RULES FOR THE APPLICATION OF EXAMS IN PRE-GRADUATE EDUCATION OF ISTANBUL UNIVERSITY ISTANBUL FACULTY OF MEDICINE

1. The Assessment and Evaluation Board informs the chief invigilator and invigilators about their duties, and the name of the exam hall.

2. Exam hall chief invigilators receive the exam questions, answer sheets, student lists and blank exam minutes from the Assessment and Evaluation Board Secretariat, in return for signature, 30 minutes before the exam time.

3. Exam hall chief invigilators, and invigilators must be ready in the exam hall latest 20 minutes before the start of the exam.

4. Invigilators must keep their mobile phones in silent mode during the exam, and should not use their mobile phones except any exam related unavoidable situations.

5. Invigilators are prohibited from talking to each other in a way that could distract students, from using computers, etc., and from keeping or reading materials such as newspapers, magazines, books, etc. in the exam hall.

6. Before students are allowed into the exam hall, the hall is checked and any lecture notes are collected. If there are students who have entered earlier, the hall is emptied before other students are called.

7. Students are admitted to the exam hall according to the student list and with an ID check 10 minutes before the exam time. Students who do not have a photo ID will not be admitted to the exam.

8. Students take the exam in the halls previously determined and announced for them. The control of the exam hall is the responsibility of the student. No student can take the exam in a hall other than the one specified on the list. Students whose names are not on the exam list because they did not register for the course or for any other reason will not be accepted to take the exam.

9. The provision of Istanbul University Associate and Undergraduate Education and Training Regulation, Article 24/5 indicating that "Those who cheat, attempt to cheat or assist others in cheating during exams and those who are found to have cheated or assisted others during the evaluation of exam papers are deemed to have received a zero (O) from that exam." is read to the students before the exam starts.

10. During exams, cell phones, pencil cases, bags, smart glasses, headphones, smartwatches (including analog watches), and similar technological communication devices must be kept turned off at all times. Students will be permitted to have only a pen and their ID on the exam desk.

11. During the exam, students are required to leave their cell phones, pencil cases, smart glasses, headphones, smartwatches (including analog watches), and similar technological communication devices in a designated area within the exam room (e.g., on the table at the entrance to the room). Students who fail to comply with these rules will be considered to have violated the exam regulations. A report will be filed against students who violate the rules, and their exams will be canceled. The student will be considered to have received a score of zero (0) on the exams in the relevant session, and proceedings will be initiated against them in accordance with Article 5/d of the Higher Education Institutions Student Disciplinary Regulations.

12. Students are seated according to the invigilators' decision, not according to their own preferences.

13. Invigilators may change students' seats when they deem it necessary.

14. When the answer sheets are distributed, students are reminded to check the identity details, exam code and type of question paper/booklet, and to sign the paper. If one of these are missing, no action will be taken on that paper.

15. In exams where ready-filled optical forms are used, the student must sign the optical form and mark the type of the question booklet correctly. The answers to multiple exams are included in these optical forms. The optical reader evaluates the answers using the answer key for the relevant exam code. Therefore, students should be reminded to mark the answers for each exam under the correct exam code.

16. Question papers/booklets are distributed.

17. Students are reminded to write their name, surname and student number on the question papers/booklets. Before starting the exam, they are asked to check if there are any missing pages in the question booklet.

18. The exam starts by announcing the number of questions in the exam, the duration of the exam and the exam end time.

19. After the exam starts, the students in the hall are counted. Absent students are marked on the student list.

20. Students keep their photo IDs on the table where they can be seen by the invigilators during the exam.

21. Students must bring pencils, erasers, sharpeners, etc. to the exam. No exchange of pencils, erasers, sharpeners, etc. is allowed during the exam.

22. During the exam, students are prohibited from asking questions about the exam to the invigilators. They are reminded to submit their objections in writing to the questions they think are incorrect after the exam.

23. No one is allowed to leave the hall within the first 30 minutes after the exam starts (the first 15 minutes for Term-1 distance education course exams), and in the last 10 minutes of the exam or no one is allowed to leave if only 3 students remained in the exam hall.

24. Students arriving in the first 30 minutes of the exam are admitted to the hall. However, no additional time is given to that students. After the first 30 minutes of the exam, students will not be admitted to the exam.

25. Students who want to leave the exam 30 minutes after it starts may be allowed to leave. Students must hand over the question paper/booklet and answer sheet before leaving the hall.

26. During the exam, reminders such as "the last 30 minutes", "last 15 minutes" or "last 5 minutes" are announced.

27. No additional time is given after the exam time is over.

28. Students who act against the exam rules are warned, in case of neglect of the warning, a report is written. The exam paper of the student is taken, the student is asked to leave the hall, and necessary disciplinary action is taken.

29. During the exam, students are not allowed to leave the exam hall, even for a short time (including going to the toilet). Students who leave the exam hall for whatever reason will not be allowed back into the exam hall.

30. Although it is the student's responsibility to mark and sign the identity information, exam code and question paper/booklet type on the answer sheet, and this is also checked by the invigilators. When receiving the exam papers, attention must be paid to whether the student's name and number are written on the question booklet and whether the question booklet type is marked correctly on the optical form.

31. Invigilators hand over the exam paper with signature. Invigilators must be at the desk when students hand in their exam papers and must check and receive the exam papers. While the invigilator is inspecting the exam room, students must not be allowed to leave their exam papers on the invigilator's desk and leave the hall.

32. At the end of the exam, the question papers/booklets are collected along with the answer sheets. All are counted and the number is checked to see if it is correct.

33. The hall chief invigilator and invigilators fill out the exam report and sign it.

34. The hall chief invigilator and invigilators cannot leave the hall during the exam for any reason.

35. Student optical answer sheets, question booklets, blank optical answer sheets and question booklets, optical answer sheets and question booklets of students who did not take the exam are delivered to the Assessment and Evaluation Board Secretariat by the hall chief invigilator, together with the exam report.

36. In pursuant with the student regulations, students are accepted to have been acknowledged about these rules upon the date of the announcement on the web page.