



ONLINE EXAM SYSTEM
USER'S GUIDE FOR
FORMAL EDUCATION
2020-2021



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Rules and Principles Regarding the Online Exams of Formal Education

1. Rules and Principles Regarding the Online Exams of Formal Education

- Online exams will be entered at <https://iusingnav.istanbul.edu.tr> with AKSİS username and password in the date intervals announced by the faculties.
- After logging into the online exam system, the main page with the list of the courses to be taken for the exam is accessed.
- Before taking the exam, the exam rules of the course must be read and approved. Therefore, it is very important to log into the system 5-10 minutes before the exam.
- 3 (three) different types of exams can be administered by the instructor of the course in the online exam system. These; Multiple Choice (Test), Open Ended (Classic) and Homework / Project exams.
- During the exam, the remaining exam time for the relevant lesson is displayed on the screen.
- After selecting the relevant course from the course list and starting the exam, the exam will be terminated if you close the browser, refresh the page, press the back button on the page, and etc. For this reason, only the procedures related to the exam should be performed on the page
- If the system is disconnected for any reason (internet outage, power failure, computer lock, etc.) during the exam, it is possible to reconnect to the system during the exam and continue the exam. However, the time elapsed after disconnecting from the system will not be added to the exam duration.
- It may be necessary to use tables / tables to solve the questions in the exams of some courses. The tables required for the exams of these courses will be accessible.
- On the screen that appears after the exam is started, a single question and answer options for that question will be displayed. If the question is wanted to be answered, one of the answer options should be selected, if you want to leave it blank, the "Leave Question Blank" option should be selected. After moving to the next question, it is not possible to return to the previous question / questions for control or correction.
- In multiple choice (Test) exams, wrong answers do not take away the truth.
- If any questions are canceled in the Multiple Choice (Test) exams, the evaluation of the exam will be made on the remaining questions.
- In open-ended (classic) and homework / project exams, where the answers are created and uploaded outside the system, an additional 15 (fifteen) minutes will be given to upload the files to the system after the end of the exam period.
- For open-ended (classical) and homework / project exams where answer sheets are created and loaded outside the system, the file size for each question is 20 mb and Maximum 5 files can be uploaded.
- It is strictly forbidden to share or distribute exam questions in any medium. Questions are protected with techniques such as QR codes and watermarks.
- In the event that questions, all rights of which belong to Istanbul University and that are under protection, are shared in electronic and similar media, the exams of the relevant students will be canceled and an investigation will be initiated.



Online Exam System User's Guide for Formal Education

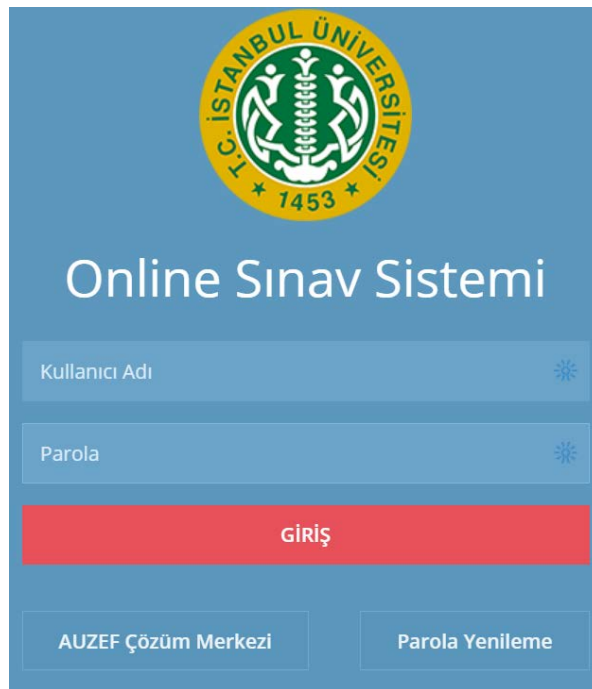
2. Online Exam System User's Guide for Formal Education

2.1. Access to the System

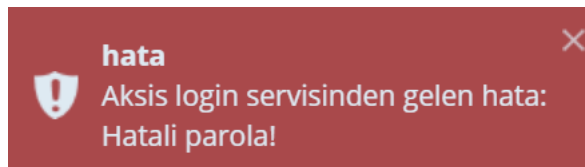
You can access the online exam system at "https://iusinav.istanbul.edu.tr". In your online exams, it is important that you prefer to log in from your computers instead of using your mobile phones in order to conduct your exams more easily.

2.2. Login the system

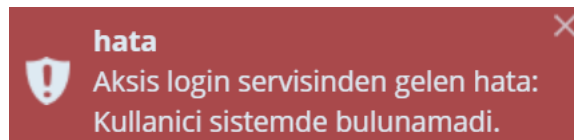
You can enter the online exam system by typing your AKSİS username and password and clicking the "Login" button.



- If you enter your username incorrectly, the following error message will appear in the upper right corner of the login page.



- If you enter your password incorrectly, the following error message is displayed in the upper right corner of the login page.



2.3. Password Reset

In case you forget your password, you can get a new password from the screen below by clicking the “Reset Password” button on the Login page.

Parola Yenileme

When renewing the password, you can enter the following information and press the “Send Password” button.

- Your e-mail or identity number registered in AKSİS system
- Security code

When you click the “Send Password” button, the instruction regarding password reset is sent to your e-mail address registered in AKSİS. You can reset your password by following the relevant instructions.

2.4. Home page

When you log in to the system with your username and password, you will see a list of the courses you will take the exam in “2020-2021 Fall Semester”.

The status of the exams can be viewed on the tabs below:

Sınav Listesi ² : In this tab, your active exams, unfinished exams and future exams are displayed.

Tamamlananlar ¹ : In this tab, your exams that you have completed and / or have been terminated by the system due to the exam deadline are displayed. You do not have the right to retake your exams on this tab.

Uygun olmayanlar ¹ : Your overdue exams are displayed here. You do not have the right to retake your exams on this tab

İptal olanlar ⁰ : Your exams canceled due to cheating or similar reasons are listed under this tab.

Sınav Sonuçları : Your courses, whose evaluation results are announced, are listed under this tab.

Okudum Anladım Kabul Ediyorum You can access the text of the exam rules by clicking the button

Sınav Kuralları Ekranı You can also access the “Exam Rules Text” by clicking the link

Sınav Kuralları Kabul Edilmesi Gerekli: Okumak İçin Tıklayınız. listed on the main page and opposite your courses. Before starting the exam, you must read and approve the Exam Rules Text for the course you will take the exam. Confirmation is done by clicking the button under the text. It is important that you log into the system at least five minutes before the start of your exam and complete your approval so that you can start your exam on time. Exam Rules Text may not be added to some of your courses. In this case, you can skip the Exam Rules approval step.

Sınav Kuralları

Sınav sırasında aşağıdaki durumlar sınavdan çıkış yaparsınız. Sistemde olmadığınız sürede gösterilen soruları cevaplayamazsınız, o anda gösterilen sorudan devam edebilirsiniz.

- Başka bir tarayıcı herhangi bir cihaz (bilgisayar, cep telefonu, tablet vb.) üzerinden aynı anda çevrimiçi (online) sınav sistemine giriş yapılması
- Tarayıcınızı kapatılması
- Sayfanın yenilenmesi
- İnternet ve elektrik kesilmesi

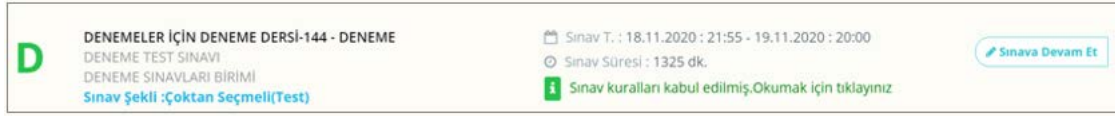
Kapat **Okudum Anladım Kabul Ediyorum**

Kapat After the Exam Rules Text is approved, you can return to your course list on the home page using the button




After confirming the Exam Rules, the link (**Sınav kuralları kabul edilmiş. Okumak için tıklayınız**) will turn green. If you want to read the rules again, you can access the relevant text by clicking this link.

2.5. Exam List

In the “Exam List” tab, the name of the program to which the exam belongs, exam name, exam date and exam durations are displayed. The image of the exam list for a sample course to be taken for the exam is given below.



There is one of the following buttons on the right of the exams of your courses in the exam list:

-   Take the Exam: There is a button next to the exams you have not started before.
- Continue with the Exam: There is a button next to the exams that you started before but did not complete for any reason.
-  Advanced Date Exam: There is a button next to your exams for which the start date has not come.

2.6. Exam Types

- In Istanbul University formal education programs, visa, midterm-make-up, final and make-up exams can be done in four different types in the online exam system.
- Multiple Choice (Test) Exams: In this type of exam, a certain number of multiple-choice questions will be asked to students and a fixed period of time will be given to complete the test within this period.
- Open-Ended (Classic) Exams (In exams for which the answers will be created in the editor): In this type of exam, classical question / questions will be asked to students and students will be asked to create their answers through the editor in the system within a fixed period of time.
- Open-Ended (Classic) Exams (In exams where the answers will be created outside the system): In this type of exam, the student will be asked the classic question / questions and the students will be asked to create their answers outside the system (taking the picture of the answer sheet, uploading the Word document, etc.) within a fixed time. Students are required to upload their answer files to the system within 15 (fifteen) minutes after the deadline determined for the exam.
- Homework / Project: In this type of exam, the students will be given a homework or project topic on the system and at the end of the period determined by the instructor, the students will be asked to upload their homework / project files to the system.

2.7. Starting the Exam

[Sınavı Gir](#)

Click the button for your new exams; You can restart your unfinished exams by using the button

[Sınavı Devam Et](#)

- [Sınavı Gir](#) When you click the button to start the exam, a window with the name of the exam you will enter, year-semester information, date, duration, number of questions, type and informative texts opens.

Sınavı başlatmak istediğinize emin misiniz ?

Sınav Adı : DENEMELER İÇİN DENEME DERSİ-144

Yıl - Dönem : 2020 - 2021 Güz Dönemi

Sınav Tarihi : 18.11.2020 : 21:55 - 20:00

Sınav Süresi: 1325 dk. **Soru Sayısı:** 5 adet **Tür:** DENEME

Sınavı başlattıktan sonra size verilen sınav süresi içinde sınavınızı tamamlamalısınız.

Bu sınav sizin sistemde gerçek sınavlar için deneyim kazanmanız adına hazırlanmıştır. Bu sınav kesinlikle değerlendirmeye tabii tutulmayacaktır (Notlandırılmayacaktır).

[Sınav Listesine Dön](#) [Sınavı Başlat](#)

[Sınav Listesine Dön](#)

After examining the information in the window that opens, you can do the following:

[Sınavı Başlat](#)

You can return to your exam list by clicking the button and giving up taking the exam for the course you are about to enter.

You can start your quiz by clicking the button

[Sınavı Devam Et](#)

If you have an exam that you entered before but could not complete for any reason and you have enough time to complete.

You can continue your exam where you left off by clicking the button

[Sınavı Devam Et](#)

Clicking the button will open the following window:

İşlemin onaya ihtiyacı var.!

Yarım kalan sınavınıza devam etmek istediğinizden emin misiniz?
Belirtilen sınav süresinde tamamlanmayan sınavlar sistem tarafından otomatik sonlandırılacaktır.

[Vazgeç](#) [Onayla](#)

Onayla

Vazgeç

When you click the button you can abandon the exam and return to the page with your exam list.

You can click the button and start your exam.

2.8. Multiple Choice (Test) Exams



The exam screen contains the following information:

DENEMELER İÇİN DENEME DERSİ-144: The name and program of the exam you have started is displayed.

23:45: The exam duration determined by the system is shown in minutes and seconds. This time will decrease during the time spent in the system. Your exam will be terminated automatically when your time is over.

Question Chart: It is the chart showing the total number of questions. The question marked in the question chart is shown in green, the question left blank is yellow, the question you are solving is shown in blue, and the questions that are not displayed are shown in gray.



QR Code and Watermark: In order to increase exam security and to prevent questions from being shared on social media and similar media, students have QR codes and watermarks on their exam screens. Using the QR code and watermark information on the exam screens, those who share the questions without authorization during the exam or afterwards will be determined, all of the exams of the students who conduct this act will be canceled and the provisions of the "Higher Education Institutions Student Disciplinary Regulation" will be applied.

DNM_111222333



ilecektir.

- Question Number: It is the field that shows how many questions you are in.

Soru 1

- Question Content: It is the area where the problem is shown.

Answer Options: It is the field where answer options for the question and Leave the Question Blank option take place. You can answer the question by selecting one of the A, B, C, D, E answer options, or leave the question blank by selecting the Leave Question Blank option.

- A) Şehzadebaşı Camisi
- B) Sultanahmet Camisi
- C) Mihrimah Sultan Camisi
- D) Süleymaniye Camisi
- E) Selimiye Camisi
- Soruyu Boş Bırak

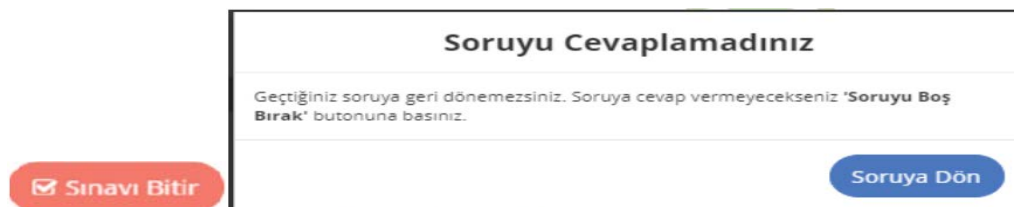
- You can do the following actions on the exam screen:

When you click this button **Cevapla ve Sonraki Soru →**: o If you have selected one of the answer options, you will view the next question.

Soruya Dön If you do not select one of the answer options (A, B, C, D, E) or the option “Leave Question Empty”, a warning will appear as “You Did Not Answer the Question”.

You can return to the relevant question when you click the button under the text.

o In order to move on to the next question, you must either select one of the answer choices or select the “leave the question blank” option. Do not forget that you cannot go back to the question you passed.



- When you click this button you will see a warning saying “You are completing the exam”.

In this window, the total, answered and the number of questions left blank is displayed.

- Total Number of Questions: It is the area where the total number of questions belonging to the exam is displayed.
- Number of Questions Answered: It is the area where the total of the questions you passed by answering one of the choices A, B, C, D or E is shown.
- Number of Questions Left Blank: This is the field where the total of the question numbers you left blank

and you do not see is displayed.

Sınavınızı Bitiriyorsunuz

Toplam Soru Sayısı	5
Cevaplanan	4
Boş	1
Görüntülenmeyen	0

Vazgeç Vazgeç Sınavı Bitirmek İstiyorum

Sınavı Bitirmek İstiyorum Clicking the button returns you to the last question displayed during the exam.

Sınavı Bitirmek İstiyorum When you click the button the last question is considered answered and your exam is terminated. After clicking the button . the exam you have completed cannot be continued or re-entered. Therefore, you must finish your exam after all questions have been answered.

When you finish your exam for your lesson, the “Your Exam Completed” window appears on the screen.

Sınavınız Tamamlandı

Sınav Listesine Dön

You can then click the button **Sınav Listesine Dön** in this window and return to your exam list. You can see your completed exams on the tab **Tamamlananlar** on the main page.

- Remaining Time Expires: If the time expires during the exam, the exam is automatically terminated by the system and an information window appears on the screen with the form of “Exam Terminated by the System”.

Sınav Sistem Tarafından Sonlandırıldı

Sınav Listesine Dön

Sınav Listesine Dön

You can return to the exam list by clicking the button in this window. You can also see the exams terminated by the system from the tab **Tamamlananlar** on the main page.

2.9. Open-Ended (Classic) Exams (Exams for which answers will be created in the editor)

It is a classic type of exam where you will create the answers to the questions directed to you by the instructors through the editor in the online exam system. This type of exam has fixed time. All students who take the exam will take the exam at the same time, use the same time and complete their exam at the same time.

The exam entry steps are the same as in the 2.8 Multiple Choice (Test) Exams section of this document. When you reach the main page of the online exam system by following these steps, if you have an exam with the following explanations in your list, this exam is an open-ended (classic) exam and the answers will be created on the editor.

D DENEME ÖDEV-161 - DENEME
DENEME SINAVLARI BİRİMİ
Açık Uçlu (Klasik) Sınav
(Cevaplar Editör Üzerinde Oluşturulacak)

Sınav T.: 18.11.2020 : 16:00 18.11.2020 : 17:00
Sınav Süresi : 60 dk.
Sınav Kuralları Kabul Edilmesi Gerekliyor. Okumak İçin Tıklayınız.

[Sınavı Gir](#)

If you are taking the exam for the first time, by selecting the button [Sınavı Gir](#); If you have taken this exam before, you can start your exam by clicking the button [Sınavı Devam Et](#) in the place of the button [Sınavı Gir](#).

When you start the exam, you will see the following screen:

İÜ LİSANS OSS Oturumu Kapat

*Aşağıdaki kutulara tıklayarak sorular arasında geçiş yapabilirsiniz.

1 2 3 4 5

Soru 4




Ülkemizde yaşanan **çevre kirliliği** sorunlarının araştırın ve çözümlerine yönelik önerilerde bulununuz.

Günümüzde çevre kirliliği yaşadığımız dünyanın

Powered by Froala

[Sınavı Bitir](#) [Cevabımı Kaydet](#)

You can switch between questions by clicking the green-purple-green-blue-purple strips at the top of the screen. The number of boxes on the strip is equal to the number of questions posed to you in the exam. The meaning of the colors in the ribbon is as follows:



- Green  : Answer generated question
- Purple  : Question with No Answer
- Blue  : Question whose answer is being written

Looking at the strip above, it is understood that the answer to the first question has been written, the second question has not yet been answered, the third question has been answered, the fourth question has been answered, and the answer to the fifth question has not yet been established.

Attention! **Do not forget that you can go back to the questions you have answered before and update your answers in Open Ended (Classic) exams.**

Attention! **Another thing you should not forget is to press the button after creating your answers.**

When you have completed your exam, you can return to your exam list by pressing the button

 After pressing the button , you cannot return to this exam in any way. Your quiz will then be listed under the main page [Tamamlananlar](#)


When answering your questions during the exam, if the exam period expires, your last written messages will be recorded by the system and your exam will be terminated and included in the list [Tamamlananlar](#)

2.10 Open Ended (Classic) Exams or Homework / Project (Exams for which answers will be created outside the system and uploaded to the system at the end of the exam)


If your exam list includes an exam type assignment / project or an open-ended exam whose answers will be created outside, you can perform your exam by following the steps below.

D DENEME KLASİK-147 - DENEME
 ÖDEV/PROJE DENEME SINAVI
 DENEME SINAVLARI BİRİMİ
 Sınav Şekli :Ödev / Proje
 (Cevaplar Sistem Dışında Oluşturulacak- Sisteme Yüklenecek)

Sınav T. : 18.11.2020 : 21:45 - 19.11.2020 : 23:00
 Sınav Süresi : 1515 dk.

 **Sınav Kuralları Kabul Edilmesi Gerekliyor. Okumak İçin Tıklayınız.**

[Sınavı Gir](#)

Clicking the button  will open the screen below so that you can take this exam.

İÜ LİSANS OSS Oturumu Kapat

DENEME KLASİK-147
DENEME SINAVLARI BİRİMİ

20 SAAT 52 DAKİKA 40 SANİYE

sınavınız ile ilgili çözümlerde kullanacağımız tabloyu indirmek için butona tıklayınız. ders materyali 1

*Aşağıdaki kutulara tıklayarak sorular arasında geçiş yapabilirsiniz.

1 2

 **Soru 1**

Konu: Ulusal Bir Gazetede Arkeoloji Çalışmaları İle İlgili Haberlerin Değerlendirilmesi (2000-2021 Arasında)

1. Türkiye'de tarihe yardımcı bir bilim olarak arkeoloji konusunda çalışmalar ne durumdadır?
2. Türkiye'de tarihe yardımcı bir bilim olarak arkeoloji çalışmalarına yazılı basının yaklaşımı nedir (haber taraması)?
3. Bu haberlerden yola çıkarak Türkiye'de arkeoloji bilimi, arkeoloji kazıları, arkeolojinin tarih bilimine katkısı, tarihi yerlerin ve tarihi eserlerin durumu başlıkları altında toplumun bu haberlere bakışına göre nasıl bir değerlendirme yapılabilir?

[Dosya Seç](#)

[Sınavı Bitir](#)

On this screen;

- Your exam questions are included.
- There is a [Dosya Seç](#) button to select the files you will create by typing your answers to the questions outside the system (Compressed file cannot be uploaded).
- **Editor is not included.**

When you click the button [Dosya Seç](#) , you need to go to the folder where your answer file is located on your computer and select the relevant file.

	Ad	Değiştirme tarihi	Tür	Boyut
★ Hızlı erişim				
İndirilenler	arasinav_duyuru.docx	18.11.2020 13:30	Microsoft Word Belg...	16 KB
Resimler	Birinci_icEkran.pdf	18.11.2020 15:30	Microsoft Edge PDF ...	296 KB
07_Kuyruklar	cevrimici_sinav_kilavuzu v1.docx	18.11.2020 20:54	Microsoft Word Belg...	7.152 KB
2020-2021_GÜZ_AU	cevrimici_sinav_kilavuzu.pdf	18.11.2020 17:09	Microsoft Edge PDF ...	5.123 KB
Kodlar	Çevrimiçi_Sinav_Kuralları.docx	18.11.2020 21:44	Microsoft Word Belg...	18 KB
veriYapıları	Çevrimiçi_Sinav_Kuralları.pdf	18.11.2020 21:44	Microsoft Edge PDF ...	296 KB
OneDrive	depo.docx	19.11.2020 01:32	Microsoft Word Belg...	1.282 KB
Bu bilgisayar	DepoKlasikEditör.docx	19.11.2020 02:09	Microsoft Word Belg...	138 KB
3D Nesneler	ikinci_icEkran.jpg	18.11.2020 15:38	JPG Dosyası	132 KB
	örgün_Öğrenci_Kilavuzu.docx	19.11.2020 01:33	Microsoft Word Belg...	537 KB
	videoİçerikdeğişikliği.docx	18.11.2020 15:05	Microsoft Word Belg...	455 KB

You can have your file uploaded to the system by selecting the button [Yükle](#) from the screen that will come up.

İÜ LİSANS OSS Oturumu Kapat

DENEME KLASİK-147
DENEME SINAVLARI BİRİMİ

20 SAAT 46 DAKIKA 37 SANİYE

Sınavınız ile ilgili çözümlerde kullanacağınız tabloyu indirmek için butona tıklayınız. [ders materyali 1](#)

*Aşağıdaki kutulara tıklayarak sorular arasında geçiş yapabilirsiniz.

1 2

 Soru 1

Konu: Ulusal Bir Gazetede Arkeoloji Çalışmaları İle İlgili Haberlerin Değerlendirilmesi (2000-2021 Arasında)

1. Türkiye'de tarihe yardımcı bir bilim olarak arkeoloji konusunda çalışmalar ne durumdadır?
2. Türkiye'de tarihe yardımcı bir bilim olarak arkeoloji çalışmalarına yazılı basının yaklaşımı nedir (haber taraması)?
3. Bu haberlerden yola çıkarak Türkiye'de arkeoloji bilimi, arkeoloji kazıları, arkeolojinin tarih bilimine katkısı, tarihi yerlerin ve tarihi eserlerin durumu başlıkları altında toplumun bu haberlere bakışına göre nasıl bir değerlendirme yapılabilir?

cevrimici_sinav_kilavuzu.pdf [Değiştir](#) [Yükle](#)

[Sınavı Bitir](#)

[Sınavı Bitir](#)

When the installation is complete, a sign will appear under the install button. Using this button, you can delete the uploaded file and upload another file to the system.

After uploading, you can complete your exam using the button

Note: Students will be given 15 minutes additional time to upload their exam papers to the system in exams to be held by creating a file outside the system.

2.11. Logout

You can exit the system completely by clicking the button [Oturumu Kapat](#) in the upper right corner of the main page.

İÜ LİSANS OSS Oturumu Kapat

Ana Sayfa

[Sınav Listesi](#) [Tamamlananlar](#) [Uygun olmayanlar](#) [İptal olanlar](#) [Sınav Sonuçları](#)

D DENEMELER İÇİN DENEME DERSİ-144 - DENEME
DENEME TEST SINAVI
DENEME SINAVLARI BİRİMİ
Sınav Şekli :Çoktan Seçmeli(Test)
Sınav T. : 18.11.2020 : 21:55 - 18.11.2020 : 22:25
Sınav Süresi : 30
Sınav kuralları kabul edilmiş.Okumak için tıklayınız [Sınav Devam Et](#)

D DENEME KLASİK-147 - DENEME
ÖDEV/PROJE DENEME SINAVI
DENEME SINAVLARI BİRİMİ
Sınav Şekli :Ödev / Proje
(Cevaplar Sistem Dışında Oluşturulacak- Sisteme Yüklenecek)
Sınav T. : 18.11.2020 : 21:45 - 19.11.2020 : 23:00
Sınav Süresi : 1515 dk.
Sınav Kuralları Kabul Edilmesi Gerekliyor. Okumak İçin Tıklayınız. [Sınav Gir](#)

D DENEME ÖDEV-161 - DENEME
DENEME SINAVLARI BİRİMİ
Açık Uçlu Sınav (Cevaplar Editörde Oluşturulacak)
Sınav T. : 18.11.2020 : 16:00 18.11.2020 : 17:00
Sınav Süresi : 60 dk.
Sınav Kuralları Kabul Edilmesi Gerekliyor. Okumak İçin Tıklayınız. [Sınav Gir](#)

[Sınav Kuralları Ekranı](#)



- If you click the button [Oturumu Kapat](#) during an active exam before completing your exam, a window will appear on the screen indicating that you are in an active exam.



- You can return to the exam you are continuing by clicking the button **Vazgeç** while in this window.
- You can exit the exam by clicking the button **Onayla** in this window.


2.12. Right to Re-enter the Exam

If you lose your internet connection during the exam, press the “Log Out” button, refresh the page or log out of the system for any reason, you can return to your exams. However, the time you lose while logging out of the system and re-entering **will not be added to your exam time.**

If you finish your exam by pressing the button **Sınavı Bitirmek İstiyorum** , you cannot take that exam again.


Therefore, please check your computer and internet connection before taking the exam.

2.13. Accessibility Menu

Accessibility icon  is located in the lower right corner of the main page.



- Pressing the icon opens the following menu:

 Klavye Gezintisi	 Sayfayı oku
 Kontrast +	 Bağlant. Vurgula
 Büyük Metin	 Metin Boşluğu
 Animasyonları Durdur	 Okunaklı Fontlar
 Büyük İmleç	 Okunaklı Fontlar

In the menu that opens, the features you can use if you need them are as follows:

It allows the page to be read voiced. The speed can be arranged by repetitive click.

It allows the colours of the pages to be changed.

It allows the buttons in the page to be stressed.

It allows the dimensions of the page to be changed.

It allows the the space between the texts to be adjusted.

It allows the marker to be enlarged or reading guide line to be added.



:Sayfanın sesli okunmasını sağlar. Tekrarlı basılarak okuma hızı ayarlanabilir.



:Sayfanın renklerinin değiştirilmesini sağlar.



:Sayfadaki düğmelerin vurgulanmasını sağlar.



:Sayfada yer alan metinlerin boyutlarının değiştirilmesini sağlar.



:Sayfada yer alan metinler arası boşlukların ayarlanmasını sağlar.



:İmlecin büyütülmesini veya okuma klavuzu çizgisinin eklenmesini sağlar.