

FENERBAHCE UNIVERSITY

2020- 2021 Academic Year Fall Semester

Distance Education Student Information Note Regarding Make-up Exams (For Finals)

- 1) Fenerbahce University's 2020-2021 Academic Year Fall Semester Make-up Exams (Make-ups for finals) will be held on the **Blackboard** platform.
- 2) In order to take the exams, you must log in to the Blackboard (blackboard.fbu.edu.tr) platform with your password and e-mail address with the extension **stu.fbu.edu.tr**.
- 3) Make-up exam applications will be submitted through OIS between **1 - 5 February 2021**.
- 4) **Make-up exam schedule will be announced on OIS.**
- 5) **The start times of the exams are as announced on the OIS system.** It is required to enter the exam **within the first 30 minutes** from the starting time of the exam that is announced on OIS. **After this duration, the exam cannot be viewed.**
- 6) **If you will be taking the exam from abroad, you must set your computer clock with UTC + 3 to suit any country. Otherwise, you may miss the starting time of the exam due to incompatibility of your settings and lose your right to take the exam.**
- 7) **After the clock update is done 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 running your exam.**
- 8) **The duration of the exam** will be announced by the instructor of the course in the "test description" section on the Blackboard platform.
- 9) Exams will be made available to students on the Blackboard platform at the starting date and time specified on the OIS.
- 10) The four alternatives you can use to access your exams are described below.
 - a- When you log in to the system, you can view your exam by clicking the "Content" tab on the page of the relevant course.
 - b- When you log into the system, your exam will appear on the "Activity Stream" page as of the exam start time.
 - c- You can view your exam by switching to the "Calendar" page.
 - d- When you click on the name of the related course by entering the "Courses" page, you can see your exam under the headings of "My Announcements" and "To Do".
- 11) Exam duration for each exam is the duration of the exam to be answered. Once the exam is started, the duration of the exam can be followed by the timer on the screen. The answers you give until the end of each exam are automatically recorded and sent to the relevant lecturer/faculty member at the end of the exam. However, before the end of the exam, you can send your answers with the **"Save and Submit"** button.
- 12) Only one question is displayed per page. **You must answer the exam questions one by one.** You can answer the displayed question or move on to the next question without answering. **You cannot go back to the question you once passed on.**
- 13) **You must enter the exam within the first 30 minutes of the starting time announced on OIS.** The system **does not allow** to take the exam late after **30 minutes**.
- 14) If you are disconnected from the system, you can re-login to the system **within the first 30 minutes as of the starting time of the exam** and continue the exam where you left off. However, after this period, if you are disconnected from the system **for any reason, you cannot view the exam.** For this reason, it is recommended that you enter the exam

from the computer and be connected to an internet network **with high speed and signal strength** during the exam in order to avoid possible incompatibilities in mobile phones. The responsibility of the problems to be experienced in these matters belongs only to the student.

- 15) You should carefully follow the notifications made to you in line with the quoted phrase in Article 38 of the Fenerbahçe University Regulation for Associate and Undergraduate Degree Education: **“According to the provisions of the relevant legislation, all kinds of official notifications required to be made to the students are made via to the e-mail created by the University for the student and made to the mail address (certified mail with return receipt requested) provided by the students to the University during registration. Notification made with a signature at the faculty is also valid instead of certified mail with return receipt requested. Students are obliged to follow the messages sent to their electronic e-mails, which have been provided them by the University, and to update their contact information during each registration period.”**
- 16) The excuses of the students, who attend the final exams and who had disruptions during their exams and reported their situation to destek@fbu.edu.tr during the exam, will be confirmed by system analysis. Students whose excuses are confirmed will be able to take the make-up exams. This method will be done **only for the last time. This method will not be used for the exams to be held within the scope of distance education in the spring semester.**

***There will not be any *make-up* for the *make-up exams*.**

*** Semester-long projects, which will be reflected in course assessment and evaluation, are not included in the exam process mentioned above.**