

GAZİ UNIVERSITY FACULTY OF MEDICINE

2020-2021 ACADEMIC YEAR

GENERAL RULES TO BE CONSIDERED BY STUDENTS IN ONLINE EXAMS IN THE SPRING SEMESTER

- 1- Your room number, student number and name should be given on your Zoom identity.
e.g.; **R1-20119020 Ebru Bora**
- 2- Your student ID card should be present with you during the whole exam. If you haven't received your student ID card from Faculty up to now, you can use your ID card of **Turkish Republic or passport. Bank credit card can not be used instead of ID card.**
- 3- There should be no phones, microphones, headsets and lecture notes on the table you use for exam. You can only use white plain paper, pencil and eraser.
- 4- If you are using a laptop, your hands should be in the angle of the camera during the whole exam, and at the same time you should easily read the computer screen. So, you could bring a box or a thick book under your hand. Please make sure about these physical conditions before the exam.
- 5- If you check your "Zoom" and "Microsoft teams" accounts before the exam, it would be helpful for preventing any problem during the exam.
- 6- Please open the transfer link before starting exam (to transfer your answers at the end of your exam) on your computer that will be given before the exam. After the exam, you should pass that answer page, if it can not be opened you can refresh it or press F5 and you should log in.
- 7- **You must enter the Zoom link 1 hour before the exam. Any delay leads to late entry for students. Students enter the program less than 30 minutes before the exam will not be allowed to take the exam.** e.g.; For the exam that will start at 11.00, **students last admission time is 10.30.** Please be careful about it to avoid such problems.
- 8- Before the ID card and identity check, the head of the room will start the recording of the exam and announce date, time and the name of the exam.
- 9- The head of the room will control your ID cards and identities and he/she will want you to show your ID cards closer to the camera.
- 10- During the whole exam, your camera and microphone must be turned on. Using headphones or external microphones at the exam are forbidden. You should not turn your camera off / on without the confirmation of your supervisors, even momentarily. In that case, the head of the room will warn you via chat and /or voice. If it is repeated, the head can take you out of the exam and report you. At the end, your exam will be considered invalid.
- 11- During your exam, you should be alone in your room. If there are findings that are suspected to exist, the head of the room will warn you via chat and / or voice. If it is repeated, the head can take you out of the exam and report you. At the end, your exam will be considered invalid.

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12- During the exam, you should not turn your head to the right or left side, it may raise suspicion, you should focus on your exam on your computer screen. If it is repeated, the head can take you out of the exam and report you. At the end, your exam will be considered invalid.

13- Do not touch your mouse or keyboard up to the transfer stage of the exam. If the head of your room has such a suspicion, he/she will warn you via chat and /or voice. If it is repeated, the head can take you out of the exam and report you. At the end, your exam will be considered invalid.

14- As in exams in halls, you have to avoid the movements or make any sounds that will disturb the attention of your other friends during the exam. e.g.; you should read questions without any sound, should not make a sound with your pencil.

15- If there is a loud noise for some other reason in your environment, the head of the room may turn your voice off. If he/she find it necessary, he/she may ask you to continue the exam with this noise.

16- Please write your answers clearly on the plain white paper with a dark pencil. At the end of your exam, you must show this answer sheet on the screen for 30 seconds.

17- After the exam questions are over, the head of the room will remind you to open and renew your transfer screen.

18- When “Microsoft.form” screen opened, firstly you should accept the commitment, then write student number, name and surname, mark the answers of 50 questions, and then press the submit button. At that stage, make sure that your answers have been sent with seeing an auto message “**THANKS, YOUR ANSWERS HAVE BEEN SENT**”.

19- In order to send your answers at the transfer period, **firstly the commitment must be accepted, student number, name and surname must be written.**

20- Duration of the answer transfer is 7 minutes. In the last 2 minutes of that time, the head of the room will remind you. **If you cannot send your answers within the time limit, you will not be able to complete your exam.**

21- Please read the rules carefully before the exam, it would be helpful to pass the exam without any problems. Prepare yourself and your computer, room etc. related with the rules before your exam.

We wish you success / Good luck...

Dean of Faculty of Medicine