# FIRST PART

PURPOSE, SCOPE, BASIS AND DEFINITIONS

**Article 1. OBJECTIVE:** The purpose of this directive is to determine the principles regarding all examination practices within the framework of Yeditepe University Health Sciences Faculty Nursing Department education program and to ensure that these practices are carried out within the framework of certain standards.

**Item 2. SCOPE:** This directive is intended to evaluate the results of all exams held within the framework of Yeditepe University Faculty of Health Sciences Nursing Department education curriculum in terms of quality and quantity, to determine the level of students' achievement of the learning outcomes of each course and the compatibility of the questions with the learning objectives of the courses, covers the procedures and principles regarding the execution of remedial activities in such cases.

**Article 3. BASIS:** All exams specified in this directive,

* It is applied in line with the "Yeditepe University Associate Degree Education Regulations, Fifth Part Examination and Evaluation Principles".

<https://yeditepe.edu.tr/sites/default/files/images/14.05.2017_r.g._degisikligi_ile_onlisans_ve_lisans_yonetmeligi.pdf>

**Article 4 DEFINITIONS:** In this directive;

# Definitions of Measurement Activity Types

In our department, exam applications are carried out in written or oral form in an online or face-to-face environment. In addition to these applications, projects, group work, student presentations , laboratory practices, class attendance and similar methods are also used as a tool to measure the success of the student during the semester .

**4.1. Quiz:** Short-term , narrow-scoped exams used to measure the learning outcomes of the course, without informing the student .

**4.2. Midterm Exam:** An exam held within the semester on the date and manner specified in the course syllabus to measure the learning outcomes of the course ,

**4.3. Final Exam:** It will cover all learning outcomes of the course . The exam, which is applied at the end of the semester and held on the date in the academic calendar ,

**4.4. Make-up Exam:** It is of the same nature as the final exam, in case the last letter grade is unsuccessful (FF letter grade), the exam held on the date in the academic calendar, replacing the final exam,

**4.5. Final Letter Grade:** The grade given in line with the contribution rates of the mid-term and end-of-semester assessment and evaluation activities/make-up exam specified in the course syllabus ,

**4.6. Homework: Activities** such as research, problem solving, essay-report writing ,

**4.7. Make- up Exam: The** exam that replaces the exams other than the final and make-up exams ,

**4.8. Single Course Exam:** The right to take the additional exam given to graduate students,

**4.9. Inspector: The academic** staff who are authorized and responsible for the process of ensuring the exam order and conducting the exam ,

**4.10. Attendance:** Attendance refers to the semester measurement tool used to measure the student's attitude towards the course.

**4.11. Homework: The delivery date of the homework** is announced by the responsible lecturer of the relevant course and is evaluated with evaluation forms in accordance with the scope of the homework. The contribution of the homework to the final grade is indicated in the syllabus. The rubric for the evaluation of homework activities and the expected achievements from the homework are shared with the students through the education system . Depending on the nature of the homework, the plagiarism program can be used for homework if required by the instructor. For assignments to be accepted, the similarity rate is expected to be below 20%.

**4.12. Quiz:** These exams are given by the responsible lecturer of the course without the obligation of informing the students beforehand. The contribution of the quiz to the final grade is indicated in the syllabus.

**4.13. Midterm exams:** They are announced by the responsible lecturer at the beginning of the semester and the contribution percentage is stated in the syllabus. The midterm exam score of the students who do not attend the midterm exam is graded as zero. These students, if they meet the necessary excuse conditions, at least one week before the final exam. You can take the make-up exam on a suitable date.

**4.14. Make- up exam: Students who cannot take the mid-term midterm exam** due to a valid excuse apply to the Faculty Secretariat with the documents proving their reasons and excuses and with the "Make-up Exam Application Petition" within seven (7) business days following the end of their excuses . If this period is exceeded, the applications will not be processed. The date, place and method of the make-up exam approved by the Faculty Administrative Board or the related semester measurement activity is announced by the responsible lecturer of the course. A second exam right is not given for make-up exams. Students who are assigned to represent our Country, University and Faculty in social, cultural and sportive events are given the right to make excuses for the exams they cannot attend.

# SECOND PART

PROVISIONS REGARDING THE CONDUCT OF EXAMS

**Article 5** : In this article, the provisions and principles regarding the exams held within the scope of assessment-evaluation activities of Yeditepe University Faculty of Health Sciences Nursing Department are stated.

Assessment and evaluation activities, “Yeditepe University Associate Degree and Undergraduate Education-Teaching Regulation Fifth Division; Exam and Evaluation Principles”.

( <https://www.yeditepe.edu.tr/sites/default/files/images/30_eylul_2018_r.g._degisikligi_ile_onlisans_ve_lisans_yonetmeligi.pdf>)

**5.1.** In the courses given in the faculty, quizzes, mid-term exams and semester/end exams can be taken face-to-face or online. It is done as a written, oral or practice exam. Exams are held on the dates specified in the syllabus and academic calendar.

**5.2.** For each compulsory theoretical course, at least one theoretical and/or practical midterm exam is given each semester. In determining the student's score in the academic year; homework, laboratory and short-term exams are evaluated.

**5.3.** Quizzes can be administered without prior notice to students.

**5.4.** In obligatory cases, exams can be held outside working hours and on weekends.

**5.5.** Students who cannot take the midterm exams for justified and valid reasons notify their excuses in writing to the Faculty Secretariat within 7 ( seven ) working days following the end of their excuses . Students whose excuses are found to be justified and valid by the board of directors use their midterm exam rights on a date to be determined by the course supervisor.

**5.6.** Exams taken by the student within the dates of receiving a medical report are deemed invalid.

**5.7.** No excuses are accepted in the final and make-up exams.

**5.8.** The principles of application of exam sessions for students with disabilities are as follows:

**5.8.1.** When students with permanent disabilities register at the university or at the latest 1 (one) month before the exams, they notify the Dean's Office about their disability and the appropriate environment for taking the exam with a petition with a health report. The Faculty Administrative Board examines the student's petition, the Faculty Secretariat prepares the exam sessions under appropriate conditions.

**5.8.2.** Students who have a disability due to their temporary illness during the exam period notify the Faculty Dean to which they are affiliated one week before the exams, with a petition with a medical report attached to their status and the appropriate environment for taking the exam. The Faculty Administrative Board examines the student's petition, the Faculty Secretariat prepares the exam sessions under appropriate conditions.

**Evaluation principles**

**5.9.** Theoretical and/or practical parts of the final exams of the courses with application can be evaluated separately. In these courses, the student's success grade is given by evaluating the theoretical and application grades together at the rates specified in the course syllabus .

**5.10.** A single course exam can be opened with the decision of the Faculty Administrative Board for students who cannot meet the graduation requirements due to a single course they failed with FF.

# Evaluation principles

**5.11.** The weight of mid-term exams and other studies in the semester grade cannot be less than 30% or more than 70%.

**Article 6:** This article covers the procedures and principles regarding the end of the semester and make-up measurement activities.

# Implementation of end-of-semester measurement activities

**6.1.** In order to enter the end-of-semester assessment activity, the attendance requirement of the course must be met. Students whose absences are announced cannot be included in these assessment activities. The student who does not fulfill this condition is considered absent and his final grade is entered as FA.

**6.2.** At the end of the semester, final exam and/or other activities ( project, laboratory, workshop, practice, homework, etc. methods) can be used as assessment activities.

# Integration measurement activity

**6.3** . Students who fail in the end-of-term evaluation (with FF letter grade) are given a make-up exam on the dates announced in the academic calendar. The make-up measurement activity is of the same type as the end-of-semester measurement activity.

**6.4** . The score obtained from the make-up measurement activity replaces the end-of-semester measurement activity score, and the evaluation is made according to this score.

**6.5** . Students who do not attend the make-up exams do not have the right to excuses.

# Notes

**6.6.** Students are given a letter grade in line with the contribution rates of the mid-term and end-of-semester assessment and evaluation activities/make-up exam specified in the syllabus.

Success grades and coefficients are given in the table below;

| Raw Achievement Score | Letter | coefficient | Description |
| --- | --- | --- | --- |
| 90 – 100 | AA | 4.0 | SUCCESSFUL |
| 80 – 89 | BA | 3,5 |
| 70 – 79 | BB | 3.0 |
| 65 – 69 | CB | 2,5 |
| 60 – 64 | CC | 2.0 |
| 55 – 59 | DC | 1.5 |
| 50 – 54 | DD | 1.0 |
| 0 – 49 | FF | 0.0 | UNSUCCESSFUL |
| Discontinuous | FA | 0.0 |

FA 0,0 Failed (Failed to take the end of year exam due to absenteeism) FF 0,0 Failed (Failed to pass the end of year exam)

In addition, the following abbreviations are used according to the status of the students:

1. I-Incomplete: Given to students who cannot complete the necessary studies for the course due to valid excuses. These students must complete the deficiencies required by the I grade by the end of the add/drop date of the following semester/year at the latest; Upon completion of the deficiencies, the student receives the required grade, and if the deficiencies are not completed by this date, the student's I grade automatically turns into FF.
2. L-Leave: It is used for students who are on leave according to the provisions of the relevant regulation.
3. NC- Non-Credit: It is used for courses taken without credit.
4. ND-Non-Degree: It is used for courses that are not aimed at obtaining a diploma from Yeditepe University and are taken with or without credit and are not included in the GPA calculation.
5. P-Pass: Awarded to students who pass the courses that are not included in their grade point averages.
6. R-Repeat: Indicates that the lesson is repeated.
7. RR-Repeat Resigned: Given for courses repeated to raise grades.
8. T-Transfer: It is given for courses that are transferred from another program within or outside the university and whose adaptation is approved by the Faculty Administrative Board. The grades of transfer courses at the university are included in the average.
9. W-Withdrawal: It takes place every year after the add/drop date, within the period determined in the academic calendar, with the approval of the advisor.
10. X-For Projects and Theses In Progress: Given to students who are continuing their project, thesis and similar studies.

**Objection to exam results**

**6.7.** Students can object to the results of the midterm or end-of-year exams in terms of material errors by applying to the Faculty Secretariat within 3 (three) business days following the announcement of the results.

**6.8.** Objection petitions are sent to the relevant instructor and finalized within 3 (three) working days.

**6.9** . Any changes to the announced grades can only be made with the approval of the Faculty Administrative Board.

**6.10** . "Yeditepe University Associate Degree and Undergraduate Education Regulations, Fifth Section Examination and Evaluation Principles" are applied for all cases except the cases specified in this directive.

# THIRD PART

EXAM PRACTICE RULES

**Article 7:** This article is used during the administration of the exams. It covers the rules to be followed.

**7.1** . Exams made in accordance with the following rules are evaluated and considered valid.

**7.1.1** . In the exam hall, the rules determined and announced in this directive are followed. The inspector can make all kinds of arrangements for the students who take the exam in the exam hall in order to make the exam properly. In the exam hall, the warnings to be made by the staff are acted upon and the instructions are applied without discussion. Exams are held at the announced date, time and in the exam room.

**7.1.2.** Students can take the exam together by mixing them with those who take the same coded courses and those in different groups/programs.

**7.1.3.** The tools and materials to be used during the exam and the resources allowed to be used in the exam by the course supervisor can be brought to the exam room.

**7.1.4.** Excess clothing is left in the appropriate area to be shown by the inspector before starting the exam. The student is responsible for checking the pre-written and left copy materials on the bench/chair and surrounding hall equipment and informing them before the exam starts.

**7.1.5** . Depending on the nature of the exam, scratch paper etc. on the exam bench/chair, unless it is given within the scope of the exam documents. Additional paper cannot be kept for this purpose, otherwise this behavior will be considered as an attempt to copy.

* + 1. Exam questions or given answers cannot be written on a piece of paper and removed from the exam hall. Transactions made for this purpose are considered as copying attempts.
		2. In order not to disrupt the exam flow, the student must be in the exam hall at least ten (10) minutes before the exam start time. The time of departure from the exam hall and the time of admission for late students are determined by the course supervisor and announced at the beginning of the exam. Information about granting additional time to late students is announced in the exam hall. No officer has the authority to take the exam for students who are more than thirty (30) minutes late.
		3. Student, identity information on the question paper/booklet and answer papers, question booklet type, etc. Responsible for filling in the relevant fields. An answer sheet that has not filled in the information fields and cannot be clearly distinguished will not be evaluated.
		4. Exam times are indicated in minutes on the exam question papers. The duration of the exam is when the exam hall officer says, "The exam has started." It starts with a warning. In the beginning and ending of the exams, the times specified by the exam hall officer and the hour he keeps are taken as basis.
		5. Calculators that do not have computer features and no alphabetic memory (without keys such as RUN, EXE, STORE on the keyboard) can be used in exams that generally require mathematical operations. Mobile phones, smart watches, etc. technological devices cannot be used during the exam.
		6. During the exam, using a source (lecture notes, books, etc.) that is not allowed to be used by the instructor of the relevant course, looking at the exam paper of another student, showing the exam paper to the student, exchanging any information with another student, either verbally or in writing, and similar actions. is considered a copy. It is processed on the "Exam Copy Minutes Form" by the inspector. The exams of those who cheat in the exams and violate the exam rules are deemed invalid. Evidence and other special circumstances, if any, are noted on the Examination Copy Report Form. Disciplinary investigations are initiated against students involved in cheating.
		7. A student who leaves the exam hall is not allowed to take the exam again.
		8. Examiners may not allow leaving the hall in the last 10 (ten) minutes of the exam in order to prevent confusion and distraction. A single student cannot stay in the exam hall.
		9. The student who takes the exam is responsible for completing and signing the exam attendance and the relevant fields on the answer sheet and submitting the exam documents in full. The student said to the bishops, “You can leave.” may leave the examination hall after the warning.

# Exam administration obligations of inspectors

* + 1. The examiner is present in the exam hall with the exam documents at the latest 10 (ten) minutes before the start of the exam.
		2. For each hall where the exam will be held, at least one exam inspector is appointed from among the lecturers. In cases where the number of students taking the exam is high, an additional supervisor may be assigned. Before the exam, the exam room, table and board, etc. Necessary places are checked by the supervisor.
		3. During the exam, the inspectors may use newspapers, magazines, books, etc. cannot read, cannot engage in any behavior that will distract students, cannot leave the exam hall.
		4. Except for obligatory cases, no changes can be made to the day, time and place of the exam.
		5. Additional exam papers distributed to students by the inspectors are taken back if they are not used during the exam.
		6. Question papers and answer sheets as much as the number of students who will take the exam, the exam student list, the exam paper package containing the exam report, are handed over to the exam invigilator by the course supervisor before the exam starts.
		7. The supervisor is primarily responsible for maintaining order in the hall. Students in the hall are seated at intervals and in an orderly manner.
		8. If deemed necessary, the invigilator may also perform identity checks after the exam has started.
		9. The warnings and claims of the students that there are errors in the exam questions are reported to the course supervisor by the exam hall officer during the exam period.
		10. The instructor of the course must be present at the exams or be able to communicate with the supervisor during the exam period.

# CHAPTER FOUR

SITUATIONS WITH NO PROVISION

**Article 8:** “Nursing DepartmentIn cases where there is no provision in the procedures and principles of the "Examination Directive", "Yeditepe University Associate Degree and Undergraduate Education Regulations, Fifth Section Examination and Evaluation Principles" are applied.

# CHAPTER FIVE

FINAL PROVISIONS

**Article 9:** This “Nursing Department“Examination Directive” enters into force with the approval of the Dean of Yeditepe University Faculty of Health Sciences.

**Article 10:** Suggestions for amendments on this directive are submitted to the Accreditation Board by the Measurement and Evaluation Commission, and the prepared proposals are decided by the committee.

**Article 11:** This directive is executed by Yeditepe University, Head of Nursing Department.