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**ISTANBUL MEDIPOL UNIVERSITY**

**EXAM APPLICATIONS INSTRUCTION\***

# Aim

**ARTICLE 1 – (1)** The aim of this instruction is to determine the obligations of the students enrolled in associate and undergraduate programs at Istanbul Medipol University before and during the exams, to regulate the principles regarding the responsibilities of the instructors regarding the application of the exams, and to determine the general rules regarding the exam processes.

# Scope

**ARTICLE 2 – (1)** This instruction covers all associate and undergraduate students registered at Istanbul Medipol University and faculty members, lecturers, lecturers and assistant lecturers responsible for executing the process.

# Base

**ARTICLE 3 - (1)** This instruction has been prepared based on the 14th ARTICLE of the Higher Education Law No. 2547 with ARTICLE 44.

**Preparation of the Exam Quesitons**

# ARTICLE 4 – (1)

1. In the programs where the board system is applied, exam questions are delivered to the coordinators by hand only with portable memory. The question booklet is prepared by the class coordinator and printed in a secure environment.
2. In the programs in which the course passing system is applied, the exam paper should be printed securely by the relevant person(s). Questions are never sent by e-mail to the places where the questionnaire was printed.
3. The exam period should be stated on the question paper.
4. The coordinator or the responsible lecturer of the course delivers the exam documents in an envelope to the exam hall officer.
5. A sample of questions and answers regarding the exams to be held in the applied or computer room and a report stating the conduct of the exam are prepared, and the evaluation is kept within the exam envelope.

**Rules to be Followed by Students**

# ARTICLE 5 – (1)

* 1. Students must be present in the exam hall before the exam starts. Acceptance of students who enter the exam hall after the exam starts are at the instructor's discretion.
  2. During the exam period, students are obliged to comply with the instructions and warnings of the instructor in charge of the exam regarding the exam order; on the contrary, behaviour is evaluated within the framework of a disciplinary investigation.
  3. Student ID, tools to be used in the exam such as pencils, erasers, and resources allowed by the instructor can be brought to the exam hall. If any items (mobile phone, lecture notes and books, etc.) other than those listed are brought into the hall, they should be placed where students cannot reach them during the exam. Examiners supervise cell phones, lecture notes, textbooks, other items and materials for exam order. Students who are busy with communication tools such as mobile phones and tablet PCs during the exam are treated as cheating.
  4. Students cannot leave the exam hall without submitting their exam papers without a compelling reason. When the student has to leave the exam hall for a compelling reason, he notifies the examiner of the necessity; can leave the hall only with the accompaniment of the examiner. A report is drawn up about the student who does not act following this situation.
  5. Students should check that their identity information and signatures are included in these documents when submitting the exam documents.
  6. At the end of the exam period, the exam documents must be fully delivered to the examiners. Minutes are drawn up about students who do not submit their exam documents.
  7. A student who leaves the hall after submitting the exam documents cannot re-enter the exam hall. Minutes are drawn up about students who violate this rule.
  8. In multiple-choice exams, students can leave the hall after it is confirmed that all answer sheets have been submitted.

**Exam Supervisor Rules**

# ARTICLE 6 – (1)

1. Whether or not additional paper will be given to the student and the duration of the exam should be announced by the supervisor(s) at the beginning of the exam.
2. In exams held in more than one hall, the students who will enter the exam halls should be determined in advance according to their class lists, and lists indicating the students who will take the exam in that hall should be hung on the door of the exam hall.
3. Students whose names are not on the exam list will not be admitted to the exam.
4. Students in the hall should be seated as spaced and orderly as possible.
5. During the admission of students to the exam hall, their clothes and bags are not searched.
6. Student ID, tools to be used in the exam such as pencils, erasers, and resources allowed by the instructor can be brought to the exam hall. Water and sugar can be consumed in the exam hall without disturbing other students. If any items other than those specified are brought into the hall, they must be placed where the student cannot reach them.
7. Mobile phones, lecture notes, textbooks and other items and materials are taken under surveillance by the exam invigilators for the exam order.
8. The examiner can do ID checks. It also checks that the student's name and number are written on all exam documents.
9. Before the start of the exam, the start and end times of the exam are announced to the students in the hall. If possible, this task is done by setting the digital clocks of the computers in the exam halls at the beginning of the exam and reflecting them on the board.
10. Exchange of duties between the exam invigilators in a way that does not disrupt the exam order can be made with the knowledge and approval of the relevant Dean/Directorate.
11. Inspectors should take care not to disturb the student and not to disrupt the examination supervision. Especially in long-term exams, one of the supervisors can leave the classroom for a short time,

provided another supervisor at the school. Except, in this case, the invigilators cannot leave the examination room.

1. To ensure the safety of the exam, the inspectors should never use newspapers, magazines, computers, telephones, etc.; other than the exam, they cannot deal with another event or object.
2. Questions from students during the exam should be heard by everyone and should be answered in a tone that other students can also attend.
3. Attendance lists should be distributed in the exam hall, and students should sign them.
4. To determine who sits where in the exam after the exam, the exam papers should be collected from back to front in each column, with the paper of the last student at the bottom.
5. At the end of the exam, the answer sheets should be arranged, taking into account the sitting order in the hall, and maximum attention should be paid to ensure that this order is not disturbed during the following procedures. Exam papers received should be counted and compared with the number of students on the attendance sheet, and then the attendance sheet should be signed by the supervisors.
6. All kinds of cheating attempts should be intervened during the exam; the student who acts to be considered cheating with the joint decision of the invigilators in the hall should be asked to hand over the paper to the exam supervisor immediately. Examiners should include the material constituting the cheating evidence or, in cases where it is impossible to seize the evidence, a visual copy of this material in the minutes. If the student refuses to submit the proof of copying or prevents the graphic sample from being taken, the situation in question should also be recorded in the minutes.
7. Minutes should be drawn up about students who are busy with communication tools such as mobile phones and tablet PCs during the exam, and no student should be allowed to use headphones, except for the hearing impaired.
8. An action is taken against the student who is accepted to have cheated after a report is drawn up by the examination inspectors, following ARTICLEs 5/d, 7/e and 8/d of the Higher Education Institutions Student Disciplinary Regulation dated 18.08.2012.
9. Students cannot leave the examination room without a compelling reason and without handing in their examination papers. Minutes are drawn up about the student who does not comply with the exam order, signed by the invigilators in the hall, and delivered to the relevant academic unit.
10. No student is allowed out of the exam hall in multiple-choice exams until all answer sheets are received.

# Retention of Exam Documents

**ARTICLE 7 -** (1) After the exam, the documents belonging to the exam are kept by the responsible instructor and delivered to the relevant faculty/school secretariat at the end of the academic year in return for a document.

# Final Provisions

**ARTICLE 8** (1) The provisions of the relevant legislation are valid for matters not included in this instruction.

**Execution**

**ARTICLE 9-** (1) This instruction is executed by the Rector.

\*It was accepted by the University Senate's decision dated 21/04/2015 and numbered 2015/15-02.