



## **RULES THAT ISTANBUL MEDİPOL UNIVERSITY FACULTY OF PHARMACY STUDENTS SHOULD FOLLOW IN EXAMS**

- 1- In order for the ID checks and placement to the classroom to be carried out on time, students must be present at the entrance of the exam classroom 15 minutes before the exam time.
- 2- The authority to determine the seat of the student and, if necessary, to change the place of a student during the exam, belongs to the instructor in the exam hall.
- 3- Students will not be taken out of the exam hall for the first 15 minutes and the last 5 minutes of the exam.
- 4- A student who leaves the classroom where the exam is held for any reason will not be taken to the exam again.
- 5- Recorder, mobile phone, walkie-talkie, etc. It is forbidden to enter by means of communication. If any of the above-mentioned devices are seen next to the student at the time of the exam, it will be treated as a cheat and a report will be prepared about the student and necessary penal (disciplinary / warning / suspension) procedures will be implemented
- 6- During the exam, **students talk to each other, cheat or help them to cheat, ask questions to the lecturer in the classroom / lecture hall if no questions are taken in the exam, ask each other with pencils, erasers, etc. exchange of things, smoking in the exam hall, etc. Drinking, using dictionaries and auxiliary tools that act as dictionaries, eating and drinking in a way that disturbs others, and behaving to disrupt the exam order** are against the exam rules.
- 7- **It is strictly forbidden for students taking the exam to have phones, smart watches, headphones and course materials with them. Performing instant checks during the exam is within the initiative and authority of the instructor.**
- 8- The answers given by the students to the questions are examined by the methods of computing/instructor reading. The findings obtained from these examinations will be evaluated by the Dean's Office after the lecturer in charge of the course, and the answers given by the students who are found to be involved in cheating in the classrooms/lectures where it is concluded that double or collective cheating is made will be deemed invalid. For this reason, care should be taken not to attempt to cheat or to take advantage of other students in the exam hall, **and to keep the answer sheets closed so that they cannot be seen by other students during the exam.**
- 9- The fields containing personal information on the exam/answer papers must be filled in completely by the students.
- 10- Filling/marking the optical form is essential in multiple choice exams, and markings made on the question paper will not be evaluated. For this reason, multiple-choice exams to be carried out should be marked on optical paper. Students will not be given additional time to mark on optical paper.
- 11- It is the student's primary duty to comply with the exam rules. Students who violate the rules will not be allowed to continue the exam
- 12- At the end of the exam, each student's exam and answer papers will be collected by the instructors and it will be checked whether the exam papers are consistent with the number of students.

**Dean of Faculty of Pharmacy**