

## **Final/Midterm Examination Guideline for Students**

### **Article 1**

It is the student's responsibility to follow the exam date, time, and location. The examination timetable will be announced on department website, bulletin boards, and SIS. Students should ensure that they arrive at the exam hall at least 10 minutes before the start of the examination.

### **Article 2**

If you arrive late for the examination, they should get permission from the invigilator to enter the hall quietly. No additional time will be allowed for students arriving late. Students arriving more than 15 minutes after the start of the examination will not be allowed into the hall. If a student is ill on the day of the examination or delayed due to an emergency, the student should contact his/her department immediately to let the department administration know about it. Department administrative staff will advise the student on the action that s/he should take.

### **Article 3**

Students must remain silent as soon as they enter the examination hall. Students should write all information required diligently on the front cover of the answer booklet.

### **Article 4**

Students should not bring any valuable items to the examination hall. Students are not allowed to bring any electronic devices (mobiles, smartwatches, tablets...) to the examination hall. If they bring an electronic device to the exam hall, they should switch off mobile phones and leave them in the bag or on the invigilators' desk for the duration of the examination. Invigilators will not be held responsible if the belongings of students are lost.

### **Article 5**

Unless the instructor specifically allows the use of accompanying materials, all books and/or notes must be left at the front of the hall. Anyone who found consulting notes after being allowed into the hall will be reported to their department. Allowable accompanying materials will be checked for annotations mentioned in the exam paper. Any unauthorized material will be confiscated and reported to the department administration. If students are found writings on their hands, or any part of their bodies, no matter what is written, they will be accepted as cheating. All students suspected of cheating in this way will be dealt with under the University's disciplinary regulations.

### **Article 6**

Students are responsible for bringing their own pens, pencils, and any other relevant exam materials. All pencil cases should be transparent and should not contain any paper. Only blue or black pens are allowed to be used.

### **Article 7**

Students should ensure that they have TIU Identity Card to display on the desk. The ones who don't have it will not be accepted for exams.

### **Article 8**

Students may only use a calculator during their examination if the examination instructions allow it. All calculators must be non-programmable and must be left on the desk during the examination for inspection. Invigilators will confiscate any calculator that does not conform to regulations.

### **Article 9**

An announcement of the start and end of the exam will be made before the exam starts by writing on the board of exam hall by chief invigilators only.

### **Article 10**

When a student is given permission to leave, s/he should collect all belongings and leave the hall as quickly as possible and is not allowed to speak until s/he leaves the examination hall. The student should be aware that other students may still be finishing examinations in the same hall or building so those who leave should consider others' need for silence and should remain quiet until they have made way out of the classroom. Not following this instruction will be accepted as cheating.

### **Article 11**

Objections to Final examination results end 3 days after the announcement of the grades.

### **Article 12**

Cheating in examinations will not be tolerated and will result in serious penalties. If a student is suspected of cheating, the student will be asked to hand in the exam paper and leave the exam hall. Students should obey the instructions of invigilators, and they should not argue with the invigilators if they have been instructed to leave the room. Invigilators can report the incidents or cases to their heads of departments (students can report the incident to their departments as well if they think they are treated unjustly). Incidences of cheating will always be reported to the students' department and dealt with under the University disciplinary regulations.

### **Article 13**

Cheating includes using unauthorized material, hiding notes, reading notes, writing notes or anything is written on any part of students' body, speaking, whispering, peering, changing place without permission, reading the examination paper, continuing to write after the examination has been finished etc. or trying to cheat in any way. Various penalties have been met by the University, ranging from examination papers being marked as fail to expulsion from the program of study.

### **Article 14**

Students who fail in NA (Non-Attendance) are not allowed to take Final examinations under any circumstances.

### **Article 15**

Students are not allowed to leave the exam hall in the first 30 minutes after the exam starts.

### **Article 16**

During the examination, a calculator, eraser, pencil etc. exchange cannot be performed.