

<b>RULES TO BE FOLLOWED BY STUDENTS IN EXAMS</b>	<b>Instruction Number</b>	
	<b>Publication Date</b>	
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## **1. GENERAL RULES**

- 1.1** Exams are held within the periods specified in the academic calendar, at the place and time shown in the exam programs prepared by the department chairs.
- 1.2** Students **may not enter** the exams with cell phones, pagers, wireless communication devices, headphones, radios, weapons, cutting tools, advanced electronic calculators, cameras, recording devices and all kinds of advanced electronic and mechanical devices. If a student who takes the exam in this way is identified after the exam starts, the student will be removed from the hall. In addition, students with books, notebooks, lecture notes, dictionaries, magazines and similar publications are **not allowed in the halls.**
- 1.3** After submitting the answer sheet, the student must leave the exam hall quietly and without waiting. Students **are not allowed** to wait in the hall, corridor or foyer.
- 1.4** Students who scribble, tear or hide the answer sheet are deemed invalid, and disciplinary proceedings are initiated against them.
- 1.5** Students who behave in a way that disrupts the exam order, cheat, attempt to cheat, help others, take the exam on behalf of someone else, or let someone else take the exam on their behalf will be removed from the hall and **their exam will be invalidated.** In addition, the exams of students who are found to have cheated in pairs or in groups in test exams will be invalidated. **Disciplinary proceedings** are initiated against students who commit these acts.
- 1.6** Students **cannot smoke cigarettes, cigars, pipes, etc. or chew gum** during the exam. \_
- 1.7** Students will be allowed to keep water, candy, etc. with them during the exam.
- 1.8** During the exam, students are **not allowed** to talk to each other, exchange pencils, erasers, calculators, etc., get up from their seats, turn around, or hold their papers so that others can see them.
- 1.9** Except for health problems, for whatever reason, the student who leaves the exam hall is not allowed to take the exam again.
- 1.10** It is not allowed to write the answers to the questions anywhere and take them out of the exam hall. The **exams of** students who do not comply with this rule **will be invalidated.**
- 1.11** The student who will take the exam must have a student ID card with a photo. Those whose photograph on the student ID card and special identity document does not belong to them or who arouse suspicion are **definitely not allowed to take the exam.** In addition, if requested, the student must show a second identity document such as passport, identity card, driver's license as a special identity document.
- 1.12** Students who arrive late for the exam **will not be given** additional **time.**
- 1.13** Students who want to take the exam **15 minutes** after the exam starts **will not be admitted to the hall.**
- 1.14** No student **is allowed to leave the hall** until the attendance sheet is signed. \_

**PREPARED BY**

**Hasan CEVAHIR**  
**Faculty Secretary**

**APPROVED BY**

**Prof. Dr. İrfan ACAR**  
**Dean**

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## **2. OTHER MATTERS**

- 2.1** Examination times will be announced verbally by the examiners before the start of the exam and will be indicated on the question papers.
- 2.2** The responsibility for deciding the method of the exam, whether it be multiple-choice, classical, fill-in-the-blank, short-answer, mixed, where wrong answers deduct from correct ones, or by any other method, lies with the course instructor.
- 2.3** Optical papers specially printed for test exams are used. A **pencil** is used for all kinds of writing and marking on the optical paper.
- 2.4** Check the question paper given to you before the exam starts. Contact the examiner if the question paper cannot be read completely, is damaged or incompletely printed.
- 2.5** Do not argue with the examiner about questions that you think are wrong or have no answer. In such cases, try to answer each question and mark the answer you think is correct.
- 2.6** Do not talk to the examiner or **ask questions** during the exam.
- 2.7** In test exams, one option must be marked for each question on the answer sheet. Answers marked twice or more are considered wrong.
- 2.8** Students must obey all kinds of warnings of the examiners during the exam. The examiners may change the place of the student when necessary.
- 2.9** **The exams of** students who do not write their name, surname, student number and group on the answer sheet, or who write it incorrectly or code another number **will be invalidated.**
- 2.10** Visually impaired students are tested separately from other students in a room with an assistant. These students are provided with an assistant and the answer time is **30 minutes** longer than the time given to other students.
- 2.11** A physically disabled student who cannot use his/her hands is tested in a separate hall and is provided with an assistant.
- 2.12** Students with physical disabilities are allowed to go to the restroom accompanied by an attendant.
- 2.13** Students with disabilities in their legs or feet and students with epileptic features, kidney problems, etc. are taken together with other students without disabilities.
- 2.14** Students whose hands, arms, legs or feet are in plaster casts due to an accident are taken to the exam room with an assistant, taking into account their temporary condition.
- 2.15** At the end of the test exam, **do not leave your seat** until the examiners collect the answer sheets.

**PREPARED BY**

**Hasan CEVAHİR**

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