

T.R.
ISTANBUL BEYKENT UNIVERSITY
ASSESSMENT AND EXAMINATION DIRECTIVE
(Senate Decision no. 2021/10 of 30/04/2021)

CHAPTER ONE
General Principles

Purpose

ARTICLE 1 - (1) The purpose of this directive is to outline the obligations of students enrolled in diploma programmes at Istanbul Beykent University before and during assessment activities and examinations. It also aims to establish the responsibilities of academicians in conducting examinations and to define the general rules governing the examination processes.

Scope

ARTICLE 2 - (1) This directive applies to all assessment activities and examination processes conducted at Istanbul Beykent University, with the exception of student admissions for programmes requiring special talent exams, proficiency determination exams before foreign language preparatory classes, examinations in the Faculties of Medicine and Dentistry, and preparatory class exams. It also outlines the responsibilities of faculty members, lecturers, instructors, and teaching assistants involved in executing these processes.

Basis

ARTICLE 3 - (1) This directive has been prepared based on Article 44 of the Higher Education Law No. 2547 and Istanbul Beykent University Regulation on Associate and Bachelor's Degree Education.

Definitions

ARTICLE 4 - (1) Definitions for some of the terms used in this Regulation:

- a) Dean's Office: The dean's office of the relevant faculty
- b) Rubric: The document that expresses what is expected from the task assigned to the student and how it will be evaluated
- c) Course Coordinator: The academician responsible for the preparation of the course syllabus for the implementation of the courses with the same name and level in coordination, the determination of assessment activities in the execution of the education, and the determination and announcement of the success criteria - assessment contribution shares in coordination,
- d) Electronic Exams: Examinations administered based on information technologies
- e) Directorate: The Directorate of the relevant Institute, School or Vocational School
- f) OMR-based Exam: Centralised multiple-choice examinations, which can be administered in courses with a total number of more than 200 students
- g) Senate: Istanbul Beykent University Senate

- h) Application and Research Centre for Distance Education: Istanbul Beykent University Distance Education Application and Research Centre
- i) University: Refers to Istanbul Beykent University.

Course Coordinator

Before each academic year, a course coordinator is appointed by the Senate to coordinate the course syllabus, which includes the topics to be covered, assessment activities, evaluation criteria and workload analysis of the course, in order to ensure that the learning outcomes of the courses with the same name and level are provided. The course syllabus, developed by the course coordinator in collaboration with other academicians teaching the course, must be entered into the Student Information System by the course coordinator no later than the first week of the academic term.

(2) The course coordinator coordinates the coordination of the education and training, and assessment and evaluation activities of the academicians delivering the course. Creates the rubric that may be required in practice.

(3) The course coordinator finalises the content of components such as assignments, projects, designs, theses, graduation projects, portfolios, and performance tasks to be given to students during the academic term and shares them with other academicians.

CHAPTER TWO

Assessment Activities Used in Success Evaluation

General

ARTICLE 6 - (1) Assessment activities include midterms, finals, and resit assessments.

(2) Some assessment activities, other than exams, may be assigned as group work.

Types of Assessment Activities

ARTICLE 7 - (1) Examinations: Exams are conducted in various formats, including open-ended, multiple-choice, and speaking, and can be administered either face-to-face or online.

a) Quizzes: These are brief and narrowly focused exams used to assess learning outcomes at the end of a unit. The programme of these face-to-face exams is not announced and they are administered during regular class hours. For exams conducted online, an application programme and time interval is announced at least one week in advance.

b) Midterms: They are administered to assess learning outcomes covered from the beginning of the term up to the exam date.

c) Finals: They generally cover all learning outcomes of the course.

d) Resit Exams: Similar in nature to the Final Exams.

e) Single Course Examination: Administered to students in associate and bachelor's degree programmes who have one course left to complete their graduation, have previously taken the course and fulfilled the attendance requirement.

(2) Assignments: Assignments include activities such as research, problem-solving, and composition/report writing. The deadline for assignment submission is communicated by the relevant academician. Assignments submitted by the deadline are eligible for evaluation based on the full score (100 points). Assignments submitted after the due dates may not be accepted or the course instructor may deduct penalty points for late submission of assignments provided that the rubric for the course has been announced in advance. The rubric for the assessment of assignments and the expected outcomes of the assignment are shared with the students together with the assignment. The assessment is performed based on the relevant rubric.

(3) Portfolios: A portfolio indicating a student's development consists of various components prepared by the student during the relevant process. The portfolio may include reports of experiments, internship logbooks, etc. The rubric of the portfolio and the scope expected to be completed by the assessment day are notified to the student when the activity is assigned. The assessment programme is notified by the relevant instructor at least one week in advance.

(4) Performance Tasks: Workshop applications, conducting experiments in the laboratory, projects, theses, and graduation projects are evaluated as performance tasks in the classroom. They involve the assessment of personal development in a specific subject area based on applied and/or cognitive skills. Students are informed about the content of the performance task, the rubric and the assessment programme by the relevant instructor at least one week in advance.

(5) Monitoring: Monitoring is used as an interim assessment tool in courses such as projects, graduation projects, directed studies, and theses. In monitoring activities, the student's performance in the assigned task is evaluated according to the relevant study calendar.

(6) Jury/Board Exam: It is the end-of-term assessment tool used in competency measurements related to courses such as graduation projects, doctoral comprehensive exams, and recognition of prior learning.

(7) Attendance: Attendance serves as an interim assessment tool used to assess students' attitudes towards the course. Attendance is a threshold requirement; students who fail to meet the minimum attendance rate will not be permitted to participate in final and resit assessment activities. Students are required to attend all classes, practices and projects they have taken. The attendance of the students is monitored and evaluated by the relevant academician.

(8) Thesis Defence: It refers to the assessment and evaluation of the master's or doctoral thesis, where the student defends their work before a jury (with doctoral defences also open to the audience). In this assessment and evaluation activity, the jury determines the success of the student with their votes.

CHAPTER THREE

Implementation of Assessment Activities

General

CHAPTER 8 - (1) Assessment activities include those conducted during and at the end of the semester, as well as any resit assessments.

(2) Each term includes a necessary number of in-term assessment activities, with at least one midterm exam, depending on the course instruction.

(3) The contribution of in-term evaluations to the absolute achievement score cannot be less than 40% and more than 70%.

(4) The academician responsible for the administration of each course announces the assessment activities to be used in the course finalised by the course coordinators, their implementation methods and success criteria to the students through the student information system in the first week of the academic term together with the detailed course syllabus.

(5) When necessary, assessment activities/exams of some courses can be held on weekends.

Midterm Evaluation Activities

ARTICLE 9 - (1) Midterm evaluation is mostly conducted through midterm exams, but it can also be implemented as a performance task or monitoring depending on the structure of the course.

(2) The midterm evaluation calendar is announced by the Rectorate at least one week before the exams.

(3) Students are not entitled to makeup exams for midterm exams except for force majeure reasons to be accepted by the faculty and school administrative boards.

Final Assessment Activities

ARTICLE 10 - (1) To be able to attend the final assessment activity, the attendance requirement of the course must be met. Students failing to fulfil the attendance requirement shall not be admitted to these assessment activities.

(2) At the end of the academic term, only one assessment activity is carried out. This assessment activity is mostly conducted as a Final Exam, but it can also be carried out with other end-of-term assessment activities (project/design/thesis/graduation study presentation, portfolio or performance task) according to the structure of the course.

(3) The dates of the final assessment activities are announced in the academic calendar. The detailed programme is announced by the Rectorate at least two weeks before the day of the assessment.

(4) The impact of the final assessment activity on the absolute achievement score cannot be less than 30 % and more than 60 %.

(5) Students who do not participate in the final assessment activities are not excused.

Resit Assessment Activities

Article 11 – (1) A resit exam is held on the dates announced in the academic calendar for students who have failed the final or did not take the exam despite being eligible to take the exam.

(2) The score achieved in the resit exam replaces the final exam score. Final grades of students who take the resit exams are calculated according to the same grading scale used for the relative evaluation of the course, and recorded in their transcripts.

(3) If the students do not take the resit exams, their final exam scores remain valid.

(4) No excuse is accepted for resit exams.

Specific Implementations

ARTICLE 12 - (1) Students are required to prepare a portfolio which includes their internship activities and have the portfolio signed by the authorised person in the workplace. At the end of the internship, the internship supervisor fills out an evaluation form, approves it and sends it in a sealed envelope to the programme/department head. In the internship evaluation, the programme/department heads give a grade of Pass (G) for successful students and Fail (K) for unsuccessful students, taking into account students' internship portfolio, monitoring activities carried out during the internship process, and the evaluation form of the workplace supervisor.

(2) In the non-thesis master's programme, the Head of the Institute of Graduate Studies assigns a lecturer with a doctorate degree or a faculty member who will advise each student in the selection of courses and the performance of the term project until the end of the first academic term at the latest. The project advisor is appointed by the decision of the institute's administrative board. The appointed project advisor determines the subject and title of the project together with the student within three months at the latest and proposes it to the head of the relevant department in the Institute of Graduate Studies with the 'Project Proposal Form' including the purpose, scope, method and work plan of the project. If deemed appropriate, the head of the relevant department submits the proposed project topic to the institute's management, ensuring its originality. The project subject is finalised by the decision of the Institute's Administrative Board. Until a project advisor is appointed, this task is carried out by the department head. (2) Project advisors can be changed with the justified request of the advisor, the approval of department heads and the decision of the Institute's Administrative Board.

(3) The midterm assessment activities for the **master's thesis** courses at the institutes are conducted using the "monitoring" assessment tool, while the final assessment activities are carried out through the "Thesis Defence". Students who are deemed proficient by their advisors in the Thesis Preparation Period monitoring activities are entitled to attend the thesis defence. The thesis defence of the master's theses, which are approved by the advisor as having the criteria of the Institute of Graduate Studies and the qualifications of being a master's thesis, is held within one month following the decision of the jury approved by the School's Administrative Board. The success of the thesis defence is determined by the vote of the absolute majority of the jury. The jury member who votes to declare incompetency must provide a written justification to the institute's directorate within three days following the thesis defence.

(4) **Doctoral Comprehensive Exam:** A written exam is prepared by a jury, after which an oral exam is conducted in front of the jury for students who pass the written exam. Exams are held in June and December of each year with the jury approved by the Institute's Administrative Board after the student's application and the approval of the advisor. The outcome of the exam is determined by a vote of the absolute majority of the jury. Successful students receive a grade of Pass (G), while unsuccessful students receive a grade of Fail (K).

The jury member who votes to declare incompetency must provide a written justification to the institute's directorate within three days following the exam.

(5) PhD Thesis Defence/DFA Project Defence: The assessment and evaluation of PhD theses/DFA projects, which are approved by the advisor as having the criteria of the Institute and the qualifications of being a PhD thesis/DFA project, is carried out by the jury following the defence before a jury and an audience. The exam is held within one month following the decision of the jury approved by the Institute's Administrative Board after the advisor approves the thesis. The success of the thesis defence is determined by the vote of the absolute majority of the jury. The jury member who votes to declare incompetency must provide a written justification to the institute's directorate within three days following the thesis defence. Issues related to the student's publication—such as its nature, timing, and conditions before the thesis defence—are determined by the decision of the Institute's Board and the approval of the Senate.

(6) In the event of failure in the master's project/thesis, doctoral comprehensive exam or doctoral thesis, the relevant provisions of the graduate education regulations shall apply.

Exam Rules for Students

ARTICLE 13 - (1) Exams conducted in accordance with the following rules are evaluated and deemed valid:

a) In the exam hall, the rules set out and announced in this directive must be followed. The exam proctor may make any necessary arrangements for the students in the exam hall to ensure the smooth and proper conduct of the exam. Students must comply with the warnings issued by supervisors in the exam hall and follow the instructions without question. Exams of those who cheat in the exams and violate the exam rules are deemed invalid and disciplinary proceedings are initiated against them.

b) Exams are held at the announced programme time and in the exam hall.

c) Students may be mixed with students from different groups/programmes in the exams. Students must take the exam with the exam paper printed on their name on the day, time, hall, and order announced in OMR-based exams. Exams of students who do not use the specially printed exam paper designated for them in optical exams will be invalidated.

d) It is prohibited to enter the campus or exam buildings with a weapon, even if licensed.

e) Identity checks are carried out in the exam halls before the exam starts. To take the exam, students must present their student ID card, Turkish Republic ID card, driving licence, or passport to the exam invigilator by placing it on the desk assigned to them. Students who have lost their ID cards can take the exam by presenting the student certificate of the relevant academic term.

f) Basic exam materials, such as pencils and erasers, as well as resources authorised by the academic staff for use during the exam, may be brought into the exam hall. If any items, such as mobile phones, lecture notes, textbooks, or others not listed above, are brought into the exam hall, mobile phones must be switched off, and lecture notes, textbooks, and other materials must be placed in a location where the student cannot physically reach them during the exam. Invigilators may confiscate mobile phones, lecture notes, textbooks, and other items to maintain order during the exam.

g) Students are required to check their desks and the surrounding hall equipment for anything that could be considered as cheating material. The student is responsible for any cheating materials found on or near the desk or chair, including any written on the hall equipment.

h) Unless explicitly permitted by the exam instructions, no additional paper for drafting or other purposes may be kept on the exam desk or chair. Doing so will be considered an attempt to cheat.

i) Exam questions or answers must not be written on any piece of paper and taken out of the exam hall. Actions taken for this purpose are regarded as attempted copying.

j) Students must be in the exam hall at least twenty minutes before the exam start time in order not to disrupt the exam flow. Students who arrive within the first twenty minutes after the official start time will be allowed to take the exam. Late students will not be given extra time. Students are not allowed to leave the exam hall for the first twenty minutes even if they have completed their exams. No official has the authority to admit a student who is late more than the first twenty minutes of the announced time of the exam.

k) Students are responsible for filling in the relevant fields such as identity information, question booklet type, etc. on the question paper/booklet and answer sheets. Answer sheets with incomplete information fields or those that cannot be clearly identified will not be marked.

l) Exam duration is indicated in minutes on the question papers. The exam session begins with the exam hall attendant's announcement: "The exam has started." Starting and ending of exams are based on the time written on the board and the time kept by the exam hall attendant.

m) All kinds of exchanges, talking, and signalling are prohibited during the exam.

n) Calculators may be used in exams if permitted by the instructor of the relevant course and indicated on the exam paper. Mobile phones must remain switched off during the exam and are not permitted to be used as calculators.

o) During exams, using a source (lecture notes, books, etc.) that is not permitted to be used by the instructor of the relevant course, looking at another student's exam paper, showing the exam paper to another student, exchanging any written or verbal information with another student, using mobile phones, and similar actions are considered as cheating.

p) Students who engage in behaviour that may be considered cheating will be asked to submit their papers to the exam hall attendant immediately. A report summarising the cheating incident will be compiled by the exam hall attendant(s), detailing how the act was carried out. Evidence and other special issues, if any, shall be noted in the report. The report is submitted to the Dean's Office / Directorate to which the student is affiliated. Disciplinary proceedings are initiated against students involved in cheating.

q) Students who leave the exam hall are not allowed to continue the exam.

r) In the last 5 minutes of exams, invigilators may not allow exit from the hall in order to prevent any disturbance or distraction.

s) At the end of the exam, students must stop writing and place their answer sheets between the question paper or booklet. They should then remain seated while the exam hall attendants collect the documents and complete the counting process. Students may leave the exam hall following the exam hall attendants' announcement: "You may leave."

t) Students who take the exam are responsible for filling in and signing the relevant fields on the exam attendance and answer sheet and submitting the exam documents in full.

Invigilators' Obligations for Exam Administration

ARTICLE 14 - (1) Exams are conducted in accordance with the following rules.

a) For each hall where the exams will be held, at least one exam proctor is assigned among the lecturers. Additional invigilators may be assigned depending on the size of the hall and the nature of the course.

b) In accordance with the announced exam programme, a closed, labelled exam pack is prepared for each exam hall. The label on the exam package includes details such as the course name, code, and group; exam hall number; exam date and time; number of question papers/booklets and answer sheets included; name of the course instructor; and name of the

invigilator. The label on the exam package includes details such as the course name, code, and group; exam hall number; exam date and time; number of question papers/booklets and answer sheets included; name of the course instructor; and name of the invigilator.

c) Exam invigilators must be present in the exam hall with the exam pack no later than fifteen minutes before the start of exams.

d) Exam invigilators first ensure order in exam halls. Students in the hall are seated in a spaced and organised manner with sufficient distance between them if possible.

e) Announcements regarding the exam practice are made by exam invigilators before exams start. At the beginning of exams, invigilators write the start and end time on the board and indicate that they will write the remaining exam time on the board at regular intervals.

f) Before exams start, invigilators check the identity of students. Identity checks are conducted by verifying that the student has written their name and number from their ID card on all test papers, and by confirming that the individual taking the test matches the person on the ID card. Proctors initial the answer sheet of students whose identity check has been completed.

g) If deemed necessary, invigilators may also check IDs after the exam has started.

h) Students who are unable to present their ID card before or during the exam must provide another valid form of identification. Students who have lost their student ID will be admitted to the exam if they present a student certificate.

i) Exam invigilators also record attendance by having students sign the exam attendance list while verifying their identity. Exam attendance is completed by comparing the number of signatures on the exam attendance list, the number of students in the exam hall and the number of exam answer sheets received, and the number of students who took the exam and the number of students who did not take the exam are noted separately in the exam report and signed by the exam invigilators. In an OMR-based Examination, if the exam is conducted using a printed answer sheet on behalf of a student, attendance is not recorded by signature. Instead, any student who does not attend the exam is noted as "NOT ATTENDED" on the attendance list, and the box labelled "NOT ATTENDED THE EXAM" on the answer sheet issued on behalf of the student is marked with a pencil.

j) Exam invigilators intervene in any cheating attempts that may occur during the exam and terminate the exam of any student whose behaviour may be considered cheating, confiscating their answer sheet. Invigilators detect cheating and maintain a report summarising how the act was carried out. The cheating report provides a detailed description of the cheating incident and documents any evidence related to the act. In cases where it is not possible to seize the material or evidence related to cheating, a visual sample of the material shall be attached to the cheating report. If the student refuses to surrender the evidence of cheating or obstructs the taking of a visual sample, this situation will also be documented in the report.

k) All academic staff may be assigned as invigilators, except in cases where prior arrangements have been made by the university administration regarding the assignment of examinations. In all exams, exam invigilators are required to fulfil their duties in the assigned hall and at the assigned time, unless they have a valid excuse approved by the Dean's Office or Directorate. If a change of duty is requested, the invigilator may swap duties with another lecturer by completing the "Examination Duty Change Notification Form", provided that the change is approved and does not disrupt the operation of the exam. The relevant Dean's Office or Directorate will take disciplinary action against those who fail to show up for their exam duty without prior notice.

l) Invigilators must not leave the exam hall before the exam process is completed. During the exam, they are not permitted to engage in conversations that may disrupt students' concentration, nor are they allowed to read newspapers, books, use mobile phones, or engage in any behaviour that interferes with proper exam supervision.

m) Students' statements and claims regarding errors in the exam questions are noted by the exam proctor and reported to the course instructor.

n) At the end of the first twenty minutes, once it has been confirmed that the student who has completed the exam has fully filled in the relevant fields and signed the exam document, the document is collected, and the student is permitted to leave the exam hall.

o) At the end of the exam, students in the exam hall are instructed to stop answering and to place their answer sheets between the question paper or booklet. They should then wait while the exam documents are collected in an orderly manner. The total number of documents is compared with the attendance list, and students are permitted to leave the exam hall once it has been confirmed that none are missing.

p) At the end of the exam, the hall exam report and attendance sheet are signed by the invigilators and placed in the exam package along with the other exam documents. They are then delivered to the responsible lecturer for the course or the exam coordination centre.

q) Instructors must be personally present in the exams of the courses they teach.

CHAPTER FOUR

OMR-Based Examination Procedures

General

ARTICLE 15 - (1) OMR-based exams are exams consisting of multiple-choice test questions and conducted in simultaneous sessions.

These exams can be conducted face-to-face in a classroom or by electronic means (laboratory or online access).

(2) An exam coordinator is appointed by the Rector's Office for the preparation and coordination of the exam programmes of the OMR-based exams. Exam coordinators work under the supervision of the Vice-Rector responsible for education and training. In case of need, the Rector's Office assigns a deputy coordinator for the organisation of online exams.

(3) The announcement of the timetable and the procedures for implementing OMR-based exams does not include any special privileges and is made in accordance with the provisions outlined in the third part of this directive.

Assessment and Evaluation Activities for Distance Education Courses

Article 16 - (1) Assessment activities for distance education programmes and courses can be conducted either face-to-face or online, with or without supervision. These assessments may utilise various methods, such as homework, projects, practical work, written exams, oral exams, etc., as determined by the curriculum approved by the senates of higher education institutions or may take the form of a central examination.

(2) The senate decides where and how midterms, finals, and resit exams will be conducted, as well as which assessment methods—such as oral exams, performance assessments, projects, theses, and portfolios—will be applied in addition to the exams designated as fundamental, based on the proposal of the relevant teaching unit.

CHAPTER FIVE

Miscellaneous

Retention of Exam Documents

ARTICLE 17 - (1) Exam documents are kept in accordance with the procedures and principles in the “Beykent University Archive Directive”.

Academic Ethics in Assessment and Evaluation Activities

ARTICLE 18 - (1) All kinds of work within the scope of academic assessment are created by observing academic ethics and in accordance with academic rules. Ideas generated are analysed in detail with the awareness that they may have been previously published by other researchers. Previously produced works may be utilised as long as they do not raise questions about the originality of the academic work, and each work used must be cited in accordance with academic standards. Copying a completed work and submitting it without any original (personal) contribution is considered as an attempt to cheat and is considered unethical. Studies that do not comply with academic ethics will not be evaluated. The course lecturer submits a written request for an investigation to the relevant Dean’s Office or Directorate regarding students who engage in academically unethical behaviour.

Appeals Against Assessment and Evaluation Results

ARTICLE 19 - (1) Appeals against scores and grades related to the assessment activities are made in accordance with the relevant articles of the Beykent University Regulation on Associate and Bachelor’s Degree Education and Training.

Exam Sessions for Students with Disabilities

ARTICLE 20 - (1) Accordingly, at least one month before the exams, the academic representatives of the Disability Advisory Service contact students with permanent disabilities to take necessary measures and provide support according to their needs. Exam sessions are tailored to accommodate individual requests and available resources.

(2) During the exam period, students who have developed disabilities due to temporary illness inform their respective dean’s office/department of their condition and the necessary environment for taking the exam, accompanied by a medical report obtained from a full-fledged health institution. The relevant exam coordination office reviews the student’s request and prepares the exam sessions under the most appropriate conditions according to the resources available.

Effective Date

ARTICLE 21 - (1) This directive comes into effect upon approval by the Senate.

Implementation

ARTICLE 22 - (1) This directive is enforced by the Rector of Istanbul University.

Unspecified Cases

ARTICLE 23 - (1) In matters not specified in this Directive, the provisions of the Istanbul Beykent University Regulation on Education and Training shall apply.