



**REPUBLIC OF TÜRKİYE  
YAŞAR UNIVERSITY  
PROCEDURES AND PRINCIPLES ON THE SUBMISSION AND PRESERVATION OF  
EXAM PAPERS**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of these regulations is to regulate the procedures and principles regarding the preparation and preservation of the exam papers for Yaşar University's associate, undergraduate and graduate programs.

**Scope**

**ARTICLE 2** – (1) It covers the provisions regarding the preparation, submission and preservation of all kinds of exam papers required for formal and distance education activities at Yaşar University.

**Basis**

**ARTICLE 3** – (1) It has been prepared on the basis of Article 14 of the Higher Education Law No. 2547 and the Regulation on Associate and Undergraduate Education and Training of Yaşar University as well as the Principles on the Implementation of Associate and Undergraduate Education and Examination of Yaşar University.

**Definitions**

**ARTICLE 4** – (1) The terms below shall refer to the following in this regulation:

- a) Unit Secretary: secretaries of the (departments/programs of) the Faculties, Colleges and Vocational Schools at Yaşar University,
- b) Instructor: faculty members or lecturers teaching within the scope of the Higher Education Law No. 2547,
- c) Exams: exams defined as invigilated, time-constrained mid-term exams, general exams, make-up exams, one-course exams which form the success grade calculated together with the whole measurement and assessment process such as the courses taught in the departments, committees, internships, assignment, projects, etc.
- d) Syllabus: the schema of the course taught in the relevant semester, including the course's definition within that semester, the course flow, learning outcomes, and education and measurement methods.

## **PART TWO**

### **Principles on the Measurement-Exam Evaluation Documents**

#### **Exam papers to be submitted as a basis for the assessment**

**ARTICLE 5** – (1) The lecturer concerned is obliged to ensure the preparation of a written or electronic document as a basis for each criterion for the assessment when one of the methods such as quiz, assignment, attendance, make-up, written or verbal exams has been used in the courses including studies such as project, thesis, laboratory, workshop, written or verbal exam, etc.

(2) Especially instructors teaching in the academic units assessing students' performance not based on a written exam but on recordings, models, projects and the like is obliged to prepare and sign the official report, a copy of which can be found in the "Academic Form Access File" and on the department's website, for each exam and student.

(3) In the units where a committee exam is held, the semester coordinator is obliged to document the committee exams held during the year by writing in minutes for each student separately, and list the professional skill evaluation grades indicated in the minutes.

(4) Instructors who keep the exam documents electronically shall submit either a printout or an electronically recorded (disc, flash memory) copy of this document.

(5) Semester Coordinators, Head/Officer/Advisor of the Internship Commission shall prepare the evaluation forms and documents regarding the evaluations made in the programs that have compulsory internship in their curriculum.

#### **Deadline for Document Submission**

**ARTICLE 6** – (1) Exam papers shall be submitted to the relevant unit (to the secretaries of the (department/program of the) Faculty, College, Vocational School) on "the last day of grade entry for final exams" at the latest as announced in the academic calendar.

#### **The Way of Document Submission**

**ARTICLE 7** – (1) The documents shall be submitted to the unit secretary concerned in person in a printed exam envelope (Attachment-1) together with the end-of-semester transcript, the course attendance list, the exam report, and the documents pertaining to the (written, oral) exams held and completed during the semester after being signed by the instructor of the course.

(2) Exam evaluations that are not certified by any documents shall not be considered and cannot be submitted to the relevant academic unit secretary.

(3) Envelopes with missing contents shall not be received by the unit secretariat until they are completed.

(4) The submitted exam documents shall be kept at the unit secretariat until the end of the grade appeal time for students.

(5) After the grade appeal time expires and the objections are evaluated, the exam documents attached by the unit secretaries to the course list shall be submitted to the Registrar's Office as a parcel by the dean's/director's office in return for a delivery note (minute) (Attachment-2) with a cover letter.

#### **The Content of the Exam Envelopes**

**ARTICLE 8** – (1) The exam envelopes to be submitted by the instructors (including internship courses) shall include the following:

a) the attendance sheet,

- b) the exam attendance list and minute,
- c) the answer key,
- d) exam papers of the standard exams, optical answer forms of exams checked electronically, separate evaluation report for each student in non-standard (depending on a product) exams, electronic record (disc, flash memory),
- e) evaluation forms of the exam/committee/internship result/assessment.

### **Distance Education**

**ARTICLE 9** – (1) The Open and Distance Learning Center shall be liable for ensuring the security of the exam questions, which are printed or electronic, and archiving them for the courses in the distance education programs or that are taught via distance education.

### **School of Foreign Languages**

**ARTICLE 10** – (1) The documents regarding the exams held by the School of Foreign Languages shall be kept in the exam office throughout the track. The exam office is a place that is entered via a card system, has a camera and a safe to keep the exams.

(2) Once the track is over, all related documents (exam papers, answer key, registered speaking exams of the students and the signature list of the students who took the exam) shall be moved to the archive.

(3) The students of the preparatory class shall submit the assignments to be graded for which they are responsible throughout the track on the date announced beforehand to the instructor concerned. After the instructors grades the assignments and shares them with the students, they shall file the documents of the whole class and take them to the archive on the date enunciated to them at the end of the track. They shall submit one copy of the grades to the supervisor. The supervisor concerned is liable for checking the grades.

### **The duration for keeping exam papers**

**ARTICLE 11** - (1) Directorate of the Registrar’s Office shall keep the exam documents they receive until the end of the following academic year (at least one year).

## **PART THREE**

### **Enforcement and Execution**

#### **Enforcement**

**ARTICLE 12** – (1) These procedures and principles shall be effective as of the approval date by Yaşar University Senate.

#### **Execution**

**ARTICLE 13** – (1) The Rector of Yaşar University shall execute the provisions of these procedures and principles.

Date of approval by the Senate: 03.12.2018

FRONT OF THE PRINTED EXAM ENVELOPE

ATTACHMENT-1

INSTRUCTOR	Title- Full Name:		
THE CODE, NAME AND SECTION OF THE COURSE			
ACADEMIC YEAR AND SEMESTER	20..../20..... Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
TYPE OF THE EXAM	Mid-term <input type="checkbox"/> Final <input type="checkbox"/> Other <input type="checkbox"/> (.....)		
DOCUMENTS TO BE EVALUATED	Exam Paper <input type="checkbox"/> (..... exam paper of the student .....) Project Report <input type="checkbox"/> (..... project report of the student .....) Evaluation Report <input type="checkbox"/> (..... evaluation report of the student.....) CD/Flash memory <input type="checkbox"/> (..... CD/flash memory of the student .....)		
ATTENDANCE SHEET	Included <input type="checkbox"/> Missing <input type="checkbox"/>		
EXAM ATTENDANCE SHEET	Mid-term <input type="checkbox"/> Final <input type="checkbox"/> Other <input type="checkbox"/> (.....)		
ANSWER KEY	Mid-term <input type="checkbox"/> Final <input type="checkbox"/> Other <input type="checkbox"/> (.....)		
	Name	Date	Signature
SUBMITTED BY		...../...../20.....	
RECEIVED BY		...../...../20.....	

EXAM PAPER DELIVERY NOTE

..... printed envelope(s) containing the attached list of the courses opened in..... Faculty/College/Institute for the Fall/Spring/Summer semester of the academic year 20....-20.... has/have been submitted to the Directorate of the Registrar’s Office as being completely filled in together with the exam papers of these courses.

.....**Faculty/College/Institute**

**Submitted by**

Full Name:

Date:

Signature:

**Directorate of Registrar’s Office**

**Received by**

Full Name:

Date:

Signature: