ISTANBUL
GELISIM
UNIVERSITY

ONLINE EXAM STUDENT GUIDE

1. ONLINE TEST EXAM GUIDE

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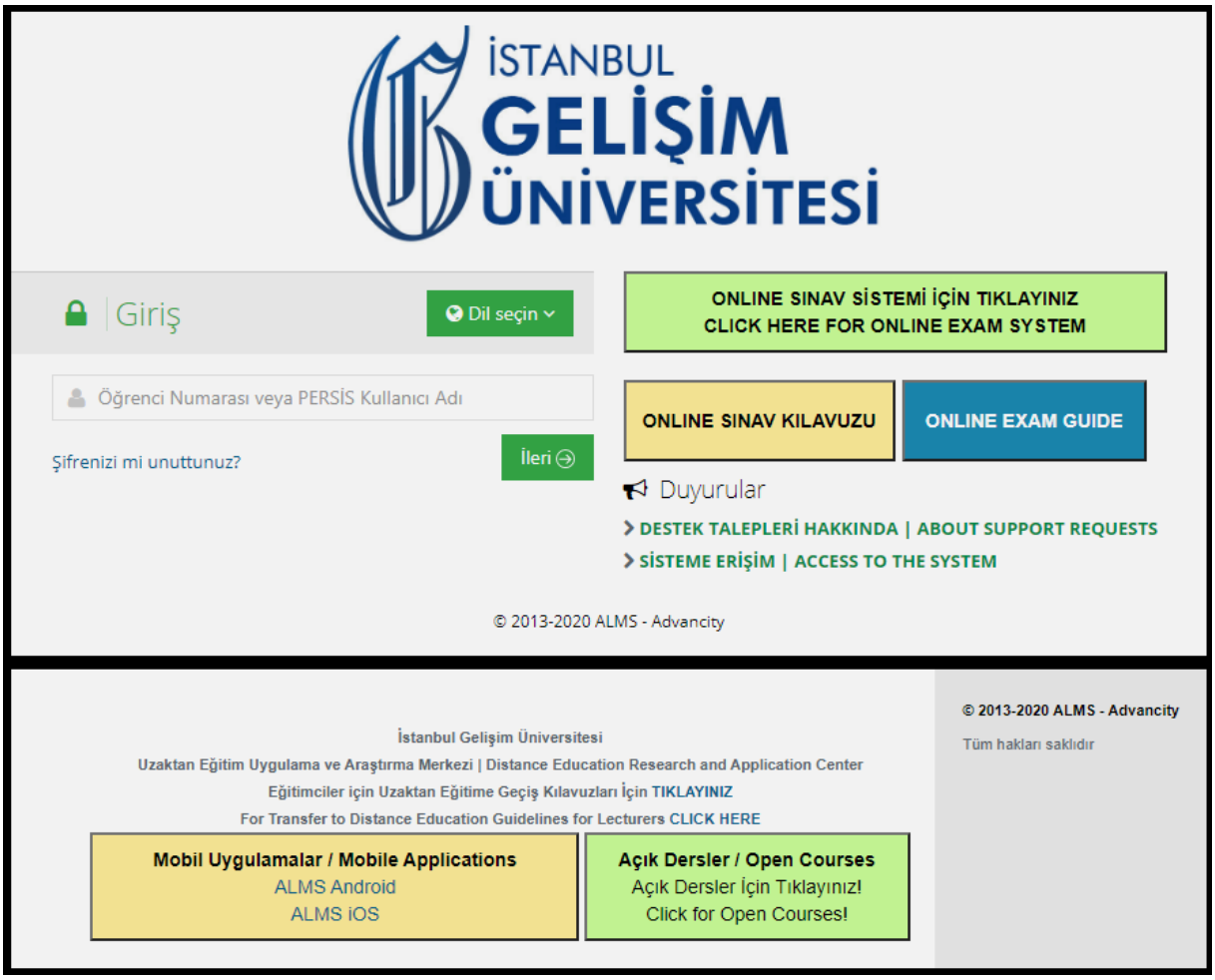
ONLINE TEST EXAM GUIDE

This guide has been prepared to give information about the examination system of Istanbul Gelişim University. Before starting your exam, be sure to read the exam guide. Exams will be held online between the dates specified by the academician of the course.

You can log in to the exam system with your Student ID and password by clicking the "**CLICK FOR ONLINE EXAM SYSTEM**" button.



1.1 EXAM PRACTICE TOOLS

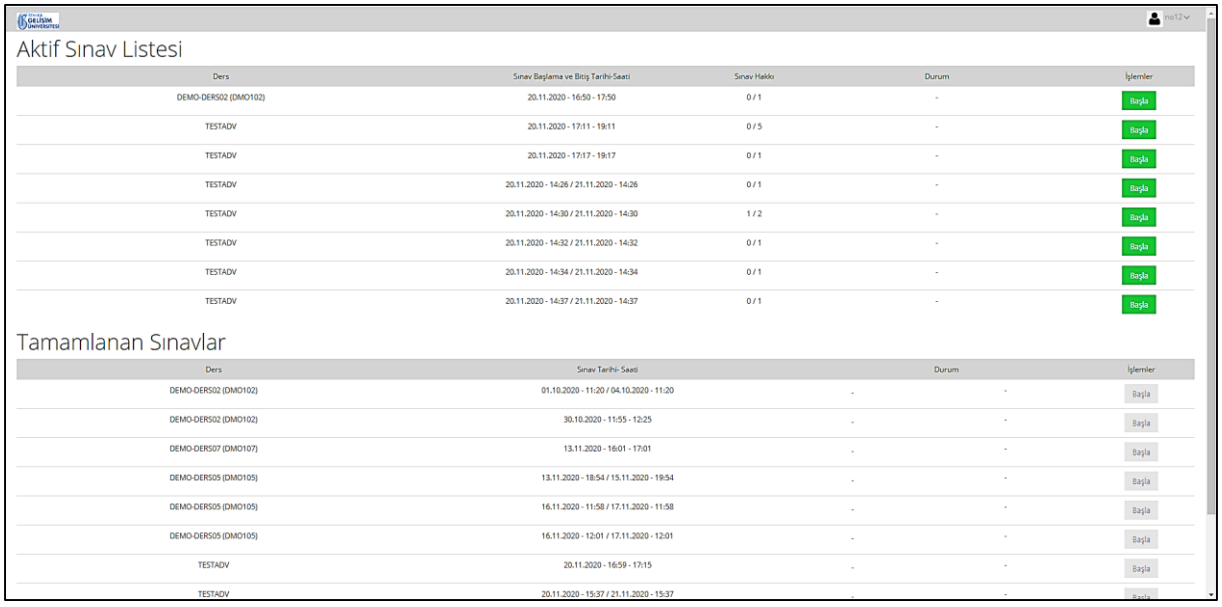
For the exam application, students must provide an internet and electronic device (computer, mobile devices etc.) along with peripherals (mouse, keyboard, pointing tools etc.), display units that support at least 1024x768 resolution.

You need to use Google Chrome web browser.

1.2 ENTERING TO THE EXAM SYSTEM

In order to enter the Exam System, our students will log in to the system using the "LMS" **username** and **password** given to them by the system before.

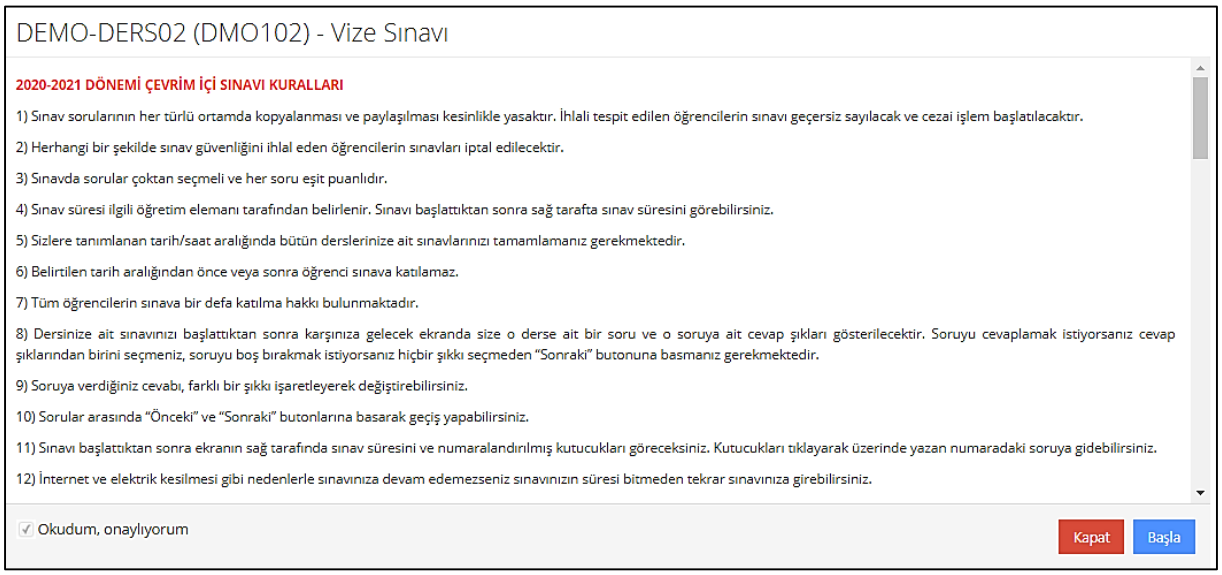
When you log in to the system, your active and completed exams appear on the main page. The exams for which the "**Başla**" button is active in the active exam list are your starting exam activities, the exams that do not have the start button are the exams that will be activated when the exam start time. You can see your overdue exams in the completed exams section. You can join the exams by clicking the "**Başla**" button to take the exam you want in the active exam list.



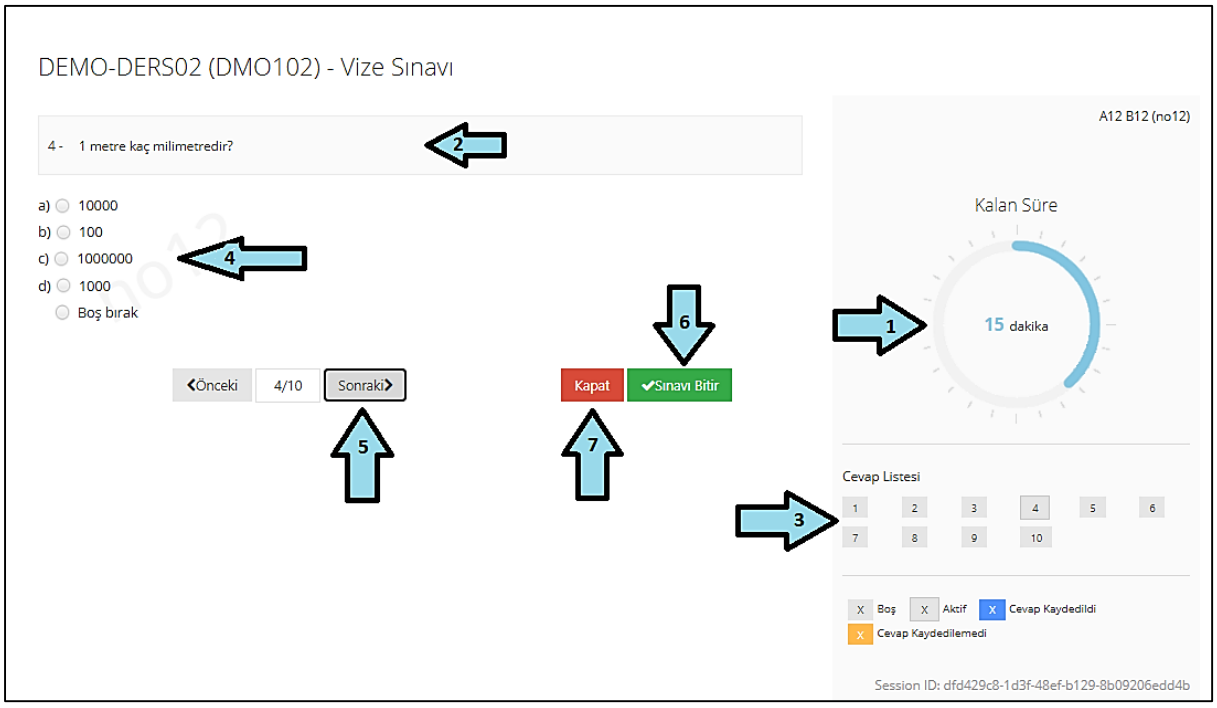
Information about the exam is also included on the screen that appears. From this screen, you can follow how many attendance right you have left for the exam, and the exam start and end dates.

1.3 START THE EXAM

Once examining the Exam Rules and Exam Information of the course that you would like to attend, the exam will start with the "**Başla**" button after the "**Okudum, onaylıyorum**" box is checked.



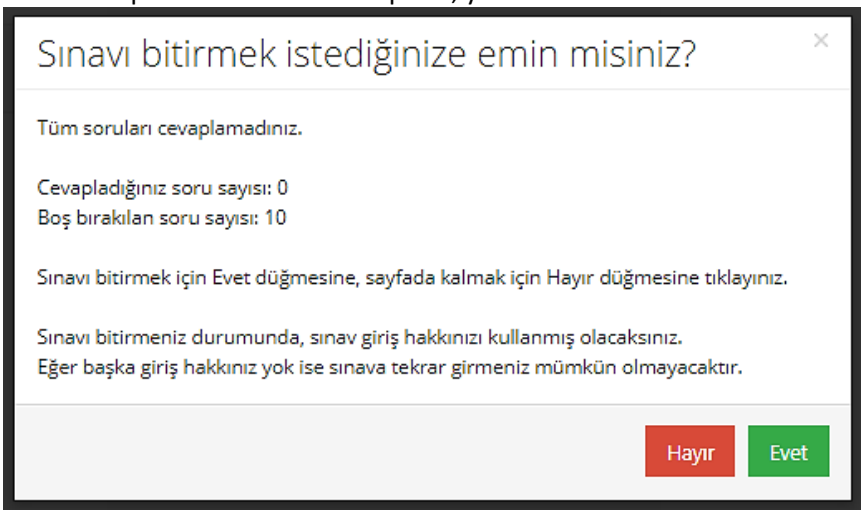
The exam application is displayed in a new browser window. With this screen, the test period starts. The remaining time of the exam is shown **in field number 1**.



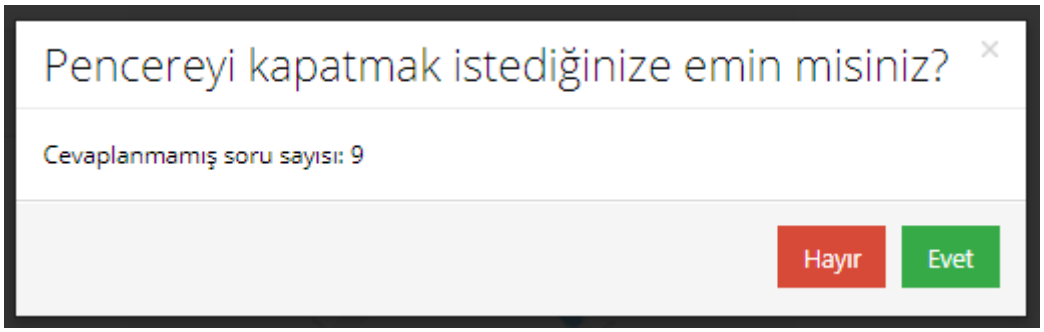
The first question of the lesson is displayed in **field number 2**. During the exam period, the student can see the questions that he/she has answered from field 3. After the student has selected one of the options shown in the "Answers" **field number 4**. The next question is displayed on the screen with the "Next" button **field numbered 5** to go to the next question and the exam continues.

1.4 ENDING THE EXAM

After all questions are answered, the exam process must be completed by the user. To finish the exam, click on the "**Sınavı Bitir**" button **field number 6**. If you choose Yes on the screen that appears, the exam is completed. With the No option, you can continue the exam where you left off.



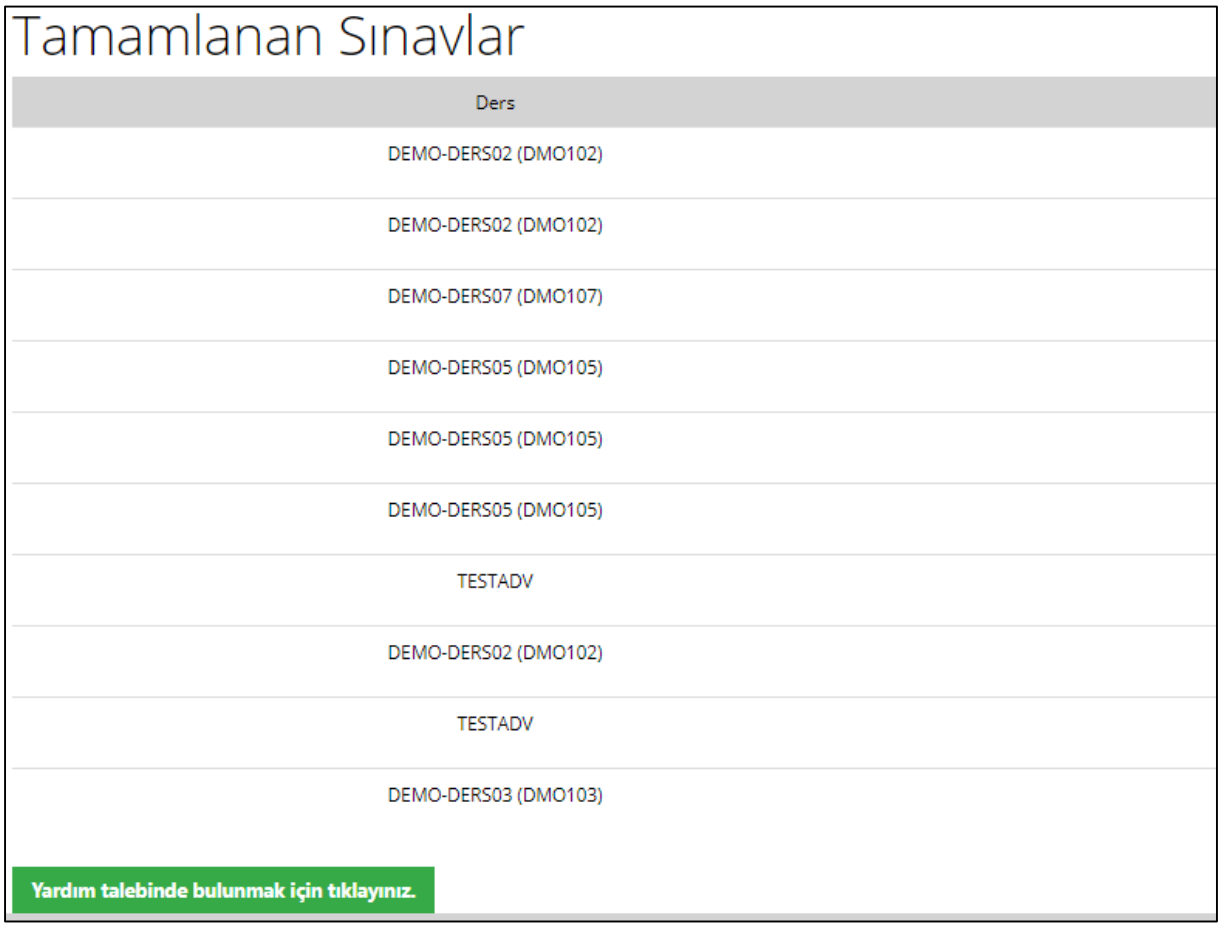
If you click the "Close" button **filed number 7**, without saying to finish the exam, you will see the following warning screen. If you say "**Hayır**", you can continue the exam where you left off. If you say
"**Evet**", you will leave the exam by using one of your rights.



IF YOU END THE EXAM, YOU CANNOT RE-ENTER THE EXAM EVEN IF YOU HAVE THE EXAM DURATION !!!

1.5 REQUESTING HELP

To request help with a problem you have about the exam, you can request help by clicking the button on the main entry screen and filling out the form.

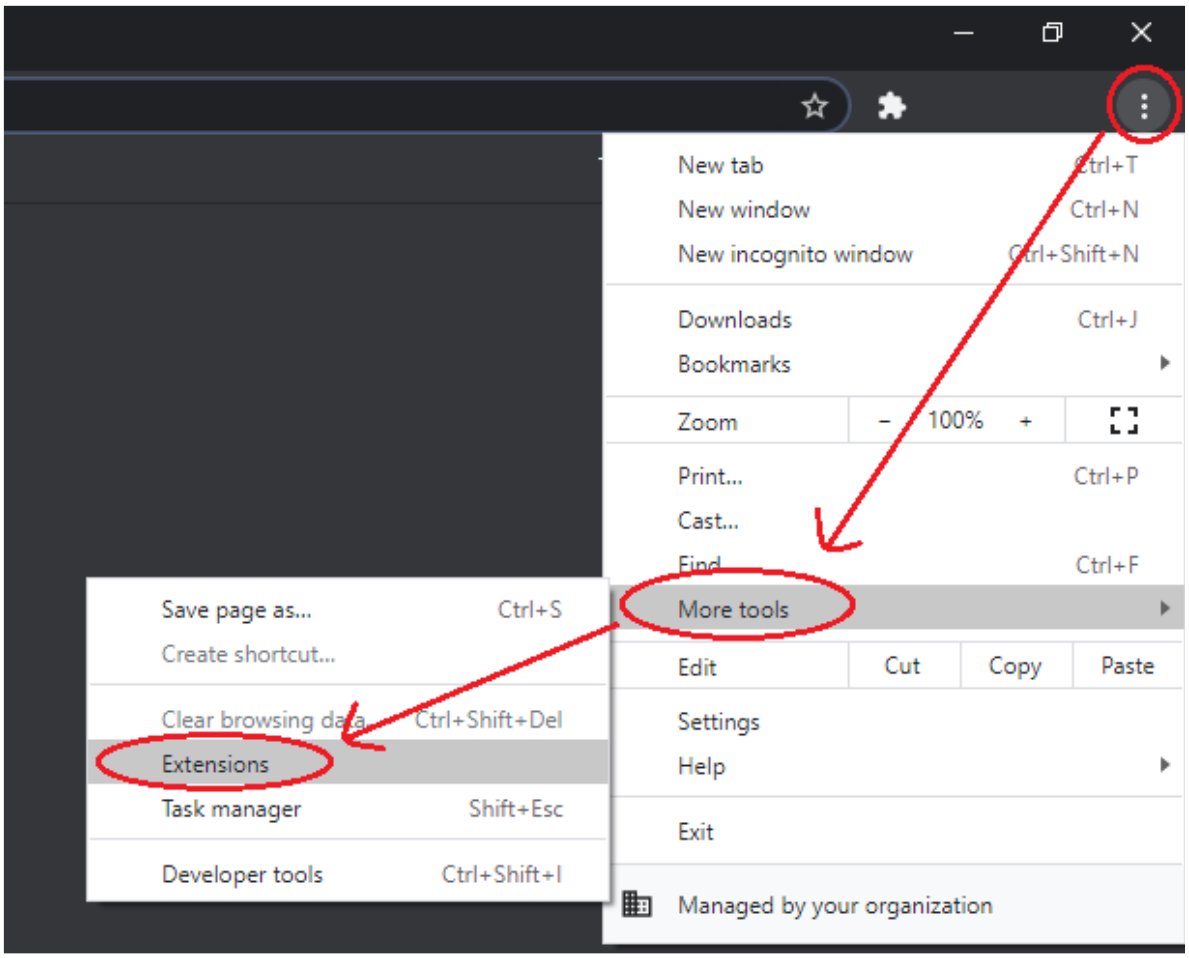


IMPORTANT!

- After clicking the Finish Exam button, you will not be able to enter the exam for the relevant course, even if you have the right and duration.
- Do not open your exam in two different browsers or tabs at the same time. In this case, your answers in the exam will not be saved.
- During the exam, if any Extensions (Google translation, etc.) that changes the content of the page (browser) is used, there may be problems in viewing the question and answer texts. For this reason, no extensions or 3rd party software should be used in the browser to avoid problems during the exam.

1.6 TURNING OFF EXTENSIONS AVAILABLE IN THE BROWSER

1. STEP



2. STEP

The button located at the bottom-right of every extension must be pale-grey colour.

1.7 NUMBER OF ATTENDANCE RIGHT

Students are allowed to take the exam on the dates determined by the instructor for each course during the exam. Students need to be carefull with the articles below:

a-) Power off the internet provider device (Power Outage)

b-) Turning off internet provider device

c-) Closing the web browser

d-) Closing the web browser tab

EXAM DURATION

Exam duration is determined by the responsible academic for each course. After your exam time is over, your exam screen will be automatically closed and you will not be allowed to re-enter the exam.

EXAM RULES AND EXAM VIOLATION

Öğrencilerin,

- Students cannot distribute, share, duplicate, publish etc. the exam questions or answers,
- Students should not change the features of the web browser to compromise exam security,
- Attempting to change exam data and determination of at least one of the situations are considered an exam violation. The exam of the student determined to have violated the exam is considered invalid.

P.S. : The midterm exams that are conducted in the form of homework and projects, the homework or project will be loaded on the system and evaluated by the relevant instructor.

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ONLINE EXAM GUIDE

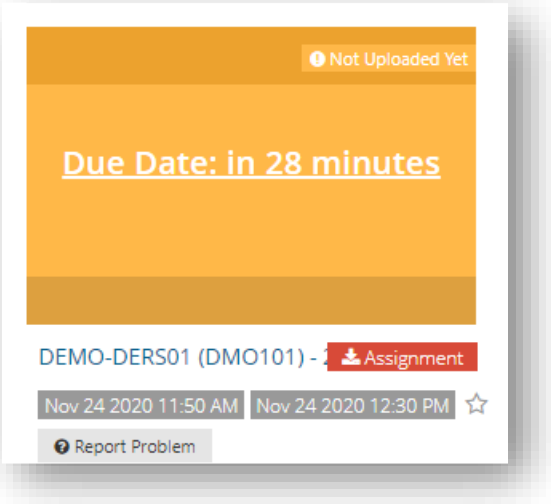
Written Exam (Assignment)

ONLINE WRITTEN EXAM GUIDE

Klasik sınavlardaki süreç şöyle ilerlemektedir: Öğrenciler, dersin öğretim elemanının sisteme (LMS) yüklemiş olduğu sınav aktivitesi içerisinde bulunan sınav soru kâğıdını indirerek çözmeleri ve bu çözüm cevap kâğıdının tekrar sisteme yüklenmesi şeklinde ilerlemektedir.

2.1 How to acces the written exam?

- To acces the written exam go to "**My Courses**" page on LMS then click the relevant course (*https://lms.gelisim.edu.tr/Course/MyCourses*).
- In the course page a **yellow** activity will appear on the exact given time period of the exam. (**P.S.:** Refresh the page if the written exam activity is not visible when the exam starts.)



Picture 1.1 Written Exam Activity

2.2 What is "Written Exam" activity?

- It is an online exam activity used in the learning management system (LMS) to deliver exams consisting of open-ended questions to the student and to convey student answers to the instructor of the course.
- The written exam activity is seen in **yellow** colour in the course page. See **Picture 1.1** above.

2.3 How to download the exam questions?

- Click on the Written Exam activity.
- Click the **Download** button on the right.

2.4 How to write answers to the exam questions?

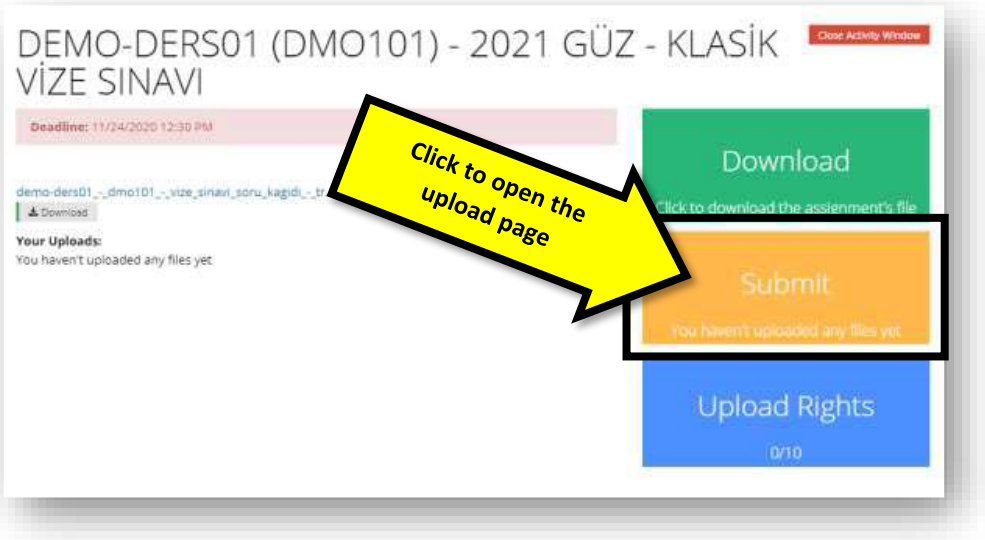
- The attached "**Answer Sheet**" has been created for you to use for the written exam. The students need to print the answer sheet and write down the answers to the questions. The answer sheet has been published on the IGUDEC web page (**https://uzem.gelisim.edu.tr/**)
- Keep a few of them ready before the written exam.
- The hand writing must be readable.
- Blanks (name ,surname, student number, course name, course code, exam date and time. etc) must be filled **completely**.
- **Sign** the ethics statement on the answer sheet.
- If more than one paper is filled for the same exam, write the student number, name, surname, course name, course code, exam date and page number on the **additional papers**.

2.5 What to do if not able to print the answer sheet?

- If you cannot find the opportunity to print out the answer sheet shared with you, you can write your exam answers by writing the information on the answer sheet sample **on a blank white A4 size paper**.
- Sign the ethics statement in handwriting. (NOTE: You only need to write the ethics statement on the first page.)

2.6 How to deliver the answer sheet to the lecturer?

- You will upload your answer sheet to the system through the Written Exam Activity.
- You can upload your .**PDF** file to the system by taking a photo of your answer sheet or scanning it from the scanner device, if available.
- On the written exam activity, you must click the "**Submit**" button and upload the file that you have to the system. Thus, the file you uploaded for the exam reaches the lecturer of the course. Uploading steps are given below..

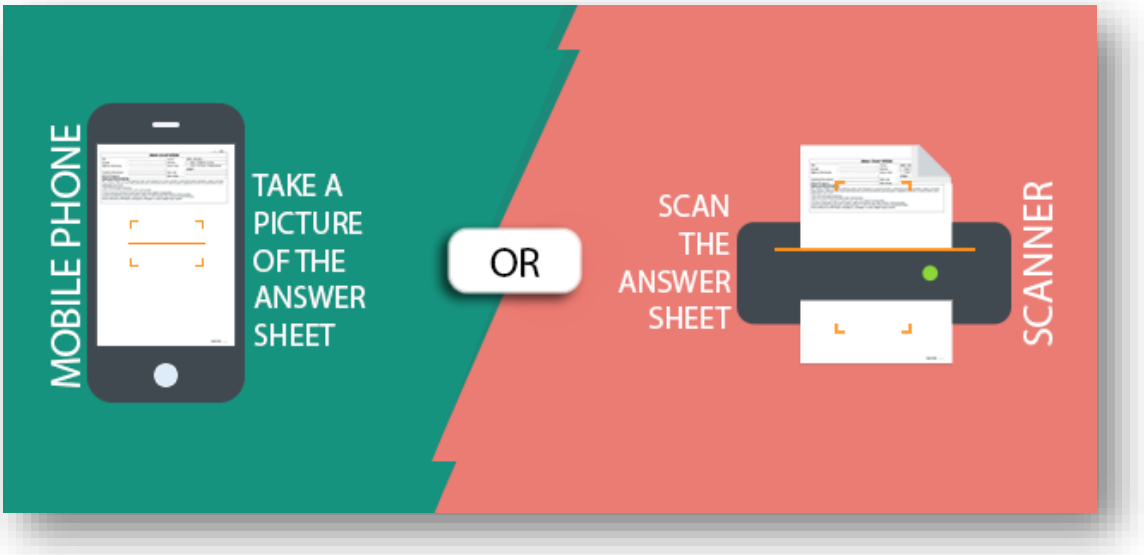


2.7 What sort of file can be uploaded?

- You can upload **PDF** file. And you can upload just **a single file**.

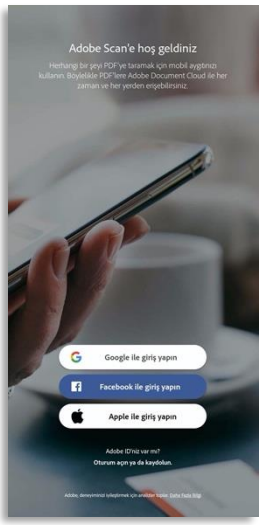
2.8 How to convert answer sheet into PDF?

- You must upload your file before exam duration runs out!
- There are different methods for transferring the exam paper to the computer. We can list the most frequently used of these methods as follows;
  - By taking a photo from the phone (using the Adobe Scan application),
  - By scanning from a scanner device.

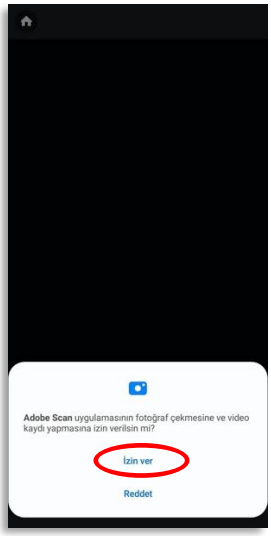

MOBILE PHONE
TAKE A PICTURE OF THE ANSWER SHEET
OR
SCAN THE ANSWER SHEET
SCANNER

2.9 How to scan through Smartphone?

- It is enough for your phone to have **ANDROID** or **IOS** operating system.
- Install **Adobe Scan** application on your phone from the application store.
  - **CLICK HERE to download to ANDROID phone;**
  - **CLICK HERE to download to IOS Phone (IPhone);**
- By using this application, you can **scan** your answer sheet and **convert it into PDF**.
- Make sure that the texts on the photo you take are readable.
- You can also access your answer sheet from the computer by sending the PDF file produced by the program to your e-mail address.
- You can follow the steps below to use the program;



1



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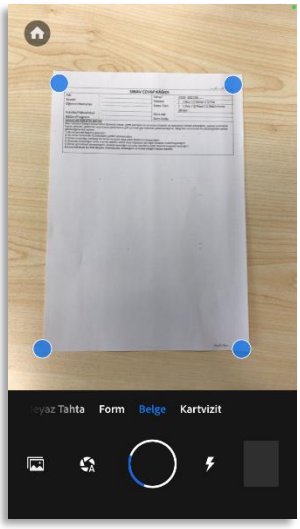

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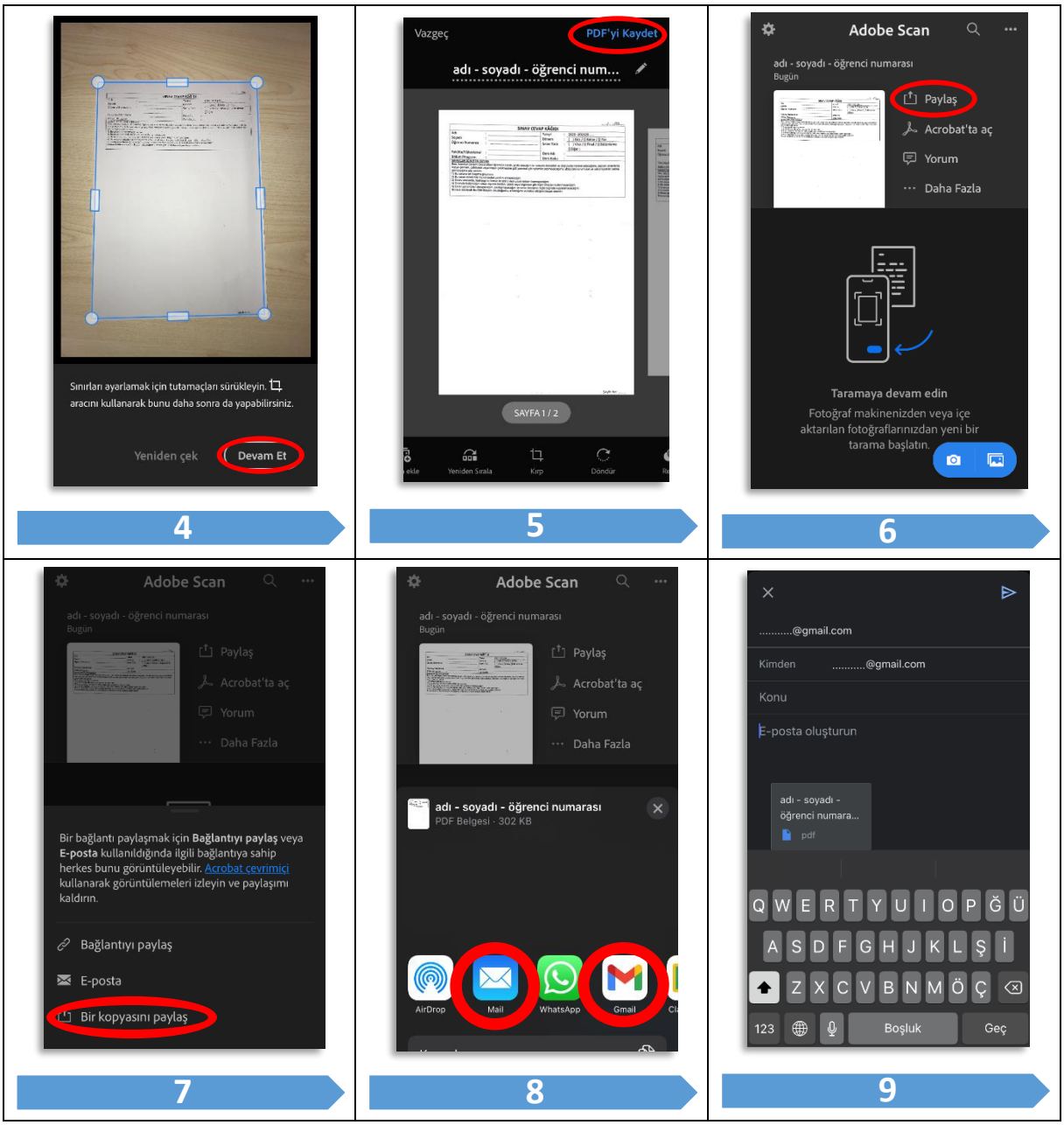

IMPORTANT

If you have used more than one paper, do not forget to number your papers and sign each one.

Even if you fill in your exam paper in computer environment, you need to print it out, sign it, number it and upload it because it has to be a wet signature.

We wish you success in your exams.

Distance Education Research and Application Center (IGUDEC)