

EASTERN MEDITERRANEAN UNIVERSITY

Principles for Online Examinations

These principles are titled the Eastern Mediterranean University Online Examination Principles. The purpose of these principles is to determine the rules and regulations that the instructors and students must adhere to in the administration of the Eastern Mediterranean University's Online Exams.

- 1.** The students are responsible for the availability, installation and ensuring the proper operation of all technical equipment deemed necessary to take the online exam.
- 2.** Students who are in the TRNC but do not have the necessary technical equipment for the online exam can be granted the right to benefit from the computer laboratories of the university, if the conditions allow. Students wishing to benefit from this right should apply to via onlinesinav@emu.edu.tr at least 24 hours before the exam date.
- 3.** Online midterm and final exams are planned by the exam commission and announced on the student portal.
- 4.** Announced exam hours are according to the local time in TRNC. Students abroad must pay attention to this issue. The responsibility belongs to the student in this regard.
- 5.** Access to the exam is possible between the specified start and end times of the exam. Those who take the exam late are not granted additional time.
- 6.** Midterm exams are scheduled for a maximum period of 90 minutes and final exams for a maximum of 180 minutes. Additional time can be granted to students with disabilities in terms of exam administration.
- 7.** When determining the exam duration, the number of questions and the content of the questions should be considered.
- 8.** It is mandatory to check the identity of students under registration prior to the start of the exam. In cases where the number of students is high and it is not possible to take attendance, some questions will be directed to random authentication during the exam, and identity check will be made, accordingly. Students are obliged to answer the questions directed to them either via video and / or audio.
- 9.** Before the start of the exam, information on the duration of the exam, the number of questions and other special rules to be adhered to regarding the exam are announced verbally / in writing.
- 10.** In multiple choice and / or true - false type exams, after the expiration of the time, 5 minutes is given to the students to upload the exam to the system, or 15 minutes granted for the answers to be scanned or photographed and uploaded to the system.
- 11.** During the exam, students are not allowed to ask questions orally. Students can ask their questions by writing from the meeting chat page. The instructor of the course is required to monitor the exam for questions from the chat during the exam.

- 12.** Following the end of the exam, the instructor is required to announce the solutions of questions or the answer key of the exam paper online.
- 13.** In multiple choice and/or true – false style exams, the exam results are announced collectively following the completion of the exam.
- 14.** In multiple choice and/or true – false style exams, it is recommended to provide questions and choices in a blended manner.
- 15.** Students who have to leave the exam for any reason (internet/power outage or device malfunction etc.) have the right to re-enter the system and continue their exam until the exam period ends. An extension of time is not granted.
- 16.** Students who are unable to complete or enter the exam due internet/power outage or device malfunction etc. have the right to apply for a make-up exam on the condition that the student informs his/her course instructor via an e-mail (sent via the student's emu e-mail address) providing his/her excuse within the first 3 working days following the exam date.
- 17.** It is not allowed to exhibit behaviour disrupting and slowing down the course or order of the exam. (All actions of the students who access the exam system are logged. Successful or unsuccessful login attempts and their reasons, device information, IP information, transitions between pages / questions, marked answers, etc.)
- 18.** Examinations of students who attempt to take the exam for the place of another student or have somebody taking the exam for their place are considered invalid and a disciplinary process is initiated within the framework of the Student Disciplinary Regulations of Eastern Mediterranean University.
- 19.** If there is a one-to-one similarity between the responses that the students upload to the system, disciplinary process is initiated within the framework of the Eastern Mediterranean University Student Disciplinary Regulations with the suspicion of cheating.
- 20.** Students who want to object to the exam results have the right to apply to the instructor of the course via the instructor's university e-mail address within the framework of the Eastern Mediterranean University Examination and Evaluation Regulations.
- 21.** Principles for online exams are announced via the student portal. Students must comply with these principles and examination guidelines.
- 22.** Disciplinary procedures are initiated within the framework of the Eastern Mediterranean University Student Disciplinary Regulations for those who violate the aforementioned principles and all other rules in the Eastern Mediterranean University's regulations and by-laws.
- 23.** Eastern Mediterranean University Online Exam Principles are executed by the EMU Rector's Office.
- 24.** Eastern Mediterranean University Online Examination Principles take effect following the date of their approval by the Eastern Mediterranean University Senate.