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| **COURSE DESCRIPTION** | **FACULTY** |  |
| **ACADEMIC YEAR** |  |
| **ACADEMIC TERM** |  |
| **COURSE CODE - TITLE** |  |
| **INSTRUCTOR OF THE COURSE** |  |

**EXAM CHECKLIST**

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| Preparation of student seating order (10 minutes before the exam) |  |
| Completion of the signature list (if possible before the exam) |  |
| Reading the exam rules to the students (5 minutes before the exam) |  |
| Writing the exam start and end time on the board |  |
| Matching the number of the students in the exam with the number in the signature list (15 minutes after the start of the exam) |  |
| Checking unlisted students |  |
| Matching the number of exam answer sheets with the number of students taking the exam |  |
| Topics to be stated about the exam envelope and other exam documents**(If yes, explain in the line below.)** |  |
| **Statement:** |  |

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| **INFORMATION ABOUT THE EXAM AND PARTICIPATION** | **EXAM TYPE (midterm/final/make-up/single course)** |  |
| **EXAM DATE** |  |
| **STARTING TIME / DURATION OF THE EXAM** |  |
| **NUMBER OF STUDENTS WHO HAVE ATTENDED THE EXAM** |  |
| **NUMBER OF STUDENTS WHO HAVE NOT ATTENDED THE EXAM** |  |
| **TOTAL NUMBER OF STUDENTS** |  |

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| **INFORMATION ABOUT THE INVIGILATOR(S)** | **NAME SURNAME** | **SIGNATURE** |
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| The examination was conducted in accordance with the relevant procedural provisions..……/……./202.. Name of the Instructor of the Course Signature |  |  |  |