

2020-2021 ACADEMIC YEAR SPRING SEMESTER

Online Exam Application Principles For students

1. Mid-term exams will be held between **19-25 April 2021 at faculties, 26 April-2 May 2021 at vocational schools.**
2. Exams will be held at Sakarya University of Applied Sciences "UZEM LMS" System.
3. Login to the systems will be done with **SABİS username and password.**
4. At the beginning of each exam, the "Rules for the Exam" will be presented to our students and they will start their exams after reading these rules carefully and accepting them.
5. The schedules of the 2020-2021 Spring Term mid-term exams will be published on the web pages of the programs. Students need to follow these announcements.
6. Schedules for exams will be published at least 1 week earlier from the exam date on the web pages of the programs.
7. The duration of the exams (test, classic, mixed, etc.) is determined by the instructor of the course. Students will have extra 15 minutes in addition to the duration of the exam. (For example: If the exam duration is 60 minutes, the total time to enter the exam is 75 minutes). Exams must be taken within the specified time interval. **Exam duration for compulsory courses (Turkish Language, Atatürk's Principles and History of Turkish Revolution, English, Information Technologies and Coding) and Common Elective Courses is 120 minutes.**
8. If students log out of the system for any reason before the end of the exam period, students will be able to log in the system again and continue their exam. **The time passed in the processes is included in the duration of the exam. However, if the exam period is over, the student will not be able to log in again.**
9. The number of questions and exam duration will be determined by the instructor.
10. The remaining time will be displayed on the screen during the exam,.
11. Make-up exam processes will be based on Application Procedures and Principles Regarding the Distance Education Courses of Sakarya University of Applied Sciences. **Students can send e-mail (with their @subu.edu.tr e-mail address) to department secretariat to apply for make-up exams.**
12. It is recommended NOT to take the exam at the last minutes in order to prevent unjust treatment due to the congestion that may occur in the system.
13. It is recommended to log in the system before exams for trial.
14. Desktop and laptop computers should be preferred. instead of mobile devices (phone, tablet) to take the exam. There must be a stable and strong internet connection.
15. In case of cheating (to take the exam for another student) exams become invalid and students get penalty according to Student Discipline Regulations of Higher Education Institutions.

16. All transactions (logs) of users are recorded in the system. (Successful or unsuccessful login attempts and reasons, device information, IP information, transitions between pages / questions, marked answers, etc.)

17. You can send e-mail to “teknikdestek@subu.edu.tr” for technical problems (system problems, password problems, etc.) related to the online exam. **Please use your student e-mail address (.....@subu.edu.tr)**

In your support requests; write your name-surname, subject of the e-mail, mobile phone number and student number. E-mails without detailed explanations, mobile phone number or student number will not be answered. **E-mails sent from personal e-mail address (not from the student e-mail address) will not be answered.**

18. You can contact your school for all your other non-technical problems.