



## EDUCATION UNIT

### DISTANCE EDUCATION AND INFORMATION TECHNOLOGIES COORDINATION

#### MAIN COMPUTER LABORATORIES EXAM RULES

1. Students must present their student ID card and national ID card when entering the exam in the main computer laboratories. Students with missing documents will not be allowed to take the exam.
2. Students must book their exam slots by selecting suitable dates and times through the exam reservation system. **Reservation system:** [uzebim.digital/odk](http://uzebim.digital/odk)
3. If a student fails to attend the exam at the reserved date and time, they will have the right to make a new reservation.
4. Students must make separate reservations for each exam to participate in midterm and final exams. A single reservation does not cover multiple exams.
5. Students must strictly adhere to the dates and times set in the reservation system for midterm and final exams. Late arrivals will not be granted extra time. Example: If a reservation is at 10:30, the student must enter by 10:35 at the latest. If they are late, they must submit a new request through the reservation system. Full compliance with the specified exam times and locations is mandatory.
6. Make-up exams for the academic year, as well as midterm and final exams, will be scheduled through the reservation system. Students taking the make-up exam must make a separate reservation for the respective exam. All exam rules apply.
7. It is strictly forbidden to enter the exam with mobile phones, pagers, radios, cameras, electronic devices with dictionary functions, handheld computers, or any device with computer capabilities. The main computer laboratories are monitored by cameras.
8. Exams will be conducted through [uzebim.neu.edu.tr](http://uzebim.neu.edu.tr). Ensure that your login credentials are correct before the exam. If login issues occur at the start of the exam, you will be asked to leave the exam laboratory. Be sure of the course code for the exam you are taking. Students are responsible for any mistakes regarding exam selection.
9. During the exam, students must comply with all instructions given by the supervisors. Students who violate the rules or fail to follow warnings will have their identity information recorded, and their exams will be deemed invalid. Students who leave the exam room (computer laboratory) without permission will not be allowed to re-enter.
10. It is forbidden to talk to supervisors or ask them questions during the exam. Likewise, supervisors are strictly prohibited from speaking closely or in a low voice with students. The main computer laboratories are monitored by cameras.



11. Students who cheat, attempt to cheat, assist in cheating, or enable cheating will have their identity information recorded in the Exam Room Report, and their exams will be deemed invalid.
12. Supervisors are not obligated to warn students attempting to cheat or assist in cheating; the responsibility lies with the student. The main computer laboratories are monitored by cameras.
13. Questions, answer choices, and answers cannot be written on a separate sheet of paper and taken outside. Any student attempting this will have their identity recorded in the Exam Room Report, and their exam will be deemed invalid. The main computer laboratories are monitored by cameras.
14. **During the midterm week, exams for courses coded ODK 100-101-102-200 will not be conducted. These exams will resume after the midterm week.**