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EXAMINATION REGULATIONS

The examinations are carried out according to the new procedures adopted by the University in May 2022. The full text can be found at: <https://kms.kaysis.gov.tr/Home/Kurum/71457743> (Esas ve Usuller, 2022/05). Below, the English translation is presented:

T.C.

ISTANBUL GEDİK UNIVERSITY

Associate, Undergraduate and Graduate Examination Procedures and Principles

PART ONE

Purpose, Scope, Basis and Definitions

Objective

Article 1 - (1) The purpose of this regulation is to determine the procedures and principles regarding the implementation of the courses, Midterm, Final, Make-up and all other exams in Istanbul Gedik University associate, undergraduate and graduate programs.

Scope

Article 2 - (1) The scope of these procedures and principles covers the procedures and principles regarding the application of the courses, Midterm, Final, Make-up and all other exams in Istanbul Gedik University Associate, Undergraduate and Graduate programs.

Basis

Article 3 - (1) This regulation has been prepared based on the Higher Education Law No. 2547, Istanbul Gedik University Associate Degree / Undergraduate Education and Examination Regulation and Istanbul Gedik University Graduate Education and Training Regulation.

Definitions

Article 4 - (1) In this regulation, the terms used have the following meanings:

- a) **Online Courses:** The teaching method in which teaching activities are planned and carried out based on information and communication technologies, enriched with synchronous and different-time, in-class and extracurricular activities by enabling the interaction of the instructor and students without the obligation to be in the same place.
- b) **Online Exam:** The exam conducted electronically over the internet using information and communication technologies,
- c) **Dean's Offices:** Faculty Deanships of Istanbul Gedik University.
- d) **Course Content:** The content of the course includes lectures, textbooks, supplementary books, source documents, audio and video recordings, interactive/non-interactive exercises, assignments, projects, course syllabus and similar teaching materials.
- e) **Course Supervisor:** The instructor who teaches the course.
- f) **Proctor:** The instructor who ensures that the exam is conducted in accordance with the rules.
- g) **Proctored Exam:** The exam in which information and communication technologies are used during the exam, student cameras are turned on, web browsers are locked, and similar measures are taken.
- h) **Center:** Istanbul Gedik University Distance Education Application and Research Center.
- i) **Directorate:** Istanbul Gedik University Vocational School of Justice, Gedik Vocational School, School of Foreign Languages and Graduate School of Education Directorates.
- j) **Examination Coordinator:** The instructor who ensures that the exams are held regularly.

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- k) **Distance Education Management System:** The whole of the distance education management (LMS) environments used by the University in the distance education process,
- l) **University** Istanbul Gedik University,
- m) **Face-to-Face Exams:** The exam held at the university campuses with a proctor.

PART TWO

ONLINE EXAMS

Program Coordinators, Academic Support Officers and Technical Support Officers in Exams

Program coordinators

Article 5 - (1) The Dean/Director and Department/Division Heads are responsible for the coordination and supervision of the exams and the general guidance of the students participating in the exams.

Academic Support Officers

Article 6 - (1) The Center staff is the unit that provides support to the lecturers conducting the courses in which the exams will be held, in the processes of uploading the exam questions to the system and making the final checks before the exam and during the implementation of the exam.

Technical Support Officers

Article 7 - (1) The Center personnel who coordinate the teaching management system in the conduct of online courses, technically organize the environments where the exams will be held, and carry out all kinds of support services required by technology in order to conduct the exams in an uninterrupted and orderly manner in coordination with the Exam Coordinators.

PART THREE

Implementation of Online Exams, Project/Research Assignment, Cheating/Plagiarism, Success Grades, Appealing Results and Enforcement

Implementation of Online Exams

Article 8 - (1) In order to measure and evaluate the knowledge acquired by the students according to the content of the course during the semester, midterm, final and all other exams of the courses taught online between the dates specified in the academic calendar are held online via the Distance Education Management System if desired. The relevant Institute/Vocational School boards are authorized to make changes regarding the issues specified in paragraph 8 of this article and Article 10 of these principles.

(2) If a digital environment other than the Distance Education Management System is to be used, the instructor of the relevant course must notify the relevant Dean's Office / Directorate in writing with the commitment to record and archive this request.

(3) In graduate program courses, midterm exams and evaluations can be conducted through the project/research paper or by choosing one of the online exam types specified in paragraph 8 of this article. For the final exam at the end of the semester and all other exams, one of the supervised *multiple-choice, classical and oral* exams and/or *project/research paper* exam types should be preferred.

(4) The exam schedule is announced on <http://bilgi.gedik.edu.tr>. Students will enter the online exam environment by using their usernames and passwords through the University's Distance Education Management System on the exam date and time announced for their courses.

(5) After logging into the Distance Education Management System during the exam period, the students must comply with the University's online general exam rules in ANNEX 1. If

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the instructor wants to apply additional exam rules, he/she is responsible for announcing these rules to the students before the exam.

(6) Students will be able to start their exams for that course by selecting the course they will take the exam assigned to them from the screen with their courses, depending on the previously announced exam schedule.

(7) For students who do not have a computer and/or internet access, it must be notified in writing to the relevant academic unit and permission must be obtained until two (2) weeks before the exam day at the latest.

(8) In the midterm exams, students will be administered a *multiple-choice, matching, open-ended, oral or project/research paper* exam, the questions of which are prepared by the instructor of the course, in accordance with the general criteria below. In the final exams held at the end of the semester, one of the following types of exams should be preferred: *multiple choice, classical and oral* exam and/or *project/research paper*.

A. When the instructor of the course prefers a *multiple-choice* type of assessment;

- i. A minimum of 20 and a maximum of 40 questions will be asked in the exam and a minimum of 30 and a maximum of 60 minutes of exam time will be given.
- ii. At least five (5) times the number of questions in the exam must be uploaded to the system from the "Question Bank" menu by the instructor of the course before the exam date.
- iii. In addition to multiple-choice questions, open-ended questions with a score not exceeding 25 percent of the total score may be asked.
- iv. In an exam, students will encounter questions of easy, medium and difficult difficulty.
- v. Students must answer each question in the exam in the order of the question. Each question will be displayed on separate pages/screens with answer fields.
- vi. Each student's question screen will display the order of the questions in the exam and the options of the question in a randomized and mixed format.
- vii. After a question is seen, it will be allowed to move to the next question with the forward button regardless of whether the answer is marked or not. However, the system will not allow going back to the previous question with the back button. If deemed necessary by the instructor of the course, it will be allowed by the system to return to the previous question with the back button.
- viii. During the exam, the time remaining until the end of the exam will be visible on the screen.
- ix. If students have to leave the exam for any reason, they will be able to re-enter only 1 (one) time and continue their exams within the remaining announced period of the exam, provided that it is within the announced exam period and the instructor of the course has predefined this right in the system.
- x. Students will have completed the exam for each course at the end of the allotted time. If they complete their exam answers before the expiration of the given exam time; they must first click on the "Finish Application" button and then click on the "Submit and finish all" button. In response to the question "After submitting this application, you cannot change your answers again", they will click on the "Submit and finish all" button to finish the exam or the "Cancel" button to stay on the page. Pressing this button will mean that the final answers will be saved and the exam questions will no longer be answered.

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B. When the instructor of the course prefers to conduct an *open-ended* exam type of measurement;

- i. At least 3 and at most 5 questions will be asked in the exam and at least 30 and at most 60 minutes of exam time will be given.
- ii. In an exam, students will encounter questions of easy, medium and difficult difficulty.
- iii. Students will be able to answer each question and answer fields separately.
- iv. After a question is seen, it will be allowed to move to the next question with the forward button regardless of whether the answer is marked or not. However, the system will not allow going back to the previous question with the back button. If deemed necessary by the instructor of the course, it will be allowed by the system to return to the previous question with the back button.
- v. During the exam, the time remaining until the end of the exam will be visible on the screen.
- vi. If students have to leave the exam for any reason, they will be able to re-enter only 1 (one) time and continue their exams within the remaining announced period of the exam, provided that it is within the announced exam period and the instructor of the course has predefined this right in the system.
- vii. Students will have completed the exam for each course at the end of the allotted time. If students complete the answers before the end of the given exam time, they will first click on the "Finish Application" button and then on the "Submit and Finish All" button, and then on the question "After submitting this application, you cannot change your answers again", they will press the "Submit and Finish All" button to finish the exam and the "Cancel" button to stay on the page. Pressing this button will mean that the final answers are recorded and the exam questions can no longer be answered.

C. When the instructor of the course prefers to conduct an *oral* exam (including exams requiring presentation and performance);

- i. Each student will be given a maximum of 15 minutes for the exam.
- ii. Exams can be held by recording the Online Conference application (or other digital media applications within the knowledge of the Dean's Office / Directorate), which is a live / simultaneous course tool within the exam period determined separately for each student.
- iii. The conference link is notified to the student before the exam. It is the student's responsibility to test this link by the student before the exam, and the student must connect to the relevant application on the exam date and time and wait ready for the exam.

D. When the instructor of the course prefers a *project/research paper* exam type of assessment;

- i. In the exam, each student will be given the research topic and the criteria sought in the assignment by creating a clear lesson plan.
- ii. The research topic and the criteria required for the assignment will be communicated to the relevant students via LMS until the beginning of the exam date interval specified in the academic calendar.
- iii. Depending on the assignment topic;
 - The assignment submission period will be given until the day and time determined as the exam date of the course within the exam calendar specified in the academic calendar, which enables submission via LMS.
 - The status of the plagiarism program report used at the University will

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also be taken into account in the evaluation of each submitted assignment. If the content of the assignment does not comply with the plagiarism program, it is not necessary to use it.

E. Graduate proficiency, proposal, monitoring exams, project and thesis defenses: Proficiency, proposal, monitoring exams, project and thesis defenses at the graduate level are conducted by the relevant Graduate School.

It will be held in accordance with the calendar and conditions determined by the Directorate. Exams will be held in the Distance Education Management System environment, which is a live / simultaneous course tool, and recorded, unless the relevant Directorate is informed that another digital environment will be used within the exam period determined separately for each student.

(9) If students with disabilities apply to the Dean's Office / Directorate to which they are affiliated at least three weeks before the relevant exam calendar, a special measurement and evaluation process can be carried out for them depending on their disability.

Cancellation/copying/plagiarism in Online Exams or Project/Research Assignment

Article 9 - (1) Students who are found to have cheated or attempted to cheat in online exams will have their exams canceled and will be dealt with in accordance with the "Regulation on Student Discipline of Higher Education Institutions".

(2) Some of the actions that may be subject to review and control within the scope of the exam cancellation/copying process in order to ensure online exam security are as follows:

- i. Disconnection for any reason (power/internet outage, etc.).
- ii. The student leaves the camera angle or obstructs the view (in open-camera exams).
- iii. Getting help from external sources (another person, cell phone, electronic device, book, etc.).
- iv. Sharing questions or answers.
- v. Reading the questions or answers aloud (in exams where the microphone is turned on).
- vi. A window other than the exam page opens on the computer screen.
- vii. Intentionally turning off the microphone and/or camera.
- viii. Intentionally terminating microphone or screen sharing (in exams with microphone and screen sharing turned on).

(3) If deemed necessary by the instructor teaching the course, the plagiarism program used at the University can be used in the reports/documents in the courses where a project/research assignment is given to replace the exam. The determination of the maximum similarity rate in the plagiarism report is decided by the relevant committees. In the event that a rate higher than the agreed similarity rate is determined, these students will be treated in accordance with the Student Disciplinary Regulation of Higher Education Institutions. Information about plagiarism is provided by the University on Distance Education Systems.

Success grade

Article 10 - (1) The success grade of Online Exams or Project/Research Assignment is calculated over 100 full points with the weighting determined by the instructor. In the final grade calculation, the weights of the in-semester and end-of-semester evaluations are determined by the relevant Institute/Faculty/Vocational School boards. Within the framework of Istanbul Gedik University Associate Degree / Undergraduate Education and Examination Regulations and Istanbul Gedik University Graduate Education and Training Regulations, the effect of unsupervised measurement and evaluation activities such as performance, project, homework, thesis and portfolio for semester exams cannot be more than 40% of the overall success. However,

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this rate can be changed with the decision of the Senate.

(2) Students' exam results will not be announced on the LMS and the end-of-semester success status will only be announced on the Student Information System (OBS).

Objection to the results

Article 11 - (1) The provisions of the relevant regulations of the University apply to students' objections to a course grade due to material error.

(2) Objections made due to Internet outage, device malfunction or power failure during the online exam and similar technical problems are made to the Dean's / Director's Office via e-mail or wet signed petition within maximum three (3) working days after the exam date. The objections are evaluated within the framework of the relevant regulation with the determination report of the Examination Coordinators and Center staff and the decision of the board of directors of the relevant Dean's Office / Directorate of the course.

CHAPTER FOUR FACE-TO-FACE EXAMS

Article 12-(1)

A- What to do before the exam

1. At Istanbul Gedik University, exams are prepared on the dates specified in the academic calendar, in coordination with the Student Affairs Department and academic unit officials.

2. The exam program, which determines the day, time and place of the exams, is announced at Bilgi.gedik.edu.tr at least one week before the exams start.

3. It is essential that the instructor responsible for the course is present in the exams. In case of a valid excuse, he / she notifies the relevant dean's office / directorate in writing at least 24 hours before the exam time and delivers the exam documents to the head of the department / program in a sealed envelope. The Head of the Department ensures that the exams are conducted in a healthy manner by taking the necessary measures.

4. In order to ensure order in the exams, each Dean's Office/Directorate assigns an instructor as an "exam coordinator" for each exam day. The exam coordinator is not assigned as a proctor for the exams on that day. The exam coordinator informs the Dean's Office / Directorate about the exams for the day he / she is responsible for.

5. While preparing the exam questions, care is taken to ensure that the questions asked in the make-up and make-up exams in the same semester are not exactly the same.

B- Rules to be followed during the exam

1. Students are admitted to the exam hall 10 minutes before the exam time. Invigilators check the top and bottom of the desks in the exam hall. Lecture notes, books and other materials are collected at the place determined by the instructor or proctor in charge of the course. Invigilators arrange for the students to sit appropriately and check the identities of the students and ensure that they sign the attendance list. A student who does not have a signature opposite his/her name on the attendance list and who does not have a sign that he/she has handed in the exam paper is considered not to have taken the exam.

2. The course instructor and/or invigilators explain that the IDs of the students taking the exam must be on the desk during the exam. A student whose name is not on the exam attendance list may be allowed to take the exam by the instructor. However, if it is determined that the student

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in this situation has the right to take the exam, the exam is considered valid.

3. Students are given question and answer sheets with the signature of the course instructor or proctor and the logo of Istanbul Gedik University and are warned to write their name, surname and student number first. If the answer sheet and the question paper are separate, it is stated that the name, surname and student number should be written on both. Question and answer sheets are given to the students personally by the invigilators, and students are not allowed to pass the question and answer sheets from hand to hand.

4. The course instructor indicates the questions on the question paper, the duration of the exam, the point value of the questions and other issues related to that exam, if any, and warns the students to read the explanations carefully (excluding the exam time).

5. The start and end times of the exam are written on the board by the invigilator so that students can see them.

6. The instructor and invigilators will keep the cell phone on silent during the exam, will not engage with cell phones, newspapers, books, magazines, etc. and will not chat in the exam room.

7. Course instructors and invigilators cannot leave the hall they are assigned to during the exam.

8. Students are not allowed to leave the exam hall within the first 20 minutes after the start of the exam. If the student who is late for the exam has not yet left the exam, he / she can take the exam if the instructor in charge of the course gives permission. However, the student who is late for the exam is not given additional exam time.

9. It is not allowed to give and take pencils, erasers, calculators, etc. between students during the exam.

10. The course instructor and invigilators may give warnings before the exam starts and during the exam, but such warnings should be given quietly and only to that student, and care should be taken not to distract other students.

11. Students are prohibited from carrying devices such as cell phones, headphones, pocket computers, bluetooth, voice recorders, smart watches, etc. with them during the exam. If there are such devices, it is ensured that they are turned off in a place inaccessible to the student in accordance with the exam rules before the exam starts.

C- What to do at the end of the exam

1. The invigilators will collect the exam documents at the end of the exam;

a) Number of students taking the test,

b) Number of papers used,

c) Signs the exam report by matching the number of student signatures on the exam report.

2. The exam invigilators deliver the signed minutes to the instructor in charge of the course or the distance education exam coordinator in person. In the absence of the course instructor, the exam documents are delivered to the head of the Department / Program in a sealed envelope against signature.

D- Other Rules Regarding Examinations

1. The invigilators in charge at the exam places, without entering into a discussion with the students who violate the exam rules, cheat, attempt to cheat, disrupt the order and functioning of the exam, prevent the exam from being held, insult the lecturers, leave the exam hall before the

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time announced to them, refuse the arrangements related to the exam, prepare a report about them and report it to the Dean's Office / Directorate together with the material evidence.

2. It is forbidden for students who have finished the exam to wait in the corridor, to enter other exam halls and to talk and sign with the students who are still taking the exam.

3. Reports without protocol number and chief physician approval, excuse applications that are not valid and not documented are not processed by the relevant dean's office / directorate. It is decided by the board of directors of the relevant academic unit whether or not to grant an excuse exam right.

4. Students cannot take any exams between the dates specified in the medical report. If there is an exam taken, it will be canceled and the relevant Dean's Office / Directorate may open a disciplinary investigation against the student.

5. The exam of the student who has taken the exam without the right to take the exam is invalid.

6. All lecturers and other staff are subject to the above-mentioned exam application principles (except for academic units that have their own exam or project exam application principles). The students are obliged to comply and disciplinary action may be taken by the relevant Dean's Office / Directorate against those who act contrary.

SECTION FIVE

Miscellaneous and final provisions

Enforcement

ARTICLE 13- (1) These Implementation Procedures and Principles enter into force on the date of adoption by the Istanbul Gedik University Senate.

Other provisions

Article 14 - (1) If the students apply to the Dean's Office / Directorate to which they are affiliated at least three weeks before the relevant exam calendar, students who do not want to or cannot participate in the online exam due to the Personal Data Protection Law (KVKK) and privacy reasons or technical and other reasons (if they notify this situation in writing to the relevant Dean's Office / Directorate three weeks before the exams at the latest for the exams held under supervision) can take online exams in supervised electronic environment on the campuses of our University. Measures for the applicant students to take the online exam in the sections specially created for the exam on the campuses of the University are carried out by the relevant Dean's and Directorates.

(2) Semester and final exams are recorded in digital environment by taking into account the periods specified in the relevant legislation. Documents related to all exams are submitted to the relevant Dean's / Directorate in accordance with the "Digital Exam Document Preparation Guide".

(3) The relevant exam of the student who violates the exam rules is invalidated and zero (0) points.

Repealed Legislation

ARTICLE 15- (1) Istanbul Gedik University Examination Application Principles, which was accepted by the senate decision dated 16.05.2019 and numbered 2019/10, has been repealed.

(2) Istanbul Gedik University 2020-2021 Academic Year Fall-Spring Semester, Mid-Semester and End-of-Semester Associate, Undergraduate and Graduate Exams Implementation Procedures and Principles, which were accepted by the senate decision dated 30.11.2020 and

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numbered 2020/20, have been abrogated.

Execution

Article 16 - (1) Istanbul Gedik University Associate, Undergraduate and Graduate Examination Implementation Procedures and Principles are executed by the Rectorate.

ANNEX 1:

Online General Examination Rules

- a. The username and password belong to you personally. All transactions made with the student password during the exam will be deemed to be made by the student himself/herself.
- b. All movements (logs) of users accessing the exam system are recorded (successful or unsuccessful login attempts and reasons, device information, IP information, transitions between pages/questions, marked answers, etc.).
- c. Before starting the exam, make sure that your Google Chrome browser is installed on your computer.
- d. Before you start the test, make sure that you are in an environment isolated from anything that may create sound and noise.
- e. In case of an individual internet / power outage or device malfunction during the exam, you can continue from where you left off by logging back into the system until the end of the exam period. The time until you log in again will be deducted from the exam period. It is the student's responsibility to take the necessary precautions.
- f. Access to the exam will be granted by the instructor only between the specified exam start and exam end times. Those who do not take the exam on the specified exam date and time will be considered as not taking the exam.
- g. During the exam, the time remaining until the end of the exam is displayed on the screen. Before starting the exam, take precautions in advance for possible problems such as computer battery and internet connection problems.
- h. Only the exam screen should remain open on your computer screen during the exam. Close all applications except the exam screen to avoid cheating/plagiarism.
- i. The instructor may choose to use a secure exam browser for the exams. In this case, students must download and install the Safe Exam Browser application before the exam. After the installation, the "Student Announcement Screen" in the LMS will appear. students are required to solve the practice exam in the field. If there is a problem during this process, support should be obtained from the distance education application and research center.
- j. The answer sheet to be uploaded must be saved as a single file or pdf. If you have documents in different formats or if you have more than one file, you should upload all your files and documents together as a zip file.
- k. At the end of the time allotted for the exam of each course, the student will have completed the exam. If students complete the answers before the end of the given exam time, they will first press the "Finish Exam" button and then the "Are you sure you want to finish the exam" question, they will press the "Yes" button to finish the exam and the "No" button to stay on the page. Pressing this button will mean that the final answers are recorded and the exam questions can no longer be answered.
- l. When it is requested to upload the answer sheet to the system according to the type of the exam, the answer sheet to be uploaded should be saved in a single file or pdf format. If you have documents in different formats or if you have more than one file, all files and documents should be uploaded to the system together as a "zip" file.
- m. It is strictly forbidden to take the exam in place of another person, to take the exam in place of another person or to attempt to do so. The exams of the students who are found to have violated this prohibition will be invalidated and proceedings will be initiated within the scope of **the**

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Student Disciplinary Regulation of Higher Education Institutions.

I accept the following points in advance regarding the online exam processes:

I will fulfill all the requirements of the courses (exams, class participation, homework, projects, etc.) in accordance with the principles of accuracy / honesty (including the indication of all sources used in homework and similar studies) and within the framework of ethical rules,

If requested by the relevant instructor/vigilator, my microphone and video will be on during the exam period (for exams requiring camera and microphone),

I will be monitored online by the examiner during the exam period,

I will provide access with a computer without firewall or VPN restrictions during the exam, and I will use a continuous and fast internet connection,

That I will perform the system test using all the equipment I plan to take the test with,

I will not use any technological equipment other than the technological equipment allowed for use during the exam,

That I would not leave the place I was in during the exam and that I would be alone in this place,

I declare and undertake.

GUZEM access: ue.gedik.edu.tr

Support : guzem@gedik.edu.tr

***Support : 444 5 438 - Extension:
1197***

Support GSM: 0534 893 89 72