REPUBLIC OF TÜRKİYE
KARAMANOĞLU MEHMETBEY UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
PROCEDURES AND PRINCIPLES FOR THE CONDUCT OF EXAMINATIONS

PART ONE
Purpose, Scope and Legal Basis

Article 1 – Purpose

To ensure that assessment and evaluation processes (midterm examinations, end-of-semester examinations, resit examinations, make-up examinations, etc.) conducted in the programs of our Faculty are carried out objectively, transparently, sustainably and in accordance with general higher education standards.

Article 2 – Scope

These procedures and principles cover the rules to be observed by academic staff, invigilators and students in all departments of our Faculty and in all types of examinations (written examinations, multiple-choice tests, practical examinations, assignments/projects, etc.).

Article 3 – Legal Basis

These procedures and principles have been prepared within the framework of the relevant legislation and University regulations.

PART TWO
Preparations Before Examinations and Principles for Preparing Questions

Article 4 – Preparation of Examination Question Papers

a. The question paper template available under the Forms section of the Faculty website must be used when preparing examination question papers.

b. Examination questions must be directly related to the Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs) announced in the course information package.

c. Academic staff must prepare an 'Examination Questions–Learning Outcomes Mapping Matrix' showing which learning outcome is assessed by each question and attach it to the relevant section of the examination documents.

d. Questions must not be based solely on memorization; they must be balanced in accordance with Bloom's Taxonomy to assess the analytical, synthesis and evaluation skills of FEAS students (case analyses, interpretation and problem-solving).

e. When examination questions are prepared/submitted, a detailed Answer Key/Grading Rubric indicating the point allocations and thresholds must also be prepared simultaneously.

Article 5 – Submission of Question Papers by Academic Staff to the Examination Unit

a. The academic staff member prepares all examination documents completely and on time. Full responsibility for transmitting the examination documents rests with the academic staff member.

b. Question papers must be delivered to the Examination Coordination Office no later than 10:00 a.m. at least one day before the examination date, for reproduction and preparation of the required examination documents.

c. For multiple-choice examinations, question papers must be reproduced and submitted in at least two different versions/groups.

d. Information concerning the examination (such as duration, optical answer sheets, additional paper, and use of calculators or tables) must be communicated to the examination personnel.

e. Any equipment or materials that are mandatory or may be needed for the examination must be reported to the Examination Unit before the examination.

Article 6 – Reproduction and Preparation of Examination Question Papers

a. All documents, paperwork and equipment relating to examinations are kept at the Examination Center.

b. Examination documents may be reproduced only on weekdays between 09:30–11:30 and 14:00–16:00 by the person responsible for the printing machines.

c. As document/question reproduction takes place only on weekdays, questions for weekend examinations must be delivered to the Examination Coordination Office by 10:00 a.m. on Friday at the latest.

d. The person responsible for the printing machines and the organization of the Examination Unit is announced to those concerned before the examination period.

PART THREE
Examination Period and Conduct of Examinations

Article 7 – Duties and Responsibilities of the Academic Staff Member Responsible for the Examination

a. The academic staff member is responsible for submitting the examination questions to the Examination Unit completely and on time.

b. The academic staff member responsible for the relevant course must be reachable during the examination (on the scheduled date and at the scheduled time) to answer students' questions, if any, solely concerning technical or printing errors.

Article 8 – Duties and Responsibilities of Invigilators

a. They must be present at the Examination Center at least 15 minutes before the examination starts.

b. They must ensure that students switch off mobile phones, smartwatches and similar electronic devices before the examination and place them on the lectern or in another location beyond their reach.

c. Students must take the examination with an institutional student identity card or a Republic of Türkiye identity card. Those without identification must be removed from the examination room before the examination begins. Students without identification may be readmitted only upon presenting a current student enrollment certificate. A reference from the course instructor or another academic staff member is not accepted.

d. They must ensure that students sign the Examination Attendance List in full.

e. Invigilators are required to initial the examination papers. Initialing must be carried out by writing the last four digits of the student's identification number and the question paper group.

f. Students taking the examination must not be allowed to leave the room before all identity checks and initialing procedures have been completed.

g. Students arriving within the first 15 (fifteen) minutes after the examination begins must be admitted, and students already in the examination room must not be allowed to leave during that period.

h. Distracting actions must be avoided during the examination. Examination personnel must not use mobile phones or computers or engage in personal work or reading during the examination.

i. Invigilators are authorized and responsible for ensuring that examinations are conducted in accordance with the rules in their assigned rooms. They are obliged to manage situations such as examination clashes, missing documents and room-related problems within the rules.

j. Students required to sit more than one examination on the same day and at the same time due to course clashes or similar reasons must be allowed to take all relevant examinations. Such students complete their examinations in the same room (in a single sitting); they must be given the full duration allocated to each examination. Coordination and responsibility for this process rest with the invigilators in that room.

k. In the event of an attempted cheating incident, an Examination Cheating Incident Report must be prepared and the necessary procedures initiated. The printed forms available at the Examination Center must be used. The report must also bear the signature of the course instructor. In addition, the examination attendance record must include a note stating that the student's examination paper has been submitted to the Dean's Office together with the incident report.

l. Personnel assigned to the examination rooms are responsible for immediately notifying the Dean's Office of any irregularity identified during examinations held in those rooms.

m. As a rule, invigilators must be present at the Faculty during examination weeks even when they are not assigned to an examination.

Article 9 – Rules to Be Observed by Students

a. Students must be present outside the examination room before the scheduled examination time.

b. Students must bring their Republic of Türkiye identity cards and student identity cards to the examination. Identification cards must remain on the desk throughout the examination so they can be checked.

c. Students are strictly prohibited from carrying any communication devices, particularly mobile phones, smartwatches and headphones, on their person during the examination. These devices and bags must be switched off, where applicable, and placed on the lectern or in an inaccessible area before the examination begins. If such devices are found on a student during the examination, the incident is recorded in a report and the student's examination is deemed invalid.

d. Students arriving after the first 15 minutes of the examination must under no circumstances be admitted.

e. No student may leave the examination room during the first 15 minutes, even if they finish early.

f. Exchanging materials (erasers, pens, calculators, etc.) between students or with persons outside the room is prohibited throughout the examination.

g. Students are responsible for writing their full name, surname and student number on the examination paper using a ballpoint pen or pencil and signing the attendance list. Accordingly, each student must bring at least one ballpoint pen and one pencil.

h. Students must comply with all instructions and rules issued by invigilators in the examination room.

i. Students are responsible for notifying the Examination Coordination Office of situations such as examination clashes or exemption from an examination.

j. An incident report is prepared and the necessary disciplinary procedures initiated for any student(s) who disrupt examination order, cheat or attempt to cheat.

k. At the end of the examination period, examination papers must be handed over to the invigilators immediately and in full. Full responsibility in this regard rests with the student.

Article 10 – Conduct of Examinations

a. The examination calendar/schedule is announced on the Faculty website at least one week before the examination.

b. Requests for changes to the schedule may be submitted within three working days following publication of the examination schedule.

c. Changes to the examination schedule are considered only on the basis of valid and justified requests.

d. Examinations must be held at the designated time, on the designated day and in the designated classroom. Students and invigilators must comply with the announced schedule.

e. Students arriving within the first fifteen minutes may enter the examination. Those arriving after fifteen minutes must not be admitted under any circumstances.

f. Once the first fifteen minutes have elapsed, students may submit their examination papers and leave the examination room.

g. If a student has overlapping examinations (more than one course examination in the same room), those examinations are held consecutively. In such cases, the time allocated for the next examination begins when the time for the previous examination ends. Each student must be given the full time allocated for each examination. As a rule, students with overlapping examinations are prohibited from moving from one room to another; however, where necessary, a change of room may be permitted when accompanied by an invigilator. The student is responsible for reporting the clash before the examination begins.

h. The Examination Coordination Office may be contacted regarding any matter relating to examinations.

Article 11 – Post-Examination Procedures

a. Examination results are announced through the Student Information System (OBS) within the specified period.

b. Following the examination (or together with the announcement of results), the answer key/rubric may be shared with students on a noticeboard or through a digital system (LMS).

c. Students may request amendment/re-examination of their examination results on grounds of a clerical or calculation error by submitting a petition to the Head of Department or the Dean's Office within three working days of the announcement of results.

d. Subject to approval by the Head of Department, grade amendment requests are evaluated by the course instructor within no more than two working days and any corrections are entered into the academic information system.

e. Grade corrections not completed within the prescribed period require a decision of the Faculty Executive Board.

PART FOUR
Miscellaneous Provisions, Entry into Force and Implementation

Article 12 – Miscellaneous Provisions

In matters not covered by these procedures and principles, committee decisions are implemented in accordance with the relevant legislation and subject to the approval of the Dean's Office.

Article 13 – Entry into Force

These procedures and principles enter into force upon approval by the Faculty Board.

Article 14 – Implementation

The provisions of these procedures and principles are implemented by the Dean's Office.