ISTANBUL COMMERCE UNIVERSITY

MID-TERM EXAM PROCEDURES AND PRINCIPLES

FEBRUARY , 28 / 2022

(1) The students are going to take the exam on the Open LMS, which is the distance education management system of the university, at the time and date announced by the English Preparatory Program Coordinatorship. **During the exam, students are supposed to turn their cameras on by using the ZOOM link the instructors will share with you. Without the cameras on, your exam will be invalid.**

(2) In case of a suspicious situation during the exam, by assessing the related situation, the exam will be invalidated by the lecturer observing the exam.

(4) Students who are stated to cheat or attempt to cheat in online exams will have their exam cancelled and these students are subject to disciplinary measures in accordance with the Higher Education Council Student Disciplinary Regulations.

(5) Students will be able to see each question and answer slots on separate pages / screens in the exam.

(6) On each student's question screen, the order and options of the questions will be random and mixed up.

(7) Once the question is on the screen, if one passes to the next question regardless answering it or not, the system will not allow to return to the previous question.

(8) During the exam, the duration till the end of the exam will be tracked visibly on the screen.

(9) In case students have to leave the exam regarding any reason, they will be able to log in the system once more within the announced time duration, and they will be able to continue the exam within the announced remaining time duration. Their logging out of the system will be automatically counted, and the exams of the students who log in more than twice and whose logging in the system takes more than two minutes will be cancelled.

(10) Students will have completed their exam at the end of the time period set for each part. If students complete the answers before the expiration of the exam period, they will be able to complete the exam by pressing the “submit all and finish” button. Pressing this button means that the final answers will be saved and the exam questions will no longer be answered.