

## 2019-2020 ACADEMIC YEAR SPRING SEMESTER EXAM APPLICATION PRINCIPLES

### SECTION I GENERAL PROVISIONS

#### **Purpose**

**Article 1-** The main purpose for declaring these Application Principles is to stipulate students' commitment to the Application Principles strategy requirements for/of unsupervised assessment and evaluation.

#### **Scope**

**Article 2-** These Application Principles covers the administration of examination(s) for course delivered through virtual platforms (Distance / Online Learning).

#### **Resource**

**Article 3-** Council of Higher Education No. 2547 and related legislation.

#### **Definitions**

**Article 4-** In this Application Principles;

**Open-ended exam:** The type of exam that the student finishes within an allowed maximum time duration of one hour by answering to the given questions in his/her own words.

**Online exam:** A type of multiple choice examination that is administered through a computer equipped with an internet facility.

**Take home exam:** The exam, the appropriate answers of which are not directly taken off Course Books nor directly copied from pre-written class notes, and one that requires the student to engage in academic research with different sources and eventually come up with independent deductions and conclusions, and whose length is controlled by the instructor of the course,

**Online video conferencing application:** Applications that allows faculty members and students to have **Real Time streaming** interactions among themselves with visual and audio support.

**Homework:** Written / visual / audio item presented or created by the student after consolidating the knowledge he/she acquired from different sources he/she has utilized with his/her own thoughts and arrangements within the extent of the subject given by the instructor of the course,

**Assessment Evaluation:** A method by which a student's success is measured by a single or multiple assessment tools, appointing a number or symbol to the achieved result and converting this outcome into an assessment evaluation (grade),

**Performance Exam:** The exam type that requires appraisal of visual, auditory and / or psychomotor features,

**Project:** Within the extent of a subject given by the instructor of the course, the estimation technique that requires the student to offer his/her recommendations and application guide in an attempt to resolve an assigned task.

**Exam Session:** An online evaluation implementation that requires the student to use his/her username and password to log onto a virtual platform to answer a particular set of questions within a given time duration.

**Presentation:** An assessment tool that warrant the students to present his/her own deductions, thoughts and opinions about related literary works within the scope of the materials given by the course instructor.

## SECTION II

### REQUIREMENTS AND RULES FOR ONLINE EXAMS

#### Requirements for the Students before the Exam

##### Article 5-

**a)** Each exam must be finished within specified time without pause. Hence students should take all the necessary precautions against any mishaps before the exam; such as internet disconnection, running out of battery of computer

**b)** The essential/least software and internet features that the desktop or laptop computer to take the exam ought to have are as follows:

**b1)** It is recommended to have a continuous internet connection at a speed of at least 8 Megabytes/sec so as to avoid any problems and any interruptions due to downloading data during the exam. Wired internet ought to be preferred rather than wireless internet (wi-fi) if possible to avoid potential internet breaks.

**b2)** In the exam, it is important to utilize one of the web programs, for example, Internet Explorer, Google Chrome, Safari.

**c)** All applications except the assessment system must be closed before the exam. To refrain from any accusation of cheating , make sure every other website remains closed.

#### The rules of examinations and requirements of the students

##### Article 6-

**a)** UBIS username and password will be used to log in the exam. Before the exam, **ensure** that you have active and correct UBIS username and password.

**b)** UBIS username and password are personalized and confidential to the student. All the activities and inputs made with the student password during the exam will be considered to

have been made by the pertinent student.

c) As exams are administered as online sessions, the exam dates announced on UBIS may be different from those of different students. Thus, every student should regard his/her own exam schedule in the calendar to take the exam. Students who don't enter the exam session on the scheduled exam date and time will be considered **not to have taken** the exam.

ç) Before and during the exam days, all the announcements on UBIS ( general or regarding the courses by faculties) ought to be carefully followed by the students.

d) It is important for the students to start the exam at the exact time. For the first 10 minutes , the student will be allowed to log on however no extra time will be given. Any student who is 10 minutes late WILL NOT be allowed to access the exam. In other words, the system WILL NOT let you in if you try to log in 10 minutes after the exam has started.

e) The "IAU Honor Pledge " which appears on the screen before every exam must be carefully read and undersigned. It won't be possible to see the exam questions if it is not undersigned by the student.

f) For every exam, "The Exam Guidelines " that appears on the screen ought to be read carefully. When you click on the "START EXAM" button, the exam and your time will start.

g) Exam entry instructions and other information will be announced through the UBIS system.

## **Rules and Commitments in regards to Exam Environment And Conditions**

### **Article 7-**

a) The questions will appear on the screen individually. After answering the question, with the prompt of "move to another question" , the next question will appear on the screen.

b) Since it is not possible to return the questions left blank, it is recommended to answer each question.

c) The exam questions must be answered within the allotted time. Unanswered questions and incorrect answers will not affect the score of the correct answers.

ç) In case of leaving the exam session for provable and reasonable technical reasons, the student should log back on as quickly as possible and continue the exam from where she/ he left off.

d) Total time allotted for the exam and the time remaining will be constantly shown on the screen.

e) When the exam is completed, by clicking the "END EXAM" button on the screen, the student will exit the exam.

f) The exam environment ought to be quiet, calm and closed area with nobody other than the student. During the exam, no other persons or pets ought to be allowed in the room where the student is.

g) Listening to music with earphones or speakers is not allowed during the exam. TV and all the electronic devices that may cause distraction should be completely turned off before the exam.

ğ) No food or drink ought to be consumed during the exam.

h) Mobile phones must not be used during the exam for any reason. No communication is allowed.

ı) Any printed or digital information source **must not be** used during the exam.

i) In case of any unexpected issue during the exam, the student should contact the WhatsApp correspondence line of the academic unit (Faculty, Vocational School/ Institute) where the student is enlisted.

### SECTION III

#### OBLIGATIONS AND RULES FOR HOMEWORK / PROJECT / IMPLEMENTATION / REPORT-ARTICLE WRITING AND TAKE HOME EXAM AND OPEN-END EXAMS

##### Rules and obligations for assessment methods of Homework / Project / Implementation / Report-Article Writing

###### Article 8-

a) In the exams, for example, Homework/Project/Application/Report-Article Writing, the student must finish the study the predefined time and transfer it to UBİS **as in the format and date instructed/ specified by the course instructor.**

b) Ethical standards of distribution ought to be followed the preparation of exam reports. Whether the prepared exam reports are set up in accordance with ethical principles will be checked by the instructor of the course in a system. **Exam reports with ethical incompliance will not be taken into consideration in this control.**

c) Your work in the type of Homework/Project/ Implementation /Report-Article ought to be prepared in PC condition as it will be checked in the plagiarism detection program.

ç) The exam in the type of Homework/Project/Application/Report-Article Writing ought to be written as per the spelling rules of the language in which it is prepared.

##### Rules and obligations for take home exam and open-ended exam methods

###### Article 9-

a) The appropriate answers given to the take home exam and open-ended exam questions ought to be finished within the time specified by the instructor of the course and transferred to UBİS in the date and format declared.

## SECTION IV

### OBLIGATIONS AND RULES FOR PRESENTATION AND PERFORMANCE REQUIRED EXAMS

#### Rules and obligations for exams requiring presentation and performance

##### Article 10-

- a) The online video conference application (Adobe Connect) mentioned by the instructor of the course should be pre-installed on the PC by the student for oral presentation, oral clarification and exam requiring performance.
- b) The online video conference application installed on the student's PC ought to be tried on the date and time that the instructor will advise before the exam.
- c) Before the exam, the student must guarantee the suitability of the environment in which he/she is as per the guidelines **set out in the seventh article** of these application principles.
- ç) The instructor of the course ought to be reached by opening the online video conference application on the exam date and time revealed for the related course in the exam schedule.

## SECTION V

### FINAL PROVISIONS

#### Enforcement

**Article 11-** These Application Principles enter into force on 04.05.2020.

#### Executive

**Article 12-** These Application Principles are executed by Istanbul Aydın University Rectorate.