

 ANTALYA BİLİM ÜNİVERSİTESİ	USUL VE ESASLAR		Doküman No:	ÜY-ES-0002
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EXAM RULES AND CODES OF CONDUCT

Rules Required to be Followed by Students:

- 1. Keeping Track of Exam Time and the Seating Arrangement:** After the exam schedule is announced, students are responsible for keeping track of the date, time and venue of the exams. They must be in the exam room 15 minutes before the exam starts. Students must be seated based on a certain order with space between them. Exam proctors may change the seating arrangement if necessary.
- 2. Rules for Entry and Exit:** Students arriving at the exam room within the first 15 minutes of the exam will be accepted, but they will not be given any extra time. Those who arrive after 15 minutes will not be admitted. Students cannot leave the exam room during the first 15 minutes and the last 5 minutes.
- 3. ID Cards and Entry Documents:** Before the exam, students must place their student ID cards on their desks without waiting for the proctor to ask. Those without IDs must present another valid ID card. Students without IDs may take the exam if there is no suspicion about the validity of their identity.
- 4. Attendance and Signature:** Students must sign the exam attendance sheet using a pen. Exams of those who have not signed the attendance sheet will be deemed invalid.
- 5. Information on the Answer Sheet:** Students must fill in the related section on answer sheets accurately by writing their full names and student numbers. Exams of those who leave this part incomplete or missing will be deemed invalid. Students are also responsible for filling in and coding the related section for exams that utilize optical forms.

6. **Mobile Phones and Other Electronic Devices:** Communication tools such as mobile phones, radios and smartwatches (those with functions other than timekeeping) or items such as lecture notes or books must be placed away from students during the exam. Exam proctors may take these items away to maintain exam order. Mobile phones must be turned off during the exam.

7. **Responsibilities:** Students are responsible for any writings on their desks, walls (regardless of whether they are related to the exam) and documents under the desks. Students must check their desks and surroundings, erase any writings and inform the proctor before the exam.
8. **Sharing Materials:** It is forbidden to share pencils, erasers, calculators etc. during the exam. Each student must bring their own materials.
9. **Codes of Conduct:** Students are not allowed to talk, cheat, assist any cheating attempts, eat or drink anything or engage in behaviors that disrupt the exam order. Students may bring water in a transparent plastic bottle. The exam officially starts when the exam proctor verbally announces it. Once the exam starts, using any sources (for example, lecture notes or books) without the proctor's permission, looking at the exam papers of other students, showing one's exam paper to others or exchanging information with other students in a written or oral form will be considered cheating. If students are allowed to use course books or lecture notes during the exam, these materials are only for individual use and cannot be shared.
10. **Submission of Exam Papers:** Students are required to submit their exam pack and answer sheet (optical form, if any) to the exam proctor once the exam time is over. Students who do not submit their papers will be recorded in the exam report. Students who leave the exam room after submitting their papers cannot return before the exam is over. In addition, it is prohibited to take the exam questions or the answers out of the exam room.
11. **The Jurisdiction of the Exam Proctor:** Proctors are fully authorized to conduct the exam. Students must comply with the warnings of proctors throughout the exam. Those who do not comply with the instructions will be recorded in the exam report to be subject to disciplinary investigation.
12. **Committing of Disciplinary Offenses During the Exam:** Disciplinary offenses committed during the exam will lead to punitive measures, including a warning, suspension or expulsion from the higher education institution, in line with the Article 54

of the Higher Education Law No: 2547. Additionally, any scholarships provided by the university will be revoked for students receiving a disciplinary penalty.

Rules Required to Be Followed by Lecturers and Exam Proctors:

Preparations Before the Exam:

1. Lecturers are responsible for the organization of the exams of the courses they teach (hereinafter referred to as “course instructor”) and must be present in the exam hall during the exam. The proper conduct of the exam is the responsibility of the relevant course instructor and the exam proctor. Exams may be conducted by other lecturers or research assistants under the coordination of the course instructor if necessary.
2. If the exam proctor is unable to proctor due to a valid excuse on the specified date, the course instructor and/or the Coordination Office of General Courses must be informed in writing at least 3 days before the exam date by stating the excuse.
3. If there are more than 25 students taking the exam in an exam hall, it is recommended that at least two exam proctors be present or at least one exam proctor accompanies the course instructor – based on the requirements of the exam.
4. The course instructor is responsible for copying exam papers, filling in and signing the required sections on the exam pack and adding the necessary documents, such as attendance sheet, exam report, question and answer sheets and the course description form, into the exam pack. At least two extra exam papers and optical forms (if used for multiple-choice exams) must be included in each exam pack.
5. Exam proctors must collect the exam packs from the course instructor no later than 15 minutes before the exam starts. After verifying that the documents contained in the exam pack are accurate and complete, they should be present in the exam hall at least 10 minutes before the exam. During this process, they must carry the exam pack with them and avoid leaving it unattended under any circumstances.
6. Before the exam, the course instructor or the proctor must ensure that students are seated in exam formation with space between them. Proctors may change the students’ seats without stating a reason. They are responsible for announcing the exam duration,

the rules required to be followed during the exam and disciplinary actions that may be applied in case of violation of the stated rules. Students who have been marked as having failed due to absenteeism by the course instructor are not allowed to take the exam.

7. Exam proctors start to check student IDs before the exam starts and may continue this process during the exam based on the number of students. Students without IDs may take the exam if there is no suspicion about the validity of their identity.
8. Exam proctors will write the start and end time of the exam on the board. They will then distribute the questions and optical forms (if used for multiple-choice exams) as specified by the course instructor.
9. The course instructor is responsible for informing exam proctors if there are any disabled students taking the exam. The exam arrangements of these students must be made in line with the relevant regulations.
10. After the exam papers are distributed, the exam officially starts once the proctor orally announces it as, "the exam has started."

Rules Required to be Followed by Proctors During the Exam:

1. Students who arrive within the first 15 minutes of the exam will be admitted, but proctors will inform these students that they will not be given any extra time. Students who arrive later than 15 minutes will not be allowed to take the exam. Students cannot leave the exam room within the first 15 minutes and the last 5 minutes of the exam (**In order to avoid any confusion regarding the exam time, the time used in the website of TRT <http://www.trt.net.tr> should be taken as a basis**).
2. Remaining time must be written on the board and/or orally announced by the exam proctor at certain intervals (30, 15 and 5 minutes to the end of the exam).
3. Proctors must walk around and proctor the exam room without disturbing the students. They should avoid standing next to a single student for too long, flipping through the question booklet and answering the questions. They should be careful not to disturb students and hinder proctoring when they talk to each other. If either of the proctors

needs to leave the exam hall for compelling reasons, the other one must remain in the hall, especially in exams with longer duration.

4. Exam proctors must keep their mobile phones in silent mode and avoid engaging with them unless necessary. It is strictly prohibited to make phone calls in the exam room except for compelling reasons such as solving an issue related to the administration of the exam.
5. Exam proctors should not make any comments on exam questions and provide personal opinions on the clarity or difficulty of the exam.
6. A student who displays behaviors that disrupt the order of the exam or attempt to cheat should initially be warned verbally; they may be seated in a different place if necessary. Unless the relevant student changes their behavior, they should be removed from the exam room, and a report summarizing the incident should be written and signed by exam proctors to formalize it. After the initial verbal warning, exam proctors may choose to give no further warnings, if deemed necessary, to avoid distracting other students and causing waste of time. Regardless of the action taken, the relevant student's identity and status should be recorded in the incident report in detail, and it should be specified that the relevant student's exam will be invalid. Exam proctors will confiscate any materials, which could constitute evidence of cheating, or if it is not possible, the visual of the evidence should be attached to the report. If the evidence of cheating is found in the student's belongings, the student's consent is required to confiscate it; it cannot be confiscated without the student's permission. In such cases, it should be stated in the report that the evidence could not be collected.
7. If any situation arises in the exam room that could hinder the continuation of the exam, such as arguments, fights, infrastructure problems (e.g. flood, fire), natural disasters (e.g. earthquake) or health issues, the exam proctor may allow students to exit the exam room by specifying the situation in the incident report. In such cases, the exam of the relevant course will be rescheduled.

8. Students are not allowed to leave the exam room before submitting their papers, except with a compelling reason. A student who has to leave the exam room due to a compelling reason must inform the proctor. The student requesting to leave the exam room due to a health-related issue for a short time and return must be accompanied by either of the proctors. If there is a single proctor in the exam room, the course instructor should be notified, and an extra proctor will be sent if necessary. The student whose health issue is resolved may return to the exam but will not be given any extra time.
9. It is not allowed to keep a single student in the exam room. If there are two remaining students in the exam room, they both are to be kept in the exam room until the end of the exam.
10. Students who finish the exam are to submit the question and answer sheets (optical form, if used) to the proctor. They should not be allowed to leave the papers on their desk or the proctor's desk and leave. Before taking the question and answer sheets, the proctor must check whether the student's information is written on exam papers; if not, the student must be asked to fill the related sections quickly.
11. At the end of the exam, proctors will check whether the number of students in the attendance sheet, the number of signatures in the signature sheet and the number of exam documents match. Once this information is verified, students should be informed that the exam is over.

Things to Do After the Exam:

1. The following documents must be added into the exam pack after it is filled in and signed.
 - Attendance sheet signed by the proctors
 - Incident report
 - Question and answer sheets

2. The course instructor will check all documents inside the exam pack and receive it.
Exam proctors will be responsible for any missing documents or inconsistencies.