

EXAM RULES TO BE APPLIED IN THE ACADEMIC UNITS OF HALIÇ UNIVERSITY

- 1.** Students may enter the exam with either their Haliç University Student ID Card or a valid official photo ID that includes their Turkish ID Number. The ID card must be kept on the desk, with the photo side visible, until the end of the exam.
- 2.** At the beginning of the exam, students must write their name, student number, and Turkish ID number in ink on the top of the question and answer sheets and sign them.
- 3.** The seating arrangement in the exam room is organized by the exam invigilators. The invigilator may change a student's seating if deemed necessary.
- 4.** Students may enter the exam up to 10 minutes after it has started. After this time, students are not allowed to enter the exam room.
- 5.** During the first 15 minutes and the last 10 minutes of the exam, students are not allowed to leave the exam room.
- 6.** At least two students must remain in the room when the exam is being concluded.
- 7.** Any unclear points regarding the exam can be asked to the invigilators within the first 10 minutes. Questions cannot be asked later to avoid disturbing the concentration of other students.
- 8.** Digital devices (mobile phones, calculators, smartwatches, etc.) must be completely turned off. The use of calculators, if permitted by the relevant instructor in some courses, is an exception to this rule.
- 9.** All course materials cannot be kept within the reach of the student. The bottom and top of the row are kept absolutely empty.
- 10.** During the exam, no talking, looking at another's work, or any form of exchange (e.g., pen, eraser, sharpener, etc.) is allowed.
- 11.** A student who finishes the exam must sign the exam report with a pen, indicating the number of question and answer sheets submitted.
- 12.** A report will be filed against those who do not comply with the above rules, those who cheat, attempt to cheat, provide answers to others, or assist in cheating, and actions will be taken in accordance with the relevant regulations. (Student Disciplinary Investigation Guide, p. 19)
- 13.** Any student who cheats, attempts to cheat, or assists others in cheating in any way during an exam will have their exam cancelled and a report will be kept. They will be deemed to have received a zero (0) on that exam.
- 14.** It is reminded loudly that the exam will be held in accordance with the exam rules posted on the door and published on the Haliç University website.