

IAU 2019-2020 ACADEMIC YEAR SPRING SEMESTER EXAMS

BASIC EXAM APPLICATION PRINCIPLES (FOR INSTRUCTORS)

A) BASIC PRINCIPLES FOR ONLINE EXAMS

- 1) Online exam questions of your course should be written by taking into account the explanations in the exam question introduction video <https://www.youtube.com/watch?v=O3nU6qvhl2A> prepared by UZEM.
- 2) Preparation of the answer key/evaluation component(s) before the exam should not be neglected.

B) FUNDAMENTAL PRINCIPLES FOR HOMEWORK / PROJECT / IMPLEMENTATION / REPORT-ARTICLE WRITING EXAMS

- 1) Assessment criteria in the product expected from the student for Homework / Project / Implementation / Report-Article Writing exams (how many points will be given to the qualifications expected in the given task, such as the form of the assignment, resources, information content, etc.) should be announced to the students via UBİS along with the assigned task.
- 2) Whether every student has uploaded the exam report to UBİS in PDF file format should be monitored and followed up.
- 3) The way each student report will be is evaluated in terms of plagiarism is determined and applied by the concerned instructor. (Istanbul Aydın University Plagiarism Prevention Guide link posted on the Web will be attached.)

C) BASIC PRINCIPLES FOR TAKE HOME EXAMS AND OPEN-ENDED(WRITTEN) EXAMS

- 1) You should make sure that the answers to the questions you prepare for the take home exams cannot be found directly in the sources or cannot be taken directly from related course books and other sources
- 2) The answer key /assessment criteria of these exams must be prepared before the exam.
- 3) The answers of students to such exams must be received and recorded in the way the instructor determined.

D) BASIC PRINCIPLES FOR THE EXAMS REQUIRING PRESENTATION, APPLICATION AND PERFORMANCE

- 1)** Adobe Connect application should be used for the exams requiring oral presentation, practice, oral explanation and performance and **must definitely be recorded**.
- 2)** Adobe Connect application should be installed on the personal computer and should be tested with the students at the date and time determined by the instructor before the exam.
- 3)** The evaluation criteria of the exam (score weights related to the measured qualities, such as composition, typographic arrangement and conceptual criteria etc. for a poster design) should be prepared and announced to the students before the exam.