**RULES TO BE FOLLOWED DURING EXAM**

1. Every student must take the exam at the announced class and time. It is the student’s responsibility to follow the date, time and class change announcements.

2. Students must take their places at the exam class at least 5 minutes before the start of the exam. The instructors or the assistants have the right to change the seating arrangement.

3. Students are not allowed to leave the examination room in the first 15 minutes and last 5 minutes of the exam. Additional time will not be given to the students late for the exam.

4. After the first 15 minutes of the exam, students are not allowed to ask any questions. Questions can only be asked to the instructor.

5. Instructor should not leave the exam class for a long time.

6. Students should bring their student IDs to the exam and keep the IDs on their desks during the exam.

7. The mobile phones must be kept turned off during the exam. The instructors or the assistants have the right to collect the mobile phones during the exam.

8. The use of computer, tablet pc or any other electronic device is absolutely forbidden in exams unless otherwise stated.

9. After the equipment to be used in exam is announced, it is the student’s responsibility to bring the equipment, pen, eraser and calculator for the exam. Any kind of sharing is forbidden during the exam.

10. There should not be any writing in places where the student can see or access.

11. At the end of the exam, the students should leave the exam class by handing over their exam papers to the assistants quietly and not wait in front of the exam room.

12. If the student disobeys the exam rules or shows disorderly behavior during the exam, instructors and assistants have the right not accept the student to the exam, to expel the student from the exam and to make an official report about the inconvenience.