

FENERBAHÇE UNIVERSITY
2023 – 2024 Academic Year Fall Semester
Information about Exemption Exams for the Students

- 1) 2023 – 2024 academic year fall semester exemption exams will be held **online** via the Blackboard Platform.
- 2) Records taken for surveillance purposes during the exam will be kept within the scope specified by Higher Council of Education.
- 3) In order to participate in the exams, you must log in to the Blackboard Platform (blackboard.fbu.edu.tr) with your e-mail address and password with the extension *stu.fbu.edu.tr*.
- 4) The start time of the exams is the time announced to you earlier.
- 5) If you are going to take the exam from abroad, you must set your computer time to UTC+3 for any country. Otherwise, you may miss the exam start time due to incompatibility of your settings and lose your right to take the exam.
- 6) After the time update is made on the computer, you need to clear the browsing data from the settings at the top right of your browser (Chrome, Firefox, etc.). These procedures are important for you to conduct your exam.
- 7) You must enter the "Course Room" from the "Virtual Classroom-Sanal Sınıf" tab of the Blackboard Platform at least 10 minutes before the exam starts. Once you join the course room, you must turn on your camera. It is the student's responsibility to grant browser permissions and ensure that the system is operational before the exam.
- 8) You can find more detailed information about entering the virtual classroom and joining the course room at <https://www.fbu.edu.tr/akademibolum/54/uzaktan-egitim-uygulama-ve-arastirma-merkezi>.
- 9) Exams will be made available to students on the Blackboard Platform on the announced start date and time.
- 10) Four alternatives you can use to access your exams are explained below.
 - a. You can view your exam by clicking on the "Content" tab on the relevant course page.
 - b. When you log in to the system, your exam will appear on the "Activity Flow" page as of the exam start time.
 - c. You can see your exam by switching to the "Calendar" page.
 - d. When you go to the "Courses" page and click on the name of the relevant course, you can see your exam under the headings "My Announcements" and "To Do" on the page that opens.
- 11) The exam time given for each exam is the answering time of the exam. The answers you give until the end of this period are automatically recorded and forwarded to the relevant instructor at the end of the exam period. However, you can send your answers using the "Save and Send" button before the end of the exam period.
- 12) One question is displayed on each page. You must answer the exam questions in order. You can answer the displayed question or move on to the next question without answering. You cannot go back to a question you passed. (Due to the structure of the exam, you can return to the questions in exams where all questions are displayed on a single page. You can learn about the suitability of the exam for return from the exam instructions that appear on the screen when you start the exam on the Blackboard Platform.)
- 13) You must enter the exam within the first 15 minutes of the announced starting time. The system does not allow taking the exam later than 15 minutes.
- 14) If you lose your connection to the system, you can continue the exam from where you left off by re-logging into the system within the first 15 minutes of the exam starting time. However, if you disconnect from the system for any reason after this period, you will not be able to view the exam. Therefore, in order to avoid possible incompatibilities that may be encountered on mobile phones, it is recommended that you open the exam from a computer and be connected to an internet network with high speed and signal strength during the exam. The responsibility for any problems that may arise in these matters belongs solely to the student.
- 15) As stated in Article 37 of Fenerbahçe University Associate and Undergraduate Education Regulations, "Any notifications that must be made officially to students must be returned to the e-mail address created by the University for the student and to the address provided by the students during their registration to the University, in accordance with the provisions of the relevant legislation." and it is done under contract. Notifications made upon signature at the faculty instead of registered or registered mail are also valid. Students are responsible for monitoring the messages sent to the e-mail address provided to them by the University and updating their contact information during each registration period. You should carefully follow the information given to you in line with the statement.