

FACULTY OF HEALTH SCIENCES DEPARTMENTS PRACTICAL-LABORATORY EXAMINATION METHODS AND PRINCIPLES

(Adopted by the Faculty Board Decision dated 12.08.2025 and numbered 2025-04-28.)

Purpose

1- This document has been prepared in accordance with the provisions of the *Istanbul Gelisim University (IGU) Associate and Undergraduate Education and Examination Regulation*, with the aim of setting forth the methods and principles governing the determination, planning, implementation, evaluation, and announcement of the results of practical–laboratory examinations conducted in the courses of the Faculty of Health Sciences Departments.

Definition and Scope

2- The Practical–Laboratory Examination is an assessment conducted to measure the practice-oriented learning outcomes of a course within the relevant semester. It is carried out in scheduled sessions, covers the topics defined in the Gelisim Information System (GBS), and is determined by the course instructor. It can only be administered face-to-face.

a) The Practical–Laboratory Examination is scheduled once per semester for courses that include practical hours, planned by the course instructor, and students are informed during the first class of the semester.

b) The Practical–Laboratory Examination is defined in the GBS on the IGU website prior to the beginning of the semester. Through the “**Syllabus >> Course Description–Application Information**” tab in PERSIS, the ECTS workload and weekly course topics are updated by the course instructor. The week in which the Practical–Laboratory Examination will be administered is specified and additionally indicated under the “14-week course topics” section included in the course presentation.

c) The questions of the Practical–Laboratory Examination are prepared by the responsible course instructor(s) forming the course committee, in order to assess the learning objectives and outcomes of the course.

Planning and Announcement of the Practical–Laboratory Examination

3- The dates of the Practical–Laboratory Examination shall be defined in the GBS by the course instructor at the beginning of the semester, before students register for courses, and shall be notified to the students.

a) The Practical–Laboratory Examination shall be conducted on the day and in the laboratories designated by the course instructor.

b) The Practical–Laboratory Examination shall be conducted no later than the 12th week of the academic calendar. The location, date, and time of the examination shall be announced to students via PERSIS at least

10 calendar days prior to the exam.

c) At least one observer shall be assigned for the Practical–Laboratory Examination based on the number of participating students. The assignment shall be made by the Head of the Department from among the department’s faculty members.

Practical–Laboratory Examination Rules

4- The course instructor shall inform students prior to the examination about the format of the exam (case analysis, random selection of questions from a question pool, traditional questions, identification on a model, demonstration and/or application of a technique).

a) Behaviors of students during Practical–Laboratory Examinations that may be considered disciplinary offenses are subject to the provisions of Article 54 of Law No. 2547 on Higher Education.

b) The duration of the Practical–Laboratory Examination shall be determined by the course instructor. The examination shall end when the allocated time expires.

c) The Practical–Laboratory Examination may be conducted in groups or individually, as determined by the course instructor.

ç) Students arriving late to the examination may use only the remaining time from the moment the exam begins. No extension of time shall be granted.

d) As in theoretical examinations, a record of the Practical–Laboratory Examination shall be prepared and signed by the course instructor and the examination proctor at the conclusion of the exam.

Evaluation and Announcement of Results

5- Grades for Practical–Laboratory Examinations conducted in department courses shall be entered into PERSIS and announced by the date specified in the IGU Academic Calendar.

a) Forms to be used in Practical–Laboratory Examinations shall be submitted to the Faculty of Health Sciences Education and Training Commission for approval after a decision is made by the Department Board. The “Practical–Laboratory Examination Evaluation Form” approved by the Commission shall be used by the course instructor to evaluate the examination.

b) In accordance with the provisions of the IGU Associate and Undergraduate Education and Examination Regulation, the percentage (%) weights in the “*Assessment and Evaluation*” section of the “*Grade Entry*” panel in PERSIS shall be determined by the responsible course instructor(s) forming the course committee, according to the table below.

Midterm Exam (%)	Quiz (%) *	Assignment (%)	Practice – Laboratory Exam (%)	Final Exam (%)
30	5	5	10	50
30	10	0	10	50
30	0	10	10	50
30	5	0	15	50
30	0	5	15	50
30	0	0	20	50

* If a quiz is conducted, the provisions of the *Quiz Methods and Principles* shall also apply.

Attendance and Excusable Circumstances

6- Students who do not attend the Practical–Laboratory Examination on the announced dates shall receive a score of zero for the exam.

a) Students who do not attend the Practical–Laboratory Examination shall not be entitled to a make-up exam, in accordance with the provision of Article 3(1) of the *IGU Associate and Undergraduate Education and Examination Regulation*.

b) Students' eligibility to participate in the Practical–Laboratory Examination due to absenteeism shall be subject to the provisions of Paragraph 2 of Article 17 of the *IGU Associate and Undergraduate Education and Examination Regulation*.

Effective Date and Implementation

7- These methods and principles constitute the fundamental basis for the implementation of Practical–Laboratory Examinations in department courses. In matters not covered herein, the provisions of the *IGU Associate and Undergraduate Education and Examination Regulation*, as well as the *Quiz Methods and Principles* when a quiz is conducted, shall apply.

a) In order to conduct the Practical–Laboratory Examination in accordance with these methods and principles, each department is required to prepare its own necessary forms before the start of the academic term. These forms must be submitted to the Dean's Office for consideration by the Faculty of Health Sciences (FoHS) Education and Training Commission after obtaining the decision of the Department Board. The forms shall only be used following the approval of the Education and Training Commission.

b) These methods and principles shall enter into force on the date they are approved by the Faculty Board of the Faculty of Health Sciences (FoHS). The Head of the Department, together with the course instructor, shall be responsible for conducting the Practical–Laboratory Examination in accordance with these methods and principles.