

**UNIVERSITY OF KYRENIA**  
**FACULTY OF HEALTH SCIENCES**  
**EXAM APPLICATION DIRECTIVE**

**Objective**

**Article 1-** The purpose of this Directive is to provide order regarding the examinations carried out in the Faculty of Health Sciences, to determine the rules that students, faculty members and teaching staff must comply with and to secure the students' right to exam.

**Scope**

**Article 2-** This Directive covers all exams conducted within the Faculty of Health Sciences.

**Basis**

**Article 3-**

This Directive has been prepared on the basis of the relevant articles of the Faculty of Health Sciences Teaching and Examination Application Principles and other legislation provisions.

**Definitions:**

**Article 4-** In this Directive;

**Course coordinator:** The faculty member who is primarily responsible for the planning, programme preparation and execution of the course.

**Responsible lecturers / instructors of the course:** Lecturers and staff who are responsible for the execution of the course.

**The lecturer/instructor responsible for the exam:** It is determined among the responsible lecturers/officials of the course in the course planning made at the beginning of the term. He/she has the first degree of authority and responsibility in the organisation and implementation of the exam. The lecturer/lecturer responsible for the exam works together with the research assistant responsible for the exam from the beginning to the end of the exam.

**Research assistant responsible for the exam:** It is the research assistant who is assigned among the research assistants determined by the research assistant representative for each exam at the beginning of the semester and who is primarily responsible for the exam. He/she is responsible for organising and reproducing the exam questions and preparing the documents according to the number of branches.

**Hall attendant :** The hall chairman and invigilators assigned for each section of the exam.

**Hall chairman:** For each branch, it is primarily determined among the responsible lecturers and instructors of the course. They are the people who take part in the exams and are primarily responsible for the implementation of the exam. They have the authority and responsibility to implement the exam in accordance with the rules.

**Invigilator:** If there is no research assistant determined by the faculty administration, it is a lecturer or faculty member. Under the authority and responsibility of the hall chairman, he/she oversees the conduct of the exam in accordance with the rules in the hall where he/she is assigned and assists the hall chairman.

**Pre-Examination:**

**Article 5-** For each branch, one lecturer/assistant (hall chairman) and at least one research assistant (supervisor) from the responsible lecturers of the course are assigned. In cases where the responsible lecturer/assistant and research assistants are not enough, additional assignments can be made. In addition, one hall chairman and two invigilators are assigned as substitutes for each exam.

**Article 6-** The lecturer/officer in charge of the exam is responsible for the organisation and reproduction of the exam questions and the preparation of the documents according to the number of branches (question booklets and answer sheets three more than the number of students who will take the exam, signature minutes, exam minutes, exam directive, a list showing which branch the student is in and a blank A4 paper for keeping a record when necessary, etc.). The examiner must deliver the exam questions to the Faculty Secretary at least one week before the exam, specifying the number to be reproduced.

**Article 7-** Making the exam hall ready for the exam, providing the necessary order for the exam, conducting the exam in a disciplined manner within the framework of the specified rules are under the supervision of the hall chairman and invigilator(s).

**Article 8-** Hall presidents and invigilators must be present at the exam venue at least 10 minutes before the start of the exam in order to make the relevant controls and ensure the exam order. Students are not allowed into the hall before the attendants enter the exam hall. Students who enter the exam hall before the attendants are taken out of the hall for hall and identity control.

**Article 9-** Each student must take the exam in the designated hall. Students admitted to the hall take their seats according to the seating order determined by the hall attendants. The hall supervisor / exam supervisor may change the student's hall if deemed necessary (if the number of students is not evenly distributed in the hall, the conditions of the hall are not suitable, etc.).

**Article 10-** Hall supervisor/supervisors check the students' ID card, exam entry document and attendance sheet and admit them to the hall. Students who are missing these documents are not allowed to take the exam and cannot claim any rights.

**Article 11-** The exam supervisor/supervisor ensures that the student signs the place reserved for him/her in the attendance sheet within the first half hour of the exam.

**Article 12-** Students cannot leave the hall after the identity check is done and the exam is organised.

**Article 13-** Students should not wear clothes or accessories that may prevent identification.

**Article 14-** If deemed necessary, the examiners may ask the student to present a second identity document with a photograph.

**Article 15-** Control of mobile phones and all kinds of electronic devices, lecture notes, bags and similar items that may prevent the safe and disciplined conduct of the exam is provided by the hall attendants. The responsibility in this regard lies with the hall attendant. Students should keep their mobile phones in their bags in a closed position during the exam or leave them in the place determined by the hall attendant. Otherwise, it is considered as an attempt to cheat.

**Article 16-** Students are responsible for the presence of lecture notes, writings and similar documents that can be considered as copying on and around the desk they sit in the hall. If there is such a situation, they must request the exam invigilator to change their seat. Otherwise, it is accepted that these information and documents belong to them.

**Article 17- Before** the exam starts, the rules to be followed by the students are read aloud by the hall attendants.

### **Examination Process:**

**Article 19-** The exam duration determined by the course coordinator and the lecturers responsible for the course is included on the question booklet. Invigilators write the start and end times of the exam on the board in a way that students can see and announce them to the students. It is announced loudly / by writing on the board that 15 and 5 minutes remain until the end of the exam. In cases where the hall chairman deems appropriate, a maximum of 15 minutes additional time can be given.

**Article 20-** Students who arrive 15 minutes after the exam starts are not allowed to take the exam. Students cannot leave the hall within the first 20 minutes after the exam starts and 10 minutes before the end of the exam.

Late students are not given additional time. Students are allowed to leave the exam hall so that at least two students remain in the exam hall.

**Article 21-** Students who leave the exam hall after the exam starts for any reason whatsoever are not allowed back into the exam hall.

**Article 22-** During the exam, students must comply with the rules explained by the hall attendants and the warnings of the hall attendants. Students who do not obey these rules and disturb the exam order

Students who violate the rules and regulations are removed from the hall with a report. The provisions of the Student Discipline Regulations of Higher Education Institutions are applied to these students.

**Article 23-** Hall attendants may change the seating arrangement of the students during the exam.

**Article 24-** After the exam starts, it is forbidden for students to ask questions to the officials, to talk to each other and the invigilators, to exchange erasers, pencils and similar materials among themselves. If an error is detected in the questions, an explanation is made to the whole hall.

**Article 25-** Students must keep their mobile phones in their bags in a closed position during the exam. It is forbidden for the student to keep his/her mobile phone on during the exam, to look at his/her mobile phone and to keep it in a position where he/she can see it. Otherwise, it is considered as an attempt to cheat.

**Article 26-** Students are required to keep their answer sheets in such a way that they cannot be seen by other candidates. Otherwise, it is considered as an attempt to cheat.

**Article 27-** The exam paper of the student who attempts to cheat during the exam is taken, a report is kept in the exam hall and this report is signed by the hall attendants and the lecturer responsible for the course. The report is submitted to the Dean's Office. The provisions of the Student Disciplinary Regulations of Higher Education Institutions are applied to these students.

**Article 28-** It is forbidden to record the exam questions and answers in written and visual form.

**Article 29-** The exam of the students who do not write their name on the question and answer sheet, do not sign the attendance report, do not make the necessary coding and signing on the optical form is considered invalid. The student is responsible for marking the booklet type correctly.

**Article 30-** During the exam, hall attendants are not allowed to eat anything, talk on mobile phones, read books, magazines and similar materials (as it may distract students and disrupt the functioning of the exam) except for compulsory situations related to the exam.

**Article 31-** Students can drink water in the exam hall. However, they are forbidden to eat food.

### **After Examination**

**Article 32-** Hall attendants must check and collect the question booklet and answer sheet from the students at the end of the exam.

**Article 33-** Students should not leave the hall without signing the exam report and having the booklet and answer sheet checked by the hall attendants.

**Article 34-** The student who has completed the exam and delivered the exam documents cannot enter the exam hall again.

**Article 35-** It is forbidden for students who have left the exam hall to gather at the door of the exam hall and in the corridor and discuss the exam questions until the end of the exam.

**Article 36-** Hall attendants must count and check the question and answer sheets and the signature chart at the end of the exam.

**Article 37-** All the attendants in the hall sign the exam report and deliver the exam paper (question and answer sheet) to the student affairs in full with this paper.

**Article 38-** If the student is found to have attempted to cheat after the exam is completed; a report is kept and the relevant documents are submitted to the Dean's Office.

**Article 39-** After the exam questions are reproduced, the exam is conducted and evaluated, they must be delivered to the faculty archive officer by signing the delivery report. When it is necessary to send the exam paper to a different campus and / or University; the person who receives and gives the exam papers at the time of delivery must sign the delivery report. The course coordinator is responsible for all these.

### **Enforcement**

**Article 39-** This Directive enters into force on the date it is accepted by the University Senate to be implemented as of the autumn semester of the 2018-2019 academic year.

### **Execution**

**ARTICLE 40-** The provisions of this Directive are executed by the Dean of University of Kyrenia Faculty of Health Sciences.

**UNIVERSITY OF GUINEA  
FACULTY OF HEALTH SCIENCES**

**"UNIVERSITY OF GUINEA FACULTY OF HEALTH SCIENCES  
EXAMINATION APPLICATION PRINCIPLES REGULATION"  
RULES TO BE FOLLOWED DURING THE EXAM ACCORDING TO THE  
PROVISIONS**

1. Students arriving after the first 15 minutes of the exam will not be allowed to take the exam.
2. Students cannot leave the hall within the first 20 minutes after the exam starts and 10 minutes before the end of the exam.
3. Students must keep their mobile phones switched off in their bags during the exam. It is forbidden for students to keep their mobile phones on during the exam, to look at their mobile phones and to keep them in a position where they can see them. Otherwise, it is considered as an attempt to cheat.
4. During the exam, students must comply with the rules explained by the hall attendants and the warnings of the hall attendants. Students who do not comply with these rules and disrupt the exam order are recorded and removed from the hall. Higher Education Council of Higher Education Student Discipline Regulation Rules are applied about these students.
5. Students who cheat, cheat or help to cheat during the exam are considered invalid and this situation is recorded in a report. Higher Education Council of Higher Education Student Discipline Regulations are applied to these students.
6. Students cannot leave the hall without signing the exam report and handing the booklet and answer sheet to the hall attendant.
7. Students are personally responsible for the presence of any documents such as lecture notes, writings, etc. in and around their seats in the hall. If there is such a situation, they must request the exam invigilator to change their seat. Otherwise, it is accepted that these information and documents belong to them.
8. It is forbidden to record the exam questions and answers in written or visual form.

**ATTENTION**

1. Check the question booklet before starting the exam. Write your name, surname and student number on the question booklet.
2. On the answer sheet, write the booklet type, your name, surname, faculty number, code the relevant fields, if any, and sign it.
3. At the end of the exam, hand the question booklet and answer sheet to the hall attendant.

**UNIVERSITY OF GUINEA  
FACULTY OF HEALTH  
SCIENCES 2018-2019 ACADEMIC  
YEAR AUTUMN / SPRING  
SEMESTER**

**EXAM TUTORIAL**

**HISTORY:**

**DEPARTMENT:**

**COURSE CODE AND NAME:**

**MIDTERM / FINAL / FINAL / MAKE-UP EXAM**

**EXAM EXAM PLACE:**

**EXAM START TIME**

**: EXAM END TIME:**

**TOTAL STUDENTS PARTICIPATED IN THE EXAM.**

**THE EXAM WAS COMPLETED WITHOUT ANY PROBLEMS / WITH THE  
FOLLOWING PROBLEMS.**

**Examination  
Invigilator  
Name Surname -  
Signature**

**Examination Invigilator  
Name Surname -  
Signature**

**Examination  
Invigilator  
Name Surname -  
Signature**

**Hall Supervisor  
Name Surname -  
Signature**

**UNIVERSITY OF GUINEA  
 FACULTY OF HEALTH SCIENCES  
 .ACADEMIC YEAR  
 AUTUMN / SPRING SEMESTER  
 ..... SECTION  
 COURSE CODE NAME  
 MIDTERM/FINAL/COMPLETION EXAM**

**HISTORY**

<b>STUDENT NO.</b>	<b>NAME SURNAME</b>	<b>SIGNATURE</b>

**Examination  
 Invigilator  
 Name Surname -  
 Signature**

**Examination Invigilator  
 Name Surname -  
 Signature**

**Examination  
 Invigilator  
 Name Surname -  
 Signature**

**Hall Supervisor  
 Name Surname -  
 Signature**