



IGU

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Distance Education  
Research and Application Center



# ISTANBUL GELISIM UNIVERSITY DISTANCE EDUCATION RESEARCH AND APPLICATION CENTER

# ONLINE WRITTEN EXAM GUIDE

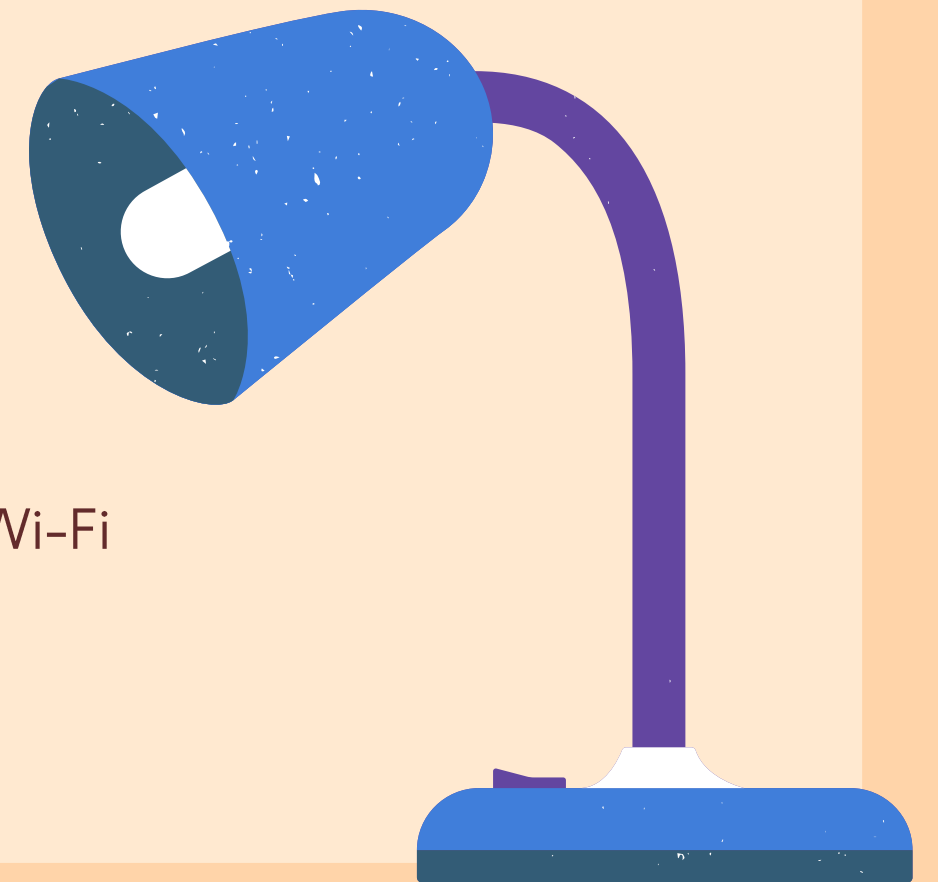




This guide has been prepared by Istanbul Gelisim University to provide information about the exam. Before starting your exam, be sure to read the exam guide. Examinations will be held online between the dates specified by the responsible academician of the course.

Before starting your exam;

- Use the latest version of Google Chrome browser,
- Use the Chrome Mobile browser on mobile devices,
- Your browser must be up-to-date, if not, update it,
- Clear your browser history before taking the exam,
- Disable any plugins installed on your browser.,
- If possible, use wired internet or connect to a strong Wi-Fi network and avoid using Wi-Fi connections in public areas.





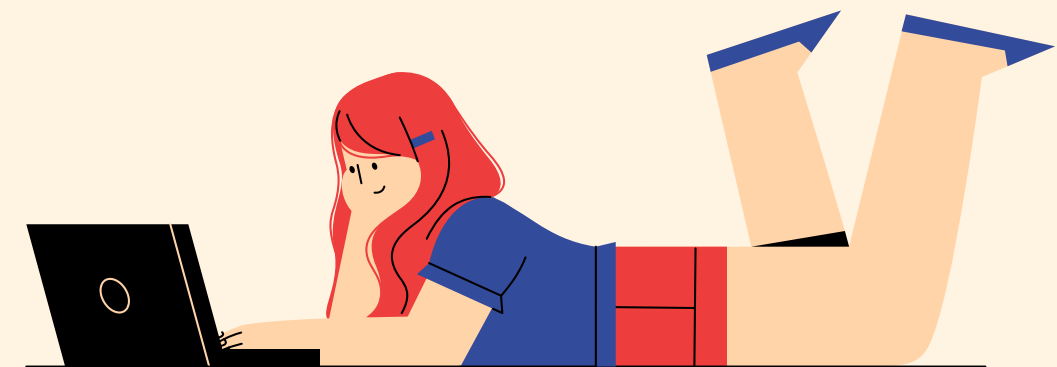
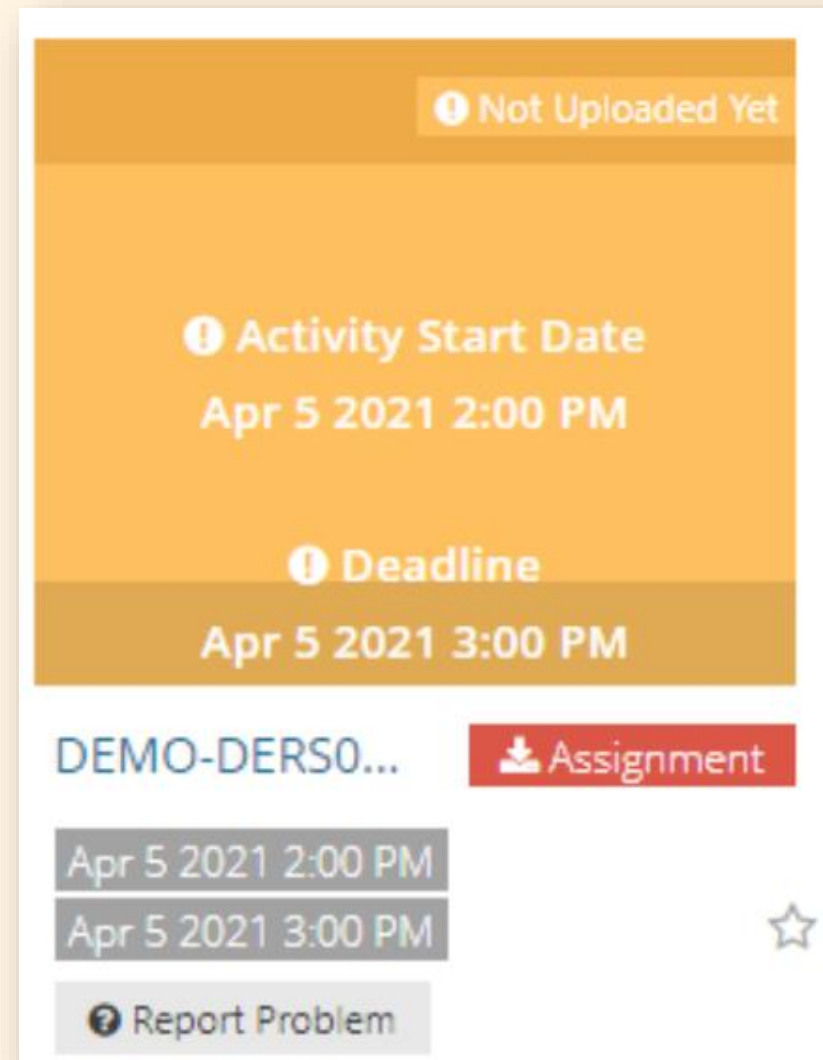
- Unlike the test exams, the written type exams are not conducted on the exam application, but only on the LMS platform through the browser. Your written exam is on your course page and appears in yellow colour.
- The process in the written exams proceeds as follows;
- It proceeds by downloading and answering the exam question sheet included in the "exam activity" that the instructor of the course has uploaded to the system (LMS) and uploading your answer sheet back to the system (LMS).





# ACCESS TO THE WRITTEN EXAM

- To access the written exams, log in to the page of your relevant course from the "My Courses" page in LMS. (<https://lms.gelisim.edu.tr/Course/MyCourses>).
- On the page of your relevant course, a **yellow** classic exam activity will appear as shown in the image below..





# DOWNLOADING THE QUESTION SHEET INTO COMPUTER

- Click on Written Exam Activity.
- Click the GREEN download button on the right.

DEMO-DERS02 - Midterm Written Exam Close Activity Window

Activity Start Date: 4/5/2021 2:00 PM  
Deadline: 4/5/2021 3:00 PM

demo-ders03\_-\_midterm\_written\_exam\_question\_sheet.docx  
[Download](#)

**Your Uploads:**  
You haven't uploaded any files yet

**Download**  
Click to download the assignment's file

**Send Assingment**  
You haven't uploaded any files yet

**Upload Rights**  
0/10



# ANSWER SHEET

- The name, surname, student number, course name, course code, exam date, etc. requested from you on the answer sheet. Please fill in all the information completely.
- In written exams, your answers should be written on the question sheet (or into the file) that you downloaded from the written exam activity.
- If you are filling your answers digitally (on the computer), you can continue your exam by increasing the number of pages.
- If you print out the question sheet and fill in the answers by hand-writing, you can continue your exam by writing the page number on another A4 size paper.
- Write your answers legibly on the answer sheet if you are filling by hand-writing.
- If more than one paper is filled for the same exam, write the page number on the additional papers.

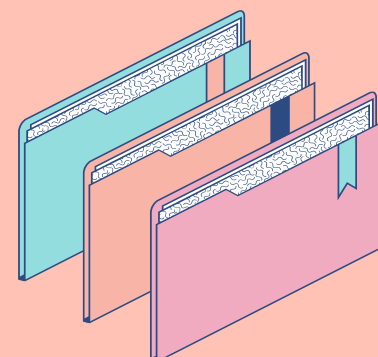


# UPLOADING THE ANSWER SHEET TO THE SYSTEM

- You need to upload your answer sheet to the system through the Written Exam Activity within the exam period.
- You can upload the PDF, ZIP or WORD type files that you have obtained by taking a photo of your answer sheet or scanning it from the scanner device, if any.
- If you fill your answer sheet on computer and save it, you can upload the relevant file in **PDF**, **ZIP** or **Word** type files to the written exam activity.
- You must upload your file to the system from the page that opens by clicking the "Send Assignment" button on the written exam activity within the exam period. Thus, the file you upload for the exam reaches the instructor of the course. Installation steps are shown in the images on the next page.



NOTE: You can upload a **single file** to the system (LMS). Multiple file uploads cannot be made. If you have more than one page, you need to convert all your pages into a single PDF or ZIP file.





# DEMO-DERS02 - Midterm Written Exam

Close Activity Window

Activity Start Date: 4/5/2021 2:00 PM

Deadline: 4/5/2021 3:00 PM

demo-ders03\_-\_midterm\_written\_exam\_question\_sheet.docx

Download

Your Uploads:

You haven't uploaded any files yet

Download

Click to download the assignment's file

Click to open the upload page

Send Assingment

You haven't uploaded any files yet

Upload Rights

0/10

## Send Assingment

Assignment Upload

Don't forget to click the Send Assingment button after uploading your homework file using the Select or Drag Drop field. Otherwise, your homework will not be sent.

Select the file that you will upload

+ Browse or Drag&Drop

Send Assingment

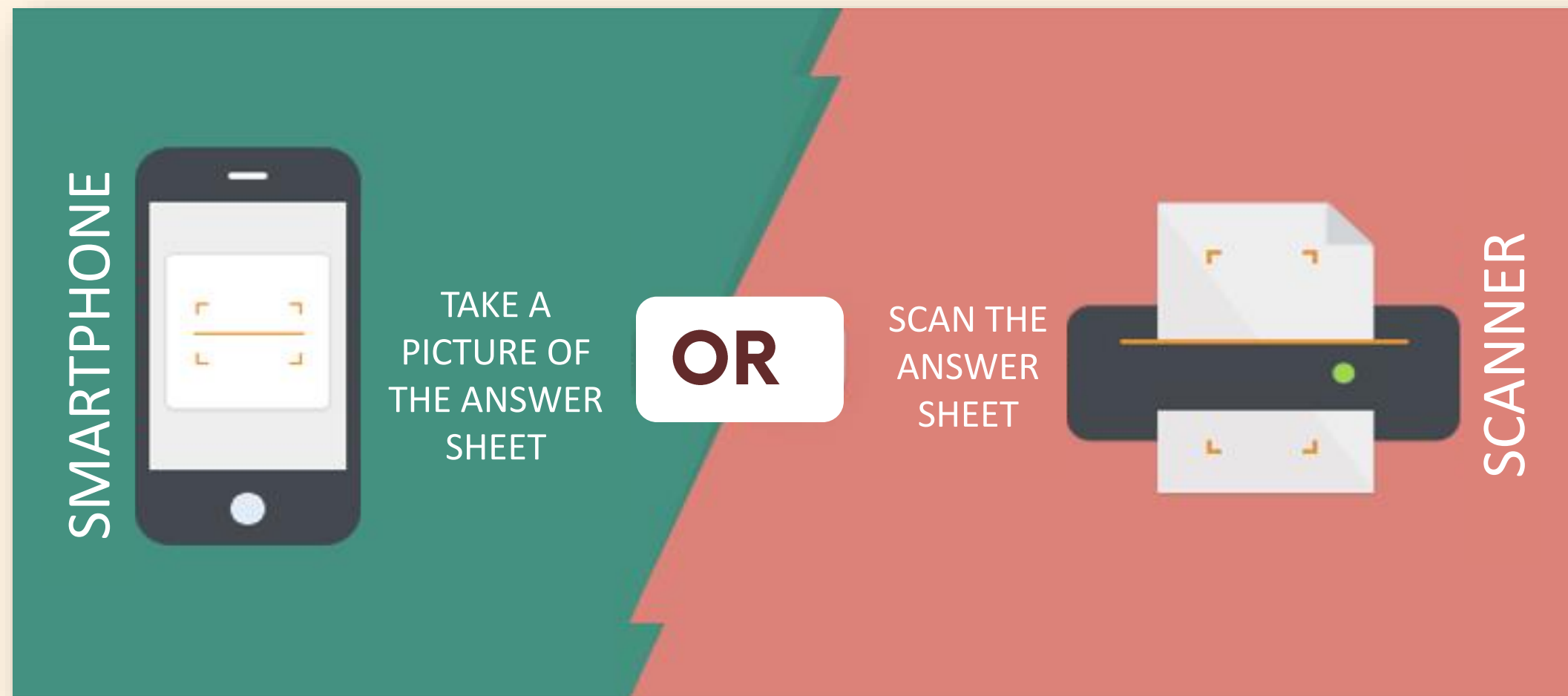
Click to upload the file





# CONVERT THE ANSWER SHEET INTO PDF

- First of all, we would like to remind you that; you must upload your answer sheet to the LMS before the exam period expires.
- You can upload a **PDF**, **ZIP** or **WORD** type file to the system.
- There are different methods for transferring the answer sheet to the computer. Here are some of the most commonly used methods:
  - Taking a photo from a phone (using the Adobe Scan app),
  - Scanning from a Scanner device.





# SCANNING BY USING A SMARTPHONE

- It is enough for your phone to have **ANDROID** or **IOS** operating system.
- Install the application called **Adobe Scan** from the application store on your phone..

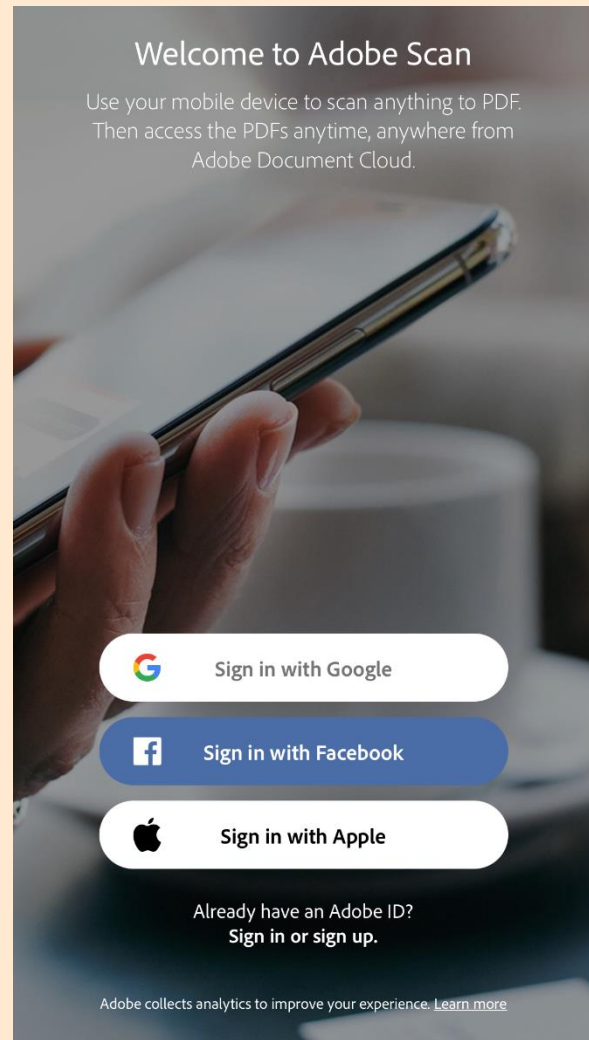
- To download to **ANDROID** phone;  
<https://play.google.com/store/apps/details?id=com.adobe.scan.android&hl=tr>



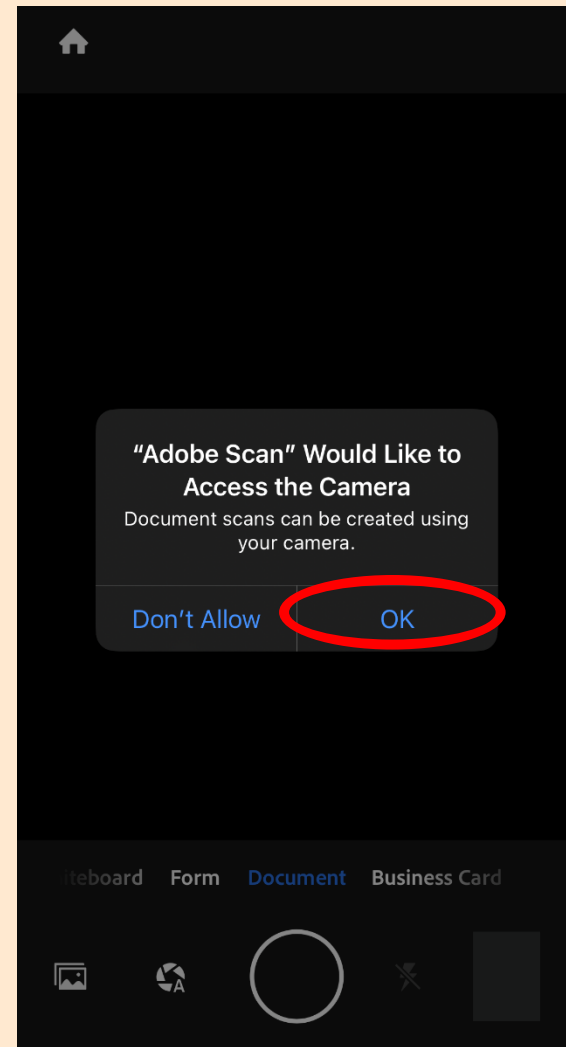
- To download to **IOS** phone;  
<https://apps.apple.com/tr/app/apple-store/id1199564834>



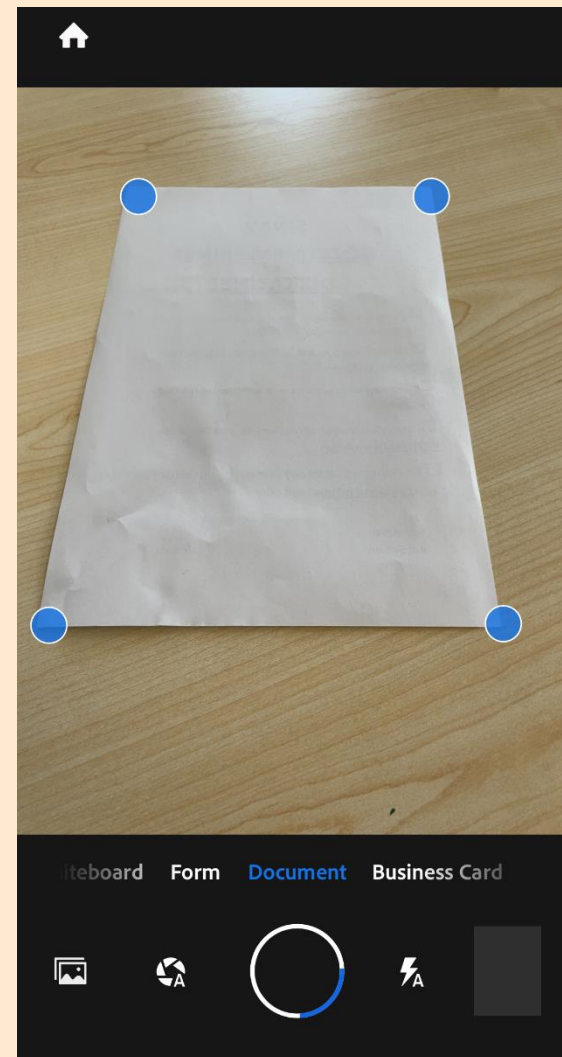
- By using this application, you can scan and convert your answer sheet into PDF, at once.
- You can also access your answer sheet from the computer by sending the PDF file produced by the program to your own e-mail address..
- You can follow the steps shown on the next page to install and use the program.



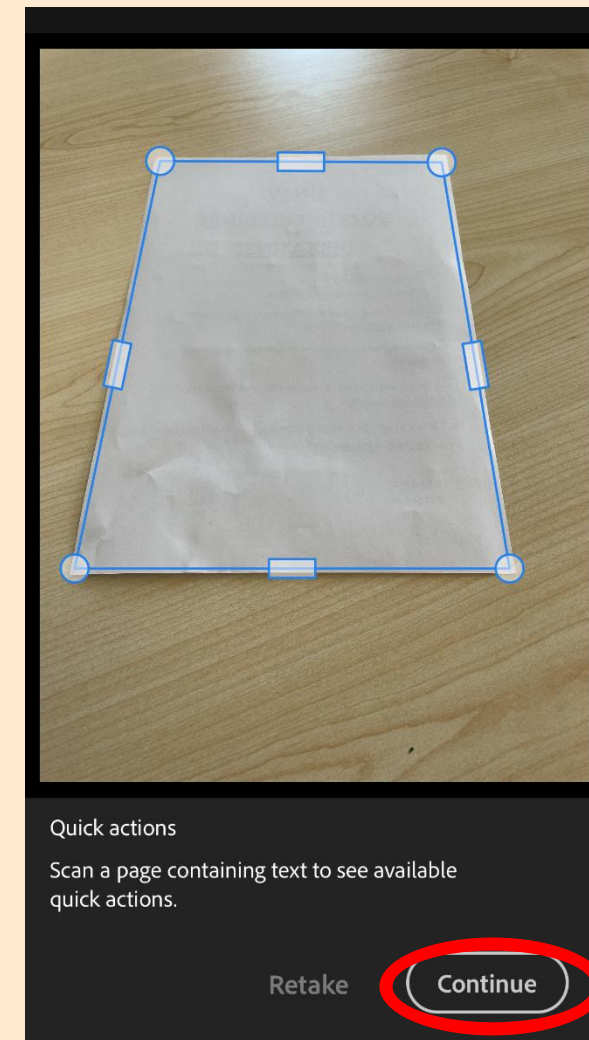
1



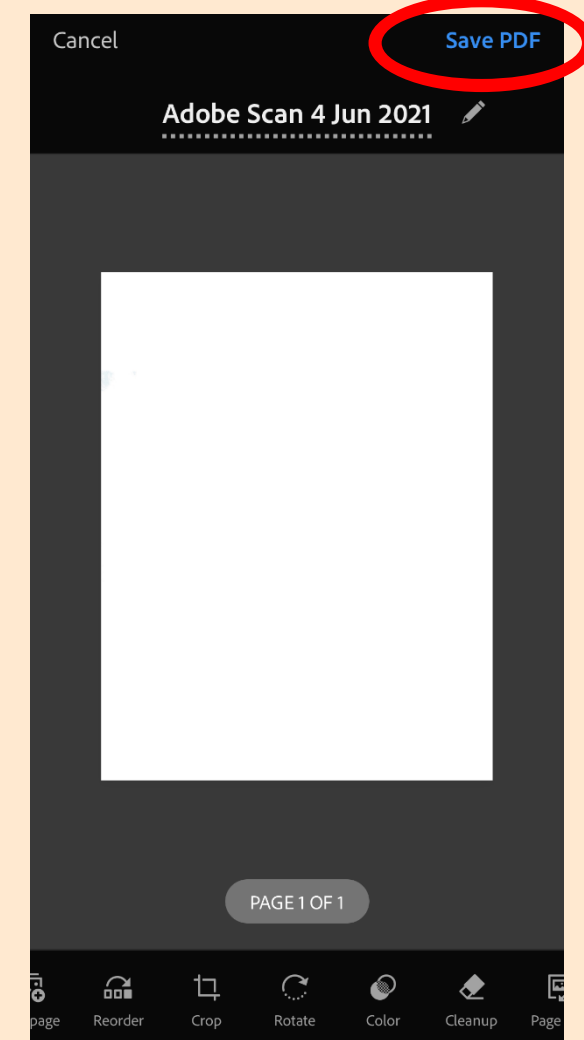
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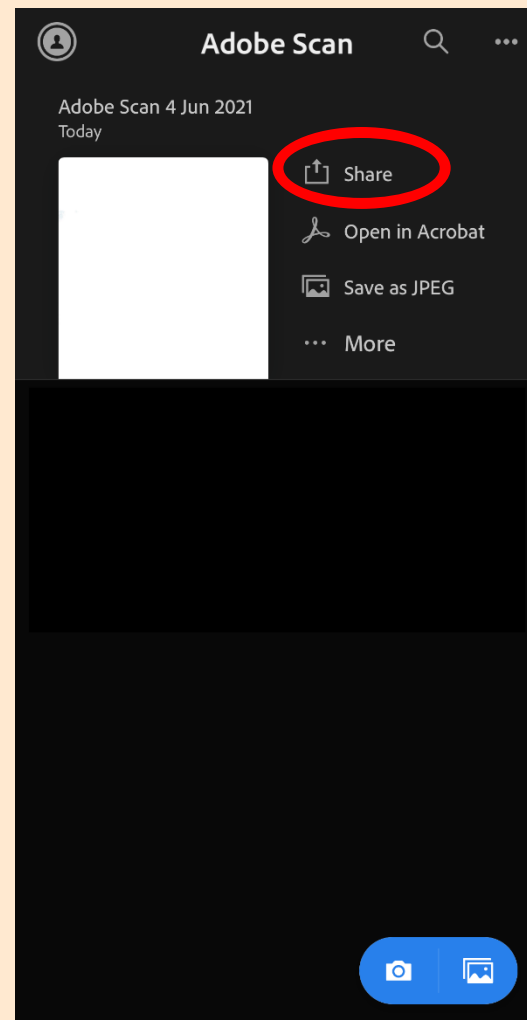
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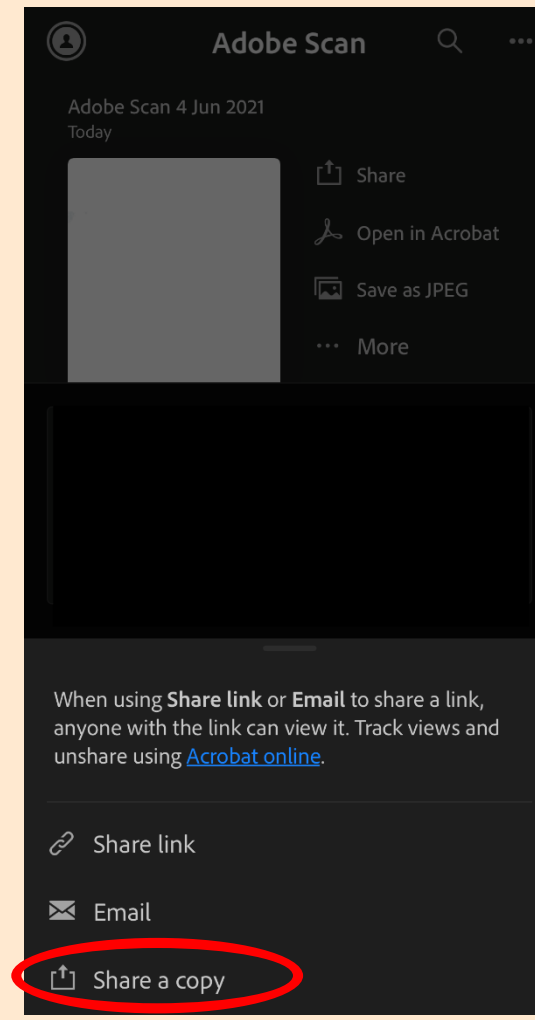
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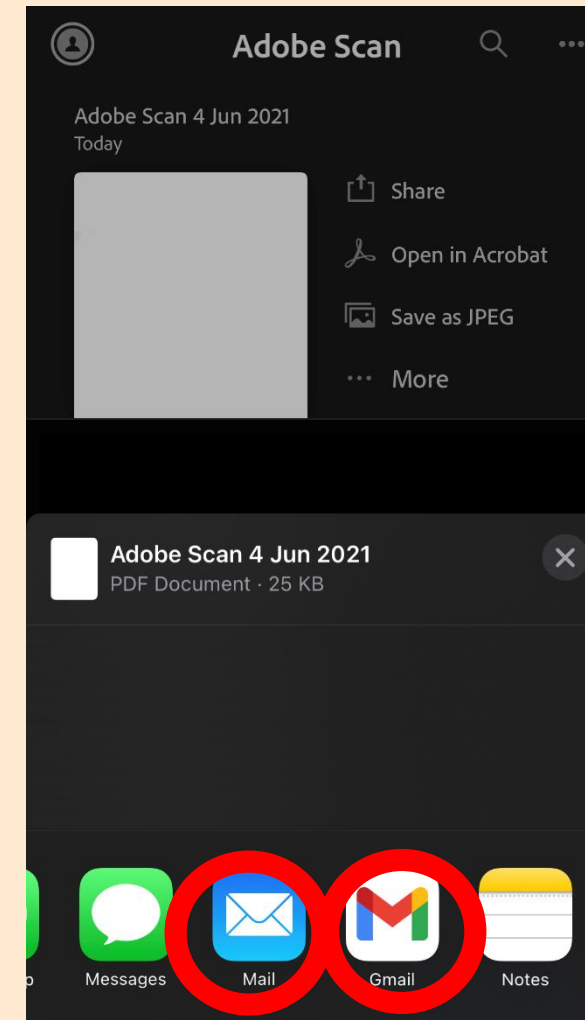
5



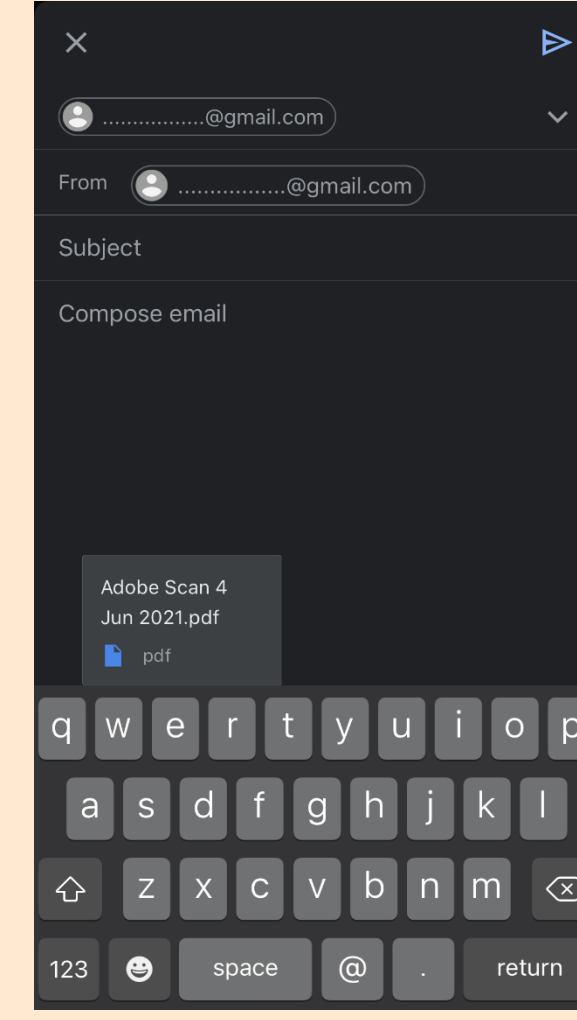
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7



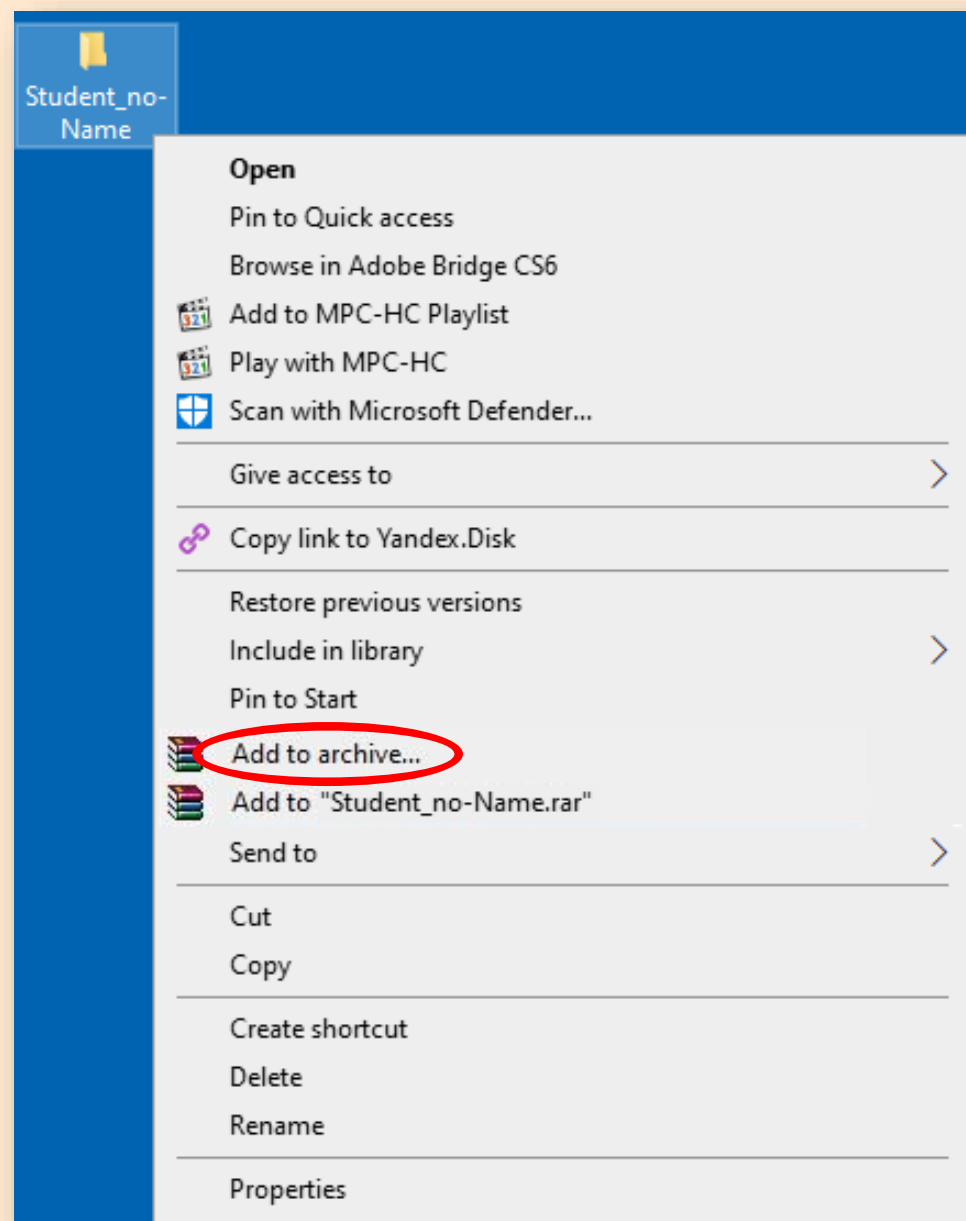
8



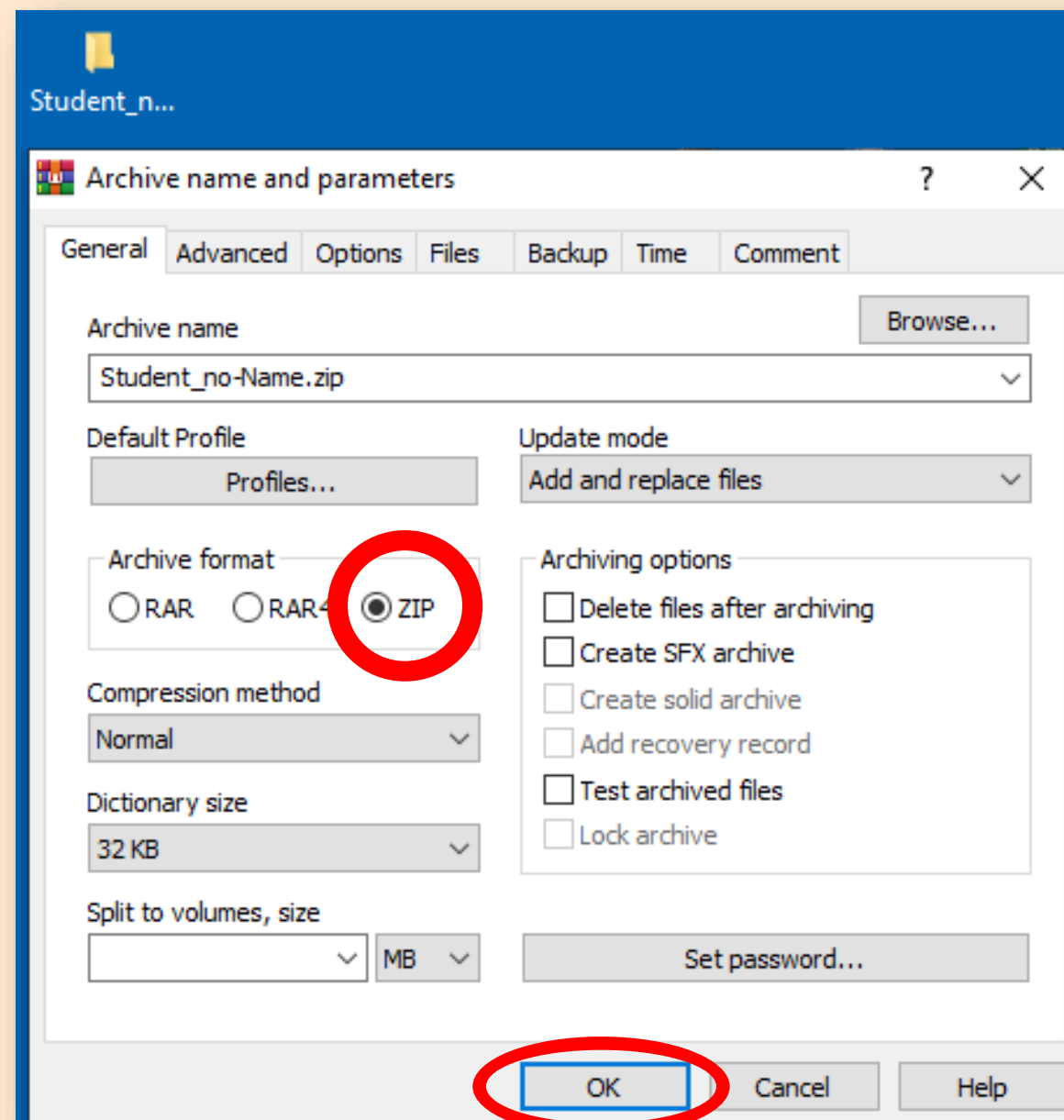
9

**NOTE:** If you have more than one page, you can click on the photo icon before the "share" text in step 6, take a photo of your other pages, and then click "share" to proceed.

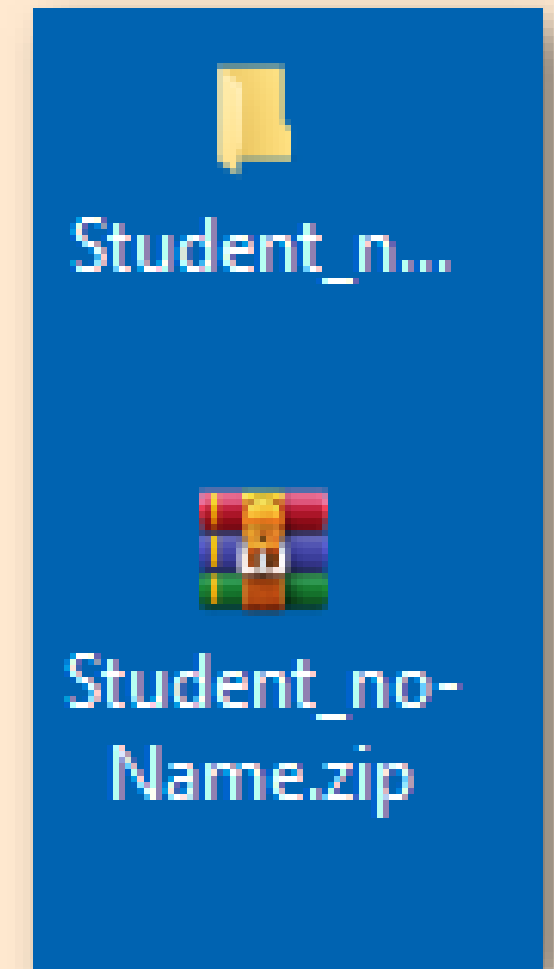
# ≡ CONVERTING INTO ZIP FORMAT (MAC)



1



2

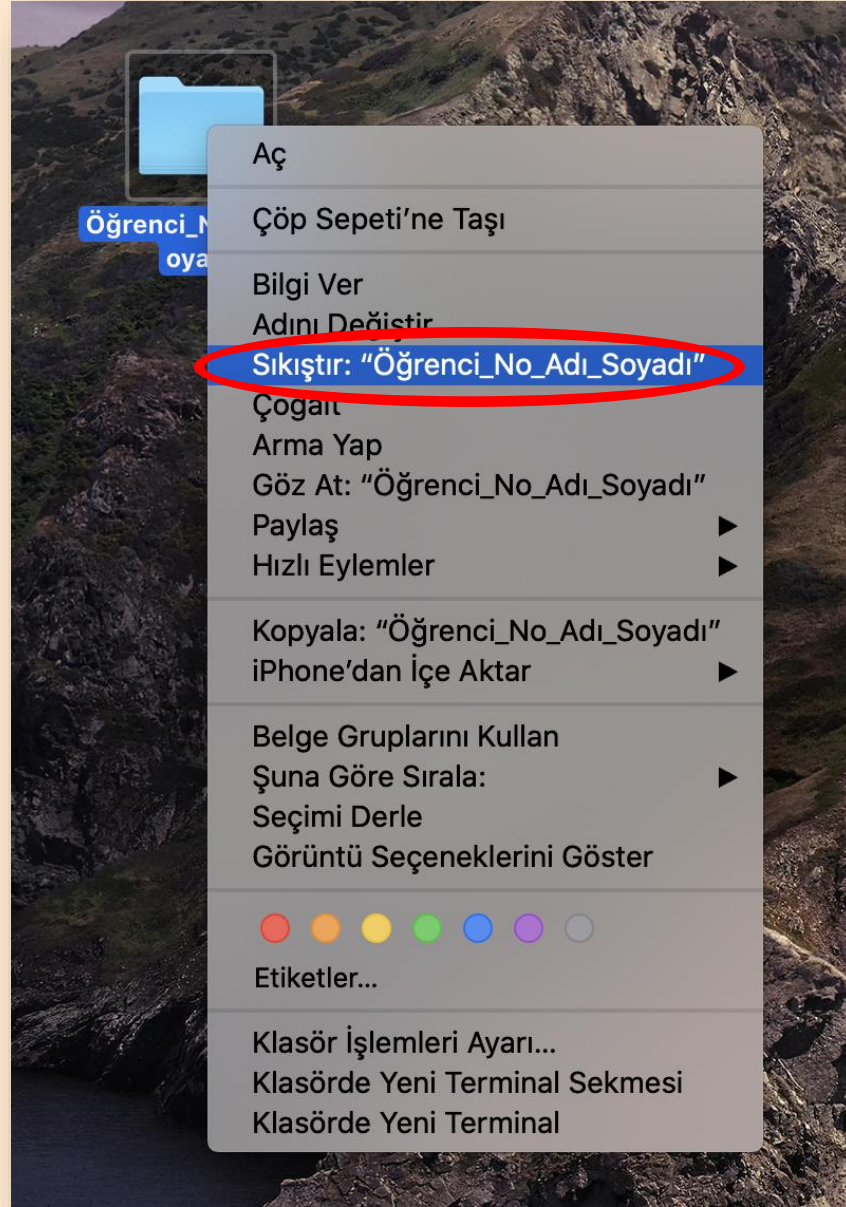


3

Save your answer sheets' pictures into single folder. Right-click onto your folder and select the «Add to archive...».

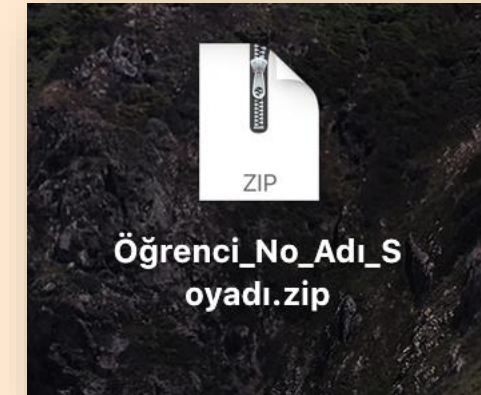


# ≡ CONVERTING INTO ZIP FORMAT (MAC)



1

Save your answer sheets' pictures into single folder. Right-click onto your folder and select the «Compress: "..."».



2

# IMPORTANT NOTES



- If you have used more than one paper, do not forget to number your papers.
- You can upload a single file to the system (LMS). Multiple files cannot be uploaded to the system (LMS). If you have more than one page, you need to convert all your pages into a single PDF or ZIP type file.
- You can directly upload your saved exam paper using the WORD written exam file.
- If you have more than one file in different formats, you can convert your exam file into a ZIP file and upload it at once. File upload size on the system (LMS) is 200 MB maximum.
- After the end of the exam period, it is not possible to upload to the system.
- The download must be completed before the exam period expires.
- Your upload time will vary depending on your internet speed. Considering your upload time, we recommend that you start uploading your file at least 10 minutes before your exam end time.
- After uploading your file, in the file upload section of the exam activity
- ***"File uploaded successfully. Please check the downloaded file by downloading it from the area given below."*** inscription will appear.



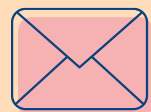


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**WE WISH YOU LUCK...**



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