

DIRECTIVE ON CONDUCTION OF EXAMINATIONS

IŞIK UNIVERSITY DIRECTIVE ON CONDUCTION OF EXAMINATIONS

SECTION ONE Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to define the procedures and principles in relation with conduction of examinations held at Işık University.

Scope

ARTICLE 2 – (1) The present Directive consists of the conduction of examinations for the courses provided at Işık University's associate and undergraduate programmes; the responsibilities of students that enter the examinations; and the procedures to be followed by the lecturers and invigilators that conduct the examinations.

Basis

ARTICLE 3 – (1) The present Directive has been prepared on the basis of the 14th and 44th articles of the Law of Higher Education No: 2547, and Işık University's Associate and Undergraduate Education and Examinations Directive.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present Directive are as follows:

- (a) Academic Calendar: The academic calendar of Işık University,
- (b) Academic Unit: The faculties, vocational schools of higher education and school of foreign languages at Işık University,
- (c) Academic Unit Management: Dean's office, directorate of vocational school of higher education, and the directorate of school of foreign languages,
- (d) Course coordinator: An instructor in charge of coordinating the examinations and other studies of a course,
- (e) Invigilator: Instructors or assistants assigned for conducting an examination,
- (f) Invigilation Coordinator: An invigilator assigned by an academic unit for the coordination of the examinations held by the unit, and for the assignment of invigilators,
- (g) Academic Period: Any of the fall, spring semesters and summer education period available on the academic calendar,
- (h) Administrative Board: Administrative boards of academic units,
- (i) ÖİDB: The Department for Student Affairs of Işık University,
- (j) Rectorate: The Rectorate of Işık University,
- (k) Rector: The Rector of Işık University,
- (l) Senate: The Senate of Işık University,
- (m) UZEM: The Distance Learning Centre of Işık University,
- (n) University: Işık University.

SECTION TWO Before Examination

Scheduling of examinations and announcement of the calendar

ARTICLE 5 – (1) The mid-term examinations of a course shall be scheduled to be conducted within the course hours or at another time that allows all students that take the course to attend the examination. In necessary cases, the examinations for disabled students shall be scheduled separately from other students. The date, time and place of the examination shall be announced to students, one week before the examination, at the latest.

(2) The mid-term examination dates of common courses and courses with multiple branches taken by students of different academic units shall be determined at the beginning of the semester and shall be announced on the web page by the ÖİDB until the end of the add/drop period at the latest. The mid-term examinations calendar for other courses shall not be announced before that date.

(3) The Course Coordinator shall announce to students the information on sources and materials that will be allowed to use in the examination, and shall inform the invigilators on this matter before the examination.

Assignment of the Course Coordinator and Invigilators

ARTICLE 6 – (1) For single branch courses, the Course Coordinator shall be the lecturer of the course. For multiple branch courses provided with a common content and calendar, a lecturer shall be assigned by the related head of department as the Course Coordinator at the beginning of the Academic Term.

(2) In order for each examination to be conducted in order, the required number of Invigilators shall be assigned.

(3) The Course Coordinator shall report the invigilator requirements for mid-term examinations together with the place and time of the examination to the Academic Unit's Invigilator Coordinator until at most five days before the examination. The Invigilator Coordinator shall assign the required number of Invigilators and reports their names to the Course Coordinator until the day before the examination. In necessary cases, the Academic Unit Management, or the related head of department, can assign the lecturers in the Academic Unit as Invigilators. The Invigilators shall be assigned primarily for the examinations of their own Academic Unit, yet they can be assigned for examinations of other Academic Units, if considered necessary. The examinations of disabled students shall be conducted in a different environment according to their disability status and under the supervision of a Course Coordinator or an Invigilator.

SECTION THREE During Examination

Exam Coordination

ARTICLE 7 – (1) Invigilators shall present at the place of examination at the latest 10 minutes before the start of the examination. Printed questions of written examinations and the printed empty answer sheets shall be brought to the place of examination by the Course Coordinator and handed out to Invigilators at the latest 10 minutes before the examination. The Course Coordinator shall present at the place of examination throughout the examination and ensure that the examination is conducted properly. In cases that the Course Coordinator is not present, the related department shall assign a lecturer to conduct the examination.

ID Control

ARTICLE 8 – (1) Once the examination has started, the invigilator shall collect the attending students' signatures in order of their seating plan and check their identification documents. The ID control shall be performed by comparing the student's face with the photo on the ID card. Once the ID control of a student is completed, the invigilator shall put his/her initial on student's answer sheet.

Announcements during Examination

ARTICLE 9 – (1) The invigilator shall write the starting and ending times of the examination on the blackboard, in the beginning of the examination. The invigilator shall verbally announce when there are 30 minutes and 5 minutes left to end the examination. The invigilator shall not make any announcement related with the content of examination. Announcements related with the content of examination shall be solely made by the Course Coordinator.

Examination rules

ARTICLE 10 – (1) Students cannot leave the examination room in the first 30 minutes, even if they have completed. Students that present after the first 30 minutes shall not be allowed to enter the examination. Any item other than ID card, pencil, eraser, water, and items allowed to be used during the examination, shall

not be kept over the desk. Any device that has features of communication or image capturing such as mobile phones, smart watches, etc. shall not be allowed during the examination. Such devices shall be completely turned off before the examination, and shall be maintained in students' bags or in the related section in the examination room designed for this purpose. Use of any device listed in this subclause during the examination shall be considered within the scope of cheating.

Invigilation

ARTICLE 11 – (1) The Invigilator shall be present at the examination room throughout the examination. The invigilator shall not be involved in any other activity than invigilation. The invigilator shall remain in a position where he/she can see the whole class. The invigilator can change students' seats and make other arrangements to ensure that the examination is conducted in order.

Situations that constitute contradiction to the order of examination

ARTICLE 12 – (1) Students that break the order during the examination by any means shall be dismissed from the examination room by the invigilator. A student dismissed from the examination room shall be deemed to have scored zero on the examination. The situation shall be recorded in the exam report and informed to the course coordinator.

(2) If a student is detected to be cheating or intending to cheat, the invigilator shall seize the student's exam paper and the proofs of cheating, and dismiss the student from the examination room. This action shall be recorded in the exam report and informed to the course coordinator.

SECTION FOUR After Examination

Handing in the examination document

ARTICLE 13 – (1) In the end of the examination; the Invigilator shall count the exam papers and compares it with the number of students that entered the examination, sign the exam report and hand in all examination documents to the Course Coordinator.

Starting a disciplinary procedure

ARTICLE 14 – (1) After the examination, the Course Coordinator shall hand in the exam reports and the proofs of cheating, if any, to the related academic unit's management with a preliminary written statement for the unit management to start a disciplinary procedure. If it's detected in the end of the disciplinary procedure that the student had cheated, he/she shall be deemed to have scored zero on the examination. If it's detected in the end of the disciplinary procedure that the student had not cheated, he/she shall be granted with a make-up examination.

Other cases

ARTICLE 15 – (1) In cases not mentioned in the present Directive, the related regulation of the University shall apply.

SECTION FIVE Effective Date and Execution

Effective Date

ARTICLE 16 – (1) The present Directive shall be effective as of the date of its approval by the Senate.

Execution

ARTICLE 17 – (1) Provisions of the present Directive shall be executed by the Rector.