

## **Rules to be Followed by Students in Central Exams (AIT-TUR-YDL-ÜSD)**

1. In the AIT, TUR, YDL and ÜSD exams organized by the Exam Center Coordinatorship (ECC), students must be present in the exam hall at least 15 minutes before the exam start time specified in the exam programs announced on the web pages of their units or departments, with their student IDs and identity cards / ID cards / passports. **Student IDs will be checked during the exams and students whose information is incorrect or who do not have their IDs with them will not be allowed to take the exam in any way.**
2. **Students are obliged to follow the announcements about the AIT, TUR, YDL and ÜSD exam programs organized by ECC on the unit/department web pages.**
3. Students are **obliged to take the exam in the exam halls determined by ECC and announced in the announcements, and they will definitely not be taken to the exam in a different exam hall.**
4. Students must have **their Student ID Card or Student Certificate** and their identity cards/IDs/passports with them to take the exam and **must keep their Student ID Card or Student Certificate on their desk during the exam.**
5. Students **may take the exam up to 15 minutes after the exam start time. Even if students complete their exams early, they may only leave the exam hall within the last 10 minutes of the exam.**
6. Students are **obliged to follow all instructions and warnings of the invigilators** regarding the exam order during the exam period. Invigilators may change the seating places of the students. **Students who leave the exam hall, for whatever reason, will not be allowed to enter the exam hall again until the end of the exam.**
7. Students **must turn off their cell phones** before entering the exam hall. **No documents or cell phones other than ID cards can be placed on the desks during the exam.**
8. Students **taking the exam will not leave the exam hall without signing the attendance sheet. The exam of the student whose signature is not on the attendance sheet will be invalidated.**
9. In the central exams that will be held with an optical form, the optical form must be filled in **with a pencil**. Students **are required to write and code all the information** they need to fill in on the form in the relevant fields **on the optical form**. Your exam will be invalidated if you do not make these codings on your answer sheet or if you make them incorrectly. **The responsibility for the coding on the optical form belongs entirely to the student.** International students are only required to write their first name and first surname. All responsibility for the damage to the optical forms belongs to the student.
10. Answers must be marked on the optical answer sheet within the exam period; **answers marked on the questions are not valid. No extra time will be given for coding the answers on the optical form.**
11. When students code their student numbers on the optical answer sheet, **they should code only their student numbers starting from the left**. When coding student numbers, never add a 0 at the beginning or end.
12. Students **are required to have the necessary exam materials** such as pencils, erasers, calculators (if permitted), etc. **with them.**
13. Students **cannot leave the exam hall without submitting their exam papers and signing the attendance report, otherwise their exams will be invalidated.** Students are not allowed to take the optical form/answer sheet out of the hall.
14. **It is forbidden for students** who have finished the exam **to wait in the corridor, to enter other exam halls and to talk and sign with the students who are still taking the exam.**
15. It is forbidden for students to look at each other's papers, talk to others around them, or show their papers during the exam. **A student who cheats, attempts to cheat or helps to cheat** during the exam **or who is found to have cheated after the examination of the relevant exam is canceled, the exam grade is entered as 0 in the OBS and the relevant disciplinary provisions are applied.**
16. **Students who perform any of the actions of taking the exam instead of another student or having someone else take the exam instead of themselves** are subject to the Student Disciplinary Regulations of Higher Education Institutions.
17. The identity information **of those who violate the rules and do not comply with the warnings** to be made will be written in the report and their exams will be invalidated.

18. Students may object to the questions and results of the Central Exams with a request for review and re-evaluation. Objections that are not in accordance with the procedure or made outside the specified periods and the objections of the students who did not take the exam, were not admitted to the exam or whose exam was deemed invalid are not taken into consideration. **Students are required to make their objections to the exam results in the manner and within the periods specified in Article 25 of Karabük University Associate Degree, Undergraduate Education and Examination Regulations.**
19. It is forbidden to take photographs or videos of all or part of the exam questions with any video recording device or to copy, reproduce, publish or use them in any way, etc. Students who are found to have violated this prohibition will be subject to disciplinary investigations as well as legal proceedings.