

Republic of Türkiye
ISTANBUL AYDIN UNIVERSITY
EXAMINATION IMPLEMENTATION PRINCIPLES

CHAPTER ONE
Purpose and Scope

Purpose

ARTICLE 1 –

The purpose of this directive is to: determine the obligations of students registered in associate degree, undergraduate and graduate programs at Istanbul Aydın University and of teaching staff before and during examinations; regulate the principles regarding the responsibilities of teaching staff in the administration of examinations; and set out the general rules related to examination processes.

Scope

ARTICLE 2 –

This directive covers all associate degree, undergraduate and graduate students registered at Istanbul Aydın University, as well as faculty members, instructors, lecturers, experts and teaching assistants responsible for conducting the process.

CHAPTER TWO
Examinations

ARTICLE 3 –

1) For each course, the number of midterm examinations, short quizzes, assignments, practices and other studies for which students are responsible; their contribution to the success grade; and the requirements for taking the end-of-term examination are determined by the instructor at the beginning of the semester and announced to students. Instead of a midterm and/or end-of-term examination, depending on the nature of the course, an assignment or project may be given to the student provided that the instructor obtains written approval from the relevant department/program chairship(s) and submits it to the deanship/directorate.

2) Short quizzes and assignments are not administered together with the midterm examination; however, depending on the structure of the course, they may be implemented in various ways during the semester as a performance task or monitoring activity. There is no obligation to determine a date and time for these quizzes and no right to a make-up for them.

3) a) A make-up (excuse) exam is conducted only for midterm examinations. Those who are granted the right to take a make-up exam are evaluated and decided within the scope of this directive by the relevant commission, and announced.

b) A make-up exam is conducted only for midterms, and no second make-up exam right is granted.

c) No make-up exam right is granted for final examinations.

d) The contribution of the end-of-term assessment activity to the absolute success score may not be less than 40%.

e) Students who do not take end-of-term and resit examinations have no excuse right.

4) Results of midterm examinations and make-up exams for midterms are announced via UBIS within at most ten (10) days from the examination date.

5) a) Examination date and time cannot be changed without the approval of the deanship/directorate. An exam that cannot be held for any valid reason is held on the date and time to be determined by the deanship/directorate.

b) Regardless of the number of examination rooms, examinations of all students are held simultaneously.

ARTICLE 3 – (continued)

6) At the end of the education–training term, each instructor delivers examination documents to the library archive against signature by taking printouts—two copies—of the “Archive Ready” list for all courses taught during the term, using the “Ready for Archive” button in the UBIS system. The Examination Archive Center preserves examination documents for two (2) years from the date of delivery (and at the end of two years, they are destroyed by a report).

7) Examination sessions of students with disabilities

a) Students with permanent disabilities inform their deanship/directorate, upon enrollment or at the latest one month before exams, of their disability status and the appropriate exam conditions, via a petition with a medical report attached. The relevant Examination Coordinatorship reviews the petition and prepares exam sessions under suitable conditions to the extent possible.

b) Students who have acquired a disability due to a temporary illness during the exam period inform their deanship/directorate one week before exams—via a petition with a medical report attached—of their condition and the appropriate exam conditions. The relevant Examination

Coordinatorship reviews the petition and prepares exam sessions under suitable conditions to the extent possible.

c) Examinations of students with disabilities are administered, if necessary depending on the disability, in a separate environment by a teaching staff member assigned.

8) Preparation of exam questions

a) For courses where the number of students taking the exam is fewer than one hundred (100), multiple-choice (test) exams are not administered.

b) All multiple-choice (test) exams are prepared in at least four (4) question versions (A, B, C, D).

c) The number of test questions to be prepared may not be fewer than twenty-five (25) for midterms and forty (40) for finals.

ARTICLE 3 – (continued 2): Rules students must comply with during the exam

9) a) Students must be in the exam hall before the exam begins.

b) Students may not leave the exam hall within the first 15 minutes and the last 5 minutes of the exam.

c) Acceptance of students arriving 15 minutes after the exam starts is at the discretion of the instructor, provided that no student has left the hall.

d) Students are obliged to comply with instructions and warnings of exam officials throughout the exam. Contrary behavior is evaluated within the scope of disciplinary investigation.

e) Materials and resources permitted by the instructor may be brought into the exam hall, provided that they are not shared with others.

f) Only water may be brought into the exam hall in a manner that does not disturb other students. Food and beverages are strictly prohibited.

g) Bringing an open mobile phone, pager or any electronic communication device into the exam hall is prohibited. If such devices are detected as open, the act will be treated as cheating.

h) A student caught in cheating behavior is asked to immediately hand their paper to the invigilator, and a report is drawn up—signed by invigilators—summarizing how the cheating was carried out. Where seizure of the material/evidence is impossible, a visual example is annexed to the report (e.g., photographing notes written on the hand). If cheating is on personal property such as a pencil case, the item may be seized. If the student resists, evidence cannot be collected by force; in such cases, a report stating that evidence could not be collected must be prepared.

i) Students may not leave the exam hall without submitting their exam papers.

i) If a student must leave the hall for a compulsory reason, they must inform invigilators; otherwise, a report is drawn up.

j) When submitting exam papers, students must ensure that their identity information and signatures are on the papers.

k) At the end of the exam duration, answer sheets must have been submitted to invigilators. A report is drawn up for a student who does not submit their paper.

l) A student who submits their paper and leaves the hall may not re-enter the hall before the exam ends. A report is drawn up for violating this rule.

m) Writing questions and answers somewhere other than the answer sheet and taking them out of the exam hall is prohibited.

n) Exams of students whose behavior contrary to the Istanbul Aydın University and Higher Education Institutions Student Disciplinary Regulation rules is finalized by a Disciplinary Board decision are deemed invalid.

CHAPTER THREE

Responsibilities of Course Instructors and Invigilators

Obligations of the course instructor

ARTICLE 3/10 –

a) Before the exam starts, classrooms must be toured and the tops and surroundings of desks must be checked.

b) Question papers must be handed to invigilators in the classroom where the exam will be held, not beforehand.

c) During the exam, classrooms must be toured, supervised, and students' questions must be answered.

d) When collecting exam papers, they must be counted, compared with attendance lists, and invigilators' signatures must be checked.

e) At the top of each exam paper, exam-specific rules must be stated. For example, if a calculator or supplementary material is allowed, it should be stated as: "Use of is permitted by the instructor in this exam."

f) Invigilators who do not come to duty must be reported to the relevant deanship immediately with a report.

Responsibilities of invigilators

ARTICLE 3/11 –

- a) Invigilators must be present in the classroom 5 minutes before the exam begins.
- b) Before the instructor arrives, students must be seated according to the exam layout; and desks, pads and surroundings must be checked.
- c) ID cards must be kept on desks throughout the exam and checked while taking attendance. The invigilator may also check IDs after the exam starts. A student who cannot present an ID must present another valid ID. A student without an ID may be admitted only if there is no doubt about identity; otherwise, they are not admitted.
- d) Before the exam starts, course notes and bags must be placed on the floor or in a distant location.
- e) During the exam, all electronic devices must be switched off and placed out of reach; otherwise, it is considered an attempt to cheat. This warning is made before the exam starts.
- f) Before the exam and at certain intervals during the exam, information about the remaining time is written on the board and/or announced verbally; and the remaining time is reminded to students at possible intervals.
- g) Invigilators may not be alone in the classroom with a single student; the last two students are kept in the hall until the exam ends.
- h) On attendance lists, signature fields of students who did not take the exam are closed, and papers are counted and checked.
- i) It is prohibited for exam officials to speak closely and in a low voice with students. All announcements related to the exam order are made loudly.
- i) Exam reports are fully signed by all invigilators.
- j) If seat and duty changes are made among invigilators for an urgent reason, the course instructor and the relevant deanship must be informed immediately. The invigilator replacing another signs the reports on behalf of the other and also writes their own name/surname in relevant places.
- k) Invigilators may not excuse one another by assuming the number of students is low.
- l) In order to maintain exam order, invigilators should not stand in one fixed place; should not be occupied with mobile phones or anything else; and should make students feel that attention is on them.
- m) At the end of the exam, exam papers are counted and immediately delivered to the relevant instructor.

CHAPTER FOUR

Central Examination Applications

ARTICLE 4 –

- 1) The Senate decides which of the simultaneously taught common courses across the University will have centrally administered exams and how they will be conducted.
- 2) Central examinations are generally multiple-choice tests conducted in simultaneous sessions. These exams may be carried out face-to-face in classroom settings or electronically (in laboratory environments or via remote access).
- 3) A Central Examination Coordinator is appointed by the Rectorate to prepare and coordinate central exam schedules. The Coordinator works under the supervision of the Vice Rector responsible for education and training. When necessary, the Rectorate may assign an assistant coordinator for organizing electronic exams.
- 4) Security tests of exams to be conducted electronically are performed by the Information Management Planning and Coordination Board.
- 5) Measurement/scoring processes of central exams are carried out in the Istanbul Aydın University Central Examination Services Unit under the supervision of the Central Examination Coordinator. Obtained scores are recorded in the automation system as read-only.
- 6) Evaluation of central exams is conducted under the supervision of the relevant course coordinator and the Central Examination Coordinator, and success results are obtained. Success results are recorded in the automation system as read-only.
- 7) Electronic exams conducted remotely for distance education programs are coordinated by the University's Distance Education Center. Remote electronic exams for formal programs are coordinated by the Central Examination Coordinator. For coordination of exams of simultaneous courses, the Distance Education Center Coordinator and the Central Examination Coordinator work under the supervision of the Vice Rector responsible for education and training.