BİLKENT UNIVERSITY
FACULTY OF ENGINEERING

Rules for Written Exams

(1) Exams are conducted by proctors under the coordination and responsibility of the course instructor.
(2) The seating arrangement of the exam must be determined by the course instructor or the proctor. The announcements regarding whether additional pages will be provided during the exam and the exam duration must be made before the exam starts.
(3) Students must be present in the exam room at the start of the exam. If a student arrives late, the course instructor decides whether the student will be allowed to take the exam or not.
(4) If necessary, the proctor may check the student's ID before or during the exam. During the exam, the information on the student's ID card must be compared with the information on the exam paper. The proctor must circulate an attendance sheet showing the seating arrangement in the exam room during the exam. Each student in the exam room must sign the attendance sheet, and the number of signatures on the attendance sheet must be compared with the total class size before the end of the exam. The attendance sheet must also be signed by the proctor and submitted to the course instructor at the end of the exam, together with all exam documents.
(5) Students are required to carry their student ID card or an identification document that will help to identify themselves. In the case of a student without an identity document, the student is allowed to take the exam only if the course instructor or the proctor identifies the student. This must be indicated on the exam attendance sheet.
(6) The course instructor or the proctor may change the seat of a student during the exam. Students are obliged to follow the exam rules and instructions. Students who do not obey the instructions must be removed from the exam room. A written statement must be prepared about the incident by the course instructor and the proctor and referred to the Dean’s Office. A sample written statement can be found on the Faculty of Engineering website (Link).
(7) During the exam, it is not allowed to use any resources (lecture notes, books, computers, tablets, cellphones, smartwatches, headphones, calculators, etc.) other than those allowed by the course instructor. Looking at another student's exam paper or showing the exam paper to another student is strictly forbidden. It is also forbidden to exchange any tools and materials, such as pencils and erasers, among students without the permission of the proctor.
(8) If there is a suspicion of cheating due to the use of unallowed resources (lecture notes, books, computers, tablets, cell phones, smartwatches, headphones, calculators, etc.), the course instructor or the proctor must take the relevant resource from the student and take photographs of the exam paper at that moment. The student must be allowed to continue the exam. At the end of the exam, if the resource suspected of cheating is an electronic device such as a cellphone, tablet, smartwatch, or calculator, the screen of the relevant device should be turned on by the student, and the instructor or the proctor should take photos of the open applications on the device that raises the suspicion of cheating. If the student refuses to turn on the relevant device, this situation must be reported in a written statement. If the resource of suspected cheating is of a different nature, the instructor or the proctor must take photographs of the suspicious parts of this resource either during or after the exam. A written statement should be prepared by the course instructor and the proctor, and the
relevant sources must be handed over to the student. A sample written statement can be found on
the Faculty of Engineering website (Link).

(9) In case of suspicion of cheating among students during the exam, the exam papers of all relevant
students should be photographed, and students should be replaced if deemed necessary. Students
should be allowed to continue the exam from where they left off. At the end of the exam, a written
statement must be prepared about the suspicion of cheating by the course instructor and the proctor.
A sample written statement can be found on the Faculty of Engineering website (Link).

(10) During the exam, students are not allowed to have a cell phone and/or smartwatch on themselves
or anywhere above or below the exam desk. Students who are found to have a cell phone or
smartwatch on themselves, or on or under the exam table must be subjected to the procedure in
Article (9). Students may keep all their electronic devices (except the ones allowed by the course
instructor) by turning them off in a zipped or closed bag. In case of doubt, the proctor may check
whether the student has a cell phone and/or smartwatch on themselves.

(11) The rules regarding students leaving the exam room during exams are determined by the course
instructor. Students cannot leave the exam room without signing the attendance sheet and turning
in their exam papers.

(12) Students who leave the room after turning in their exam papers cannot re-enter the room before the
end of the exam. A written statement must be prepared for the students who do not comply with
these rules.

(13) A written statement must be prepared for the students who take the exam in place of another student
and/or let someone else take the exam in their place.

(14) Students who do not comply with these rules will be subject to the relevant provisions of the Higher
Education Law No. 2547.

(15) Bilkent University's Written Examination Rules can be found on the Faculty of Engineering website
(Link).