 TED UNIVERSITY	GUIDELINES FOR TED UNIVERSITY STUDENTS ON RULES TO BE FOLLOWED DURING EXAMS			
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1. Objective and Scope

The purpose of this guideline is to ensure that all exams administered at TED University (midterm exams, final exams, make-up exams, resit exams, supplementary exams, etc.) are conducted in a fair, secure, and orderly manner by establishing the rules that students must follow.

2. Before the Exam Begins

(1) Unless stated otherwise, students must arrive at the exam hall at least 10 minutes prior to the scheduled start time.

(2) For identity verification purposes, each student must have their TEDU student ID card or official photo ID (Turkish ID card, passport, driver's license, photo student ID, etc.) with them. The instructor of the relevant course will decide whether a student who cannot present a valid ID will be allowed to take the exam, and the situation will be recorded in a report.

(3) Students must bring only the necessary stationery (pencil, eraser, etc.) and materials specified in advance by the instructor for the exam.

(4) Except for materials deemed necessary by the instructor of the relevant course, students are not allowed to bring any resources (books, notebooks, lecture notes, etc.) and all electronic devices (cell phones, pagers, walkie-talkies, wired and wireless headphones, communication devices such as radios, handheld computers and multi-function calculators, cameras or glasses with headphone functionality, watches with functions other than analog timekeeping) must be turned off and handed over to the proctor. Using any open mode, including airplane mode, is strictly prohibited. If electronic devices are detected on students during the exam, disciplinary action will be initiated.


(5) Students are obliged to follow the seating regulation as instructed by the proctor. The proctor may change the seat of a student before or during the exam. The exam of a student who fails to obey seating instructions will be cancelled, the situation will be recorded in a report, and the student will be dismissed from the exam hall.

(6) In cases when the exam starts later than announced due to an unexpected reason, exam proctor is to inform everyone. Unless a cancellation or postponement is announced, students shall stay at the exam hall.


3. During the Exam

(1) Students are required to comply with the rules specified by the course instructor regarding the start and end times of the exam and the earliest time they can leave the exam hall after the exam has started.

(2) Students must wait for the proctor's instructions to begin the exam after the exam sheets have been handed out.

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- (3) Students must write their full name and student numbers on the exam sheet. The instructions on the exam sheet must be carefully read. Proctors may request students to only write their student numbers if the exam was designated anonymously.
- (4) Students must check their exam sheets for any printing errors and report to a proctor if any, as soon as possible.
- (5) Students must comply fully with all warnings and instructions given by proctors during the exam.
- (6) During the exam, only pencils, erasers, student ID cards, and materials allowed by the instructor should be present on the desk/chair and around the student.
- (7) After the start of the exam, students are not allowed to touch their overcoats, bags or pockets for any reason. These items must be kept in an area that cannot be accessed during the exam.
- (8) With the course instructor's approval, the answer sheets (and scratch sheets if needed) will be provided by the proctor, students shall not bring these to the exam hall with them. When the exam ends, all sheets provided by the proctor, including scratches, must be submitted back to the proctor.
- (9) Students are not allowed to talk during the exam or ask each other for pens, erasers, or similar materials. Proctors may consider such behavior as an attempt to cheat or share answers and may take appropriate action.
- (10) During the exam, students should refrain from behaviors that might distract the attention of or disturb other students (eating something, reading the questions aloud, etc.) Only water in closed, unlabeled, transparent bottles is allowed in the exam hall. All other food and beverages are prohibited.
- (11) During the exam, students must not ask proctors any questions related to the exam questions (such as the Turkish or English equivalents of words, concepts, confirmation of whether formulas are correct, etc.). When a student wishes to direct a question to the proctor during the exam, they must raise their hand and remain seated. They must in no way leave their seat without permission.
- (12) Students who feel unwell during the exam should immediately inform the proctor of their condition.
- (13) Students who leave the exam hall during the exam will not be allowed to re-enter.
- (14) Acts contrary to academic integrity, such as cheating, giving answers to others, attempting to do so, or taking an exam on behalf of another person, are strictly prohibited. In such cases, the relevant disciplinary procedures will be followed.
- (15) In cases when immediate evacuation is needed (fire, etc.), students shall exit the exam hall leaving their exam sheets and answer sheets on the desks. During evacuation, the instructions of the proctors must be strictly followed.

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4. At the End of the Exam

- (1) When it is announced by the proctor that the time allotted for the exam has terminated, students must put their pens/pencils and exam sheets down on their desks and follow the instructions and directions given by the proctor. After the exam period has ended, students are strictly prohibited from making any marks or performing any other actions on their answer sheets. If such an action is detected, the exam of the student in question will be deemed invalid.
- (2) Before leaving the exam hall, students must ensure that they have signed the attendance sheet and written their name on the exam sheet. If the attendance sheet is not signed, the student may be considered absent from the exam.
- (3) At the end of the exam, students must leave the exam hall quietly and in an orderly manner, refraining from any behavior that may disrupt the exam.
- (4) Students must not copy exam questions and answers; exam sheets and/or answer sheets must not be taken outside the exam hall.

5. Violation of Exam Rules and Disciplinary Process


(1) The following procedures are followed in cases of rule violations during exams, such as attempting to cheat or cheating:

- At TED University, all exams are conducted fairly, reliably, and under equal conditions in accordance with the provisions of Higher Education Law No. 2547. The following behaviors are considered disciplinary violations during exams:
 - i. Cheating or providing answers to others,
 - ii. Taking an exam on behalf of another person or allowing another person to take an exam on one's behalf,
 - iii. Obtaining or sharing exam questions or answers without permission,
 - iv. Engaging in behavior that disrupts the exam process.

(2) Such behavior warrants the initiation of disciplinary proceedings. When students are found to have violated exam rules, cheated, or attempted to cheat, the exam proctors shall prepare a report, which shall be forwarded to the relevant disciplinary officer for investigation.

6. Applications for Students with Disabilities

(1) Exam accommodations for students with disabilities (extra time, separate exam hall, special equipment, etc.) are only valid if the disability has been officially reported to the Registrar's Office in advance and documented. Verbal statements or requests made during the exam will not be considered.

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(2) Students must obtain information prior to the exam regarding the accommodations they are entitled to (extra time, separate exam hall, etc.); they must verify during the exam process whether these accommodations are being implemented, and in the event of any deficiencies, they must immediately notify the Registrar's Office and the Educational Activities Planning and Support Office.

SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS

DATE	DECREE NO.	EXPLANATION
04.05.2018	2018-07	Guidelines on Rules to Be Followed During Exams
02.06.2025	2025-10	Relevant articles are amended.