T.R. BEYKENT UNIVERSITY
DIRECTORATE OF THE SCHOOL OF FOREIGN LANGUAGES
INFORMATION ON MEASURES TO SAFEGUARD ONLINE ASSESSMENT AND EXAMINATION GUIDELINES AND PROTOCOL

Exam Rules for Students

The examination which is administered in accordance with the following rules will be evaluated and considered valid.

1. It is strictly forbidden that any person other than the student responsible for the exam is present in the room where the exam takes place.

2. During the exam, you cannot leave your Zoom classes, have to keep the camera open, and stay within sight of the camera.

3. During the exam, if there is any cut in electricity/internet; or students experience a malfunction with their device and are thrown off the exam, they may continue from where they had left off at any time until the exam duration expires by re-entering/logging into the system again. In such an instance, the time will continue to countdown until the stop-time of the exam. All activities of the participants accessing the exam system are logged (successful and/or unsuccessful logins and their causes, device information, IP information, scrolling through pages and questions, marked answers, and so on).

4. **"After you have completed the exam, click on the button "Finish Attempt" and then the button "Submit All and Finish"** and you need to follow the instructions in the warning. If you choose to ignore the warning anyway, then you will not get a score for your exam.

5. If you try to have someone else sit for the exam or you sit for the exam for someone else during or after the exam, then your exam will be considered void and a disciplinary procedure will be initiated in compliance with Higher Education Institutions Student Disciplinary Regulations.

6. **Before the evaluation of writing exam, the authenticity of the students' papers will be checked through "Turnitin", a plagiarism detection software.** As a consequence of this plagiarism check, if it is detected that the paper submitted during the writing exam shows a resemblance to any online text sample or a student's paper, **the relevant exam paper will be considered void, and the student who has submitted it will not**

get a score for their paper, and disciplinary proceedings will be initiated in compliance with the relevant articles of the Student Disciplinary Regulations of Higher Education Institutions.

7. Students follow all the warnings and instructions of their exam invigilators beyond question. It is the students' responsibility to abide by all the safety warnings the invigilators give. Through reviewing the exam records, disciplinary proceedings may be initiated in compliance with the imperative provisions of the Student Disciplinary Regulations of Higher Education Institutions due to any reported violation of exam rules.

8. All students should be prepared to present their student ID cards during the examination. (If not present, Turkish Republic IDs or passports with photos must be shown to confirm their identity).

Important Points to Pay Attention to during the Exam:

1. During the exam the students are to remain logged into Zoom with their cameras on at all times.

2. Students are not allowed to use headphones during the exam.

3. If the students cannot see the button labelled "**Sınavı Şimdi Uygula**" or "**Attempt Quiz**" this means that the exam has not yet begun. This button will become active at the start time of the exam.

4 Students can access the exam between the start time and finish time only with a password.

5. The exam may only be **started one time**.

6. Throughout the duration of the exam, the remaining time until the conclusion of the exam will be shown. Make sure to check the remaining time during the exam.

7. During the exam, if you encounter a cut in your electric or internet service, or experience a malfunction with your personal device; firstly, you must reconnect to the Zoom meeting as soon as you can, and in a short manner, describe what has happened to the class teachers privately in the chat box. Following that you must re-enter the exam from Moodle and continue your work from where you had left off with the allotted time remaining

8. Every student upon finishing the exam, before leaving the Zoom meeting, must absolutely inform the teachers via the chat box that they have finished.