

T. C.
KİLİS 7 ARALIK UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
EXAM APPLICATION PRINCIPLES

No	PRINCIPLES
01	Before students start answering the exam questions, the name, surname, student number, department etc. on the questionnaire or optical form. they will fill the fields completely and sign the signature field.
02	The student who takes the exam, regardless of whatever reason, the name, surname, student number, department etc. on the questionnaire and / or optical form. they will fill the fields completely and sign the signature field.
03	During the exam of students; eraser, pen, pen nib, opener, calculator etc. It is forbidden to buy and give equipment and keep the mobile phone open.
04	Students are prohibited from asking questions during the exam. If there is an error in the questions, this situation is asked loudly to the instructor of the related course, if the instructor of the course is not there, the situation is communicated to the exam supervisors, the exam supervisors should not comment due to errors in the questions and should inform the instructor of the related course.
05	Students will be held responsible for the articles related to the lesson written on the desk or on the table or on the wall during the exam. For this reason, students must delete the writings on the desk, table or wall before the exam begins.
06	The student who copies, attempts to copy, make copies, makes copies, helps with copying, is understood to have received or assisted during the examination of the exam papers is considered to have received zero (0) from that exam and a "Disciplinary Investigation" is opened according to the Student Disciplinary Regulations.
07	Examination supervisors will distribute the exam papers to the students individually (the students sitting in the front rows will not be distributed hand-to-hand exam papers).
08	Examination supervisors will not allow any student to go out without signing the Exam Polling Record in the exam hall where they work.
09	No student will be expelled in the first 15 minutes of the exam starting from the start of the exam
10	No student will be admitted to the exam after the start of the exam, after the first 15 minutes of the exam.
11	Examination supervisors will be able to take the student who is late for the exam within the first 15 minutes of the exam and will direct those who come after the first 15 minutes to the instructor of the course.
12	Examination supervisors will not be able to change their positions without informing the professor (s) in the exams they are assigned.
13	Examination supervisors, report, disease etc. In case of valid excuses, a research assistant who will act as a supervisor must determine and report this situation to the instructor(s) of the related course.

14	The exam surveillance should state that students' mobile phones should be turned off during the exam, and they should warn the students who keep their mobile phones on during the exam, and keep a record if necessary, without creating a discussion environment.
15	The exam surveillance will come to the exams on time, they will arrange the exams in the exam halls before the exam begins, they will be in contact with the instructor who will conduct the exam in a pre-exam supervisor.
16	Examination supervisors, books, magazines etc. during the exam. they will not read and will not engage in any way to disrupt the supervisory role.
17	Examination supervisors should not wear shoes that make noise during the exam.
18	Examination supervisors provide the order by providing the necessary warnings in order to create a suitable environment for the students in the exam hall in order to start the exam and can change the places of the students when it deems necessary during the exam. In this case, the student must pass to the place shown to him.
19	Examination supervisors will collect their exam papers, considering their teaching programs (such as 1st Education, 2nd Education) and regularly (with the first side of the paper facing the same way and in the same direction).
20	Examination supervisors will mount the cameras in the exam halls before the exam begins.
21	The lecturers will start the exams at the time specified in the exam schedule.
22	Academic staff will do their exams within the time limits specified in the exam program. Therefore, a free time period must occur between the next exam and the previous exam. The start time of the next exam should not be violated.
23	Faculty members must reproduce their exam papers before the exam time (for exams not to fail) and exam questions should not be reproduced even though the exam time has started.
24	Exam times given by the instructors should be given to the exam questions in an enough way (neither less, nor more). If additional time is given in the exam, this course should be given by the instructor. Exam supervisors are not authorized to give additional exam period under any circumstances or cannot collect exam papers from students before the exam period ends. To prepare staff salaries
25	The instructor of the course for the exam must be attentive to take the exam during the exam, be in the unit he / she is working during the exam, or the instructor who cannot be present in the exam and the unit he / she is working for must be contacted by mobile phone for valid reasons.