

Koç University Examination Procedures

Purpose

Article 1

The purpose of this procedure is to determine the responsibilities of Koç University undergraduate students before and during exams, to set principles on the responsibilities of faculty members, full-time and part-time instructors in applying examination policies and to specify the general rules regarding the examination process. Faculty members, full-time and part-time instructors will be referred to as instructors within the context of this procedure.

Scope

Article 2

This procedure applies to all undergraduate students of Koç University and any instructors, and teaching assistants responsible for implementing the process.

References

Article 3

This procedure is prepared in compliance with the Articles 14 and 44 of the Higher Education Law No. 2547.

General Principles

Article 4

The Koç University examination procedures and policies are prepared in accordance with the views and suggestions of instructors and students of Koç University.

Method

Article 5

(1) Exams

(a) For each course, the number of mid-term exams, homework assignments, clinical activities and other assignments, their relative weights in the calculation of a final grade, and the requirement to attend the final exam shall be determined and announced, both in written and verbally, by the instructor at the beginning of each semester. **Instead of a final exam, a project may be assigned to the students at the discretion of the instructor, and in line with the nature of the course.**

(b) The mid-term exams for elective courses may be administered at the scheduled course time or at another date and time that can be attended by all students. The date and time of the mid-term exam must be specified in the course syllabus, which should be distributed to students during the first week of classes by the instructor.

(c) The mid-term exams for core and area courses are administered at the date and time determined by the Registrar's Office taking into consideration the instructors' preferences. The Registrar's Office is responsible for sharing the deadlines of this process with Colleges at the beginning of each academic semester.

(d) The main principle is to schedule the mid-term and final exams in such a way to enable the students to take a maximum two exams in one academic day. If and when this schedule is not possible, students having three or more exams in one academic day by are provided make-up exams. Students requesting a make-up exam should apply to the Faculty Dean's Office of the instructor of the relevant course two weeks before the exam during Fall and Spring semesters and one week in advance during the Summer semester.

(e) The exam schedule shall be announced by the Registrar's Office at the latest on the third week of the semester for the first mid-term exams and at the end of eighth week of the semester for the final exams. For courses with two mid-terms, the second mid-term exam date and hour shall be announced on the fourth week of the semester at the latest.

(f)

A make-up exam is given to students who cannot take the exam due to an excuse deemed legitimate by the instructor. If the instructor does not accept the excuse of the student, the student may apply to the Faculty Executive Council. The date of the mid-term make-up exam shall be determined by Registrar's Office.

(g) No make-up exam shall be given for mid-term make-up exams.

(h) The results of mid-term exams and mid-term make-up exams shall be announced via the University Academic Information System within 10 working days from the date of exam at the latest.

(i) Exam papers shall be stored for two years starting from the date of the exam and may be destroyed at the end of this period with an official report after delivery of the exam papers to the relevant Dean's Office.

(j) Depending on the disability status of the student, exams for disabled students will be conducted in a separate room by a research assistant. The research assistant has to be from the department which offers the course for which the exam is taken. The research assistant has to be someone who is familiar with the concepts and terminology of the course in question. In case there are no research assistants available, the exam shall be conducted by the instructor delivering the course or by another instructor from the same department.

(2) Final Exams

(a) Final exams may only be cancelled with the approval of the relevant Dean. The method of assessment that

will replace the final exam shall be determined in consultation with the Dean.

(b) Instructors cannot change the date and hour of the final exam without obtaining approval of the Faculty Executive Council; cannot give these exams before the last day of classes.

(c) When there are exchange students or the class size is large, final exam can be given earlier upon reviewing the exam schedules of the students, and with the approval of the relevant Faculty Executive Council.

(d) A make-up exam is given to students who cannot take an exam due to an excuse deemed legitimate by the instructor. If the instructor does not accept the excuse of the student, the student may apply to the Faculty Executive Council. The date of final make-up exam shall be determined by the instructor based on the dates announced in the Academic Calendar.

(e) No make-up exam shall be given for final make-up exams.

(3) Amnesty Exams

(a) The date, hour and relevant instructor for the amnesty exams scheduled pursuant to the decision of Koç University Academic Council dated 14 March 2012 shall be announced by the Registrar's Office.

(b) No make-up exam shall be given for amnesty exams.

(4) Rules To Be Followed By Students During Exams

(a) Students must be present at the examination room at the commencement of the exam. Late arrivals shall be accepted at the discretion of the instructor.

(b) Students are obliged to follow the exam instructions and reminders by the instructor-in-charge throughout the exam, otherwise their conduct may be subject to disciplinary action.

(c) Students are permitted to bring their student ID and writing supplies such as pencil, eraser etc. as well as other resources allowed by the instructor to be used during the exam. In addition, students may take non-alcoholic beverages and snacks into the examination room but should not cause any disturbance for other students and leave any garbage behind. In case any other item (mobile phone, course notes and books, etc.) is brought to the examination room, mobile phones should be switched off and course notes, books and other items and materials should be removed to a place that cannot be reached by students during the exam. Exam invigilators may secure mobile phones, course notes, course books and other items and materials under their supervision during the examination in order to maintain the order.

(d) The exam shall start with the formal announcement of the exam invigilator and distribution of answer sheets. To use a resource (course note, book etc.) that is not permitted by the instructor, to look at another student's examination sheet, to let a student see his/her answers or to have any communication, either written or verbal, with another student, and other similar conduct during the exam would be considered cheating.

(e) Student displaying a conduct that would be considered cheating shall be instructed immediately to leave his/her answer sheet with the exam invigilator, and an official report summarizing the instance of cheating should be prepared and undersigned by the exam invigilators-in-charge at the examination room. Exam invigilators shall attach the material evidence of cheating or, if it is not possible to confiscate the evidence, the visual image of the material to the report. In case the student resists in giving the material evidence or making the visual image available, this conduct shall also be documented. For example, in case notes written in the hand of a student are found, the written text may be evidenced with a photograph. In case notes written on personal items such as pencil case are found, the item may be confiscated. No evidence can be collected by force. If the student does not cooperate, this should also be stated in the report.

(f) Apart from compelling circumstances, students are not permitted to leave the examination room during the first 15 minutes. This rule may also apply for the last 10 minutes, at the discretion of exam invigilators. If the attendance list has not been compiled during the first 15 minutes of the exam, the invigilator may prolong the time limits.

(g) Apart from compelling circumstances, students are not permitted to leave the examination room without handing in their exam sheets.

(h) In case of a compelling circumstance, the student should inform the exam invigilator before leaving the examination room; otherwise, an official report shall be prepared regarding the misbehaved student.

(i) Before handing in the exam sheets, students should ensure that their names appear on the exam sheets and attendance lists.

(j) The answer sheets should be handed in to the exam invigilators at the end of the exam session. An official report shall be made in regard to students who do not hand in their answer sheets.

(k) Students who leave the examination room after handing in their exam sheets cannot re-enter the room before the exam ends. An official report shall be made for disorderly conduct in regard to students who do not follow this rule.

(5) Rules for Exam Invigilators

(a) Exams can be administered by the teaching assistants under the invigilation of faculty members. Instructors should be present as exam invigilators for their courses.

(b) In case the number of students taking the exam exceeds thirty (30), the instructor is obliged to work together with his/her Faculty Dean's Office to make at least one more invigilator present at the examination room.

Depending on the capacity of the examination room, the invigilators-in-charge must be present at least 10 minutes before the start of the exam in case of small rooms and 15 minutes in advance in case of large rooms.

(c) The availability/non-availability of supplementary papers and the duration of the exam should be announced by invigilator(s) at the start of the exam.

(d) Students in the examination room should be seated as far as possible and in an orderly manner.

- (e) Students are permitted to bring their student IDs and writing supplies such as pencil, eraser etc. as well as other resources allowed by the academic member to be used during the exam. In addition, students may take non-alcoholic beverages and snacks into the examination room but should not cause any disturbance for other students, and leave any garbage behind. In case any other item (mobile phone, course notes and books, etc.) is brought to the examination room, mobile phones should be switched off and course notes, books and other items and materials should be removed to a place that cannot be reached by students during the exam. Exam invigilators may secure the mobile phones, course notes, course books and other items and materials under their supervision during the examination in order to maintain the order.
- (f) Before the start of the exam, the invigilators may verify the identification of students. This identity verification shall be done by checking that the identification information (name and number) is written on all exam sheets and that the submitted ID belongs to the person taking the exam.
- (g) If deemed necessary, the invigilator may perform identification check after the start of the exam.
- (h) If a student does not submit his/her student ID before or during the exam, he/she should present another valid identification card. Student without an ID would be allowed to take the exam only if the verification of his/her identity is beyond doubt.
- (i) During the ID check, an attendance list should be signed by students sitting the examination, and the number of signatures should be checked against total sum of the class.
- (j) Any attempt to cheat must be intervened. Student displaying a conduct that may be considered as cheating should be asked to hand in his/her answer sheet immediately with the invigilator, and an official report summarizing the instance of cheating should be prepared and undersigned by the examination invigilators-in-charge. Examination invigilators should attach the material evidence of cheating or, if it is not possible to confiscate the evidence, the visual image of the material to the report. In case the student resists in giving the material evidence or making the visual image available, this conduct shall also be documented.
- (k) Whether an action communicated to disciplinary committee with an official report prepared by invigilators may be considered as cheating or an attempt to cheat is under the discretion of the related disciplinary committee. If the student is found not guilty of cheating or attempt to cheat, he/she is given a right to take the rest of the exam or the entire exam from the beginning.
- (l) Members who cannot carry out their invigilation duties must inform the relevant College's Dean's Office in advance.
- (m) It is possible to delegate invigilation duties without disturbing the order of the exam, provided that the exchange of invigilators would be informed to the relevant Faculty Dean's Office before the exam.
- (n) Exam invigilators should pay strict attention not to cause any disturbance for the students while having conversation amongst themselves and not to disrupt their invigilation. In particular, during exams with long sessions, one of the invigilators may leave the examination room for a short period of time provided that another examination invigilator stays present at the room. Otherwise, invigilators should not leave the examination room.
- (o) Before the start of the exam, it should be declared that during the exam, at regular intervals, the invigilator would give notice of the time left by writing on the board and/or verbally and the time left for the session should be announced at regular intervals to students in appropriate ways. It is recommended to be done either by writing on the board or, if required, orally.
- (p) At the end of the exam session, the answer sheets should be arranged in the way specified by the instructor of the course, counted and checked against the number of students listed in the attendance list, and then the attendance list should be signed by the invigilators.
- (r) Apart from compelling circumstances, students are not permitted to leave the examination room without handing in their exam sheets. An official report shall be made with regard to misbehaved students and submitted to the relevant Faculty Dean's Office after being signed by the invigilators of the examination room.

(6) Other Clauses

For exams other than those given in session (independent study, take-home exam etc.), students are obliged to follow the relevant provisions under the Student Code of Conduct (see: Student Code of Conduct, Article 4.2).