



Date of Senate Decision: 26.07.2024

Meeting No: 07

CYPRUS AYDIN UNIVERSITY

Principles for the Implementation of Examinations

Purpose

Article 1. The purpose of this directive is to determine the obligations of the students enrolled in the associate, undergraduate, and graduate programs of Cyprus Aydın University and the academic staff before and during examinations; to regulate the principles regarding the responsibilities of the academic staff related to the implementation of examinations; and to establish the general rules concerning examination processes.

Scope

Article 2. This directive covers all associate, undergraduate, and graduate students enrolled at Cyprus Aydın University, as well as the professors, lecturers, and research assistants responsible for the execution of the process.

Examinations

Article 3

- 1.** In each course, the number of midterm examinations, short quizzes, assignments, applications, and other activities for which students are responsible; their contribution to the final grade; and the requirements for participation in the final examination are determined by the instructor at the beginning of the semester and announced to the students.
- 2.** There is no obligation to determine a specific date and time for short quizzes, and no right to a make-up examination is granted for such quizzes. If assignments are to be given for the evaluation of the course, the submission dates of the assignments are announced to the students by the course instructor.

3. a) A make-up examination is conducted only for the midterm examination. The relevant board evaluates and decides, within the scope of the directive, who will be granted the right to take a make-up examination, and the decision is announced.
b) A second make-up examination is not granted for the make-up examination.
c) No make-up examination right is granted for final examinations.
d) The contribution of the end-of-semester assessment activity to the absolute success score cannot be less than 50%.
e) Students who do not attend the end-of-semester and resit examinations do not have the right to take a make-up examination.
4. The results of the midterm examinations and the make-up examinations conducted for midterm examinations are announced via CAU360 no later than ten days from the date of the examination.
5. a) The date and time of examinations cannot be changed without the approval of the Dean's Office / Directorate. An examination that cannot be held for any valid reason shall be conducted on the date and at the time determined by the Dean's Office / Directorate.
b) If a course is delivered in different groups (sections), the examinations of all groups shall be conducted simultaneously.
6. At the end of each academic term, examination documents shall be submitted by each instructor to the Examination Archive Unit within the portfolios of all courses taught during the term. The Examination Archive Unit shall retain the examination documents for a period of five years from the date of submission. (At the end of five years, the documents shall be destroyed with an official record.)

7. Examination Sessions for Students with Disabilities

- a) Students with permanent disabilities shall notify the relevant dean's office/directorate, at the time of university registration or at least one month before the examinations, of their

disability status and the appropriate conditions under which they should take the examination, by submitting a petition accompanied by a medical report. The relevant Examination Coordination Office shall review the student's petition and arrange the examination sessions under suitable conditions to the extent possible.

b) Students who develop a disability due to a temporary health condition during the examination period shall notify the relevant dean's office/directorate of their condition and the appropriate environment in which they should take the examination, by submitting a petition accompanied by a medical report. The relevant Examination Coordination Office shall review the student's petition and arrange the examination sessions under suitable conditions to the extent possible.

c) If necessary, the examinations of students with disabilities shall be conducted in a separate environment by an assigned academic staff member, in accordance with their disability status.

8. Rules to Be Followed by Students During Examinations

a) Students must be present in the examination hall before the examination begins.

b) Students are not permitted to leave the examination hall within the first 15 minutes and the last 5 minutes of the examination.

c) The acceptance of students who arrive after 15 minutes from the start of the examination is at the discretion of the instructor, provided that no student has left the examination hall.

d) Students are obliged to comply with the instructions and warnings of the examination invigilators throughout the examination period. Any behavior to the contrary shall be evaluated within the framework of a disciplinary investigation.

e) Materials and resources permitted by the instructor to be used during the examination may be brought into the examination hall, provided that they are not shared with others.

f) Only water may be brought into the examination hall in a manner that does not disturb other students. Food and other beverages are strictly prohibited.

g) It is prohibited to bring mobile phones, pagers, or any kind of electronic communication devices into the examination hall in an active state. If these devices are detected to be active, the incident shall be treated as cheating.

h) A student who engages in behavior that may be considered cheating shall be asked to immediately submit their examination paper to the examination invigilator, and a report summarizing how the cheating act was carried out shall be prepared with the signatures of the invigilators assigned in the examination hall. In cases where it is not possible for the invigilators to confiscate the material or evidence constituting the proof of cheating, a visual example of the material shall be attached to the report. For example, in a situation where cheating notes are written on the hand, the written text may be documented by taking a photograph. In cases where cheating is found on items subject to personal property, such as a pencil case, the relevant item may be confiscated. If the student resists, evidence cannot be collected by the use of force. In such cases, a report must be prepared stating that the evidence could not be collected.

i) Students may not leave the examination hall without submitting their examination papers.

i) If a student must leave the examination hall due to a compulsory reason, they must inform the examination invigilators; a report shall be prepared for any student who fails to comply with this requirement.

j) While submitting their examination papers, students must ensure that their identification information and signatures are included on the papers.

k) At the end of the examination period, answer sheets must be submitted to the examination invigilators. A report shall be prepared for any student who fails to submit their paper.

l) A student who leaves the examination hall after submitting their examination paper may not re-enter the hall before the examination ends. A report shall be prepared for any student who violates this rule due to behavior contrary to the examination order.

m) It is prohibited to write examination questions and answers anywhere other than the answer sheet, to take photographs of them, or to remove them from the examination hall.

n) The examinations of students whose conduct during the examination is determined, by decision of the Disciplinary Board, to be in violation of the rules specified in the Cyprus Aydın University (CAU) and Higher Education Institutions Student Disciplinary Regulation shall be deemed invalid.

9. Responsibilities of the Instructor Responsible for the Course

a) Before the examination begins, the classrooms should be inspected, and the desks and their surroundings should be checked.

b) Question papers should not be delivered before the examination; they should be delivered to the invigilators in the classroom where the examination will take place.

c) During the examination, the classrooms should be monitored by circulating within them, and students' questions should be answered.

d) While collecting the examination papers, they should be counted, compared with the attendance lists, and the signatures of the invigilators should be checked.

e) The rules specific to the examination must be stated at the beginning of each examination paper. For example, if the use of a calculator or auxiliary materials is permitted in the examination, this should be stated as: "The use of has been permitted by the instructor in this examination."

f) Invigilators who fail to attend their duty must be reported immediately to the relevant dean's office / school directorate with an official report.

10. Responsibilities of Examination Invigilators

a) Invigilators must be present in the classroom 5 minutes before the examination begins.

b) Before the instructor arrives, students should be seated according to the examination arrangement; desks, writing boards, and the surrounding area must be checked.

c) Students' identification cards must be kept on the desks throughout the examination period, and identification must be checked while taking attendance. If deemed necessary, the

invigilator may also conduct identity checks after the examination has started. A student who cannot present their identification before or during the examination must present another valid form of identification. A student without identification may only be admitted to the examination if there is no doubt regarding their identity. Otherwise, the student shall not be admitted to the examination.

d) Before the examination begins, students must be instructed to leave their lecture notes and bags on the floor or in a location away from the desks.

e) During the examination, all electronic devices must be kept switched off and placed in a location where they cannot be accessed. Otherwise, this shall be considered an attempt to cheat. A warning regarding this matter must be given before the examination begins.

f) Before the examination begins and at certain intervals during the examination, the invigilator shall inform students about the duration of the examination by writing it on the board and/or verbally. In addition, students shall be reminded of the remaining time at certain intervals throughout the examination in all possible ways.

g) Invigilators may not remain in the classroom with only one student during the examination; the last two students must remain in the examination hall until the end of the examination.

h) On the attendance lists, the signature spaces of students who do not attend the examination must be closed, and the examination papers must be counted and checked.

i) It is prohibited for examination invigilators to speak closely and in a low voice with students. All announcements related to the examination order must be made in a loud voice.

i) Examination reports must be signed completely by all invigilators.

j) If, due to an urgent reason, changes in duty or schedule have been made among invigilators, the instructor responsible for the course and the relevant Dean's Office must be informed immediately. An invigilator who undertakes the duty of another invigilator shall sign the reports on behalf of the other invigilator and shall also write their own name and surname in the relevant sections.

k) Invigilators may not permit each other to leave their duties by assuming that the number of students in the classroom is low.

l) In order to maintain examination order, invigilators should not remain in a fixed position throughout the examination, should not engage with mobile phones or other distractions, and must ensure that students feel that their attention is on them.

m) At the end of the examination, the examination papers must be counted and immediately delivered to the relevant instructor.

Examination Practices Under the Responsibility of the Distance Education Center

Article 4

1. Electronic examinations conducted remotely for distance education programs are coordinated by the University's Distance Education Center. For the coordination of examinations of synchronous courses, the Coordinator of the Distance Education Center operates under the supervision of the Vice Rector responsible for education and training.