

TED UNIVERSITY

RULES FOR THE CONDUCT OF EXAMINATIONS

a) Rules to be followed by students:

TED University students are expected to observe the following rules during exams:

1. Unless stated otherwise, students must arrive at the exam venue at least 10 minutes prior to the commencement of the exam and must take their seats as assigned by the exam supervisor (the course instructor/exam proctor)
2. Late arrivals shall be accepted at the discretion of the exam supervisor. Students leaving the venue during exam shall not be admitted back.
3. Students are obliged to follow the seating regulation as instructed by the exam supervisor. The exam supervisor may change the seat of a student before or during the exam. Students who fail to obey seating instructions are not admitted to the exam. Exam papers of the students who fail to comply with the seating changes as requested by the exam supervisor during exam are rendered invalid and the student is immediately sent off the exam room. The exam supervisor shall take the minutes down about the disobedient students.
4. Students must bring their TEDU Cards to the exam as well as an official document (ID card, passport, etc.) to be used for identification.
5. In cases when the examination is to start later than announced, students may not leave the venue without permission of the exam supervisor. Unless a cancellation or postponement is announced, students shall stay at the venue.
6. It is not allowed to keep mobile phones or other electronic devices (mp3 players, computers, calculators, smart watches, etc.) during the exams. All such devices must be switched off and placed away as instructed by the exam supervisor.
7. Students shall put away their personal effects (books, notes, bags, overcoats, etc.) to a place as instructed by the exam supervisor before the exam.
8. During the exam, students shall only have pens/pencils, erasers, student ID cards and the necessary material previously authorized by the course instructor on their desks/chairs
9. After the commencement of the exam, students are not allowed to touch their overcoats, bags or pockets for any reason.
10. As the answer sheets (and scratch papers if needed) will be provided by the exam supervisor, students shall not bring these to the exam room with them. When the exam ended, all papers, including scratches, shall be submitted back to the exam supervisor.
11. Students should write their names, last names and student numbers on the exam paper. The instructions on the exam paper should be carefully read. Exam supervisor may request students to only write their student numbers if the exam was designated anonymously.
12. Students must check their exam sheets for any printing errors and report to a proctor if any, as soon as possible.
13. Students shall only use the examination papers provided for them. If any additional sheet is needed, it must be requested from the proctor.
14. Students shall wait for the instructions of the proctor to start the exam.
15. Students should neither communicate with one another in any manner whatsoever (talk, make signs, etc.) nor exchange material (pencils, eraser sharing, etc.) after the exam papers are distributed.
16. During the exam, students should refrain from behaviors that might distract the attention of or disturb other students (eating something, reading the questions aloud, etc.)

17. When a student wishes to direct a question to the exam supervisor during the exam, they should raise their hand and remain seated. They should in no way leave their seat without permission
18. Students should not enter or leave the exam room during the exam apart from health reasons. If they have health problems, they should notify the proctor before the exam and ask for permission to leave the hall in the event of a health issue during the exam. Provided that there is more than one proctor at the exam, one of them may accompany the student. Exam of the students leaving the room without permission assumed as finalized and they shall not be allowed back to the exam room.
19. Whether the students will be allowed to leave the exam hall for a certain period at the beginning or towards the end of the exam is determined by the exam supervisor and this should be announced before the exam starts.
20. When it is announced by proctor that the time allotted for the exam has terminated, students should put their pens/pencils and exam papers down on their desks and follow the instructions and directions given by the exam supervisor for the collection of the papers.
21. Before leaving the exam room, students should make sure they have signed the attendance sheet.
22. Exam questions and answers may not be copied by students without permission. Exam papers and/or answer sheets may not be removed from the exam room without permission.
23. In cases when immediate evacuation is needed (fire, etc.), students shall exit the exam room leaving their exam papers and answer sheets on the desks.

b) Rules to be followed by exam supervisors (proctors):

1. Proctor(s) must arrive at the exam venue at least 15 minutes prior to the commencement of the exam.
2. Proctor(s) must announce the exam duration and whether they can provide extra sheet or not before the commencement of the exam.
3. Students must be seated in a proper order and apart from each other as much as possible during the exam.
4. Students can only bring their ID Cards, and the equipment required during the exam (pen, pencil, eraser, etc.), as well as the necessary material previously authorized by the course instructor. Students may also have a bottle of water with them provided that they consume it without disturbing other students and they do not litter. If students bring things not allowed during the exam (mobile phones, course notes, etc.) with them, those must be placed away as instructed by the exam supervisor, electronic devices must be switched off during the exam.
5. Proctors must not bring course notes, books, newspapers, magazines, food, etc. anything except for the water to the venue with them.
6. Before the commencement of the exam, proctors must announce that they are going to write the remaining time on the board occasionally or announce it verbally, and they must do so.
7. Proctors must check the student IDs before the exam. They must confirm that the student sitting the exam is the same person as the one on the ID. Proctors also must ascertain that all students have filled in their name/number fields on their exam sheets.
8. If deemed necessary, proctors may also check the IDs after the commencement of the exam.
9. Students are required to declare their identities before the commencement of the exam. Failing to do so, proctors may admit the student only if there is no hesitation about their identification.
10. While checking the IDs, students must also put their signatures on the attendance sheet and it must be cross-checked with the total number of students sitting the exam.

11. Any act of cheating on exam should be dealt with immediately. In case of such an infraction considered as cheating, the suspected student should be requested to submit the exam sheet forthwith and minutes must be taken down including the details of the act of cheating as signed by the proctors. Minutes must contain the following details: The title of the exam, whether it is a written or multiple choice exam, whether it consists of two separate sheets for questions and answers or not, commencement time of the exam and the time of the act of cheating, the method of cheating (by peeking at other students' exam sheets, by using cribs, etc.) and the related material should be enclosed with the minutes. Minutes should also contain notes on the student's behavior after they were caught cheating.

12. In cases where the material used for cheating is impossible to be enclosed to the minutes, visual evidence must be obtained. If the student refuses to submit their exam sheet or the related material, this behavior should also be mentioned in the minutes. Proctors cannot forcibly appropriate the related material.

13. It is at the discretion of the Discipline Board whether to consider the related case submitted by the proctors as an act of cheating or an attempt of cheating.

14. Proctors who are unable to continue their duty at the exam may ask the exam supervisor to replace them. If they fail to find a substitute, the exam supervisor or the related office of the dean should be notified.

15. Proctors should refrain from distracting the attention of the students or neglecting their proctoring duty during the exam by talking with each other, etc. Proctors may take turns to go out for short breaks, particularly during longer exams, provided that there are enough proctors in the room to watch the exam. They may not leave the venue otherwise.

16. Proctors may not answer students' questions about the answers of the exam or the matters on the use of English language, etc.

17. After the exam, the answer sheets must be collected in the order as requested by the course instructor. Number of sheets and the number of students should be cross-checked and the attendance sheet must be signed also by the proctors.

18. Students are not permitted to go out of the exam room without submitting their answer sheets other than unavoidable circumstances.

19. Minutes should be taken down concerning those students who fail to comply with the order of the exam, who disturb others or violate the rules of the exam, even for a short period of time, students who insult the proctors, who leave the venue before the time they were allowed, who refuse to comply with the requests of the proctors. Minutes must be signed by all proctors in the exam room and should be submitted to the related office of the dean.

SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED

DATE	DECREE NO.	EXPLANATION
04.05.2018	2018-07	Rules for the Conduct of Examinations