

*APPROVED*  
*Minutes No. 5 of the session of the Advisory Group of Experts*  
*from 23 March 2024*

**TERMS AND CONDITIONS**  
**for conduct of written evaluation of candidates for the position of the judge**  
**of the Constitutional Court of Ukraine in assessing the level of competence**  
**in the field of law**

**Venue and conditions for organizational support of conduct of written evaluation**

The Advisory Group of Experts (hereinafter referred to as the Advisory Group) informs candidates who have received score “compliant” under the criterion of high moral qualities about the time and venue for conduct of written evaluation of candidates for the position of the judge of the Constitutional Court of Ukraine in assessing the level of competence in the field of law (hereinafter - written evaluation) in advance.

Notification about conduct of written evaluation is sent to the candidates not later than 5 days prior to its conduct to the candidate’s official email address.

The Secretariat of the Advisory Group of Experts ensures organizational support for conduct of written evaluation.

Evaluation is conducted in preliminarily prepared premises equipped with individual work stations (with computers) for all candidates (hereinafter referred to as the Premises). Individual computers are disconnected from the internet in advance and allow users to use textual program Microsoft Word only.

In the premises where written evaluation is conducted, there should be a separate part where candidates will leave their personal belongings, in particular, the ones use of which is not allowed during preparation of responses.

In the process of written evaluation only candidates, members of the Advisory Group of Experts, and representatives of the Secretariat of the Advisory Group of Experts may be in the premises where written evaluation is conducted.

The Advisory Group of Experts ensures video broadcasting of the procedure of written evaluation at official resources of the Advisory Group and at the official website of the Constitutional Court of Ukraine.

## **Preparation for conduct of written evaluation**

Before the start of fulfillment of the task the Secretariat performs written registration of candidates who have appeared to undergo written evaluation. Written registration of candidates ends 15 minutes before the start of the written evaluation conduct. Candidates who are late for the written registration of candidates and have arrived to the premises for the written evaluation conduct after opening of the protective safe package are not allowed to undergo the evaluation.

Upon completion of the registration and placement of candidates at their work stations representatives of the Secretariat inform candidates about conditions of the written evaluation conduct, in particular, with respect to:

- need to switch off mobile phones, other devices for the period of written evaluation and need to place them in a separate designated place for personal belongings;
- procedure of the use of the computer for preparation of the response;
- procedure of temporary absence from the work station during fulfillment of the task in case of physiological need;
- procedure of completion of the task fulfillment, including before expiration of the period of time given to prepare the response.

## **Procedure of selection of the written assignment**

For protection of confidential information regarding the subject matter and content of written assignments the authorized member of the external group of international experts hands over 5 (five) variants of such assignments to the Advisory Group on the day of the written evaluation conduct in a closed protective safe package.

The authorized member of the Advisory Group in the presence of all candidates presents five closed protective safe packages, each of which contains a unique written assignment. The authorized member of the Advisory Group may suggest to any candidate (upon their wish) to choose randomly a closed protective safe package. If all candidates refuse such an offer, the authorized member of the Advisory Group chooses the respective protective safe packages on his/her own.

Afterwards the authorized member of the Advisory Group opens the protective safe package with written assignments and shows to all present the respective assignment. Other protective safe packages may be shown at the request of any candidate (upon their wish) to demonstrate the presence of alternative assignments.

## **Fulfillment of written assignment**

A written assignment is provided to all candidates, and then the start of the countdown for preparation of the response is announced.

Preparation of responses by candidates is performed exclusively by means of typing the response on the computer available in the premises at the individual designated station of the candidate. It is not allowed for candidates to write their responses on paper or in any other way.

During preparation of the response candidates may use only documents placed in advance by the Advisory Group near computers at the candidates' individual designated stations. Use of any other documents or auxiliary materials, including the ones that the candidates have brought with them, is not allowed.

The candidate prepares the response on his/her own. Candidates shall comply with generally accepted standards of conduct, including non-disturbance of other participants of the written evaluation.

In case it is necessary to leave the premises temporarily, the candidate informs a representative of the Secretariat about that and then leaves it.

Candidates will have 3 hours 00 minutes to prepare their responses.

The candidate may complete preparation of his/her response early. In case of early completion of the response preparation the candidate informs a representative of the Secretariat about that and then leaves the premises, being accompanied by the representative of the Secretariat.

Representatives of the Secretariat inform periodically about time left for preparation of the response.

After the time allocated for preparation of the response representatives of the Secretariat announce completion of the written evaluation and the need to stop working.

Response of the candidate who has completed its preparation is printed out in the presence of the candidate by the representatives of the Secretariat in two copies. The candidate certifies authenticity of all pages in both copies by means of putting his/her full name, date of the written evaluation conduct, and signature. One copy is handed over for checking to the Advisory Group of Experts, the other copy of the response is given to the candidate.

Order of submission and print-out of the candidates' assignments after expiration of the period of time allocated for preparation is determined by representatives of the Secretariat.