**FIRST PART**

PURPOSE, SCOPE and BASIS

**Article 1. PURPOSE:** The purpose of this directive is to determine the working principles related to the powers, duties and responsibilities of the Measurement and Evaluation Commission of the Department of Nursing of the Faculty of Health Sciences of Yeditepe University, to plan and carry out the necessary regulations, remedial activities in the field of measurement and evaluation from other commissions, and to ensure the regular and effective operation of the commission.

**Article 2. SCOPE:** This directive covers the evaluation of all measurement and evaluation activities conducted within the framework of the Yeditepe University Faculty of Health Sciences Department of Nursing education curriculum in terms of quality and quantity, determining the level of achievement of students to the learning outcomes of the course, determining the compliance of measurement and evaluation methods with the learning goals of the course and, if necessary, the procedures and principles related to the implementation of remedial activities.

**Article 3. BASIS:** This directive has been created in accordance with the Associate Degree and Undergraduate Education Regulations of Yeditepe University. The issues not specified in the directive are examined by the Accreditation Board within the scope of the relevant legal regulations.

**SECOND PART**

STRUCTURE, WORKING, PRINCIPLES AND DUTIES OF THE COMISSION

**STRUCTURE OF THE COMISSION**

Article 4: The structure of the comission is specified in this article.

**4.1.** Measurement and Evaluation Commission (ÖDK); It consists of at least 3 (three) members, including the Commission Chairman, Vice Chairman, secretary and other members.

**4.2.** The Chairman of the Commission is elected by the members. The term of office of the Commission President is 3 (three) years.

**4.2.1.** The chairman ensures the functioning of the commission, the creation and execution of the agenda.

**4.2.2.** The vice president ensures that the agenda is carried out by proxy in cases where the president is not present.

**4.2.3.** Secretaries ensure that the necessary records are obtained.

**4.3.** The Comission meets at least 4 (four) times a year with the majority of its members and reports the decisions taken in the "Measurement and Evaluation Commission Meeting Minutes". In extraordinary circumstances, the Commission may convene upon the call of the President. The commission takes decisions by the majority of the members attending the meeting.

**WORKING PRINCIPLES**

**Article 5:** In this article, the working principles of the Comission are stated.

**5.1.** The Comission serves as the supervisory body for all measurement and evaluation activities planned within the scope of education at Yeditepe University Faculty of Health Sciences, Department of Nursing.

**5.2.** The commission evaluates the measurement and evaluation activities carried out during the education and training process; It monitors the efficiency of achieving targeted learning outcomes.

**5.3.** It examines and evaluates the issues coming from academic units and other commissions, and forwards them to the Improvement and Development Commission (IGK) for evaluation of issues that are outside its stated duties and powers and that it cannot solve within itself.

**5.4.** The Commission is obliged to submit a report to the Accreditation Board once a year regarding its activities.

**DUTIES OF THE COMMISSION**

**Article 6:** In this article, the duties of the Comission in the undergraduate program of Yeditepe University Faculty of Health Sciences, Department of Nursing are stated.

**6.1.** It determines the principles of all activities related to measurement and evaluation within the scope of achieving the program goals and outcomes with the relevant regulations.

**6.2.** It specifies the functioning of the measurement and evaluation system in the training program and the explanations of the tables and forms used in the *"Measurement and Evaluation Activity Guide".*

**6.3.** It regulates the principles regarding the responsibilities of faculty members regarding the preparation and implementation of exams and determines the general rules regarding the exam processes with the *"Nursing Department Examination Directive"*.

**6.4.** All evaluation methods within the department are applied in line with the Nursing Department Examination Directive and Yeditepe University Associate and Undergraduate Education Regulations. ÖDK monitors the implementation of the evaluations, reports them and forwards them to the IGK when necessary.

**6.5.** It analyzes the success rate of the evaluation methods of the courses, the course success rate and the rate of students above the average with the *"Assessment and Evaluation Form"* and forwards the relevant report to the IGK.

**6.6.** Analyzes the Specification Tables created by the responsible instructor of the courses with the *"Assessment and Evaluation Commission End of Term Evaluation Form"* and forwards the relevant report to the IGK.

**6.7.** *"Contribution of Course Learning Outcomes to Program Outcomes Table"* is filled in by the instructors responsible for the course. The contribution of the courses to each program outcome is analyzed by the IGK with the *"Contribution Table of Nursing Department Course Outcomes to the Program Outcomes"*, and the relevant report is forwarded to the IGK.

**6.8.** It receives student opinions regarding measurement and evaluation methods through reports from the relevant commissions, examines them, and forwards them to the IGK when necessary.

**6.9.** Before the prepared exams are administered, they are presented to expert opinion with the *"Question Evaluation Form"* by the instructor in charge of the course, using the *"Expert Opinion Evaluation Form"* in line with the steps in the "Exam Preparation and Evaluation Workflow Chart". It is reported to the ÖDK by the instructor in charge of the course at theend of the semester with the *"Expert Opinion Evaluation Form".* It is monitored by the ÖDK with the *"Measurement and Evaluation Commission End of Term Evaluation Form"*.

**6.10.** The instructor responsible for the course prepares the *"Exam Analysis Form"* for the midterm and final exams and sends it to the ÖDK at the end of each semester.

**6.11.** Improvement suggestions are submitted to the IGK by the ÖDK in line with the results obtained with the *"Measurement and Evaluation Commission End-of-Term Evaluation Form".*

**6.12.** At the end of each academic term, all data is reported and forwarded to the Department Accreditation Board.

**6.13.** Performs other duties assigned by the Accreditation Board.

**THIRD PART**

SITUATIONS WITHOUT PROVISION

**Article 7:** In cases where there is no provision in the procedures and principles of the Measurement and Evaluation Commission Directive, the principles of the "Yeditepe University Associate and Undergraduate Education and Training Regulation" are applied.

**FOURTH PART**

FINAL PROVISIONS

**Article 8:** This *"Measurement and Evaluation Commission Directive"* comes into force with the approval of the Dean of Yeditepe University Faculty of Health Sciences.

**Article 9:** Suggestions for changes to this directive are submitted to the Accreditation Board by the Measurement and Evaluation Commission, and the prepared suggestions are decided by the board.

**Article 10:** This directive is carried out by Yeditepe University, Head of Nursing Department.

**Nursing Department Measurement and Evaluation Commission**

Assoc. Prof. Işıl IŞIK, Chair

Asisst. Prof. Volkan AYAZ, Vice Chair

Res. Asisst. Selin DEMİRKAN, Secretary

Res. Asisst. Emir AVŞAR, Member

Undergraduate Student Mizgin TEKSOY, Member

Undergraduate Student Rümeysa ÇELEBİ, Member

Undergraduate Student Ebrar AYDIN, Member