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RECTORATE OF ISTANBUL GELISIM UNIVERSITY
The Dean's Office of the Faculty of Health Sciences

QUIZ METHODS AND PRINCIPLES

(Accepted by the Faculty Board Decision No. 2025-01-03 dated 18.02.2025)

Purpose

(1) This document has been prepared in accordance with the provisions of the *Istanbul Gelisim University (IGU) Associate and Undergraduate Education, Training, and Examination Regulation* to establish, plan, implement, evaluate, and announce the principles to be applied in quizzes for the courses of the Faculty of Health Sciences Departments.

Definition and Scope

(2) A quiz is an examination conducted at regular intervals throughout the relevant semester to assess the learning outcomes of a course. It consists of short-duration sessions covering the topics determined by the course instructor. Quizzes may be administered face-to-face or online via the *Advancity Learning Management System (ALMS)*.

a) Quizzes are planned to be conducted at least once and at most four times per semester, and students are informed in the first lecture of the semester.

b) Quizzes are defined on the Gelisim Information System on the IGU website before the semester begins. The workload in ECTS and the weekly course topics are updated through the "**Syllabus >> Course Description-Application Information**" section in PERSIS. The specific week in which the quiz will be conducted is indicated, and it is also highlighted under the 14-week course topics in the course presentation.

c) Quiz questions are prepared by the responsible course instructor or the relevant academic committee to assess the learning objectives and outcomes of the course.

Planning and Announcement of Quizzes

(3) Quiz dates are determined by the instructor at the beginning of the semester and announced to students via the GBS.

a) Quizzes are conducted during class hours and in classrooms. If a quiz is to be administered electronically (via ALMS), students are additionally informed at the beginning of the semester regarding the implementation of such exams.

b) Quizzes must be conducted no later than the 12th week of the academic calendar.



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Quiz Rules

(4) The instructor informs students about the format (multiple-choice, essay, oral, open-book, closed-book, etc.) and type (face-to-face, online) of the quiz before the exam.

a) Student behaviors that may be considered disciplinary offenses during quizzes are subject to the provisions of Article 54 of Law No. 2547 on Higher Education.

b) The duration of the quiz is determined by the instructor. At the end of the allotted time, the quiz is concluded, or the online system is closed.

c) Students who arrive late to the quiz can only use the remaining time from the moment the quiz begins. No extension of time is granted.

Evaluation and Announcement of Results

(5) Quiz scores for courses in the Faculty of Health Sciences Departments are entered into PERSIS and announced by the deadline specified in the IGU Academic Calendar.

a) In accordance with the provisions of the Istanbul Gelisim University Associate and Undergraduate Education, Training, and Examination Regulation, "*ARTICLE 23-1-a; (Amended: Official Gazette - 18/4/2021-31458)(3) The final grade of a course, including elective and compulsory YÖK courses within the dentistry undergraduate program and all associate and undergraduate programs, is calculated by summing 50% of the semester coursework and 50% of the final exam score, provided that a minimum of 40 points is obtained in the final exam. If the final exam score is below 40 points, an FF grade is assigned. For activities conducted during the semester other than midterm exams (such as quizzes, laboratory/practical work, assignments, or projects), grades may be assigned and their percentage contributions must be specified in the course syllabus. The contribution of midterm exams cannot be less than 30%, while the contribution of other coursework cannot exceed 20%. According to Article 23-c-4: the weight of all activities conducted during the semester, including midterms, quizzes, laboratory work, assignments, and presentations, toward the semester or final success grade is determined by the course instructor and must be specified in the course syllabus at the beginning of the semester. **The contribution of midterms cannot be less than 30%.** Activities and contribution rates that are not indicated in the course syllabus cannot be changed after midterms, and students cannot be held responsible for such changes.*" Therefore, based on this regulation and the percentage (%) rates in the "Assessment and Evaluation" section of the "Grade Entry" panel in PERSIS:

b) Quiz Contribution Rate: Quizzes conducted during the semester contribute at least **5%** and at most **10%** to the final grade.

c) Assignment Contribution Rate: Assignments given within the scope of the course contribute **10%** to the final grade.

ç) Practical-Laboratory Exam Contribution Rate: Practical and laboratory exams conducted during the semester contribute **at least 5%** and **at most 10%** to the final grade.



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d) Final Exam Contribution Rate: Final or resit exams conducted at the end of the semester contribute **50%** to the final grade. This percentage is independent of the contribution rates of quizzes, assignments, and practical/laboratory exams.

e) Students must submit their objections to quiz results in writing to the relevant course instructor via the institutional electronic platform within three business days following the announcement of the results.

f) Objections are reviewed by the responsible instructor, and if a clerical error is identified, the necessary correction is made.

Attendance and Excuse Cases

(6) Students who do not attend quizzes on the announced dates are considered unsuccessful in the exam.

a) In accordance with “*Article 3, paragraph (ı) of the IGU Associate and Undergraduate Education, Training, and Examination Regulation*” students who do not attend quizzes are not entitled to a make-up exam.

b) Students' eligibility to participate in quizzes based on their attendance status is subject to the provisions stated in Article 17, paragraph 2 of the “*IGU Associate and Undergraduate Education, Training, and Examination Regulation.*”

Enforcement and Implementation

(7) These methods and principles serve as the fundamental basis for quiz applications in the courses of the Faculty of Health Sciences Departments. In matters not covered here, the provisions of the *IGU Associate and Undergraduate Education, Training, and Examination Regulation* shall apply.

a) These methods and principles take effect on the date of approval by the Faculty of Health Sciences Faculty Board. The relevant Department Chair is responsible for conducting quizzes in accordance with these methods and principles.