

FACULTY OF BUSINESS
INSTRUCTIONS AND RULES FOR CONDUCTING EXAMS

All students are required to have their student ID card with them during the exam. Students who do not have their student ID card must present a document from the Student Affairs office demonstrating their student status, along with an identity card, driver's license, or passport, to the exam invigilators. Exam supervisors have the authority to refuse admission to the exam or to remove from the exam room any student who does not have their ID card with them, is not recognized by them, or cannot identify them by any other means. For identity checks and exam procedures to be carried out on time, students must be present in the exam class before the exam begins.

Students must sign the exam attendance sheet. Students who fail to sign the exam attendance sheet will be deemed to have failed their exams. After the attendance sheet is checked, the exam invigilators will remind the students of the rules to be followed during the exam and distribute the answer sheets to be used for the test. After the students have completed the required fields on the answer sheets, the question papers will be distributed, and the exam will begin.

The exam duration will be announced to students by the exam supervisors before the exam starts. Students must enter the exam class within the first 20 minutes after the exam starts. Students who arrive after 20 minutes for any reason will not be admitted to the exam. Even if the students complete the answering process early, students cannot leave the exam room within the first 20 minutes of the exam. In addition, during the exam, students are strictly prohibited from leaving the exam room for any needs such as using the restroom etc. Any student who leaves the exam room for any reason will not be allowed to re-enter the exam room.

In exams where courses with multiple sections are taught by different instructors, students must take the exam in the room where the instructor of the course they are enrolled in is conducting the exam. If a student takes the exam in another exam room, their exam will be considered invalid.

During the exam, the exam supervisors have the authority to change the seating arrangement of the students. Students must comply with all instructions given by the exam invigilators during the exam.

Students are prohibited from bringing the following items into the exam:

- Pagers, mobile phones, earphones, walkie-talkies, radios, and other communication devices,
- Pocket computers, smartwatches, and any devices with computer functions,
- Any kind of sharp or piercing tools, firearms, etc.

Students who bring communication devices and devices with computer functions into the exam must keep these devices turned off and, in the place, and manner specified by the exam officials (the devices must be completely turned off, not in airplane mode, silent mode, etc.).

During the exam, students are prohibited from:

- Talking to each other, cheating or helping others cheat,
- Asking questions to the exam supervisors in the exam room,
- Borrowing and lending items such as pens, erasers, etc.,
- Using calculators with alphabetical keys (A, B, C, ...) and keys that allow programming, storing, or running functions such as EXE, STORE, RUN, etc., dictionaries, or auxiliary tools that function as dictionaries,

- Eating or drinking in a way that disturbs others,
- Engaging in behaviors that disrupt the exam order,
- Having someone else take the exam on their behalf or taking the exam on behalf of another student,
- Having any text, formula, etc., related to the solution of the exam questions with them, on them, or on the desks (students are responsible for checking the desks/chairs and the surrounding exam room equipment for any pre-written or left materials that could be considered cheating. Students are responsible for any pre-written materials on or near the desks/chairs).

Students who do not comply with the exam rules will have their exam papers taken, their exams terminated, and disciplinary actions will be taken against them in accordance with the Student Disciplinary Provisions of the Higher Education Law No. 2547.