



CYPRUS AYDIN UNIVERSITY
2024–2025 FALL SEMESTER ACADEMIC YEAR
MIDTERM EXAM IMPLEMENTATION PRINCIPLES

- 1- Midterm examinations for **which students are responsible in each course shall be conducted face-to-face under supervision**, even if the course has been delivered online. Depending on the nature of the course, in order to assign a midterm grade through an application or other forms of assessment (such as assignments, projects, etc.) instead of a written midterm exam, the instructor must submit a written notification to the relevant department/program chair.
- 2- **Short exams (quizzes) and assignments shall not be administered together with the midterm examination**; however, depending on the structure of the course, they may be implemented in various forms during the semester as performance tasks or formative assessments. No make-up rights shall be granted for such assessments. **The eligibility for make-up examinations shall be evaluated, decided, and announced by the relevant committee.** Make-up examinations shall be conducted on the date specified in the academic calendar. Students who fail to attend the make-up examination **shall not be granted a second make-up opportunity.**
- 3- **The date and time of examinations cannot be changed without the approval of the Dean's Office/Directorate.** Any examination that cannot be conducted for a valid reason shall be held on a date and time determined by the Dean's Office/Directorate. **Regardless of the number of examination halls, all students must take the examinations simultaneously on the same day and at the same time.** Under no circumstances shall a separate examination be arranged for any student by assigning a special date.
- 4- **Examination Arrangements for Students with Disabilities**
 - a) Students with permanent disabilities must, upon enrollment at the university or **at least one month prior to the examinations**, submit a petition to their affiliated Dean's Office/Directorate, along with a medical report, stating their disability status and the appropriate examination conditions required. The relevant Dean's Office/Directorate shall review the petition and arrange the examination sessions under suitable conditions to the extent possible.
 - b) Students who acquire a temporary disability due to reasons such as an accident or surgery during the examination period must submit a petition, along with a medical report, to their affiliated Dean's Office/Directorate **at least one week prior to the examinations**, specifying their condition and required examination environment. The relevant Dean's Office/Directorate shall review the petition and arrange the examination sessions under suitable conditions to the extent possible.
 - c) If necessary, examinations for students with disabilities shall be conducted in a separate environment and supervised by an assigned instructor, in accordance with their disability status.



5- Preparation of Examination Questions

- a) **Depending on the nature of the course, a test may be administered; however, the minimum number of questions for a midterm exam shall not be less than twenty-five (25). In addition to test questions, at least one (1) written (essay), numerical, or similar type question must be included.**
- b) **All multiple-choice (test) examinations shall be prepared with at least four (4) answer options per question (A, B, C, D).**

6- Rules to Be Followed by Students During the Examination

- a) Students must be present in the examination hall before the start of the exam.
- b) Students are not allowed to leave the examination hall during the first 15 minutes and the last 5 minutes of the exam.
- c) The acceptance of students arriving 15 minutes after the start of the exam is at the discretion of the instructor, provided that no student has yet left any of the examination halls.
- d) Students are required to follow the instructions and warnings of the examination staff throughout the exam. Any violation shall be evaluated within the framework of disciplinary investigation.
- e) 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.
- f) It is prohibited to have mobile phones turned on or bring any electronic communication devices into the examination hall. Any device found switched on shall be considered as an attempted cheating incident.
- g) In cases of behaviour deemed as cheating, the student shall be asked to submit their examination paper immediately to the invigilator, and a report shall be prepared summarizing the cheating act, signed by the invigilators present in the hall.
If the material constituting evidence of cheating cannot be confiscated, a visual record of the evidence shall be attached to the report. For example, if cheating is written on the hand, the text may be photographed. In cases where cheating is on personal property, such as a pencil box, the item may be confiscated. Force cannot be used to collect evidence if the student resists; in such cases, a report must indicate that the evidence could not be obtained.
- h) Students cannot leave the examination hall without submitting their exam papers.
- i) Invigilators are responsible for checking the identity information and signatures on the exam papers when collecting them.
- i) A student who leaves the examination hall after submitting their exam paper cannot re-enter before the end of the exam. Any violation of this rule shall be documented as a breach of examination regulations.
- j) It is strictly prohibited to write questions and answers on any material other than the official answer sheet or to remove such material from the examination hall.



7- Responsible of the Instructor

- a) Before the exam begins, the course instructor shall walk through the classrooms to ensure that the number of students likely to take the exam corresponds with the seating arrangement and that there is no condition on or around the desks that could disrupt the examination order.
- b) Exam papers shall be delivered to the invigilators in the examination hall where the exam will take place, not before the exam.
- c) The instructor shall monitor the classrooms throughout the examination.
- d) **When collecting the exam papers, the instructor shall count them and compare with the attendance lists.** If the number of submitted answer sheets is less or more than the number of students present according to the attendance report, the instructor shall immediately cross-check the names on the papers with the signed attendance list to identify students who did not submit their papers or for whom answer sheets were prepared without being listed on the attendance sheet. The instructor shall prepare a report together with the invigilators and promptly inform the Dean's Office/Directorate of the situation.
- e) The exam duration, the points assigned to each question, and any rules regarding the use of auxiliary materials such as calculators or legal references must be clearly indicated at the top of each exam paper.
- f) Any invigilator who fails to attend their duty must be reported immediately by the instructor to the relevant Dean's Office/Directorate with a written report.
- g) **Exam results shall be entered into the system exclusively by the course instructor. Instructors shall not share their KİUS passwords with anyone, including research assistants.** In case of any issues, the responsibility lies solely with the course instructor.

8- Responsibilities of Exam Invigilators

- a) Invigilators must be present in the classroom at least 5 minutes before the exam begins.
- b) Before the arrival of the instructor, invigilators shall seat students according to the examination arrangement and inspect the desks, writing surfaces, and surrounding areas.
- c) Students' ID cards must remain on the desks throughout the exam, and IDs shall be checked during attendance. Invigilators may perform additional ID checks after the exam has started if deemed necessary. Students who fail to present their ID before or during the exam must present an alternative valid ID. A student without an ID may only be admitted if there is no doubt about their identity; otherwise, they shall not be allowed to take the exam.
- d) Before the exam starts, students' course materials and bags must be placed on the floor or in a distant location away from their desks.
- e) **During the exam, all electronic devices must be turned off and placed out of reach. This instruction must be announced before the exam begins, and students who violate it shall be treated as attempting to cheat.**
- f) **Invigilators shall not remain alone with a single student during the exam. The last two**



students remaining in the classroom shall be supervised until the end of the exam.



g) Yoklama listelerinde sınava girmeyen öğrencilerin imza yerleri kapatılarak kâğıtlar sayılmalı ve kontrol edilmelidir.

h) Sınav görevlilerinin öğrencilerle yakından ve alçak sesle konuşmaları yasaktır. Sınav düzeni ile ilgili bütün bildirimler yüksek sesle yapılacaktır.

ı) Sınav tutanakları tüm gözetmenlerce eksiksiz imzalanacaktır.

i) Acil bir nedenle gözetmenler arasında yer ve gün değişiklikleri yapılmışsa; ivedilikle dersin öğretim üyesine ve ilgili Dekanlığa/Müdürlüğe haber verilmelidir. Başka bir görevlinin yerine sınava giren gözetmen, tutanakları diğeri yerine imzalayacak ve kendi ad/soyadını da ilgili yerlere yazacaktır.

j) Sınıfta öğrenci sayısını az görerek, gözetmenler birbirlerine izin veremezler.

k) Sınav düzenini oluşturabilmek için **sınav süresince sabit bir yerde durulmaması, cep telefonları ile ya da başka bir şeyle meşgul olunmaması, dikkatlerin öğrencinin üzerinde olunduğunun hissettirilmesi** gerekmektedir.

l) Sınav bitiminde **sınav kâğıtları sayılarak ilgili öğretim üyesine hemen teslim edilecektir.**