

**GAZI UNIVERSITY FACULTY OF MEDICINE
UNDERGRADUATE EDUCATION- EXAMINATION
PROCEDURES AND PRINCIPLES**

Purpose

Article 1. The aim is to regulate the procedures and principles that students and proctor registered in the Turkish and English programs of Gazi University Faculty of Medicine must adhere to during exams.

Scope

Article 2. It covers the procedures and principles that students in the Turkish and English programs of Gazi University Faculty of Medicine and teaching staff serving as exam room supervisors/proctor must follow during exams.

Legal Basis

Article 3. These procedures and principles have been prepared based on the Gazi University Education and Examination Regulation, taking into account the Gazi University Faculty of Medicine Undergraduate Education-Examination Directive.

Definitions

Article 4. The terms used in these procedures and principles include:

- a) Dean: Dean of Gazi University Faculty of Medicine
- b) Faculty: Gazi University Faculty of Medicine
- c) Students: Students of Gazi University Faculty of Medicine

Students Rules for Students to Follow:

Article 5. Students must be present in the exam room fifteen minutes before the start of the exam for necessary preparations and checks to be conducted

Article 6. Students must strictly adhere to the entrance times of the exams. Students arriving 15 minutes after the announced start time of all exams held at the faculty will not be allowed to take the exams under any circumstances.

Article 7. In exams for the 1st, 2nd, and 3rd years, students are not allowed to leave the exam room during the first 30 minutes and the last 10 minutes of the exam. For year-end and makeup exams,

students cannot leave the exam room during the first 90 minutes and the last 10 minutes of the exam. For other term exams, entry and exit times are determined by the departments, and students are informed in writing and orally before the exam.

Article 8. During course exams, students cannot request permission to leave for reasons such as using the restroom. Students who document reasons like illness with a health report are exempt from this rule. A student who needs to leave must hand over their exam paper to the exam room staff and is considered to have finished the exam. In year-end exams, restroom breaks may be allowed within the first 90 minutes in a way that does not disturb other students, under the supervision of proctor.

Article 9. Students must take exams in the lecture halls announced for them. Students attempting to take exams in other lecture halls will not be admitted, and if they have already taken the exam, their exams will be considered invalid.

Article 10. Students must enter exams with one of the identification documents such as a student ID card, national ID card, driver's license, or passport. Students should keep their identification documents in a place easily accessible to proctor during the exam period

Article 11: Students are not allowed to bring class notes, books, and mobile phones with them when entering exams. Students who bring class notes and/or mobile phones into the exam hall must leave their notes and mobile phones in a place indicated by the exam proctor. The responsibility for the left class notes, books, and mobile phones entirely belongs to the student. The left mobile phones must be in a closed position, including the silent mode. Owners of mobile phones that are not in a closed position, including silent mode, will be documented by proctor and reported to the dean's office.

Article 12: No food and drinks other than water are allowed in the exam hall. Bottles containing water must be transparent.

Article 13: During the exam, keeping course-related materials such as class notes, books, notebooks, etc., in the sight of the desks and within reach of the students is prohibited. Each student is personally responsible for any information, writing, and/or document that may be considered as cheating in the desk and surroundings where they take the exam. If such a situation exists, the student must request a change of seat from the exam proctor. Otherwise, the claim that these did not originate from the student will not be accepted.

Article 14: During the exam, it is prohibited for students to look at someone else's exam paper, talk, or exchange materials such as pens, erasers, etc., without permission. In the event of detection,

the individual involved will have their exam terminated, and the incident, along with the details, will be documented by proctor and reported to the dean's office.

Article 15: Students caught cribbing, cheating, attempting to crib, or providing assistance in cribbing during the exam will have a disciplinary investigation initiated by the hall supervisor, and a report will be prepared after the exam (Higher Education Institutions Student Discipline Regulation).

Article 16: Students are not allowed to leave the exam hall for any reason during the exam. Students who are required to leave the exam hall due to a documented health condition must inform the exam proctor before the exam. If a student needs to leave the exam hall due to a health reason, they can do so under the supervision of one of the exam proctor appointed by the hall supervisor. The times of leaving and returning to the exam hall are documented. Those attempting to cheat outside the hall and those assisting in cribbing are identified and not readmitted to the exam. Students leaving the exam hall without a health report are considered to have completed the exam and will not be readmitted under any circumstances.

Article 17: Exam proctors have the authority to change students' seats without providing any explanation, and they are authorized to take necessary measures to ensure the orderly continuation of the exam.

Article 18: Corrections related to exam questions can be made by the year coordination office in the first 15 minutes of the exam. Requests for corrections or objections related to questions will not be considered during the exam. Students can submit their objections to the student affairs office with a petition within the specified period announced after the exam.

Rules to be Followed by Exam Proctor:

Article 19: Proctors are responsible for ensuring that the exam proceeds fairly and smoothly.

Article 20: Exam papers and answer keys are received from the "Exam Center" by the relevant academic staff member half an hour before the start of the exam.

Article 21: Students are admitted to the exam hall in order according to the attendance list and are seated according to the seating plan determined by the year coordination office.

Article 22: Care should be taken to complete the exam report accurately and completely; absent students must be specified in the report.

Article 23: Students must take exams in the classrooms where their names are announced. Exams of students taking the exam in a different classroom will be considered invalid, so proctors must pay attention to this issue.

Article 24: Care should be taken to ensure that students do not take more than one question booklet.

Article 25: After the distribution of question booklets to all students, the exam should be started on time.

Article 26: All students must code their numbers correctly.

Article 27: When the signature record is obtained from students, an identity check must be carried out. Students without a student ID card or identity card are not allowed to take the exam; if this situation is noticed after the exam has started, it is recorded by the hall supervisor and proctor, and necessary procedures are followed.

Article 28: Attention must be paid to the entry and exit times of students to exams.

In the 1st, 2nd, and 3rd Year Course Committee Exams, students who arrive after the first 15 minutes are not admitted to the exam. Students are not allowed to leave the exam hall during the first 30 minutes and the last 10 minutes of the exam. In the final and makeup exams at the end of the year, students who arrive after the first 15 minutes are not admitted to the exam. Students are not allowed to leave the exam hall during the first 90 minutes and the last 10 minutes of the exam.

Article 29: Students are not allowed to have their mobile phones with them during the exam. Students who bring mobile phones into the exam hall must leave them in a place indicated by the invigilator before the exam starts (the responsibility for the left mobile phones entirely belongs to the student). If it is detected that the phones are closed or only in silent mode, proctor record it as an attempt to cheat and initiate a disciplinary investigation against the student.

Article 30: Keeping course-related materials such as class notes, books, notebooks, etc., in the sight of the desks and within reach of the students is prohibited during the exam.

Article 31: Students cannot request permission to leave for reasons such as using the toilet during course exams. Students who document their reasons with a health report are exempt from this rule. Students who must leave, as stated by the health report, submit their exam paper to the hall officials, go outside, and are considered to have completed the exam. In year-end exams, within the first 90 minutes and with the accompaniment of an invigilator, students may be allowed to use the toilet without disturbing other students.

Article 32: In the case of students caught cribbing, cheating, attempting to crib, or providing assistance in cribbing during the exam, the hall supervisor initiates a disciplinary investigation by documenting the incident (Higher Education Institutions Student Discipline Regulation). The investigation is initiated after the exam.

Article 33: Corrections related to exam questions can be made by the year coordination office in the first 15 minutes of the exam. Requests for corrections or objections related to questions will not be considered during the exam. After the exam, students can submit their objections to the student affairs office with a petition within the specified period announced.

Final Provisions

Effectiveness

Article 34: This directive comes into effect from the date it is accepted by the Gazi University Faculty of Medicine Board and the University Senate.

Execution

Article 35: This directive is executed by the Gazi University Rector.