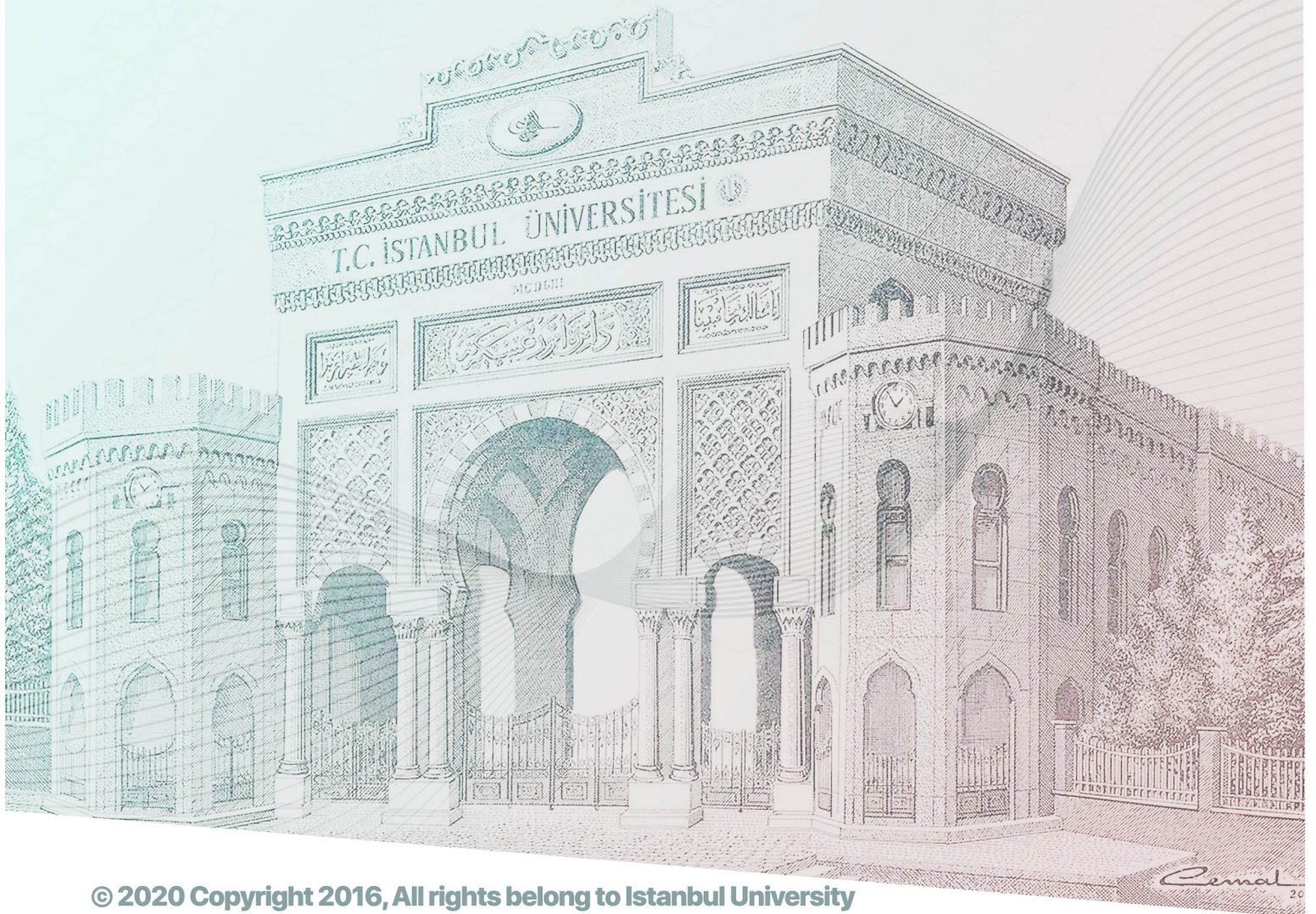




# ISTANBUL UNIVERSITY LEARNING MANAGEMENT SYSTEM

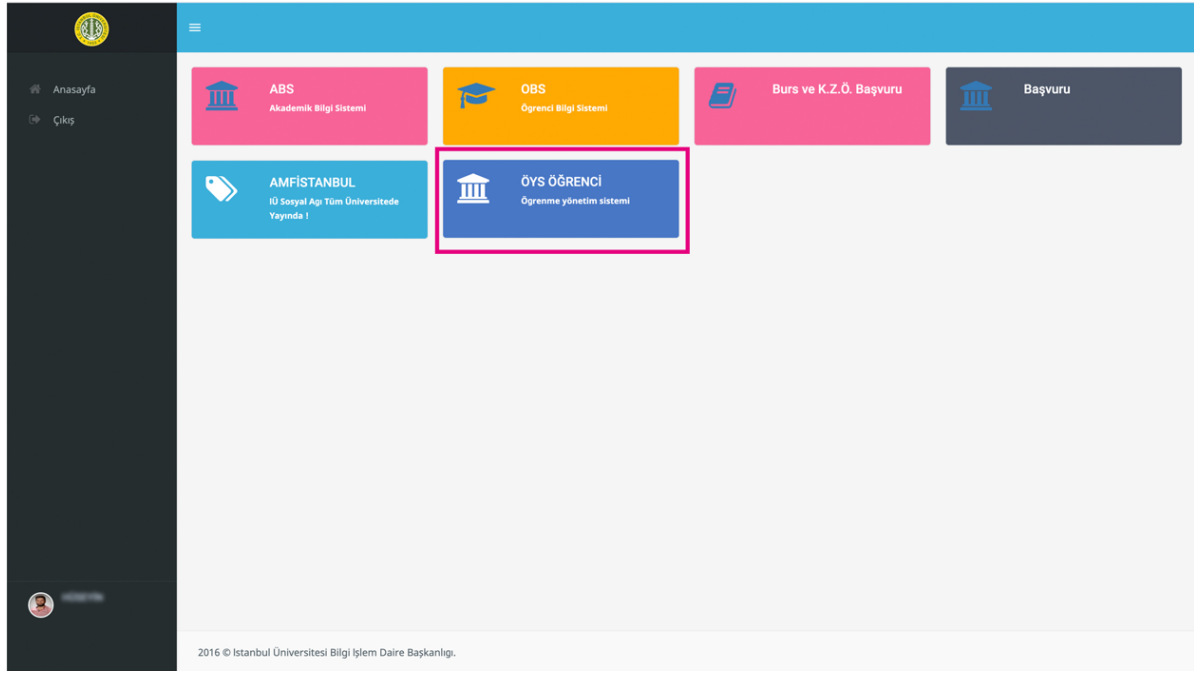


## Rules and Principles Regarding Formal Education Online Exams and User's Guide for Students

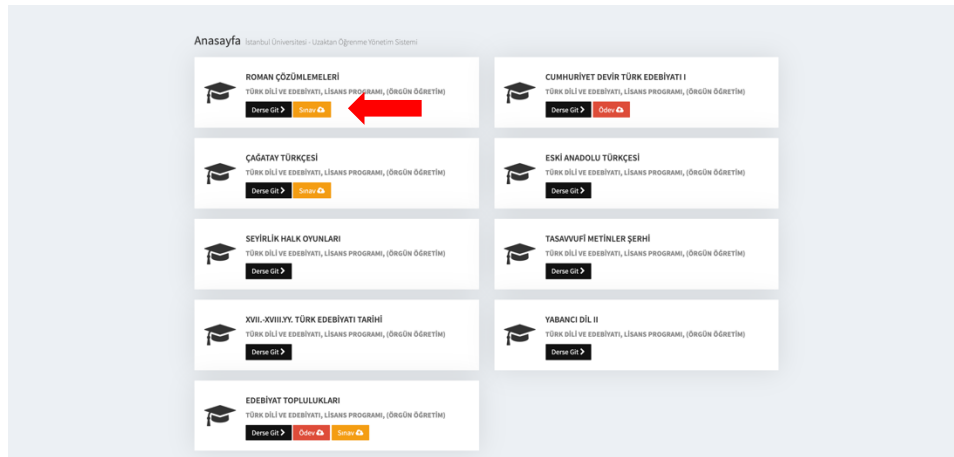


## **Rules and Principles Regarding Formal Education Online Exams**

1. 2019-2020 formal education spring semester end-of year exams will be conducted as the **End-of-Semester/End-of-Year Final, End-of-Semester/End-of-Year Final-Make-up and End-of-Semester/End-of-Year Make-up Exams**.
2. Academic units will announce their detailed exam schedules to students on **June 1, 2020**, indicating the days and times of the exams.
3. Exams will be conducted via the Istanbul University Learning Management System (İÜÖYS).
4. Exams at **associate, undergraduate and graduate levels** may be conducted **in the form an assignment, a project or an open-ended question**, the type of which will be determined by the instructor of the course.
5. At the end of the exams, students will be granted additional **15 minutes** to upload their exam papers to the system.
6. **All open-ended questions in the End-of-Semester/End-of-Year Final, End-of-Semester/End-of-Year Final-Make-up and End-of-Semester/End-of-Year Make-up Exams will be different from each other.**
7. Exams at the School of Foreign Languages may also be conducted in multiple-choice test format. If the exams are conducted in the multiple-choice test format, the End-of-Semester/End-of-Year Final, End-of-Semester/End-of-Year Final-Make-up and End-of-Semester/End-of-Year Make-up Exam questions will be different from each other.
8. Students who fail to take the End-of-Semester/End-of-Year Final Exam due to any technical problem (Internet, power outage etc.) may take the End-of-Semester/End-of-Year Final-Make-up Exam **provided that they report their technical problem to İÜÖYS within 48 hours at the latest after the end of the related exam.**
9. In exams with assignments, projects or open-ended questions, the system will make a **similarity check** in the content uploaded by the student. **Disciplinary measures** will be used against the student who is detected to **cheat or upload similar content**.
10. The letter grades of the End-of-Semester/End-of-Year Final and End-of-Semester/End-of-Year Final-Make-up Exams will be announced **on 20 July** after the End-of-Semester/End-of-Year Final-Make-up Exam is completed.
11. Students who upload their answer sheet to the system in the End-of-Semester/End-of-Year Final Exam will not be able to take the End-of-Semester/End-of-Year Final-Make-up Exam.
12. **Students who are responsible for an assignment or a project in the End-of-Semester/End-of-Year Final Exam** are required, in case they fail, to make their revisions and changes in accordance with the feedback of the instructors of the course and upload their assignments or projects to İÜÖYS until 14 August 2020, which is the due date of the End-of-Semester/End-of-Year Make-up Exam.

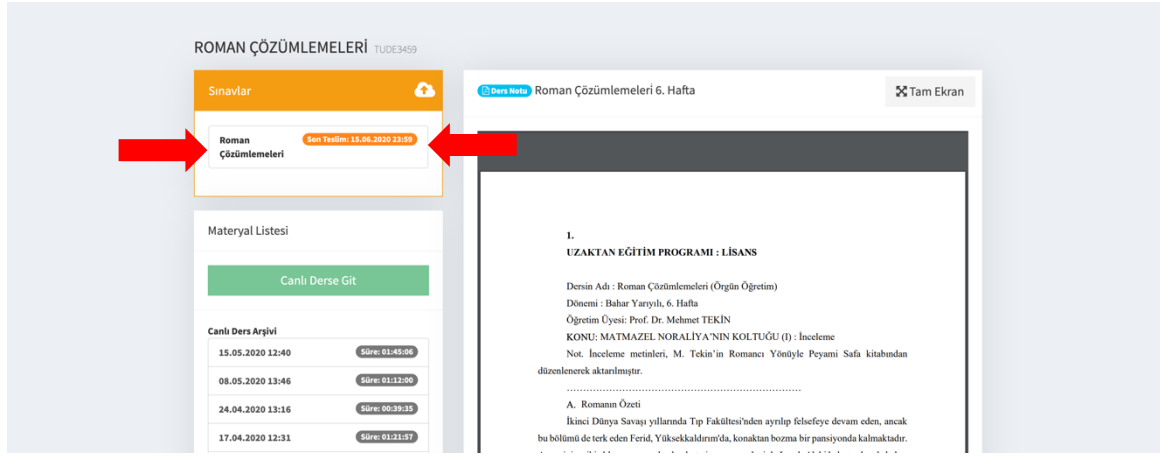


**Access to the System:** Access to LMS by using the LMS STUDENT button via AKSİS.

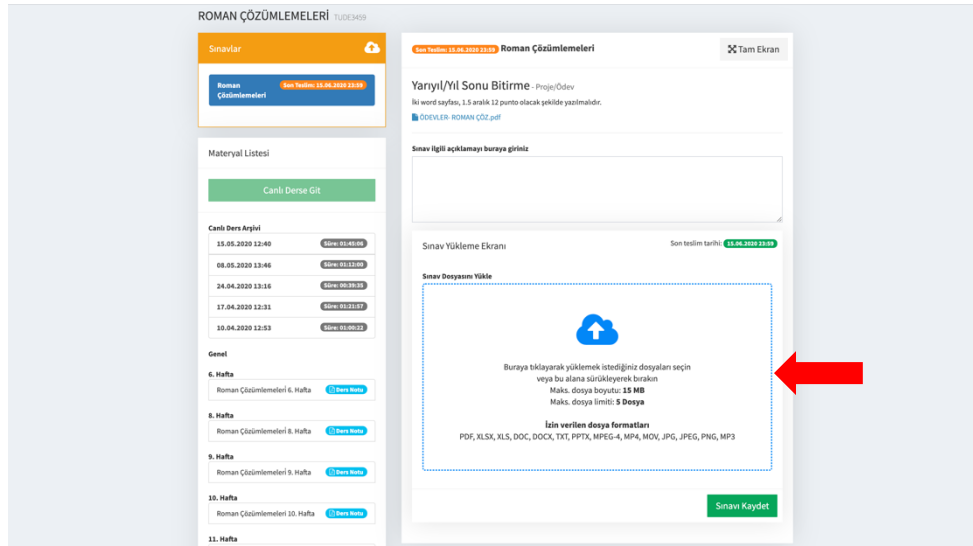


If there is an exam in your course, you will see an “**Exam**” button within course box. You can switch to the course screen by clicking “**Exam**” button within course box.

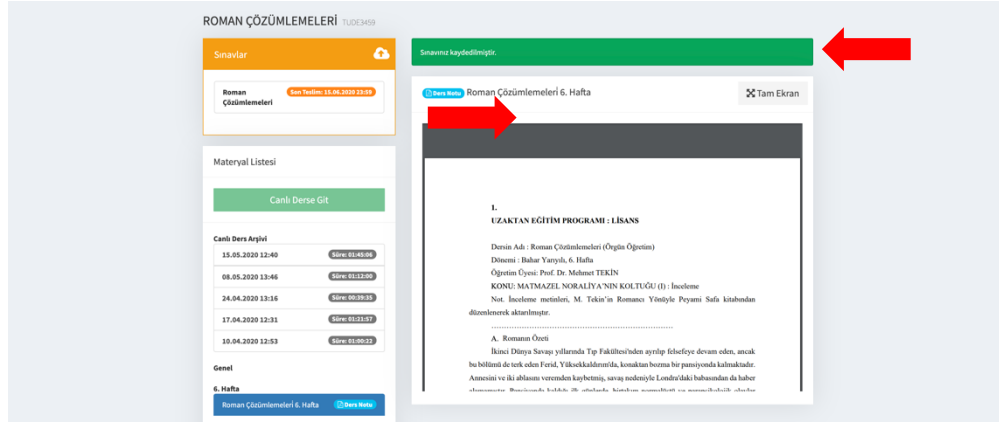




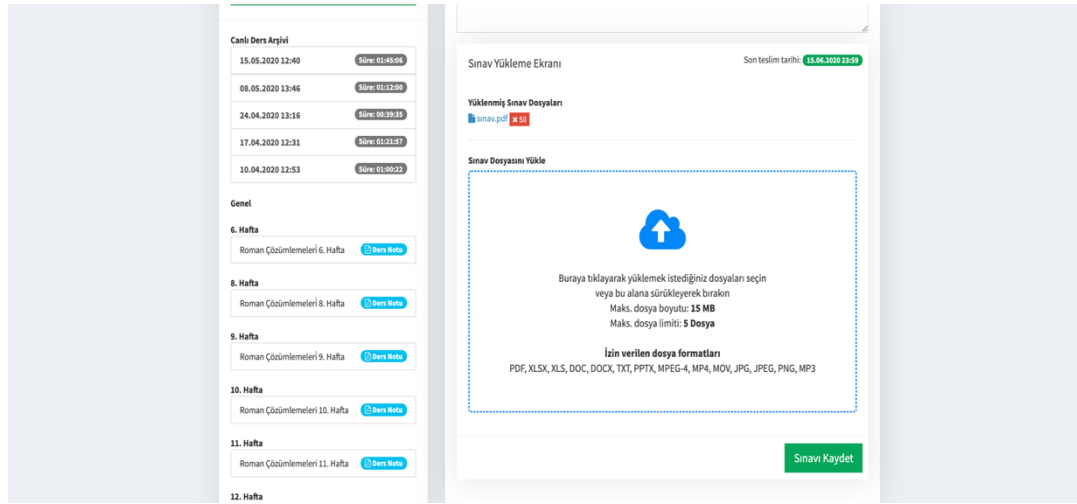
**Exam Screen:** Click the button with the name of the exam under the exams area to access “exam file upload screen”.



**Exam File Upload Screen:** This screen contains information and warnings about the exam. Your notes about the exam can be written in the explanation field. 5 files, each up to 15 MB in size, can be uploaded from the file upload area. Click to Save Exam button to send your uploaded files and if exist written notes.



**Exam Status:** After saving the exam, a green alert area will pop up that says your exam is successfully saved.



**Update Saved Exam:** If you want to update your previously saved exam, follow the same instruction to access “Exam File Upload Screen”. You can delete uploaded file by clicking Delete button and reupload your course exam files. Click “Save Exam” button to send your updated files and if exist written notes.