



INTERNATIONAL BALKAN UNIVERSITY
TEACHING AND LEARNING CENTER

EXAM INSTRUCTIONS

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1. PURPOSE

The purpose of this training, based on the International Balkan University "Guidelines on the Students Conduct in Examination" regulation dated 2023-11-24, is to inform teaching assistants about the obligations of students enrolled in undergraduate programs before and during the exams, the principles regarding the responsibilities of faculty members regarding the implementation of the exams, and general information about the exam processes.

2. SCOPE

Training includes International Balkan University teaching and research assistants.

3. INFORMATION ABOUT EXAMS

(a) The number of midterm exams, assignments, applications, and other studies that students are responsible for in each course, their contribution to the final grade, and the requirements for participating in the final exam are determined by the instructor at the beginning of the semester and announced to the students both in writing and orally.

(b) Midterm exams of elective courses can be given during regular class hours or on other days or hours when all students can attend. The day and time of the midterm exam should be stated in the course schedule distributed by the instructor to students in the first week of the course.

(c) Midterm exams are held on the days and hours determined by the instructors by compiling their suggestions regarding exam times. At the beginning of each academic semester, the student is responsible for sharing the work schedule regarding the determination of midterm exam schedules with the units.

(d) Exam schedules for midterm, end-of-semester, and amnesty exams should be arranged in a way that allows students to take a maximum of two exams in one academic day. In cases where exam schedules cannot be arranged in this way, the exam loads of students who have three or more exams in one academic day are rearranged by offering make-up exams. For their exam load to be arranged as a maximum of two exams in one academic day, students who want make-up exams must apply to the Dean's Office of the Faculty where the instructor of the course they want to take

the make-up exam is affiliated with, twice in regular semesters and one week in advance in summer terms.

(e) The days and times of the first midterm exams of the courses are announced at the end of the 3rd week of the semester at the latest, and the days and times of the exams held during the final exam week are announced at the end of the 8th week of the semester at the latest. If the course has two midterm exams, the second midterm exam day and time will be announced in the 4th week of the semester at the latest.

(f) If the excuse of the student who does not take the exam is accepted by the instructor, which also applies to midterm exams, the student is given the right to take a new exam. If the instructor does not accept the excuse, the student can apply to the Faculty Administrative Board. The date of the make-up exam for midterm exams is determined by the Dean's Office of the Faculty.

(g) The results of midterm exams and make-up exams for midterm exams are announced within 10 business days at the latest from the exam date.

(h) Exam papers are kept for two years from the date of the exam, and at the end of this period, they can be destroyed by submitting a report to the relevant Dean's Office.

(i) Exams of disabled students must be conducted by a research assistant in a separate environment according to their disability. The selected research assistant should be from the department where the course in which the exam is taken is located and should be appointed among people who are familiar with the concepts and terminology of that course. In cases where a research assistant is not available, the exam must be administered by the instructor teaching the course or by another instructor from the same department.

4. END OF SEMESTER (FINAL) EXAMS

(a) Final exams can only be cancelled with the approval of the relevant Dean as a result of his/her evaluation. In cases where the exam is not held, the evaluation to be made is decided by taking the opinion of the relevant Dean.

- (b) Faculty members cannot change the time and date of the final exam without the approval of the Faculty Executive Board; They cannot give these exams before the semester is completed.
- (c) In courses where there are exchange students or where the number of students is high, the exam schedules of the students are reviewed, and the semester exam can be given early with the approval of the relevant Faculty Executive Board.
- (d) If the excuse of the student who did not take the exam is accepted by the instructor, the student is given the right to take a new exam. If the instructor does not accept the excuse, the student can apply to the Faculty Administrative Board. The date of the end-of-semester make-up exam is determined by the instructor within the framework of the dates in the Academic Calendar.
- (e) No final exams, midterm exams, etc. in the last weeks of the semester. or an assignment or project of the same nature as the exam cannot be given, but in exceptional cases, it may be decided upon the approval of the relevant dean.

5. RULES TO BE FOLLOWED BY STUDENTS DURING THE EXAM

- (a) Students must be in the exam hall when the exam starts. Acceptance of students who enter the exam hall after the exam start time is at the discretion of the instructor. However, no candidate is allowed to enter the exam hall after 15 minutes from the start of the exam.
- (b) 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, and any contrary behaviours may be evaluated within the framework of the disciplinary investigation.
- (c) Student identification cards, equipment to be used in writing the exam, such as pencils and erasers, and resources authorized by the instructor to be used in the exam can be brought into the exam hall. Handphones, media players, smartwatches, and other electronic devices are not allowed. The electronic devices must be switched off and handed over to the examiner during the examination. Lecture notes, textbooks, and other items and materials should be placed in a place that the student cannot reach during the exam. Exam invigilators may keep mobile phones, lecture notes, textbooks, and other belongings and materials under surveillance for exam orders.

(d) The exam is deemed to have started when the exam invigilator verbally announces the start of the exam, and the answer sheets begin to be distributed. During the exam, using a source (lecture notes, book, etc.) that is not authorized to be used by the instructor, looking at another student's exam paper, showing the exam paper to the student, exchanging any written or verbal information with another student and similar actions are considered cheating. is evaluated.

(e) The student who engages in behaviors that can be considered cheating is asked to immediately deliver his/her paper to the exam invigilator, and a report is kept about the cheating action, with the signatures of the exam invigilators on duty in the exam hall, summarizing how the cheating action was carried out. Examiners add the material constituting the evidence of cheating or, in cases where it is impossible to seize the evidence, a visual sample of the material to the minutes. If the student insists on not handing over evidence of cheating or prevents the visual sample from being taken, a report will be recorded in this case. For example, in the case of hand-written copy, the written text can be detected through the camera. pencil case etc. In cases where there is a copy on a personally owned item, the item in question may be confiscated. If the student resists this, evidence cannot be collected by using force. If faced with this situation, it should be stated that evidence could not be collected with a report.

(f) Except in cases of necessity, students must not leave the hall for 15 minutes following the start of the exam and 15 minutes before the end of the exam. If the attendance sheet is not completed within this period, the compulsory stay of the students in the exam hall may be extended by the exam invigilator.

(g) Students should not leave the exam hall without submitting their exam papers unless there is a compelling reason.

(h) If the student needs to leave the exam hall for a compelling reason, he must notify the exam invigilators; A report is kept for the student who does not comply with this situation.

(i) When students submit their exam papers, they must ensure that their identity information and signatures are included on these papers.

(j) At the end of the exam period, the answer sheets must be delivered to the exam invigilators. A report is kept for the student who does not submit his paper.

(k) The student who leaves the hall after submitting the exam paper cannot re-enter the hall before the end of the exam. A report is kept for the student who violates this rule, due to his behavior contrary to the exam order.

6. EXAM PROVISIONING RULES

(a) Exams may be given by teaching assistants under the supervision of faculty members. Instructors are responsible for invigilating the exams of the courses they teach.

(b) In cases where the number of students taking the exam is more than 20, the instructor is obliged to work with the Dean's Office of the Faculty to which he/she is affiliated to plan for the presence of at least one more exam invigilator in the exam hall. Examiners must be ready in the hall at least 15 minutes in advance.

(c) At the beginning of the exam, the proctor(s) must announce whether additional papers will be given and the duration of the exam.

(d) Students in the hall should be seated as spaced and regularly as possible.

(e) Student identification cards, equipment to be used in writing the exam, such as pencils and erasers, and resources authorized by the instructor to be used in the exam can be brought into the exam hall. If any items other than those listed above are brought into the hall (mobile phone, lecture notes, books, etc.), the cell phones and other electronic devices must be turned off, and lecture notes, textbooks, and other items and materials must be placed in a place where the student cannot reach them during the exam. Exam invigilators may keep mobile phones, lecture notes, textbooks, and other belongings and materials under surveillance for exam orders.

(f) Before the exam starts, the exam proctor checks your identity. The control is made by determining that the person taking the exam writes the name and number on his/her ID on all exam papers and that the person taking the exam is the person on the ID.

(g) If deemed necessary, the exam invigilator may also check identification after the exam has started.

(h) A student who cannot present his student ID before or during the exam must present another valid ID. A student who does not have an ID will be taken to the exam only if there is no doubt about the accuracy of his ID.

(i) When checking identity, students' signatures indicating that they have taken the exam should be taken on the attendance sheet and the number of students who signed should be compared with the total class size.

(j) Any attempt at cheating during the exam must be intervened, the student who engages in behaviour that will be considered cheating must be asked to immediately submit his/her paper to the exam invigilator, and the act of cheating must be detected in detail by keeping a report summarizing how the act of cheating was carried out with the signatures of the exam invigilators. Examiners must include in the minutes the material constituting evidence of cheating or, in cases where it is impossible to seize the evidence, a visual copy of the material. If the student refuses to submit evidence of cheating or prevents the visual sample from being taken, this situation is also recorded.

(k) It is within the discretion of the relevant disciplinary board whether an action reported to the disciplinary board by keeping a report by the exam invigilators can be considered as cheating or attempted cheating. In cases where the disciplinary board decides that the student has not cheated or attempted to cheat, the student is given the right to retake the remaining part of the exam or the entire exam.

(l) Those who cannot attend the exam must notify the Dean of the relevant Faculty in advance.

(m) It is possible to change exam duties among exam invigilators in a way that does not disrupt the exam order; The change in question must be notified to the relevant Faculty Dean's Office before the exam.

(n) Invigilators should be careful not to disturb the students or disrupt examination supervision while talking among themselves. Especially in long-term exams, one of the invigilators can leave the classroom for a short time, if there is another invigilator in the classroom. However, except for this situation, invigilators should not leave the exam hall.

(o) Before the exam starts, it should be stated to the students that the exam invigilator will give information about the exam time at regular intervals during the exam, written on the board and/or verbally, and the remaining time should be notified to the students at regular intervals during the exam in possible ways. It is recommended that this notification be made in writing on the board or verbally when necessary.

(p) At the end of the exam, the answer sheets should be arranged as determined by the course instructor, the 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 invigilators.

(r) Students are not allowed to leave the exam hall without submitting their exam papers without a compelling reason. A report is kept about the student who does not comply with the exam order, signed by the invigilators in the hall and delivered to the Dean of the Faculty affiliated with the course in which the exam is given.