

Senate Decision Dated 29.05.2025 and Numbered 2025/07

REGULATIONS TO BE OBSERVED BY STUDENTS DURING EXAMINATIONS

1. Students are required to comply with the instructions issued by invigilators during examinations and to maintain examination room decorum. The authority to determine student seating arrangements and, if deemed necessary, to relocate a student during an examination resides with the examination supervisor.
2. The instructor of the course is required to be present in the examination hall during the examination. Should the examination be conducted in multiple halls, the instructor must monitor them on a rotational basis.
3. To ensure the timely completion of identity verification and seating procedures, students must be present in the designated examination hall prior to the commencement of the examination.
4. Students arriving more than 15 minutes after the scheduled start time of the examination will not be permitted entry.
5. Even if a student has completed the examination, they will not be permitted to exit the examination hall within the initial 20 minutes of the examination period, nor during the final 5 minutes preceding the conclusion of the examination period.
6. Throughout the duration of the examination, students are strictly prohibited from leaving the examination hall for any reason, with the exception of severe medical emergencies. Any student who exits the examination hall will not be granted re-entry.
7. As identity verification will be conducted during examinations, students are required to have their current student identification card and an additional official identification document visible on their desk throughout the examination. Students whose identity cannot be authenticated or who do not possess a current student identification card and an additional official identification document will be denied admission to the examination.
8. Attendance will be recorded during the examination, and students are obliged to sign the Examination Attendance Register. The responsibility for ensuring this is fulfilled rests with the student.
9. During the examination period, no course-related notes or materials shall be present on, under, or within accessible reach of the student's desk, nor shall any writing pertaining to the examination subject be visible on the desk surface. The presence of such materials will be construed as an act of cheating or an attempt to cheat. Any student observing pre-existing writing on their desk must report this to an invigilator before the examination commences. Failure to do so will result in the student bearing responsibility.
10. During the examination, students are prohibited from engaging in arguments with one another or with examination invigilators, and from speaking loudly for any reason.
11. Students must submit their question and/or answer documents to the examination supervisors at the conclusion of the examination period, without necessitating a prior warning. In the event that students fail to submit their examination papers despite the

expiration of the examination period, said papers will not be accepted by the invigilators, and this occurrence will be officially documented.

12. It is prohibited to enter the examination with communication devices such as pagers, mobile telephones, two-way radios, radios, Bluetooth earpieces, or similar apparatus, as well as any device possessing computational capabilities, including but not limited to pocket computers and timepieces with functions extending beyond time display. Non-compliance with this prohibition will be deemed an act of cheating or an attempt to cheat.
13. Students are prohibited from exchanging items such as pens, erasers, or similar articles during the examination.
14. The consumption of any food or beverage, with the exception of water, is forbidden within the examination hall.
15. A formal report will be compiled by the examination invigilators concerning any students found to be in contravention of these instructions, and appropriate legal proceedings will be initiated.
16. Adherence to examination regulations is the responsibility of the student. Students who violate these regulations will not be permitted to continue the examination. Examination supervisors, if they deem it necessary to avoid distracting other students or causing undue loss of time, will document the misconduct of those engaging in rule-breaking behavior. Regardless of the method chosen, the identities and specific infractions of these students will be explicitly recorded in the examination report, and it will be noted therein that their examinations will be invalidated. The prepared report will be submitted to the university administration for the initiation of appropriate disciplinary procedures.

İSTANBUL AYDIN UNIVERSITY RECTORATE

