

**ANTALYA BİLİM UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
EXAM GUIDELINES FOR STUDENTS**

All students in Antalya BİLİM University's (ABU) School of Foreign Languages (SOFL) are tasked with reading the following exam rules and complying with those rules.

1. Students must come to the exam location 15 minutes before the exam begins. Exams will begin at the announced time and students who are late will not be given extra time. **In order to avoid confusion, the official time will be set as the time stated in TRT's (Turkish Radio and Television) web site at <http://www.trt.net.tr/>.**
2. Students must bring a photo ID with them and show the ID to the proctor before the exam.
3. Students must bring a pencil and eraser with them. The proctor will not provide stationary supplies.
4. Stationary supplies cannot be borrowed from other students during the exam.
5. Except for pencils, erasers, and pencil sharpeners, materials such as books, class notes, dictionaries, or anything else related to the course cannot be kept on tabletops. Jackets and so forth must be left in the area indicated by the proctor.
6. Before the start of the exam, cell phones must be turned off and left with the proctor, as well as watches and all other electronic devices (palm tops, electronic translation devices, chronometers, cameras, and all devices that can store and share data from a database).
7. Students must take the seats in the testing location assigned to them by the proctor.
8. The proctor on duty at the testing location is responsible for administering the exam in an atmosphere free of disruptions, and is fully authorized to act to enforce this. The proctor has the right to assign a different seat to the student if the proctor believes that it is necessary to do so.
9. The test-takers must be silent while the exam is handed out, during the exam, and when the exam is collected.
10. Every student must sign the attendance sheet for the test location with a pen.
11. Students must remain in their seats after the exam is over until they receive permission to leave from the proctor.
12. In case of emergency, the instructions of the proctor must be followed.
13. Students must put down their pencils the moment that the proctor announces that the exam is over.
14. Students will not be admitted to the building where the test is being held **30 minutes** after the exam has begun.
15. Students cannot leave during the **first 40 minutes** after the exam has begun.
16. Students may only bring a clear plastic bottle of water to the testing location. Students cannot eat or drink anything else.
17. Students cannot leave during the listening portion of the exam.
18. Bathroom breaks are not permitted during the exam.
19. Communication with anyone other than the proctor is not permitted during the exam.
20. Exam papers cannot be photographed or brought outside the test location.
21. In emergency situations such as fire, earthquake, etc., students are required to follow the instructions of the exam proctors.

22. Students who have failed due to absenteeism cannot take the exam.
23. Students who are found to be copying from others, giving their papers to others to be copied, or allowing their papers to be copied, will be subjected to disciplinary procedures by the Directorate of the School of Foreign Languages per Article 7(e) of the Policy Regarding Student Discipline in Institutions of Higher Education.
24. Students who sit an exam for someone else and students who allow someone else to sit an exam in their place will be subjected to disciplinary procedures by the Director of the School of Foreign Languages per Article 8(d) of the Policy Regarding Student Discipline in Institutions of Higher Education.
25. During the exam, students must abide by all instructions and notifications issued by the proctor. Following the exam rules is the most important factor in ensuring that an exam will be considered valid.

Those who are found to have violated the rules above and have disobeyed the warnings that were issued will have their ID information recorded in the Incident Report Form, and their exams will be voided. Any violation of these rules will be adjudicated per the relevant Articles of the Policy Regarding Student Discipline in Institutions of Higher Education, and disciplined will be applied to the student accordingly.

Thank you for following the exam rules and best wishes for your success on the exams.

ABU Directorate of the School of Foreign Languages