	yes/no	Evidence is not a recommendation in case	
validity					
An assessment system is valid if the assessment tool used is relevant to the To confirm learning outcomes that are assessed. Also, evaluation used The tool provides an opportunity to evaluate the learning outcome of all criteria according to.					
evaluation instrument	evaluation instrument Study	evaluation used The tool is			

	by a specialist	Corresponding to the assessment direction defined by the module.			
	Study of the assessment tool by a specialist in the field	Content of the assessment tool fully assesses the learning outcomes to be assessed, according to all the criteria established by the module.			

reliability

An evaluation system is reliable if the results of the evaluation carried out are supported by appropriate evidence.

Evidence of assessment	Examination of the evidence by a specialist	Evidence exists for all learning outcomes for each individual assessed.			
	Examination of the evidence by a specialist	The evidence is authentic, that is, it is possible to identify the person being evaluated.			
	A review of the evidence by a specialist in the field	The evidence is sufficient, that is, according to the evidence, it is possible to be sure that the task is all			

		meets the criteria.			
	A review of the evidence by a specialist in the field	The evidence is valid, that is, it reflects what should have been evaluated.			

Transparency

The assessment system is transparent if the assessment process and confirmation conditions, requirements, as well as other necessary information about the assessment are known in advance to all persons to be assessed.

evaluation process	Study of assessment regulation and/or assessment tool	The regulation envisages a mechanism for prior informing the person to be assessed about the assessment.			
	of the assessed person Interviewing, other evidence	Prior information is provided in such a way that there is evidence of this.			
	Interviewing the appraised person	Prior information is provided in a reasonable time frame and form so that the student can use this information.			
	of the assessed person Interviewing	Advance notification is carried out			

		Taking into account reasonable deadlines, so that the student can be technically prepared for the assessment process.			
	Interviewing the appraised person	The mechanism provided for by the regulation, regarding the preliminary informing of the student, is practically implemented.			
justice					
An assessment system is fair if the assessment process is organized in such a way that it allows the person to be assessed to confirm the learning outcomes achieved (including assessment time, assessment environment, materials used, equipment and other conditions). Also, during the evaluation, everyone was put in the same conditions.					
evaluation process	Study of the assessment tool (in the conditions section) by a specialist in the field	The time allocated for evaluation is sufficient.			
	Study of the assessment tool (in the conditions section) by a specialist in the field	Assessment is planned in an appropriate environment.			

	Study of the assessment tool (in the conditions section) by a specialist in the field	Provision of appropriate equipment is provided for evaluation.			
	Study of the assessment tool (in the conditions section) by a specialist in the field	Provision of appropriate materials is provided for evaluation.			
	of the assessed person Interviewing, attending an assessment process or viewing a transcript (if available)	The evaluation process was carried out in accordance with the specified conditions.			

objectivity

An evaluation system is objective if all evaluators are evaluated in the same way under the same performance conditions.

evaluation process	All tasks performed in the same way of evaluation are evaluated in the same way.	and studied evaluation			
--------------------	--	------------------------	--	--	--

		Tasks performed at different levels (in relation to compliance with criteria).			
--	--	--	--	--	--

		It is different done			
--	--	-------------------------	--	--	--

Signature of the verifier:

/name surname/

/name surname/