**FLOWCHART OF MEASUREMENT AND EVALUATION COMMISSION**

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| **Workflow steps** | **responsible for the** | **relevant document** |
| at the beginning of each academic year, the Indicator Chart Table of the creation of the form | Instructor responsible for the relevant course | The Indicator Chart |
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| Obtaining expert opinion using the Expert Opinion Evaluation Form and Question Evaluation Form on the exam questions prepared at least one (1) week before the midterm/final/make-up exam week of each academic term. | Instructor responsible for the relevant course | Expert Opinion Evaluation Form and Question Evaluation Form |
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| Conducting all (midterm/final/make-up exam) exam analyzes two (2) weeks after the letter grade entry date of each academic semester. | Instructor responsible for the relevant course | Exam Analysis Form |
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| Submission of the Indicator Chart, Expert Opinion Evaluation Form, Question Evaluation Form and Exam Analysis Form to the Measurement and Evaluation Commission. | Instructor responsible for the relevant course | The Indicator Chart Expert Opinion Evaluation Form and Question Evaluation Form  Exam analysis form |
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| Filling out the "Measurement and Evaluation Form" two (2) weeks after the letter grade entry date of each academic term. | Instructor responsible for the relevant course | Measurement and Evaluation Form |
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| In the first week of each academic term, the data are analyzed with the "Measurement and Evaluation Commission End of Term Evaluation Form" and the aspects that need to be improved are determined. | Measurement and Evaluation Comission | Measurement and Evaluation Commission Activity Report |
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| Submitting the issues that need to be improved and developed to the Improvement and Development Commission | Measurement and Evaluation Comission | Measurement and Evaluation Commission Activity Report |