

EXAM APPLICATION RULES FOR STUDENTS

1. Students must be present in the pre-determined exam room at least ten minutes before the exam begins. Invigilators are authorized and responsible for ensuring seating arrangements. Students who take the wrong exam or take the exam in a different location than the designated classroom will have their exams invalidated, and they will not be granted a make-up exam.
2. Students must write their name, surname, and number on their exam paper at the beginning of the exam and sign the exam paper.
3. Students must have their ID cards with them during the exam and keep them on the table, removed from their wallets, where they can be easily seen by the invigilator. Students who do not present their ID will not be admitted to the exam.
4. Invigilators may relocate students as they deem necessary, both before and during the exam.
5. At the beginning of the exam, students must sign the "Exam Attendance Report." Those who sign this report are responsible for submitting the exam paper.
6. During the exam, instructors may not be asked any questions, except for printing or spelling errors.
7. Leaving the exam during the first 15 minutes of the exam is prohibited.
8. No single student may remain in the exam hall under any circumstances. If the last two students remain in the exam hall, both students will be kept there until they have completed their exams.
9. While it is essential that students arrive before the exam begins, students who arrive late within the first 15 minutes of the exam for a valid reason may be admitted, but no additional time will be given. If a student leaves the exam hall for any reason after the exam has started, they will not be admitted, even if less than 15 minutes have passed.
10. Students who are present in the exam hall during the distribution of the questions are considered to have taken the exam.

Therefore, students must have made their final decision about whether or not to take the exam beforehand.

11. Students may not leave the exam after reviewing the questions, without signing the exam report, and returning the exam paper.
12. Mobile phones must be turned off in a location designated by the invigilator during the exam. Even if the phone is off, it is prohibited to leave it within reach of students. Possession of headphones, pocket computers, Bluetooth devices, voice recorders, smart watches, and other similar communication devices are prohibited.
13. Water may be consumed during the exam; however, food is prohibited.
14. Students who have completed the exam and returned their exam documents to the invigilator must leave the exam room without returning to their seat. Students who have completed the exam in this manner may not return to their seat or enter the exam room without making requests such as "I have my bag, book, or coat left," until the exam is completely completed.

15. No objection to desks, walls, etc. Students sitting at their desks are responsible for the exam-related writing on the floor and the documents under and around their desks. Students must check their desks before starting the exam, delete any such writing, and inform the invigilator before the exam begins.

16. Students who do not write their name on the exam paper and/or sign the attendance report will have their exams invalidated.

17. Each student is responsible for their own exam paper until they leave the exam room. During the exam and when handing in their exam paper, each student must ensure the security of their exam paper and keep it out of sight of other students.

18. Students who have completed the exam are prohibited from waiting in the corridor, entering other exam rooms, or speaking or exchanging signals with students currently taking the exam.

19. Students may not bring any materials into the exam room, such as lecture notes, dictionaries, calculators, or books, other than those required for use during the exam. If they are brought, they must be placed on the floor, near radiators, and away from the student. They must not be left sitting, next to the student, or on desks.

20. Instructors on duty in the examination hall will report to the administration, in a report, students who disrupt the examination rules, order, and procedure, prevent the examination from taking place for a long or short period of time, insult the examination invigilators, leave the examination hall before the announced time, or refuse the examination invigilators' arrangements regarding the examination, for action to be taken.

21. Cheating in exams or attempting to cheat in any way is not permitted. According to Article 54 of Law No. 2547 on Higher Education, those who commit the crime of "cheating or having someone else cheat on exams" are punished with a penalty of "one semester suspension from the higher education institution," while those who commit the crime of "attempting to cheat on exams" are punished with a penalty of "one week to one month suspension from the higher education institution." Furthermore, students who cheat, have someone else cheat on exams, or attempt to cheat are deemed to have failed the exam they took, and all subsequent exams taken during the suspension period are also cancelled. According to the relevant article of the same law, the crime of "taking someone else to take an exam in their place or taking an exam in someone else's place" carries a penalty of "two semester suspension from the higher education institution."

22. Students are prohibited from talking or asking each other for pencils, erasers, or similar materials during the exam. Invigilators will consider such actions as attempts to cheat or lend them out and will take action.

23. Students must sit upright and avoid looking around during the exam. Invigilators present in the exam room may warn students about this. Failure to heed these warnings will result in cheating.