2020-2021 ACADEMIC YEAR SPRING TERM ONLINE FINAL EXAM PROCEDURES AND PRINCIPLES

- For an effective exam experience, it is recommended to participate in the exams via computer instead of mobile devices.
- According to the exam calendar, the exam of each course is held between the determined time periods. In order not to miss your exam, it is recommended that you be present in the system 10 minutes before the exam.
- Students will be able to see each question and answer slots on separate pages / screens in the exam.
- On each student's question screen, the order and options of the questions will be random and mixed up.
- Multiple choice questions will only have one correct answer. So only one option can be selected.
- 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.
- During the exam, the duration till the end of the exam will be tracked visibly on the screen.
- 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.
- In case of any problems or requests during the exam, you can send an email to ue.destek@ticaret.edu.tr or contact the system administrator via live chat at uzem.ticaret.edu.tr.
- 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.
- Students who cannot take or finish the exam as scheduled because of any technical issues may submit their petition letters to the Head of relevant Faculty/ Institute in person or electronically no later than 3 days after the day of the examination.
- In case students have to leave the exam regarding any reason, they will be able to log in the system again 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.
- The final exams of the 2020-20201 Academic Year Fall Term are going to be administrated and digitally invigilated via Zoom. The exam will be deemed invalid if students fail to log in to their zoom accounts while taking the exam on Open LMS system.
- At the beginning of the exam, students are required to show their IDs with a photo (Student ID/ TC ID card/ Driving License/Passport) to the camera.

IMPORTANT: Google Chrome, Firefox, Safari can be used as a web browser. It is recommended to use Google Chrome as your web browser for the best experience. There is no support for Internet Explorer.
IMPORTANT: Before the final week, check the audio / camera test of your computer at the link https://zoom.us/test in order to avoid any technical problems during the exam.

Access to Blackboard LMS System

• Go to https://ticaret.mrooms.net address
• Click The "Sign In" button on the screen that appears. (Picture 1)
Access to the system is provided by entering your Username and Password that you are using in the Student Information System (ÖBS) and clicking the "Login" button.
** If you are having problems with the password in the Blackboard Open LMS login section, you can access the details from the link below.
https://bim.ticaret.edu.tr/index.php/sifre-yenileme

If the Zoom program is not installed on the computer, you can download the installation file from the link below. You can start the installation process by clicking the downloaded file.
Zoom Programı: https://zoom.us/client/latest/ZoomInstaller.exe

Joining in a Zoom Session

**** Even if you do not have a zoom account, you can still join in the zoom session through the distance education system.**

• Join the the course to be tested in the distance education system.

• Click on the zoom session created in the course. (Picture 2)

Click on "Join the Meeting" button. (The Join Meeting button is active 15 minutes before the exam time.) (Picture 3)
The user directed to the browser page by the application will see the following warning. The session is opened in the Zoom program by clicking on “Open the Zoom Meetings application”. (Picture 4)
When the zoom session is opened, the screen in the image below is seen.
Before starting the exam, you must share your audio and video from the microphone / camera opening icons on the lower right corner of the screen. When the exam starts, you can minimize the zoom program and access your exam. (Picture 5)

Exam Procedures

- Click on the lesson to which the exam will be processed from My Courses section.
- The exam activity can be created by the Instructor in a separate section on the left side of the course (table of content) or under the Introduction part. (Picture 6)
  IMPORTANT: Make sure your exam is visible in the course before the announced exam date / time.

- Click on the exam activity that has been created.
- You can see the start / end date of the exam, the duration of the exam and explanations on the screen that appears.
- Click on the “Apply (or Start) the Exam Now” button when it is the exam time. (“Apply (or Start) the Exam Now” button will not appear until starting time of the exam.) (Picture 7)
- Click on the “Begin” button to start the exam. (Figure 8)
- The “Remaining Time” is located at the bottom left-hand corner of the page.
- You can see the total number of questions in the test navigation part.
- After you choose the correct answer and click on “next page”button,you will see the next question.In multiple choice question part, once you move to the next question, you cannot change or correct your previous answer.(Figure 9)

At the end of the exam, click “Finish the Attempt” button and then click “Finish and Submit All” button on the next screen.(Figure 10)

By clicking on “Finish and Submit All” button, the exam is completed.(Figure 11)

On the screen that appears you can confirm that your exam has been successfully submitted.(Figure 12)

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