

1. Every student must take the exam in the announced exam hall.
2. Students should take their seats in the exam hall five minutes before the start of the exam.
3. Students arriving 20 minutes after the start of the exam will not be admitted.
4. Students will not be allowed to leave the exam during the first 20 minutes. Afterwards, students who leave for any reason will not be re-admitted to the exam.
5. Students must have their student ID card during the exam. Students without a student ID card can enter the exam by providing a student document (with a photo) before the start of the exam. Students without a student ID card or student document will definitely not be admitted. Identification documents 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 document are required to submit their exam papers.
7. Cell phones must be turned off during the exam. It is forbidden to have cell phones in places accessible to students. Phones must not be left on or under the desk during the exam. Keeping phones on silent mode and turning them on during the exam is strictly prohibited. A report will be filed against any student who looks at their cell phone during the exam for any reason, and proceedings will be initiated.
8. It is strictly forbidden to wear smart/digital watches during the exam. Students may only enter the exam with an analog wristwatch. In addition, wearing earphones, having a pocket computer, Bluetooth, voice recorders, etc., and the use of any similar communication devices are prohibited.
9. Using cell phones as calculators is strictly forbidden.
10. Follow the instructions of the supervisors from the beginning of the exam. Supervisors have the authority to change the seating arrangement to maintain exam order. Comply with the supervisors' requests for seat changes throughout the exam.
11. Each student is responsible for any written notes on the desk, floor, or wall in their area, even if they did not write them. Students should check their desk and surroundings, report any written notes to the supervisor and erase them.
12. Remove bags and study materials from and under the desk. It is strictly forbidden for students to have any study-related or unrelated notes, books, etc., at their seats during the exam.
13. Before the exam starts, you should have all the tools and equipment you might need, such as pens, erasers, rulers, calculators, tables, etc. Shared use of any tools during the exam is prohibited.
14. It is forbidden to have a pencil case on/under the desk during exams. Prepare your pens, erasers, etc., in advance before the exam.
15. Students are not allowed to eat or drink anything (except water) in the exam hall during the exam.
16. Despite warnings during the exam, students who speak loudly or whisper, disrupt order, or attempt to cheat or copy during the exam will be documented by the proctors with a record, and legal action will be initiated against them.

17. Each student is responsible for their own paper until they leave the examination room. During the exam and when submitting the exam paper, every student must ensure the security of their exam paper and keep it in a way that is not visible to other students.
18. At the end of the exam, please submit your question and answer sheets in the order specified by the proctors. Discuss your comments and discussions related to the exam questions outside the exam room.
19. Students who leave the examination room should gather in the corridors until the end of the exam and are prohibited from making oral comments about the exam questions until they leave the corridor.
20. According to the Higher Education Institution Student Discipline Regulation:
 - "Attempting to cheat in exams" constitutes disciplinary offenses requiring a reprimand penalty (Article 5/d),
 - "Copying or facilitating copying in exams" constitutes disciplinary offenses requiring suspension from the higher education institution for one semester (Article 7/e),
 - "Threatening to cheat in exams, preventing students who cheat from being removed from the exam room, substituting oneself or someone else in the exam" constitutes disciplinary offenses requiring suspension from the higher education institution for two semesters (Article 8/d). Please remember that these are included in the regulation.

Disciplinary investigations will be initiated against students who behave contrary to the rules. Students taking exams are considered to have read and understood the above-mentioned rules. We wish all students success in their exams.

Faculty of Engineering and Natural Sciences Deanship