



**Regulations
on the Observance of the Examinations (ROBEX)**

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Article 1. Observers and Controllers

- a. Professors and assistants will be assigned as the observers for the examinations.
- b. If it is possible, there should be tasked two observers for each classroom. The senior one will be the chairman of the observers.
- c. Only vice-rectors are exempt from task of observation.
- d. The observers are required to arrive at the examination room at least 15 minutes before the beginning of the examination.
- e. Each observer will be supplied with a copy of the official student exam list of the related course.
- f. Students should be allowed to enter the examination 10 minutes earlier before the beginning of the examination.
- g. All observers should sign the *Examination Report Sheet*.
- h. Course instructor acts as *controller* during the examination.

Article 2. Exam Room Control Process

- a. Observers should check the classroom for its convenience and suitability for the examinations.
- b. Observers are responsible for maintaining the order and sitting arrangements during the examinations.
- c. Nothing is to be brought to the desk except pens, pencils and when permitted paper, calculator, dictionary, and etc. All other items, including coats, purses, bags, books, notes, texts, and etc. must be left in a designated area.
- d. All students have to switch off their mobile phones and put them down on the instructor's table before the examination. The observer shouldn't permit the use of mobile phones by the students during the examinations.

Article 3. Before the Examination

- a. Only the university's heading papers will be used for examinations. If instructors want to make "test exams", in that case all the test papers should be signed by the course instructors.
- b. Prior to the examination, students are required to write their names and student index number on the examination paper or booklet in ink or with pen.
- c. Before the examination, the observers are responsible to make a roll call through the list showing the students available to enter the examination. The signatures of all students are obtained during roll call. The original copy of the roll call paper is to be given to the Student Affairs. Instructor of the course keeps a copy of it.
- d. The student, who does not have his or her name on the examination list, is not allowed to the examination.
- e. Students who are not registered for a course are not permitted to enter examination of that course.

- f. The student, who does not have ID card or Index notebook, will not be permitted to enter the examination.
- g. Students' ID cards must be laid on the right hand corner of the desk until verified by the observers.
- h. The students, who are late more than 15 minutes after the beginning of the examination, are not allowed to examination.

Article 4. During the examination

- a. Students normally must not leave the examination room during the first 15 minutes of the examination period.
- b. Eating is not permitted in the examination room, but students may bring drinking water.
- c. The duration time of the examination can only be extended by the course instructor. The observers should not extend the time by themselves and should not force the students to give their papers earlier.
- d. Students can give their papers or booklets to the observers earlier than the specified time.
- e. The observer shouldn't permit the exchange of mobile calculators by the students during the examinations. Each student must have a calculator.
- f. The exchange of the dictionaries during the examination is not permitted.
- g. Speaking among the students is forbidden.
- h. Only, during emergency cases, students can be permitted to go out to use washroom. They should be escorted by an observer. The examination paper will be under control of the Chief Observer during the student's absence.
- i. Whenever a student leaves the examination room unescorted, he/she is not permitted to return to the examination room.
- j. Since many individuals are irritated by or allergic to a variety of scents, students are advised not to bring this kind of products when attending an examination.
- k. If a student has a health problem during an examination, he/she should be directed to vice-rectors or – according to circumstances – to nearest medical facility. Those students should bring the health examination result to Students Affairs. The names of such students should be noted on the *Examination Report Sheet*.
- l. In case of an emergency evacuation of the examination room, observers will make a decision for the validity of the examination.

Article 5. Cheating

- a. At the beginning of the examination, the observer should take the attention of the students about the consequences of cheating. So that they couldn't attempt of cheating.
- b. If cheating is suspected, without cutting the order of the examination, the observers should take all the measures to prevent cheating.

- c. In case of cheating, the observers should take the paper of the student who attempts cheating and prepare a report to testify the cheating action by the students.
- d. The observer should sign this report, at least together with the other observer and give it vice-rector who is responsible for educational issues.
- e. Final decision for the student who attempted cheating will be made by the University Discipline Council.

Article 6. At the end of the examination

- a. When the examination is over, the observers should check if the number of exam papers matches to the number of students on the official list. If the numbers do not match, it should be written on the Exam Report Sheet by the Chief Observer.
- b. At the end of the examination, students must be told to stop writing and remain seated until the examination papers of all students are collected by the observers.
- c. Under no circumstances is a student allowed to take his/her examination paper or booklet out of the examination room.
- d. They should not be allowed to meet out of the classroom and talk loudly.
- e. Chief Observer is required to give the *Examination Report Sheet* to the Student Affairs.

Rector

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