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ISTANBUL GEDIK UNIVERSITY
2020-2021 Academic Year Fall/Spring Semester, Semester and End of Semester
Undergraduate and Postgraduate Exam Implementation Procedures and Principles

FIRST PART
Purpose, Scope, Basis and Definitions

Purpose

Article 1 - (1) The purpose of this regulation is to determine the guidelines and principles for the implementation of the courses in Istanbul Gedik University preparatory or associate, undergraduate and graduate programs, in the context of Covid-19 Pandemic Measures, 2020-2021 Academic Year Fall/Spring semester, semester and semester final final and all other exams. .

Scope

Article 2 - (1) The scope of these procedures and principles only covers in the fall/spring semester of the 2020-2021 Academic year at Istanbul Gedik University as well as the procedures and principles regarding the implementation of the final exams during the semester and at the end of the semester and all other exams.

Basis

Article 3 - (1) This regulation, "Procedures and Principles Regarding Distance Education in Higher Education Institutions" amended within the scope of the General Assembly Decision of the Council of Higher Education dated 24.09.2020 and numbered 2020.12.544, "Higher Education Council's Guide to Normalization Process in the Global Outbreak 2020" published on 30.07.2020. "And in accordance with the decisions of the University Senate dated 29.07.2020 and numbered 2020-14 and dated 17.09.2020 and numbered 2020-17 and based on other related legislation.

Definitions

Article 4 - (1) Mentioned in this regulation;

- a) Online Exam: An electronic exam conducted on the internet using information and communication technologies,
- b) Dean's Office: The Dean's Office of Istanbul Gedik University,
- c) Course Content: In the 2020-2021 Academic Year Fall/Spring semester of the related course in classroom environment (face to face) and distance education (online) Content covered by lectures, textbooks, supplementary books, source documents, audio and video recordings, interactive/non-interactive exercises, assignments, projects, course syllabus or curriculum and similar teaching materials,
- d) Supervised Exam: Information and communication technologies are used during the exam, i.e. the exam in which the measures were taken, student cameras are open, web browsers are locked, etc.
- e) Center: Istanbul Gedik University Distance Education Application and Research Center,
- f) Directorate: Directorates of Istanbul Gedik University Vocational School, School of Foreign Languages, Graduate Education Institute and Vocational School of Justice,
- g) Distance Education Management System: Perculus and distance education management (ALMS) environments are used by the university in the distance education process,
- h) Distance Education: The teaching method in which the teaching activities are carried out by planning based on information and communication technologies, by enabling the interaction of lecturers and students without the obligation to be in the same place, and the teaching method is enriched with synchronous and asynchronous of

lessons, in-class and extracurricular activities without the obligation of being in the same place,

- i) University: Istanbul Gedik University,

expresses.

SECOND PART

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

Program coordinators

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

Academic Support Staff

ARTICLE 6 - (1) The unit that provides support in the process of uploading the exam questions to the system, the final checks before the exam and during the application of the exam, is the Center staff.

Technical Support Staff

ARTICLE 7 - (1) It is the staff of the Center who undertake the task of coordinating the teaching management system in the conduct of distance education, carrying out all kinds of support services required by technology in order to carry out the exams in an uninterrupted and regular manner by the technical arrangement of the exam environments.

THIRD PART

Implementation of Online Exams, Project/Research Assignment, Cheating/Plagiarism, Success Grade, Objection to Results and Execution

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 within the semester_ between the dates specified in the academic calendar of the 2020-2021 Academic Year announced on the University website_ mid-term, end-of-term and all other exams are available online via the Distance Education Management System, unless otherwise agreed on by the relevant boards. The relevant Faculty/Institute/School of Foreign Languages (SFL)/Vocational School (VS)/Justice Vocational School (JVS) boards are authorized to make changes regarding the issues stated in the 8th item of this article and the 10th article of these principles.

- (2)** If a digital environment other than the Distance Education Management System is desired to be used, the lecturer of the relevant course must notify the Dean's Office/Directorate in writing about his commitment to record and archive.
- (3)** Mid-term exams and evaluations for the courses in graduate programs can be done through project/research assignment or by choosing one of the online exam types specified in the 8th item of this article. In final and all other exams at the end of the semester, one of the supervised multiple-choice, classical and oral exams and/or project/research assignment exams should be preferred.
- (4)** The exam calendar is announced on the website of the relevant academic unit at <http://gedik.edu.tr> under the heading of "announcements." Students will enter the online exam environments by using their username and password onto the University's Distance Education Management System on the date and time of the exam announced for their courses.

- (5) When students enter the Distance Education Management System during the exam period, they will be able to enter the exam after clicking “the agreement statement” that they have read and understood by checking the “I have read, understood,” checking a box on a screen that says the distance education general exam rules (ANNEX 1). If the lecturer of the course wishes to apply additional exam rules, they are 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 for the exam, depending on the previously announced exam schedule, from the web pages where their courses are located.
 - (7) Students who do not have computers and/or internet access, should notify the relevant academic unit in writing no later than two (2) weeks before the exam date and the following permission is obtained, the University or the Higher Education Board's dated 22.05.2020 and number 31978. In accordance with this article, the permission to take the exam at the same day and date can be provided by making use of the technological infrastructure of another University campus.
 - (8) On midterm exams, the questions of the students are prepared by the instructor of the course; Multiple-choice, matching, open-ended, oral or project/research assignment exam types will be selected and an exam will be implemented according to the following general criteria. On final exams held at the end of the semester, one of the supervised multiple-choice, classical and oral exams and/or project/research assignment exams should be preferred.
- A. When the lecturer of the course prefers to implement a multiple-choice exam type evaluation;
- i. On the exam, a minimum of 20 and a maximum of 40 questions will be asked, 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 loaded into the system from the "Question Bank" menu before the exam date by the lecturer.
 - iii. On the exam, open-ended questions with a score not exceeding 25 percent of the total score of the exam can be asked as well as multiple choice questions.
 - iv. Students will encounter easy, medium and difficult questions on an exam.
 - v. Students must answer each question in the order of questions on the exam. Each question can be viewed on separate pages/screens with its answer fields.
 - vi. The order of the questions on the exam and the options of the questions will appear randomly and resuffled on each student's question screen.
 - vii. After a question is seen, if the other question is passed to the next question, regardless of whether an answer is selected or not, the system will not allow the student to return to the previous question.
 - viii. During the exam, the remaining time can be seen on the monitor until the end of the exam.
 - ix. If the students have to leave the exam for any reason, they will be able to re-enter the system for only 1 (one) time and continue their exam within the announced remaining time of the exam, provided that they are within the announced exam period.
 - x. Students will have to complete the exam questions by the end of the time allowed for the exam of each course. If the students complete their answers before the given exam period expires, they will first click the "End the Exam" button and then the "Yes" button to the question "Are you sure you want to finish the exam" and the "No" button to stay on the page. Pressing this button will mean that the final answers will be recorded and exam questions can no longer be answered.

- B. When to make an open-ended exam type evaluation is preferred by the instructor of the course;
- i. On the exam, a minimum of 3 and a maximum of 5 questions will be asked, and a minimum of 30 and a maximum of 60 minutes of exam time will be given.
 - ii. Students will encounter easy, medium and difficult questions on an exam.
 - iii. Students will be able to see each question and answer fields on separate pages/screens on the exam.
 - iv. After a question is seen, a student will be allowed to move to the next question with the 'forward' button, regardless of whether the answer is marked or not, but the system will not allow the student to return to the previous question with the back button (in accordance with the decision No. 2020/19, dated November 18, 2020).
 - v. During the exam, the remaining time to the end of the exam can be seen 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 exam within the announced remaining time of the exam, provided that the course instructor has defined this right in the system.
 - vii. Students will have completed the exam by the end of the time allowed in the exam of each course. Students will be able to complete the exam by clicking the "End Active Exams" button if they complete the answers before the given exam time expires. Pressing this button will mean that the final answers will be recorded and the exam questions can no longer be answered.
- C. When it is preferred to carry out an oral examination by the instructor of the course (including exams requiring presentation and performance);
- i. On the exam, each student will be given a maximum of 15 minutes of exam time.
 - ii. Exams can be done by recording the Perculus 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 responsibility of the student to test this link before the exam, and the student has to wait for the exam by connecting to the relevant application on the exam time and date.
- D. When the lecturer of the course prefers to carry out a project/research assignment examination;
- i. On the exam, each student will be given a clear lesson plan with the research subject and the criteria sought in the homework.
 - ii. The research subject and the criteria sought in the homework will be communicated to the relevant students via ALMS (The Distance Education Management System) until the beginning of the exam date specified in the academic calendar.
 - iii. Depending on the homework topic
 - iv. Homework delivery time will be given until the hour and day determined as the exam date of the course within the exam calendar specified in the academic calendar, which enables it to be delivered via ALMS.
 - v. The status of the plagiarism program report used at the University will also be taken into account in the evaluation of each submitted assignment.
- E. Graduate qualification, proposal, follow-up exams and project and thesis defenses: Graduate level proficiency, suggestions, monitoring exams, and project and thesis defenses will be made in accordance with the schedule and conditions determined by the relevant Institute Directorate. The 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 at least three weeks before the relevant exam schedule, a special assessment and evaluation process may be carried out depending on their disability.

Cancellation/copy/plagiarism on Online Exams or Project/Research Assignments

Article 9 - (1) The exam of the students who are caught cheating or attempting to cheat during online exams is cancelled, and action is taken against these students in accordance with the "Higher Education Institutions Student Disciplinary Regulation".

- (2) Some of the actions that can be examined and controlled within the scope of the exam cancellation/copy process in order to ensure the security of the online exam are as follows:

- i. Disconnection for any reason (power/internet outage, etc.).
- ii. The student leaves the camera angle or obstructs the view (during exams with the camera open).
- iii. Getting help from external sources (another person, mobile phone, electronic device, book, etc.).
- iv. Sharing questions or answers.
- v. Reading aloud questions or answers (during exams with the microphone on).
- vi. Opening a window outside of the exam page on the computer screen.
- vii. Intentional shutdown of the microphone and/or camera.
- viii. Deliberate termination of microphone or screen sharing (microphone and screen sharing open during exams).

- (3) If deemed necessary by the instructor who teaches the course, the University plagiarism program can be used in the reports/documents of the courses designating project/research assignments to replace the exam. The determination of the maximum similarity rate in the plagiarism report is taken by the relevant boards. In the event that a rate higher than the agreed similarity rate is determined, action is taken against these students in accordance with the Student Disciplinary Regulations of Higher Education Institutions. Information about plagiarism is made by the University in the Distance Education Systems.

Success grade

Article 10 - (1) The success grade of Online Exams or Project/Research Assignment is calculated over 100 full points by weighting determined by the instructor. The weights of mid-term and end-of-term evaluations are determined by the related Faculty/Institute/School of Foreign Languages (SFL)/Vocational School (VS)/Justice Vocational School (JVS) boards. Within the framework of The Ministry of Higher Education's "Procedures and Principles on Distance Education in Higher Education Institutions", the results of evaluations spread over the process such as performance, projects, homework, thesis and portfolio and unattended assessment and evaluation activities cannot be worth more than 40% on overall success. However, Faculty/Institute/School of Foreign Languages (SFL)/Vocational School (VS)/Justice Vocational School (JVS) is authorized to change this rate by the decision of the relevant boards.

- (2) Exam results of the students will not be announced on ALMS (The Distance Education Management System) and their success status but will only be announced on the Student Information System (OBS) at the end of the semester.

Objection to the results

Article 11 - (1) The provisions of the relevant regulations of the University are valid for the objections of the students to the grade of a course arising from a physical error.

- (2) During the online exam, objections made due to internet interruption, device failure or power failure and similar technical malfunctions are made to the Dean's Office/Directorate within three (3) working days from the date of the exam by email or a original signed petition. Objections are evaluated within the framework of the relevant regulation by the determination report of the Exam Coordinators and Center officials and the decision of the board of directors of the relevant Dean/Directorate of the course.

Other provisions

Article 12 - (1) If students apply to the Dean's Office/Directorate they are affiliated to at least three weeks before the relevant exam schedule, the Personal Data Protection Law (KVKK) and students who do not want to or cannot participate in the online exam for privacy reasons, technical or other reasons (under supervision) for the exams held, if they notify the relevant Dean/Directorate in writing (at the latest three weeks before the exams), online exams can be taken in the supervised electronic environment in our university campuses. The dean's Office and Directorates will implement the precautions for the applicants to take the online exam in the areas that are especially created for the exam on the campuses of the University.

- (2) 2020-2021 Academic Year Fall/Spring semester, mid-term and final exams are recorded digitally, taking into account the periods specified in the relevant legislation. Documents related to all exams are delivered to the relevant Dean's Office/Directorate in accordance with the "Digital Exam Document Preparation Guide".
- (3) If a student acts against the rules of the exam, the relevant exam will be invalidated and will be deemed to have received zero (0) points.

Executive

Article 13 - (1) The provisions of this 2020-2021 Academic Year Fall/Spring Semester, Semester and Year-End Exams Application Procedures and Principles are implemented by the Rectorate.

ANNEX 1:

General Rules for Online Exams

- a. Your username and password belong to you only. During the exam, all transactions with the student password will be deemed to have been done by the student himself.
- b. All actions (logging) of users accessing the exam system are recorded (successful or unsuccessful attempts to log into the system and their 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 starting the exam, make sure that you are in an environment that is isolated from anything that may cause sound or noise.
- e. In case of a single internet/power outage or device failure during the exam, you can continue where you left off by re-logging into the system until the end of the exam period. The time until you re-login will be deducted from the duration of the exam. It is the student's responsibility to take the necessary measures.
- f. Access to the exam is carried out only between the start and end times of the exam determined by the course instructor. Those who do not take the exam on the specified exam time and date will be considered as not taking the exam.
- g. During the exam, the time until the end of the exam is shown on the monitor screen. Before starting the exam, take precautions beforehand against problems that may occur such as the charging of the computer battery and internet connection problems.
- h. During the exam, only the exam screen should remain open on your computer monitor screen. Please, close all applications except the exam screen so that they are not considered as cheating/plagiarism.
- i. The exam answer sheet to be uploaded must be saved as a single photo or pdf file. If you have documents in different formats or if you have more than one file, you should upload all your files and documents to the system by zipping them together.
- j. The student will have completed the exam at the end of the time allowed in the exam of each course. If the students complete their answers before the given exam period expires, they will first click the "End the Exam" button and then the "Yes" button to the question "Are you sure you want to finish the exam" and the "No" button to stay on the page. Pressing this button will mean that the final answers will be recorded and exam questions can no longer be answered.
- k. When the answer sheet is requested to be uploaded to the system according to the type of the exam, the exam answer sheet to be uploaded must be saved in a single photo or pdf file. If you have documents in different formats or if you have more than one file, all files and documents must be uploaded to the system by converting them into a "zip" file.
- l. It is strictly forbidden to take the exam on behalf of someone else, or to attempt or take the exam on behalf of someone else. When determined not to comply with this prohibition, it is strictly forbidden to take the exam on behalf of someone else, or to attempt or take the exam on behalf of someone else. The exams of the students who

are determined not to comply with this prohibition are considered invalid and these students are subject to the Higher Education Institutions Student Disciplinary Regulation.

Regarding online exam processes, I accept the following points in advance:

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

If requested by the relevant instructor/supervisor, my microphone and video will be open during the exam (for exams that require a camera and microphone),

I will be observed online by the exam supervisor during the exam period.

I will provide access to a computer that does not have a firewall or VPN restriction during the exam,

I will use a continuous and fast internet connection,

I will perform the system test using all the equipment before I take the exam,

I will not use any technological equipment other than the technological equipment that is allowed to be used during the exam,

I will not leave the place I will be in during the exam and I will be alone in this place,

I hereby declare and make a commitment.

GUZEM access: ue.gedik.edu.tr

Technical Support: guzem@gedik.edu.tr

Information/Technical Support: 444 5 438 - Extension: 1197

Information/Technical Support GSM: 0534 893 89 72

I read and understood

