



**İSTANBUL OKAN UNIVERSITY
O'LEARN ONLINE
EXAMINATIONS INSTRUCTION**

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**SECTION ONE
Aim, Scope, Grounds and Definitions**

Aim

ARTICLE 1 – (1) The aim of these instruction is to set the principles and procedures of online examinations supported by İstanbul Okan University O’Learn Learning Management System.

Scope

ARTICLE 2 – (1) These instruction cover the procedures and principles of O’Learn Learning Management System-supported online examinations of İstanbul Okan University.

Ground

ARTICLE 3 – (1) These instruction is based on the provisions of Articles 44 and 46 of the Higher Education Institution and the Procedures and Principles Regarding Distance Education in Higher Education Institutions.

Definitions

ARTICLE 4– (1) The terms contained in the present instruction denote the following definitions:

- a. **University:** İstanbul Okan University,
- b. **O’Learn:** İstanbul Okan University Learning Management System,
- c. **Online:** The examination type of the courses managed via the O’Learn System,
- d. **Mobile application:** The mobile device application of O’Learn System,
- e. **Exam preparation:** Ways of online exam preparation.

**SECTION TWO
Principles of Exam Preparation**

Principles of Exam Preparation

ARTICLE 5 – (1) A number of exam preparation types are available on the online exam system. They are explained as the following:

- Multiple-choice questions: Students choose from some given options.
- Fill in the Blank: Students type a word, phrase, sentence or paragraph into a blank area.
- True/False: Students choose from the options of either “True” or “False”.

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• **Short Answer:** The length of the blank text-box gives a hint to students though the length of the student response is not limited to the length of the text-box. Maximum number of lines is six. Essay questions and short answer questions are manually graded.

• **Calculated Formula:** Students are given a question requiring a calculation and a numerical response. The figures in the question change from student to student and selected from a set range. The correct response is a certain value or a value in a given range.

• **Essay:** Students type their answers to the text-box; the instructor grades the answers manually.

• **Either/Or:** Students are given a statement and asked to choose from two options.

• **File Response:** Students upload a file from their computers or content collections as the response to the question. Students can complete some work before the exam. They can also attach files to their responses requiring a large amount of text. Instructors should grade the responses manually.

• **Matching:** Students match the items in a column with the items in another. The number of items in each column need not be the same, the items can be re-used and some items may not be used at all. The items not used function as distractors to increase the difficulty level of the question.

• **Multiple Answer:** Students can choose more than one option. This question type is suitable when there are more than one correct answers.

• **Opinion Scale/Likert:** Answers are graded automatically.

• **Ordering:** Students put the items in correct order. Students may, for instance, be given a list of historical events and asked to put them in chronological order.

The exam preparation criteria are applied upon Supervisor's approval.

(2) Each student can have a certain period of time to send answers; or, there can be exams that remain open weekly. The beginning and end date-time of exams are set by the Supervisor.

(3) To add some certain students or groups to the exceptions list, users or groups can be used for the timer and force-to-complete options, among others.

Examinations (midterms, finals)

ARTICLE 6 – (1) Midterm exams are given online via O'Learn system. A certain period of time is assigned for each exam, and it is expected that the exam be completed within this period, which may vary from exam to exam. An online assignment or piece of homework or project work may be given instead of a midterm exam upon the Supervisor's decision.

(2) For the finals, in-class exams are administered before invigilators. These exams are administered simultaneously in exam halls announced beforehand. Final exams may be multiple-choice or essay type.

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Void exams

ARTICLE 7 – (1) The exams the students sit for become void when the students are found out to have referred to such devices as mobile phones, when the students log in via a different IP address although the exam is administered on campus, when the students do not have signatures in exam attendance sheet, when the students log in via a mobile device not registered in the mobile device list.

(2) If a technical problem is found out on a log search, those students' exams are further considered for evaluation.

Objections

ARTICLE 8 – (1) Objections can be raised within the 3 work days after the exam for online or in-class exams. The objections raised after the 3-day period are not considered.

Procedure for objections

ARTICLE 9 – (1) Within 3 work days following the student's objection, log search is done and the students is informed via e-mail.

Semester archives

ARTICLE 10 – (1) O'Learn archives are kept at the end of every semester.

Mobile device compliant exam administration

ARTICLE 11 – (1) Privacy consent is needed for the students who wish to take the exam via their own mobile devices. For the students who have not given this consent previously, the consent is mandatory as of 2020 academic year.

(2) The students who are to take the exam via mobile devices are given the mobile application institutional code (5DOPZU) information.

(3) The exams of the students who take the exam via a device other than that registered in the mobile device list are made void.

(4) For in-class online exams, IP addresses are defined for the exams to prevent out-campus access.

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**SECTION THREE
Miscellaneous**

Effect

ARTICLE 12 – (1) The present instruction is in effect as of the date they are approved by the İstanbul Okan University Senate.

Executive Office

ARTICLE 13 – (1) The executive power for the present instruction is the Rector of İstanbul Okan University.

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