



BANDIRMA ONYEDİ EYLÜL UNIVERSITY

FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES



RULES TO BE FOLLOWED DURING EXAMINATIONS

1. Each student must take the exam in the announced examination room..
2. Students must take their seats in the examination room five minutes before the exam starts.
3. Students arriving 15 minutes after the start of the exam will not be admitted.
4. Students will not be allowed to leave the exam during the **first 15 minutes**. Students who leave after this time, for any reason, **will not be readmitted** to the exam.
5. Students must have their **student ID cards** with them during the exam. Those without their student ID cards will absolutely not be admitted to the exam. ID cards must be kept on the desk throughout the exam.
6. At the beginning of the exam, students sign the "**Exam Attendance Sheet**". Those who have signed this sheet must submit an exam paper..
7. **Keeping mobile phones turned on** during the exam, or keeping them within the students' reach even if turned off, is prohibited. Mobile phones must be kept turned off during the exam and shall not be left on or under the desk. Keeping phones on silent mode and turning them on during the exam is strictly prohibited. A report will be drawn up against any student looking at a mobile phone during the exam for any reason, and disciplinary action will be initiated.
8. Wearing a smart/digital watch during the exam is strictly prohibited. Students may only enter the exam with an analog wristwatch. Furthermore, the use of **headphones, PDAs, Bluetooth devices, voice recorders**, etc., and any similar communication devices is prohibited.
9. **Using mobile phones as calculators is strictly prohibited**. Calculators to be used in exams must only have the capacity/capability required for the exam. Unless otherwise specified, the use of advanced calculators with storage features like databanks or those capable of graphing is not permitted in exams.
10. Follow the invigilators' instructions from the beginning of the exam. **Invigilators have the authority to change the seating arrangement to maintain exam order**. Comply with the invigilator's requests to change seats throughout the exam.
11. Each student is responsible for any **lecture notes written on their desk, on the floor, or on the wall**, even if they did not write them themselves. The student must check their desk and surroundings, and if there are any written notes, they must inform the official and erase them.
12. Remove your bags and lecture notes from on and under the desk. **It is strictly forbidden for students to have any lecture notes, books, or similar materials, whether related to the course or not, at their seats during the exam**.
13. Before the exam starts, you must have the tools and materials you may need during the exam, such as pens, erasers, rulers, calculators, tables, etc., with you. **Sharing any tools or materials during the exam is prohibited**.
14. **Keeping pencil cases** on/under the desk during exams is prohibited. Prepare your materials such as pens, erasers, etc., before the exam.
15. Students are prohibited from **eating or drinking** anything (except water) in the examination room during the exam.
16. Students who, despite warnings, **speak loudly or whisper, continue disruptive behavior, or cheat or attempt to cheat** during the exam, will have their situation documented with a report by the invigilator(s), and legal action will be initiated against them.
17. Each student is responsible for their own paper until they leave the room. During the exam and while submitting the exam paper, each student must ensure the security of their own exam paper and hold it in a way that cannot be seen by other students.
18. At the end of the exam, submit your question and answer sheets in the order specified by the invigilators. Discuss and comment on the exam questions only after leaving the corridor/area where the exam was held.
19. Students who have left the examination room are prohibited from gathering in the corridors until the end of the exam, and from making verbal comments about the exam questions until they leave the corridor.
20. According to the Higher Education Institutions Student Disciplinary Regulations:
 - i. "**Attempting to cheat in exams**" is a disciplinary offense requiring a **Reprimand** (Article 5/d).
 - ii. "**Cheating or helping someone cheat in exams**" is a disciplinary offense requiring **suspension from the higher education institution for one semester** (Article 7/e).
 - iii. "**Cheating in exams by threats, preventing the removal of cheating students from the exam room, having someone else take the exam on one's behalf, or taking the exam on someone else's behalf**" are disciplinary offenses requiring **suspension from the higher education institution for two semesters** (Article 8/d).

Necessary disciplinary investigations will be initiated against students who act contrary to the rules.

Students taking the exams are considered to have read and understood the rules stated above.

We wish all our students success in their exams.

Bandırma Onyedi Eylül University
Dean's Office of the Faculty of Economics and
Administrative Sciences