

EXAMINATION RULES

Extract from the Charter

Are students who missed a class allowed to attend exams?

- Students who have **25% and more** unexcused absence **are not allowed to attend exams.**

Which documents are needed to attend exams?

- Students who come to exams must show **student card** to the invigilators. Students who do not have student cards are not allowed to attend exams.

Can instructors answer questions of students during exams?

- During 15 minutes, instructors answer students' questions about the exam; students can ask questions only when exam questions are **not clear** for them.
- If a student claims that there is a mistake or mismatch in the exam questions, he/she must note about this in the exam paper and answer those questions in a way that he/she thinks is the right answer.

Examination process

- Students must arrive in the exam room 15 minutes before the time mentioned in the exam schedule. No additional time is given to students who arrive late for the exam. Students who arrive **fifteen (15) minutes** after it begins lose their eligibility to attend the exam.
- Students cannot leave the exam room during first 15 minutes of the exam.

What must students do when they come to the examination?

- Before the exam begins, students are shown places where they can leave their personal belongings. Students must present their belongings on them to the invigilators, when required.
- Invigilators must set up places for students to sit during exams.
- Students must not touch the exam papers and read them unless they are allowed to do so.
- Students must write down their names, surnames, subject and exam date on the coding sheet attached to the exam question paper. If a student writes the above-mentioned information on the exam paper, his/her exam results are canceled and he/she gets "0" mark.

Which pens can students use in the exams?

- Students must write down the exam question answers with blue or black ink pens. Pencils are not allowed.
- In multiple choice questions, students have only one chance to change and correct their answers. **This must be confirmed by the invigilator's signature.**

What is not allowed to bring to the exam rooms?

- Books, cheating notes, various written notes, dictionaries, e-dictionaries, calculators and other electronic devices are not allowed to bring to the exam room.
- Using mobile phones and touching them for any purpose during exams are strictly forbidden.

Is it allowed to use textbooks and additional materials during the exam?

- Textbooks and additional materials are allowed to bring to the examination rooms only with the permission from the dean considering the feature of the subject and the instructor's suggestions.
- Depending on the feature of the exam, books, calculators and other materials that are allowed to use can be used only by one student; they cannot share them with other students.

What must students do after they submit exam papers?

Students who submit exam papers must leave the examination room.

Students are expelled from the examination room and their exam results are canceled in cases when:

1. a student attempts to take an exam instead of another student;
2. a student gets full or some part of exam questions illegally;
3. a student uses or attempts to use additional materials without permission;
4. a student attempts to give advice to other students or get advice from others, and discusses exam questions during the exam;
5. students communicate with one another until they leave the exam room;
6. a student shows or gives his/her exam questions to another student, and takes or attempts to take them out of the exam room;

If exam results are canceled because of breaking examination rules, it is not allowed to take resit exam.

Can students send an appeal if they are not satisfied with exam results?

- Students who are dissatisfied with their exam results can present an appeal to the dean's office during 5 working days after the exam results are released. Students who do not present an appeal are not allowed to review their exam results.

Students are expelled from university as a result of violation of examination rules in cases when:

- a student takes an exam instead of another student;
- a student gets full or some part of exam questions illegally; (including the use of the mobile phones, iPads, invisible earphones and other electronic devices or attempt to use them during an exam)