# APPROVED

Order of the Rector of the National School of Judges of Ukraine

\_18.03.2025 №\_27

# PROVISIONS

# about the Testing Center

# National School of Judges of Ukraine

1. **General provisions**
2. The Testing Center of the National School of Judges of Ukraine (hereinafter also referred to as the Testing Center, the Center) is an independent structural unit (as a department) of the National School of Judges of Ukraine, subordinated to the Rector of the NSJU and accountable to and controlled by the Vice-Rector of the NSJU in a particular area, who coordinates the activities of the Center.
3. The Testing Center is a scientific and methodological department responsible for preparing materials for the High Qualifications Commission of Judges of Ukraine (hereinafter also referred to as the Commission) to ensure that examinations, qualification examinations of candidates for the position of judge and judges are conducted within the framework of procedures announced by the Commission (qualification assessments, selections, competitions, etc.).
4. In its activities, the Center is guided by the Constitution of Ukraine, laws of Ukraine, resolutions of the Verkhovna Rada of Ukraine, decrees of the President of Ukraine, acts of the Cabinet of Ministers of Ukraine, other bylaws, decisions of the High Qualifications Commission of Judges of Ukraine, the High Council of Justice and other bodies in the justice system of Ukraine, the Labor Code of Ukraine, the Collective Agreement of the National School of Judges, the Internal Labor Rules, the Statute of the National School of Judges, the Rules of Procedure of the National School of Judges, orders of the Rector of the National School of Judges, other regulatory legal acts and this Regulation.
5. The work of the Center is carried out in accordance with the work plans of the National School of Social Sciences of Ukraine and the work plans of the Center, as well as individual instructions of the management of the National School of Social Sciences of Ukraine.
6. The structure and staffing of the Center is approved by the Rector of the NSJU.
7. For the purpose of prompt fulfillment of tasks, the Center may form temporary and permanent working groups to develop methodological and test materials by specialization and other criteria determined by the Head of the Center in agreement with the Rector of the NSJU.
8. The Center has a round seal with the name of the structural unit, the sample of which is approved by the order of the Rector of the NSJU
9. Employees of the Center are appointed by order of the Rector of the National School of Economics and Business upon the proposal of the Head of the Center in agreement with the Vice-Rector of the National School of Economics and Business in a particular area.
10. The responsibilities of the Center's management and employees are determined by their job descriptions and this Regulation.
11. **Objectives of the Center**
12. The main task of the Center is to provide scientific and methodological support to the activities of the High Qualification Commission of Judges of Ukraine in the organizational preparation of the qualification exam in the procedures for the selection of a local court judge and/or competition for a vacant judicial position, qualification assessment of judges and candidates for the position of judge under the Commission's procedures (hereinafter - the exam).
13. The scientific and methodological support of the Commission's activities related the organizational preparation of the examinations consists of
14. Developing draft programs for the exam stages and monitoring their current status.
15. Developing draft taxonomic characteristics.
16. Developing exam tasks, creating databases of exam tasks, monitoring their relevance and ensuring their confidentiality.
17. Ensuring the relevance of the exam tasks by updating them and ensuring confidentiality at the stage of their development.
18. Keeping records of authors, reviewers and editors of exam tasks.
19. Informing the Commission and other entities involved in the procedures of selection for the position of a local court judge, competition for a vacant position of a judge, and qualification assessment about the authors, reviewers, and editors of exam questions, while maintaining confidentiality.
20. Informing the Commission of the loss of relevance of the exam program or task no later than three business days from the date of such event.
21. Submitting proposals to the Commission no later than twenty working days from the date of the expiration of the examination program or task to make appropriate changes to the program or database of examination tasks (replacement of the required number of tasks).
22. Determining the procedure for forming databases of test materials (test tasks, practical tasks, etc.) for examinations of judges and candidates for the position of judge, including the procedure for development, review, literary review (editing), testing, updating and adaptation and their transfer to the Commission.
23. Preparing proposals on the form of tasks for examinations of judges and candidates for the position of judge, criteria for evaluating the results of such tasks.
24. Conducting training on the preparation (development, review, and literary editing) of test materials.
25. **Functions of the Center**
    1. In accordance with the tasks assigned to it, the Center:
       1. He studies Ukrainian and European Union law, current Ukrainian judicial practice, the case law of the European Court of Human Rights and the Court of Justice.
       2. Carries out scientific and methodological work on the preparation of draft scientific and methodological recommendations for the Commission on conducting the stages of examinations; preparation of draft examination programs and taxonomic characteristics of tests, preparation (development), review, literature review of test materials, their updating, testing, adaptation; preparation of recommendations for analyzing test results and analyzing test results, including psychometric analysis with the involvement of an appropriate external specialist upon agreement.
       3. Ensures organizational and methodological work on the preparation and testing of test materials, the formation of methodological documentation for the stages of creation and use of test materials, determination of the topics of sections and subsections on the basis of which test questions will be developed, determination of categories of cases on the basis of which practical tasks will be developed.
       4. Organizes work to ensure the creation and operation of test materials databases, including ensuring security and confidentiality when working with test materials, storing test materials in the NSJU, monitoring their relevance and compliance with applicable laws and court practice, making proposals for revising materials, and using specialized software (if available). The security and confidentiality of the test materials is ensured based on the proposals and recommendations of the Information Technology Department of the NSJU.
       5. Conducts analytical and forecasting work, including the preparation of analytical reports, plans, recommendations, etc.
       6. Ensures coordination and organizational work on the preparation of tasks for the development, review, and literary editing of test materials; coordinates cooperation with external specialists; maintains records of authors (developers), reviewers, literary editors, experts (if any), etc.; coordinates work with the Commission on the Center's activities; and provides, on its own or with the involvement of external specialists, analysis of test materials: substantive and technical analysis.
    2. The Center is a practical training and methodological base for training new specialists in the preparation of test materials for the purpose of conducting examinations for the needs of the judicial system.
    3. In the established cases (on behalf of the Commission or if necessary), the Center shall approve a part of the test materials for examinations, determine the results of such tests, and control the quality of test materials.
    4. The Center is the administrator of the NSJU test materials databases until they are transferred to the High Qualifications Commission of Judges of Ukraine to ensure the conduct of exams; it is responsible for the proper maintenance of such databases, ongoing monitoring and updating.

During the testing, the Center ensures storage and processing of their results, storage (archiving) of qualitative tasks with the necessary related information for their further use.

* 1. Submits proposals to the NSJU work plan, the NSJU main events plan, etc.
  2. Provides documentary support for the work of the Center and maintains records in accordance with the Instruction on Record Keeping in the National School of Law.
  3. Prepares information reports on the Center's activities. The Center shall take measures to ensure a balance of confidentiality and publicity in the work with the NSJU test materials, and shall submit relevant proposals to the NSJU management for consideration.
  4. The Center's tasks are directly performed by the Center's staff. The Center may engage employees of other departments of the National School of Economics and Business Administration of Ukraine and, if necessary, external specialists (authors, reviewers, editors, experts, etc.) to perform certain tasks upon a separate instruction from the Rector of the National School of Economics and Business Administration of Ukraine. If external specialists are involved in the preparation of test materials, their review/literary review (editing), and expert evaluation, the Center coordinates such work, plans the workload of the involved specialists, and monitors their compliance with the deadlines, scope, and quality of work.

1. **Rights and obligations of the Center**
2. The Center has the right:

4.1.1. Receive information from the management and employees of the NSJU on issues related to the areas of work.

4.1.2. To get acquainted with the documents, materials, orders of the Rector of the NSJU necessary for the performance of the tasks assigned to the Center.

4.1.3. To notify the management of the NSJU of entrusting the Center with the performance of work that is not within its competence or beyond its scope, as well as of cases when the NSJU employees fail to provide documents and other materials necessary for the Center to resolve relevant issues and/or perform tasks.

4.1.4. To involve, with the consent of the heads of structural subdivisions, employees of other structural subdivisions of the NSJU in planning and conducting events for which the Center is responsible.

4.1.5. To test test materials during the training of judges and court staff, their periodic training to improve their skills, etc.

4.1.6. Priority provision of technical (computer and server equipment, specialized software) and information resources (databases of legislation and court practice).

4.1.7. Participate in meetings, conferences and other events on issues within the competence of the Center.

4.1.8. Participate in any training activities aimed at improving the skills of the Center's employees.

1. The Center is obliged:

4.2.1. Employees of the Center, other structural units of the NSJU, and persons who have expressed their intention to be involved in the development of the exam tasks (authors, reviewers, literary editors, experts, etc.) shall be involved only after the National School of Judges of Ukraine has provided them with the exam tasks:

4.2.1.1. An obligation not to disclose any information related to the development, review, etc., as well as not to participate in the selection procedures for the position of a local court judge and/or a competition for a vacant judicial position within one year from the date of submission of the relevant obligation.

4.2.1.2. Disclosure of the presence or absence of a real or potential conflict of interest when participating in the development of the Examination Items.

A person involved in the development of the exam tasks (author, reviewer, literary editor, expert, etc.) may not participate in the selection procedures for the position of a local court judge and/or the competition for a vacant judicial position within one year from the date of submission of the relevant obligation

1. Employees of the Center and other structural subdivisions of the National School of Judges who had access to the exam database (the exam database, the use of which creates a conflict of interest) may not participate in the relevant procedures for the selection of a local court judge and/or the competition for a vacant judicial position within one year from the date of termination of access, unless such database is open (publicly available information on the bases, keys and distributors of test tasks; practical tasks).
2. **The management of the Center**
3. The Testing Center is headed by a Chief (Director) (hereinafter referred to as the Director of the Center) who is appointed and dismissed by an order of the Rector of the NSJU in accordance with the procedure established by law.
4. The qualification requirements for the position of the Center's Director are as follows: higher legal education at the master's degree level, a doctorate of philosophy/doctor of science, at least 3 years of professional experience in senior positions or at least 5 years of experience in the field of law, including at least 3 years of academic experience. In some cases, a person who does not have the above-mentioned academic experience and/or academic degree but is a retired judge may be appointed as the Director of the Center.
5. The Center shall have no more than two deputy directors of the Center, who shall be appointed and dismissed by order of the Rector of the National School of Economics and Law.
6. The duties of the Center's deputy directors are defined in their job descriptions.
7. In his/her absence, the Deputy Director of the Center or another employee of the Center shall perform the duties of the Director of the Center on the basis of the order of the Rector of the National School of Economics and Law.
8. Director of the Center:
9. He/she is responsible for the general management of the Center, ensures and coordinates the fulfillment of its tasks, and organizes its work.
10. Makes proposals on the distribution of responsibilities among the Center's employees and supervises their work.
11. Manages the preparation and development of the Center's work plans in accordance with the NSJU work plans, submits them for approval to the Vice-Rector of the relevant NSJU direction.
12. Signs and endorses prepared documents.
13. Takes necessary measures to improve the organization of the Center's activities.
14. Analyzes the state and development trends in the area within the Center's competence.
15. Ensures organization of work on scientific and methodological support of the High Qualifications Commission of Judges of Ukraine's examination stages.
16. Ensures the preparation of materials on the issues of the Center's competence for posting on the official website of the NSJU.
17. Analyzes the status of implementation of the Center's work plans and submits relevant reports.
18. Coordinates the Center's cooperation with the structural units of the National School of Law and other bodies, institutions, and establishments.
19. Ensures, within the scope of its powers, the interaction of the Center with the High Qualification Commission of Judges of Ukraine.
20. In case of dismissal of the Center's employee, he/she shall organize the transfer of material assets provided to this employee for use in the performance of official duties, as well as documents and materials in accordance with the nomenclature of cases to another designated person.
21. Provides advisory assistance to the Center's employees in the performance of their duties, promotes professional growth and advanced training of the Center's employees.
22. Submits proposals for dismissal and transfer of the Center's employees, encouragement of the Center's employees and application of disciplinary measures.
23. Participates in interviews with candidates for positions at the Center.
24. Ensures that the Center's employees comply with the requirements for non-disclosure of restricted information, including documents marked "For Official Use Only", and technical protection of information created at the Center.
25. Ensures that the Center's employees comply with the NSJU's internal labor regulations, safety rules and occupational health and safety instructions.
26. Supervises the record keeping and storage of documents and information in the Center.
27. Takes measures to provide logistical and methodological support to the Center.
28. Ensures that the Center fulfills other assignments of the NSJU management.
29. **Responsibility**
30. The indicators of the Center's performance are the timeliness and quality of the Center's employees' performance of their duties, work plans, orders and instructions of the NSJU management.
31. The Center's employees are responsible for:
32. Failure to comply with the requirements of applicable laws, organizational and administrative acts in the performance of their functions.
33. Failure to fulfill or improperly fulfill duties, work plans of the NSJU, work plans of the Center and instructions of the NSJU management.
34. Disclosure of information contained in documents marked "For Official Use Only" and personal data that they have become aware of in connection with the performance of their official duties.
35. Exceeding their authority, failure to comply with the provisions established by the Regulations of the NSJU, violation of the Internal Labor Regulations, labor discipline and requirements for labor protection and fire safety.
36. Misuse of software and improper storage of equipment in their use.
37. **Interaction**
38. The Center interacts with other structural subdivisions of the NSJU, subdivisions of bodies, institutions and establishments within the limits of its powers.
39. In accordance with the requirements of the NSJU Regulations and orders of the NSJU, the Center's employees participate in the work of permanent and temporary interstructural formations of the NSJU: commissions, committees, working groups, etc., in particular those formed on a project-targeted basis, to implement interrelated tasks that require the combined efforts of various structural units of the NSJU.
40. **Establishment and termination of the Center's activities**
    1. The Center is established and terminated in accordance with the order of the Rector of the National School of Economics and Business with subsequent amendments to the structure of the National School of Economics and Business.
41. **Amendments to the Regulations**
    1. Amendments and additions to this Regulation shall be made on the basis of an order of the Rector of the National School of Economics and Management.

**DONE:**

Deputy Director

testing center

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025 Kateryna SLUSAREVA

**APPROVED:**

Vice-rector

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Deputy Head of the Legal

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