

ALTINBAŞ UNIVERSITY
SCHOOL OF MEDICINE
DIRECTIVE ON STUDENT ASSESSMENT, EVALUATION AND
GRADING

PART I

Purpose, Scope, Legal Basis And Definitions

Purpose:

ARTICLE 1 – (1) The purpose of this Directive is to explain the methods and measures to judge academic performance of students enrolled in the programme of Medicine taught in English language at Altınbaş University Medical School, determine students’ responsibilities prior to and during the assessments, as well as those of faculty members regarding the preparation and implementation of assessments, set out the general rules governing the assessment processes, and also the operating principles of Student Feedback and Programme Evaluation Committee.

SCOPE:

ARTICLE 2 – (1) This Directive sets forth the guidelines governing the assessment methods and measures to judge student performance at Altınbaş University School of Medicine, the integration of these assessments into the programme curriculum, as well as their proper implementation and monitoring. This Directive also identifies the assessment and evaluation criteria, and their ratio to **descriptive, formative, and summative** assessments given by subject and clinical placement committees.

LEGAL BASIS:

ARTICLE 3 – (1) This Directive has been drawn up based on the provisions of “*Altınbaş University Regulation on Associate and Undergraduate Degree Education*” published in Official Gazette No. 31557 of 03.08.2021, the provisions of the “*Regulation on Minimum Education Requirements for Medicine, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy and Architecture Programmes*” published in Official Gazette No. 26775, and those of “*Altınbaş University Directive on Medical Education and Student Assessment*”.

DEFINITIONS:

ARTICLE 4 – (1)

- a) Dean's Office: Medical School Dean's Office,
- b) Dean: Dean of Medical School,
- c) Subject Committee: A group of courses where 1st, 2nd and 3rd year medical students are introduced to a certain biological system taught through interdisciplinary approaches within a finite period of time. Prepared for 1st, 2nd and 3rd year students, Subject Committees refer to a body of teaching and assessment activities that are created on the basis of subject topics with horizontal and vertical integration, in which individual departments/subject areas contribute to the delivery of learning in a holistic manner while basic and clinical sciences are combined in such a way to break down the traditional barrier between pre-clinical and clinical studies.
- d) Subject Committee Score: 90% of scores obtained by 1st, 2nd and 3rd year medical students in examinations held for each subject committee, and 10% of homework assignment score.
- e) Term: A portion of an academic year comprising one semester as specified in the academic calendar. Different semesters of Altınbaş University medical school may differ from the general academic calendar of the University.
- f) Integrated System: An integrated teaching system where interrelated biological systems are taught through different courses within the same subject committee during 1st, 2nd, and 3rd year of study.
- g) Final Examination: A test given to students at the end of the academic year covering all subject committees.
- h) CGPA (Cumulative Grade Point Average): The average score calculated by the division of the sum of credit-weighted scores obtained by student for all courses in his/her curriculum by the sum of ECTS credits of the said courses,
- i) SGPA (Semester Grade Point Average): The average score calculated by division of the sum of weighted scores (obtained by student in each year/semester) by total ECTS credits,
- j) Committee Chair: A faculty member assigned by the Dean's Office, preferably selected from among faculty members teaching the highest number of subjects to be offered in each subject committee to 1st, 2nd, and 3rd year medical students,
- k) Practicals: Theoretical and hand-on Internal Medicine and General Surgery classes offered throughout the 4th and 5th year of study.
- l) Clinical Placement: A 12-month professional training of 6th year medical students, comprising clinical, polyclinical and laboratory practices.

PART II

Student Assessment, Evaluation and Grading Committee Roles and Responsibilities

ARTICLE 4 – (1) The structure of Student Assessment, Evaluation and Grading Committee: The Committee shall consist of at least five faculty members (one committee chair, one rapporteur, three faculty members from the department of biostatistics) and at least one student

representative. The Committee Chair and members shall be appointed by the Dean. If necessary, the Committee may invite other experts to join their meetings and create new sub-committees. All appointments aimed to create sub-committees and make them function shall be made by the Dean upon recommendation of the Committee Chair. The Committee shall comprise the following members who shall be appointed by the Dean's Office:

- a) Representative of Basic Sciences
- b) Representative of Surgical Sciences
- c) Representative of Internal Medicine
- d) Chair of Student Assessment, Evaluation and Grading Committee
- e) Rapporteur of Student Assessment, Evaluation and Grading Committee
- f) Student Representative (s) (No power to make decisions)

The members of the Committee shall serve a term of 3 (three) years (except for student representatives). The new members shall be appointed by the Dean upon recommendation of the Committee Chair. A member whose term of office is expired may be re-appointed. The members who fail to attend two meetings in a calendar year without providing a valid excuse shall be removed from the committee.

(2) The organisational structure of the Student Assessment, Evaluation and Grading Committee and General Meeting Rules and Procedures: The roles and responsibilities of the Committee are:

- a) The Committee consists of a Chair, a rapporteur, and members.
- b) The Chair is responsible for maintaining the proper functioning of the committee and preparing the agenda for committee meetings.
- c) The Chair is accountable to the dean for the performance of his/her role and that of the committee.
- d) The Chair is responsible for preparing the agenda for committee meetings, running effective and productive meetings, and ensuring that the official records of the meetings are maintained.
- e) The Rapporteur is responsible for communicating the meetings decisions to the concerned parties for release and archiving.
- f) A decision is passed at a committee meeting if a majority of members present and entitled to vote are voting in favour of the decision.
- e) In case of an equality of votes, the chairperson of the meeting shall have a casting vote in addition to his or her deliberative vote (if any).

3) The Work Plan and Duties of the Student Assessment, Evaluation and Grading Committee:

a) To determine the tools of student assessment such as skewness, discrimination index, difficulty index.

b) To determine the types of examination questions: The common types of questions used in examinations administered by Altınbaş University Medical School are multiple choice, multiple response, open-ended, matching, short answer, oral etc. Also, the Committee will ensure that student responses in examinations are assessed objectively by providing the instructors with a scoring/grading table prior to the administration of practical and oral examinations.

c) To determine the assessment criteria:

I. Determine the passing grade

II. Determine the ratios of assessments containing descriptive, formative, and summative questions to the passing grade

III. Rearrange the ratios of assessments containing descriptive, formative, and summative questions to the passing grade based on feedback from Committees.

d) Review and Decide on Appeals to Examination Questions/Results: Appeals submitted by students to the Dean's Office within 3 (three) working days following the announcement of the examination results shall be reviewed by the Student Assessment, Evaluation and Grading Committee and a decision shall be made after consultation with the instructor involved. The following guidelines shall be followed when reviewing appeals:

I. Check whether or not the questions posed in the examination do belong to the curriculum of the relevant semester and whether they comply with the learning objectives.

II. Check the compliance of question types used in the assessment with the assessment format.

III. Check the answer key (such as to see whether there are more than one correct answers in the options.)

IV. Review the question format (such as to detect whether there was any spelling error which could lead to misunderstanding by the student)

V. Questions that are found to be erroneous will be cancelled. An extra point will be awarded to students (who have sat the examination) for every cancelled question.

VI. Generally, values that are equal to 0.5 and above are rounded up to the nearest whole number when calculating examination scores.

PART III

Midterm Exams, Other Semester Activities, and Finals

Subjects Taught at Altınbaş University Medical School

ARTICLE 5 – (1) At Altınbaş University Medical School, subjects are offered to students on the basis of Subject Committee system in which students are taught, consecutively, three main contents during their 6-year programme of study.

- a) Integrated Basic Sciences
- b) Clinical Medical Sciences
- c) Clinical Placement

The Subject Committees include groups of courses where a specific biological system is studied by different disciplines in a finite period of time. When evaluating a subject offered at AU Medical School, a weight that is directly proportional to the sum of theoretical and practical course hours, as provided by the Subject Committee, as well as semester and final assessment activities are taken into account.

Types of Assessment Activities

ARTICLE 6 – (1) At Altınbaş University Medical School, examinations are held either orally, in writing or in the form of test, face-to-face or digitally. These examinations may be given in different forms during the semester, including projects, seminars, presentations, applications, designs, laboratory, clinical assessments, objective structured clinical examinations, observations, and attendance.

- a) Quiz: A type of short, informal test designed to measure whether students have achieved the learning outcomes of the subject. Quizzes are given by the instructor of the course.
- b) Midterm Examination: A midterm examination is given upon the completion of a subject committee to measure whether students have achieved the learning outcomes. Midterm examinations are prepared by the Chair of the Subject Committee in accordance with the provisions of “Altınbaş University Directive on Medical Education and Student Assessment”.
- c) Final Examination: Final examinations are designed to measure whether students have achieved the learning outcomes of all subject committees. Final examinations are prepared by the Chair of the Subject Committee in accordance with the provisions of “Altınbaş University Directive on Medical Education and Student Assessment”.
- d) Resit: An examination resit is of the same nature with a final examination.
- e) Homework Assignment: Homework assignments comprise activities like research, problem solving, essay or report writing. They are given by the instructor of the subject.
- f) Makeup Examination: Students who could not take a final examination or do an examination resit are not allowed to sit makeup examinations. However, they can take a makeup examination if they were unable to sit a midterm examination (ANNEX-1).
- g) Supplementary Examination: 6th year students may be allowed to sit a supplementary examination before they begin their clinical placements.

h) Practicals Examination: These are theoretical and practical examinations that are given to students upon completion of each practical.

i) Class attendance: Class attendance is a semester assessment tool used to measure students' attitude towards the subjects.

PART IV

Implementation Of Assessment Activities

ARTICLE 7 – (1) Implementation of Semester and End-Of-Semester Assessment Activities

The semester and end-of-semester assessment activities performed by the faculty at Altınbaş University Medical School are designed to measure student success rate in achieving the learning outcomes of the curriculum.

a) Semester assessment activities include midterm assessment activities and other assessment activities performed during the semester. Altınbaş University Education and Curriculum Committee is responsible for reviewing each Subject Committee, courses outside of the Subject Committee and Practicals. The review is performed based on feedback from instructors and students following the completion of the aforesaid courses and placements.

b) The instructor of the course shall submit a detailed syllabus and a letter to the Student Assessment, Evaluation and Grading Committee, explaining what types of assessment activities will be performed, how they will be performed and what will be the student success criteria. If approved by the Committee, the course assessment is announced to students both orally and in writing on the first week of the semester. The syllabuses may also be posted on the medical school webpage. The instructor may ask students to prepare a project instead of taking a final examination, depending on the nature of the subject.

c) The main objective in designing the examination timetables is to ensure that students sit no more than three examinations in one academic day. The exact dates of assessment activities shall be determined by the Student Assessment, Evaluation and Grading Committee within two weeks following the first day of the semester.

d) In order to successfully and efficiently measure whether students have been able to achieve the learning outcomes of the subjects, a minimum of 5 (five) and a maximum of 10 (ten) questions should be asked in written examinations; a minimum of 20 (twenty) and a maximum of 100 (hundred) questions should be asked in tests. As for the oral and practical assessment activities, the questions asked to students and the answers given by students should be briefly noted down. If possible, questions and student answers may be recorded using audio or visual equipment. At the end of the oral assessment, the instructor should indicate the grade s/he has awarded to the student after his/her assessment of the student's performance.

- e) The instructor shall use the “Examination Format” (ANNEX-2) when preparing the examination. The instructor shall indicate the point values of exam questions in the answer sheets or question papers/booklets.
- f) The questions posed in examinations shall be relevant to the “Course Learning Outcomes” indicated in the syllabus of the course. The questions shall be designed in different difficulty levels, such as too easy, easy, moderate, hard, and too hard, with ability to reveal differences between students, in terms skills, studying methods and the amount of studying.
- g) In order for a student can sit examinations, and his/her examination results can be assessed, s/he shall be required to have registered or re-registered for the course and paid the tuition fee before the deadline indicated in the academic calendar.
- h) The necessary examination adjustments (additional or flexible time arrangements, rest breaks, using an interpreter or a scribe etc.) shall be made by the instructor to ensure they undertake the same assessment tasks as other students.
- i) In the event of a busy academic calendar, the Student Assessment, Evaluation and Grading Committee may re-arrange the midterm examination timetables, including Saturdays and Sundays.

ARTICLE 8 – (1) Implementation of Semester Assessment Activities

- a) Attendance: Students who have not attended 80% of laboratory courses, clinical and practical courses and those who have not attended 70% of theoretical courses shall not be allowed to take final examinations. Only one of the sick notes that students have obtained for absence through illness will be taken into account in calculation of their course attendance. The sick notes are subject to the approval of the faculty administrative board. The relevant committee will decide whether students who are tasked by the President’s Office or the University Administrative Board to participate in social, cultural or sports events on behalf of the University shall or shall not be required to continue to attend classes, based on the nature of the task.
- b) Homework Assignments: The submission date for homework assignments shall be determined by the instructor of the course. All timely submitted assignments will be accepted for assessment and grading. All late submissions will be rejected, or the instructor will deduct a certain percentage of the marks available for any work submitted after the deadline, on the condition that the instructor provides a rubric in advance. A rubric for assessing the assignment and its expected outcomes shall be provided to students along with the assignment. In subject committees, homework grade cannot exceed 10% of the total grade.
- c) Midterm Examinations: Midterms are given after the completion of each subject committee. Midterms do not necessarily apply to projects, professional training courses, and seminar courses. Failing to sit the midterm will result in a midterm grade of zero. However, such students will be

allowed to take a makeup examination at least one week before the final, provided that they present a valid excuse as regards their absence.

d) Quiz: Face-to-face quizzes are given unannounced and during class hours. However, the dates and times of digital quizzes shall be announced at least one week in advance.

e) Makeup Examination: Students who have failed to sit a midterm examination due to a valid reason shall submit a “Makeup Examination Request Form” to the Faculty Secretary’s Office within three (3) working days after their absence from school, along with documentation showing the reason for failing to take the examination. Late submissions will not be accepted. The Chair of the relevant Subject Committee shall announce the date, time, and the venue of the makeup examination. Students shall be allowed to take a makeup examination only once. The results of the makeup examinations shall be announced within at least 10 (ten) working days from the examination date. Students who have been absent from the original examination because they have been tasked by the President’s Office or the University Administrative Board to participate in social, cultural or sports events on behalf of the University will be allowed to take a makeup examination.

ARTICLE 9 – (1) Final Examinations

a) In order to take a final examination, students are required to meet the attendance requirements of the course. Students with poor attendance shall not be allowed to sit finals.

b) The end-of-semester weight of a final examination cannot be less than 40%.

c) No makeup examination will be given to students who have failed to take final examinations.

ARTICLE 10 – (1) Resits

a) A resit is given to students who have failed a previous resit (or another end-of-semester assessment activity) or failed to sit a final (or another end-of-semester assessment activity) even though they have fulfilled the attendance requirements, and also to those who wish to increase their GPA. Resits are administered on the dates indicated in academic calendar. An examination resit is of the same nature with a final examination.

b) The score obtained in an examination resit shall substitute for a final examination score.

c) No makeup examination will be given to students who have failed to do resits.

ARTICLE 11– (1) Supplementary Examination

a) Students who are about to begin their clinical placements and who have taken all courses and successfully passed all except two will be allowed to take a supplementary examination on the dates indicated in the academic calendar.

b) Students who have not received a grade of (F) or (U) in the last semester but whose GPA is below 2,00 may be given the right to sit a supplementary examination for a maximum of two

courses in which they have earned a grade of (DD) or (DC) in the current semester. In case the student receives a grade of (F) in the supplementary examination, s/he shall repeat the course in the very first semester when it is offered.

c) In order for students can take supplementary examinations, they need to meet the attendance requirements of the course they have failed.

d) All supplementary examination requests are subject to the approval of the faculty administrative board.

ARTICLE 12– (1) Course exemptions

The University Senate shall determine the assessment methods to be used in exemption examinations.

PART V

Student Assessment Activities

ARTICLE 13 – (1) Implementation of Assessment Activities

a) Final grades, which are calculated based scores received by students in midterm and final examinations, shall be published on the automation system under supervision of the relevant committee chair.

b) The prerequisite for calculating students’ final grades in finals and resits for Subject Committees and courses excluded from the Subject Committees requires that the student earns a minimum of 50 points out of 100.

c) A practical course examination refers to a practical and theoretical examination given upon the completion of each practical. The different sections of the examination may be administered orally and/or in writing and/or in applied form. Students who have failed a practical/clinical placement examination may resit it on the resit dates indicated in the academic calendar. In the event a student fails the resit, s/he shall repeat the practical/clinical placement.

c) Grading Scale

Letter Grade	Percent Grade
AA	88-100
BA	80-87
BB	73-79
CB	66-72
CC	60-65

- d) The instructor of the course shall prepare examination questions in accordance with the “Examination Format” (ANNEX-2).
- e) The examination questions and the learning outcomes of the course shall be relevant.
- f) Any students who has an objection to the assessment of the examination results may submit a “Grade Appeal Form” (ANNEX-4) to the consideration of Examination Assessment Committee within 3 days of the announcement of the examination results.
- g) Students shall be provided with an examination grading scale for examinations that are not administered in written format.
- h) All documentation of in-semester and end-of-semester assessments shall be archived within at least a period of 10 days. Accordingly, all examination scripts indicated on “Examination Envelope Cover Sheet” (ANNEX-7) (answer sheets or question papers/booklets, examination grading scales-for examinations that are not paper-based), exam participant lists, examination reports etc.) shall be included in an exam documentation package and submitted to the faculty secretary’s office against signature. The faculty secretary is responsible of archiving the examination documentation.
- 1) The examination documentation package shall be sent to the university archives within two years from the examination date. However, any document to be used as evidence in a legal action shall be kept until the end of the trial.
- i) An already archived examination documentation package can only be removed from the archive by decision of the Student Assessment, Evaluation and Grading Committee.

PART VI

Examination Administration Policy

ARTICLE 14 – (1) Exam Rules and Regulations

Only examinations that are administered in accordance with the below stated rules will be deemed valid.

- a) During an examination, all students and invigilators are required to abide by the examination rules and procedures set forth in this Directive. The instructor of the course, or the invigilator can make any adjustment to ensure the proper administration of the examination. Students are strongly expected to comply with the instructions and warnings of the abovementioned personnel in the exam room.
- b) Examinations shall be held on the dates and times announced in the examination timetable.

- c) Students who take courses with the same codes and those who take courses from different groups/programmes may be asked to sit an examination together.
- d) Students need to bring a valid student identification (ID) with them when they sit their examination. Their IDs will be checked by the instructor or the invigilator prior to the start of the examination. In order to be allowed to take the exam, students are required to present a student ID valid through the current calendar year and a national identification card that has an embossed stamp on it. Students who have lost their students IDs may present a student certificate instead, which is valid through the current semester.
- d) Students can bring a pen, an eraser or other stationery supplies to the exam room and texts or resource materials to consult during the examination, if allowed by the instructor/invigilator.
- e) Students are required to remove their excess clothing and leave them in an appropriate spot recommended by the instructor/invigilator before the examination. Students shall be responsible for checking their surroundings for the presence of any material previously written on a paper or other furniture/equipment in the exam room. Students shall be held liable for the presence of any prohibited reference material found on desks/seats or near them.
- f) Students are prohibited from bringing scratch paper to the exam room. Depending on the nature of the examination, scratch paper will be provided to them. Bringing a scratch paper to the examination will be considered attempted deception.
- g) Exam questions or the answer scripts shall not be removed out of the exam room, written on a piece of paper. Such acts will be regarded as attempted deception.
- h) Students shall be present in the exam room at least ten (10) minutes before the start of the exam. Students who are thirty (30) minutes late for the exam will be allowed into the exam room. Those who are more than thirty minutes late will not be allowed to sit the exam. Any student who is late for the exam will not be granted additional time. No student will be allowed to leave the exam room for the first thirty (30) minutes of the exam even though they have finished the examination. No invigilator shall have the authority to admit students who are more than thirty minutes late to the exam.
- i) The fields (personal details, exam/test booklet type etc.) indicated on the answer sheets or question papers/booklets shall be filled out by the students. Question papers/answer sheets/booklets with blank/incomplete student information will not be marked.
- i) Exam durations shall be indicated on the answer sheets or question papers/booklets in minutes. The examination shall start when the invigilator says, “You may open your question papers (or answer sheets/booklets) and begin.” The start and finish times of the exam written by the invigilator on the board shall be the official start and finish times, which shall be stated in the “Examination Report” (ANNEX-6).

j) Students shall not communicate with, ask for help from, or give help to any other student in the exam room.

k) Students may use calculators with no memory or financial function (calculators with no RUN, EXE, STORE etc. keys on the keyboard) in exams that require mathematical computations. Mobile phones must be switched off during an examination. Students may not use their mobile phone as a calculator.

l) Using materials (textbooks, notes, books etc.) during an exam without the instructor's permission, copying from/looking at another student's exam, allowing another student to look at/copy from your own work, exchanging information, orally or in writing, with another student and similar acts will be considered academic dishonesty, and such acts will be reported by the invigilator in an "Academic Dishonesty Report Form" (ANNEX-3). The answer sheets or question papers/booklets of students who have committed an offence of academic dishonesty and violated examination rules will be deemed null and void. Such students will be subject to a disciplinary investigation.

m) In the event that a student is caught cheating (or attempt to cheat or acts of similar nature) in an exam, they will be asked to immediately hand in their answer sheets or question papers/booklets to the invigilator, who shall write down a report summarising the details of the incident, and including any evidence available or special circumstances, if any. Any student who is caught cheating or helping others to cheat in an exam will be subject to disciplinary investigation.

n) In the event that a student leaves the exam room before the finish time, s/he will not be allowed to the room again.

o) Invigilators may not permit anyone to leave the exam room during the last ten (10) minutes of the exam in order to prevent commotion and distraction.

ö) Students must take their exam in the exam room announced by the faculty.

14.19 At the end of the exam, students must complete and sign the required fields in the Exam Participant List and the answer sheet, hand in all of the exam scripts to the invigilator. When the exam has finished, students must remain seated and wait until the invigilator(s) have collected and accounted for all the answer sheets/question papers/booklets. Students may leave the room when the invigilator(s) tell them to do so.

ARTICLE 15 – (1) Roles and Responsibilities of Invigilators

a) Any member of the faculty may be appointed as an exam invigilator. An invigilator must be present at the exam room at least ten (10) minutes before the exam and must check whether the question paper packets are the correct ones, and they are intact.

b) At least one invigilator shall be allocated to each examination. In the event that the number of students taking the exam is more than 30, an extra invigilator may be required to be present in the

exam room. If necessary, the instructor of the course shall act as an invigilator during the exam. The invigilators are solely responsible for the proper conduct and integrity of the examination. The exam room, desks, and seats must be checked by the invigilator before the beginning of the exam.

c) The invigilator shall take a printout of the exam participant lists for exams they are tasked to supervise and hang the lists on the exam room door.

ç) Before the exam, the invigilator shall check the ID cards of students and verify whether their names are on the “Exam Participant List”. Each student participating in the exam must sign the list.

d) Invigilators must not play with their mobile phones, read a newspaper, magazine, or a book, engage in any behaviour that may interfere with a student's concentration, or leave the exam room during examination.

e) Dates, times, and venues of examinations are not subject to change, except for unavoidable circumstances.

f) Invigilators will intervene to stop potential attempts to copy the work of another student in exams. Any student who is engaged in an act of academic dishonesty during an exam will be asked to hand his/her question paper/booklet/answer sheet in immediately. The invigilator shall write down a report (Academic Dishonesty Report Form ‘ANNEX-3’) summarising the details of the incident. Invigilators must confiscate the material that is the evidence of cheating. In cases when it is not possible to confiscate the evidence, they must attach a visual sample of the material to the report. In the event that the student insists on not handing the cheat material to the invigilator or tries to prevent the invigilator from taking a picture of the cheat material, that incident too shall be reported as well.

g) The invigilators must have all types of writings, graphics, formulas etc. written on walls and desks erased.

h) Any extra exam paper that is distributed to students by the invigilators will be received back in case they are not used during the exam.

i) The instructor of the course is responsible for handing in the question papers, answer sheets, exam participant list (ANNEX-5), and the exam documentation package that contain the exam reports to the invigilator at least thirty minutes prior to the start of the exam.

i) The invigilator shall ensure that proper seating plans are followed, Allow no less than 50 centimetres between students.

j) The invigilator shall announce any specific instructions relating to the administration of the exam before the start of the examination and write the start and finish times of the exam on the board and regularly let students know how many minutes left of the exam.

- k) The invigilator may check students' IDs after the exam has started if s/he deems it necessary to do so.
- l) Students who do not present their student ID cards before or during the exam must present any other valid ID. Students who have lost their students IDs may present a student certificate instead, which is valid through the current calendar year with an embossed stamp on it.
- m) In cases where the student disciplinary committee decides that the student has not copied and/or not attempted to copy from another student's work during the exam, the faculty administrative board will grant the student the right to re-take the exam s/he has previously taken.
- n) Invigilators must not leave the exam room before the exam is completed. They must not talk amongst themselves or read a newspaper, magazine, a book, or play with their mobile phones in a manner that may interfere with students concentration and hinder their duty as exam invigilator.
- o) Warnings or allegations made by students as to papers contain errors must be noted down in the examination report and communicated to the instructor of the course.
- ö) The instructor must be personally present in examinations for subject committees s/he chairs. The instructors of the courses that are included in the committee system are expected to be accessible by the committee chair during the examination.

ARTICLE 16 – (1) Academic Ethics in Student Assessment Practices

Any work that is subject to an academic assessment shall be created in accordance with academic ethics and integrity norms. The author of the work shall bear in mind that his/her ideas might have been previously published by other researchers. S/he may use other authors' works to an extent that it will not cause any controversy about the originality of his/her work. The author must, accordingly, cite all works that have contributed to the development of the paper. Creating a work by directly copying and pasting from source and submitting it without any original (personal) contributions is regarded as plagiarism. Works that do not comply with standards of ethics will not be marked. Students who are found to be in violation of the rules of academic integrity will be reported to the Dean's Office and be subject to a disciplinary investigation.

ARTICLE 17 – (1) Assessment appeals policy

- a) Students may appeal against midterm and final exam results released by the faculty.
- b) Appeals must be filed to the Dean's Office within three business days following the release of the grade. "Grade Appeal Form" (ANNEX-4) must be used to file an appeal. The appeal will be considered by the relevant committee in accordance with the assessment criteria set fort for the relevant course and a final decision will be issued within at least two weeks following appeal made by student. The Dean's Office will communicate the decision to Registrar's Office and the student who has filed the appeal.

ARTICLE 18 – (1) Examination arrangements for students with disabilities

a) Students with permanent disabilities may submit a letter along with a medical certificate to the Dean's Office indicating their type of disability and requesting the appropriate exam adjustments, either during their registration to the university or at least one month prior to the start of examinations. Student Assessment, Evaluation and Grading Committee will consider the student's request and make arrangements for an accommodated exam, to the extent of available resources.

b) Students who suffer from a disability due to a treatable illness during the exam period may submit a letter along with a medical certificate to the Dean's Office at least one week prior to the start of examinations, indicating their type of disability and requesting the appropriate exam adjustments. The Exam Coordinator's Office will consider the student's request and make arrangements for an accommodated exam, to the extent of available resources.

The Degree of Doctor of Medicine

ARTICLE 19 – (1) A “*Doctor of Medicine*” degree is awarded to students after the successful completion of six years of study. CGPA obtained at the end of six years of study shall be shown on the transcript as “*Medical School Undergraduate GPA*”.

Situations that are not governed by the provisions of this Directive

ARTICLE 20 – (1) In situations that are not governed by the provisions of this directive, the provisions of Altınbaş University Regulation on Associate and Undergraduate Degree Education, those of other related regulations, and decisions issued by the University Administrative Board and the University Senate shall apply.

Effective Date

ARTICLE 21 – (1) The provisions of this directive shall enter into force as of the beginning of Academic Year 2020-2021 and supersede the directive dated 12 June 2017.

Execution

ARTICLE 22- The provisions of this directive shall be executed by the Dean of Medical School on behalf of the President of Altınbaş University.

Annexes:

Annex-1 Makeup Examination Request Form

Annex-2 Examination Format

Annex-3 Academic Dishonesty Report Form

Annex-4 Grade Appeal Form

Annex-5 Exam Participant List

Annex-6 Examination Report

Annex-7 Examination Envelope Cover Sheet