
 <b>TED UNIVERSITY</b>	<b>GUIDELINES FOR EXAM PROCTORS ON RULES TO BE FOLLOWED DURING EXAMS</b>			
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## 1. Objective and Scope

- (1) The purpose of this guide is to establish rules regarding the duties and responsibilities of exam proctors in order to ensure that exams at TED University are conducted in a secure, fair, and orderly manner.
- (2) This guideline covers the rules to be followed by exam proctors who will be assigned to all exams conducted at TED University (midterm exams, final exams, make-up exams, resit exams, supplementary exams etc.).

## 2. Pre-Exam Preparation

- (1) The proctor must be familiar with the rules set forth in the “KYS-KL-18- Guidelines for TED University Students on Rules to Be Followed During Exams”
- (2) The course instructor must inform the proctor about any exam-specific conditions and requirements for the course.
- (3) The proctor must check the exam documents (question booklets, answer sheets, additional sheets, attendance list, optical forms, etc.) before the exam begins and ensure that they are complete.
- (4) The proctor must be present in the exam hall at least 10 minutes before the exam starts; the physical condition of the exam hall, such as lighting, ventilation, and table arrangement, must be checked, and the 585 Emergency Request Line must be called if necessary.
- (5) Except for materials deemed necessary by the instructor of the relevant course, all 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 collected in a powered-off state and stored in a secure location. Using any open mode, including airplane mode, is strictly prohibited. Disciplinary action should be initiated against students found to be in possession of such materials and devices during the exam.
- (6) Before the exam begins, the proctor must inform the students about the duration of the exam, the rules to be followed during the exam, and whether additional paper will be provided for answering the questions.
- (7) The proctor must ensure that the seating arrangement is in accordance with the exam seating plan and that there is sufficient distance between students.
- (8) The proctor must check the students' identity documents (Turkish ID card, passport, driver's license, photo student ID, etc.). If necessary, identity checks should also be carried out after the exam has started.
- (9) The decision on whether students who do not show their identification will be admitted to the exam should be made by the instructor of the relevant course and recorded in the minutes.
- (10) After distributing the exam papers, the exam proctor must remind the students to check the number of pages and the number of questions on their papers. If any student identifies a deficiency in the exam paper,

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the invigilator must replace it.

(11) In exams conducted jointly for courses with multiple branches, the exam must begin at the officially announced time in all halls. In exams that start late for a valid reason, the exam time must be calculated and the end time adjusted accordingly.

### 3. Conducting the Exam Process

(1) The time at which students may leave the exam hall during the exam period, or the procedure to be followed for students who arrive late for the exam, shall be determined by the instructor of the course. The instructor may impose restrictions on students' entry into or exit from the exam hall for a certain period of time in order to ensure exam security and order.

(2) If the exam is delayed for an unforeseen reason, proctors must ensure that students do not leave the exam hall and prevent them from leaving the exam hall until the exam begins, unless information about the cancellation or postponement of the exam has been shared.

(3) Attendance should be taken after the exam has begun.

(4) The proctor must monitor the exam time, and the start and end times of the exam, as well as the remaining exam time during the exam, must be communicated to the students at regular intervals by writing it on the board or verbally when necessary.

(5) The exam time cannot be extended by the proctor without the approval of the course instructor.


(6) The proctor must ensure that the number of students who sign the Student Attendance List matches the number of exam sheets and must not allow students to leave the hall without signing the Student Attendance List and submitting their exam sheets.

(7) Students should be reminded to write their names and surnames on their exam sheets before the exam begins. When students submit their exam sheets, it should be checked whether this information has been filled in. If the student information is missing from the exam sheet, the student should be asked to complete it before submission. Students should not be allowed to submit their exam sheets by leaving them on the desk or chair; all papers must be handed directly to the proctor.


(8) Individual warnings given during the exam should be made in a way that does not distract other students.

(9) The proctor should not answer any questions from students regarding the exam questions (such as the Turkish or English equivalents of words, concepts, confirmation of whether formulas are correct, etc.).

(10) Students are prohibited from talking during the exam or asking each other for pens, erasers, or similar materials. The proctor may consider such actions as attempts to cheat or share answers and may take action with the knowledge of the course instructor. The proctor should also provide information on this matter when sharing announcements about exam rules before the exam begins.

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- (11) The proctor may change the seats of students in the exam hall when necessary. Students who object to this may be reported for disrupting the exam.
- (12) If any student experiences a health problem during the exam and requires intervention, the proctor should conduct this process in a manner that does not disturb other students, call the 585 Emergency Hotline, and immediately report the situation to the university's institutional medical officer. The situation of students who leave the exam for health reasons should be recorded and reported to the relevant units.
- (13) The proctor should not eat anything or consume any beverages other than water in the exam hall.
- (14) The proctor must keep their cell phones turned off or on silent mode during the exam and should not use their phone except in case of emergency.
- (15) It should be remembered that the proctor's duty is one of continuous supervision; they must not keep or read materials such as newspapers, books, magazines, etc. in the exam hall.
- (16) Students must not talk among themselves during the exam and must take care not to disturb the students or disrupt the exam supervision.
- (17) Especially in long exams, one of the proctors may leave the classroom for a short period of time, provided that there is another proctor in the hall. However, except in this case, proctors should not leave the exam hall.
- (18) The proctor should walk around the exam hall they are assigned to during the exam and observe the students.
- (19) When the exam time is over, students must be clearly informed that the time is up; they must be instructed to leave their pens and exam papers on their desks/tables and to follow the directions and instructions given during the collection of the papers.
- (20) Students who have not handed in their exam sheets should not be allowed to leave the exam hall.
- (21) Students who leave the exam hall must not be allowed back for any reason.
- (22) In case of an emergency evacuation, such as a fire, students must leave the exam hall, leaving their exam and answer sheets on their desks or tables. The proctor must guide the students during the evacuation.
- (23) Proctors who are unable to perform their exam supervision duties for any reason must notify the **Education Activities Planning and Support Office** in writing **at least 7 days** before the exam date, stating the reasons. The proctor is responsible for identifying a suitable teaching staff member to replace them and notifying the relevant office of the change. Proctors may not make changes among themselves without the knowledge of this office. In case of an emergency, the Education Activities Planning and Support Office must be notified by email.
- (24) The proctor is responsible for completing **the KYS-FR-101\_ExamRecord** form in full and submitting it to the instructor of the relevant course.

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#### 4. Post-Exam Procedures

(1) When submitting exam documents, the envelope must be sealed, and the list of contents must be checked and signed by the proctor.

(2) The following documents must be submitted in person to the relevant course instructor.

- Attendance sheet signed by the proctor
- Exam record
- Exam question papers
- Exam answer sheets
- If applicable, the exam envelope filled out and signed

(3) All documents inside the exam envelope must be checked by the instructor responsible for the course. If there are any missing documents or inconsistent information in the envelopes, the exam proctors will be held responsible.

#### 5. Cheating and Discipline Procedures

(1) Cheating, giving answers, attempting to cheat, or taking an exam on behalf of another person are strictly prohibited as they violate academic integrity. Such behaviors will be subject to disciplinary action.


(2) The proctor in charge of the exam hall must inform the instructor of the course about students who disrupt the exam rules, exam order, and procedures; prevent the exam from being conducted; insult exam staff; leave the exam hall early; or refuse to comply with exam staff's exam-related regulations, and must prepare a report to initiate proceedings against them.

(3) The proctor must immediately notify the instructor responsible for the course of any negative developments that disrupt exam security, such as cheating, and must keep a record of such incidents. They must fill out the **KYS-FR-100\_ExamDisciplineReport** form, which summarizes how the cheating was carried out. The act of cheating must be recorded in detail, witnesses must be identified, and if there are other exam proctors, their signatures must also be obtained. This report must be submitted to the instructor of the course by the proctor on duty during the exam, along with any physical evidence of cheating, if available.

(4) The material or evidence constituting the cheating should be confiscated. If confiscation is not possible, a visual example (photograph) of the material should be attached to the report, and the cheating attempt should be explained in detail. The exam paper should be confiscated.

(5) If the student refuses to hand over the exam paper or evidence of cheating, or prevents the visual sample from being taken, this incident should also be noted in the report.

(6) Whether an action reported by the exam proctor to the disciplinary committee constitutes cheating or an attempt at cheating is at the discretion of the relevant disciplinary committee.

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## 6. Applications for Students with Disabilities

- (1) Examination arrangements for students with disabilities (extra time, separate hall, special equipment, etc.) are only valid if the disability has been previously reported and documented to the University's Registrar's Office through official channels.
- (2) The proctor will be provided with the necessary information about these students by the relevant Education Activities Planning and Support Office prior to the examination.
- (3) The proctor must conduct the exam process for these students in a supportive and inclusive manner.
- (4) The proctor must check the special exam conditions (extra time, large font, sign language support, separate hall, etc.) that must be applied for the students who have been notified in advance and ensure that the necessary preparations have been made before the exam.
- (5) It is important for students with disabilities to feel that they are being evaluated under the same conditions as other students during the exam process. Therefore, the student's disability should not be disclosed to other students.

## 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.