



ALTINBAŞ
ÜNİVERSİTESİ
SENİ "EN İYİ SEN" YAPAR



Altınbaş Üniversitesi
Distance Education Research and Application Center
Online Exam Application Principles

June 2020

UZEM

FINAL EXAMS – APPLICATION PRINCIPLES

Exam Schedule

- Exams are held according to the exam schedule announced by the Registrar's Office.
[2019-2020 ACADEMIC YEAR SPRING SEMESTER ONLINE FINAL EXAM SCHEDULE](#)

Electronic Environment to be Used

- Final exams will be held on our university's distance education platform, uzem.altinbas.edu.tr
- Before the exams, please ensure that you can login to uzem.altinbas.edu.tr; it is important for you to access the system without any problems during the exam.

General Information About Online Exams

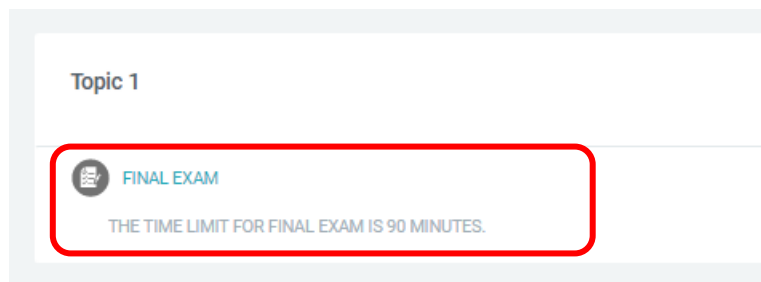
- Students will be able to see the Exam activity of the relevant course on the course page on the day and time specified in the final exams schedule determined by the Registrar's Office.
- The due dates of the project / assignment / take home exams will be shown on related modules on the course pages.
- If the **Attempt quiz now** button does not appear in the exam module, the exam has not started yet.
- You may access the exam between Exam open and close periods determined for each exam individually. You should complete the exam within the given **Time limit**.
- Each exam can be entered **only once**.
- The time remaining until the end of the exam will be displayed on the screen during the exam.
- During the exam, one question and its answer choices or text field expected to be filled with your answer, will be displayed on each page.
- For the exams in which an answer file is expected to be uploaded, students will see a file upload area in the answer part of the question page.
- As you pass to the next question by marking the answer or leaving it blank, you are **not allowed to return** to previous questions.
- In case of leaving the exam session for any technical reasons as internet or electricity problems, the student should log back on as quickly as possible and continue the exam from where she/ he left off. Exam time will be running until the connection is made again.
It is the student's responsibility to take the necessary precautions.
- As you answer all of the questions, click on the **Finish attempt** button on the last page of the exam, then click on **Submit all and finish** button to submit the exam.
- Please consider possible unexpected situations and avoid attending the exam late.
- All user logs of the students accessing the exams are recorded. (Successful or unsuccessful login attempts, IP information, transitions between pages/questions, marked answers, etc.)
- Copying and sharing exam questions in any way constitutes a crime. Unfortunately, the examinations of our students who carry out these actions are considered invalid and a process is initiated about them in accordance with the relevant legislation.
- The exam results will be announced on Student Information System (sis.altinbas.edu.tr).
- You can send an e-mail to uzem@altinbas.edu.tr address via your university e-mail address for all your exam related problems. When sending e-mails, you need to specify your **student ID number** and write the subject you want to get support in detail.

Before the Exam

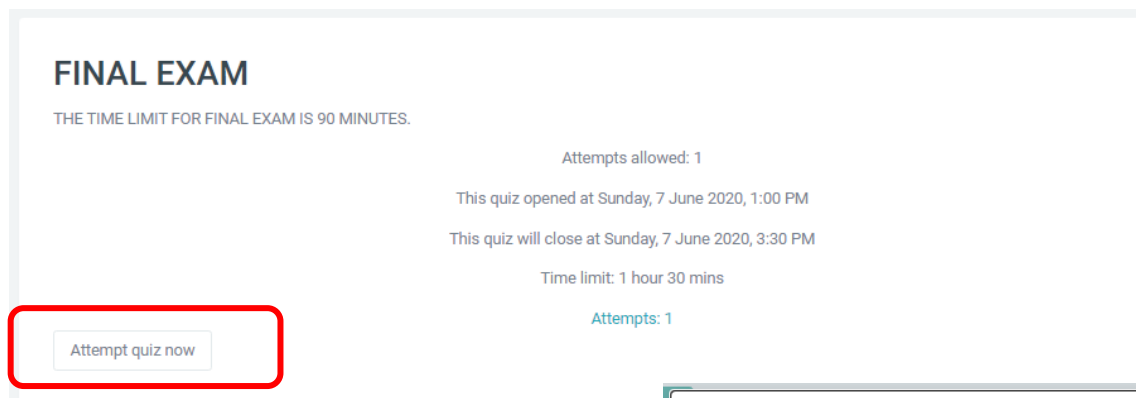
- You should check your system access before the exam. Login uzem.altinbas.edu.tr web site with the user name (name.surname) and the password which you use for your university e-mail. You may reset your password and get your user name by following the instructions on <http://reset.altinbas.edu.tr/> web page.
- Before the exams, please ensure that you can login to uzem.altinbas.edu.tr; it is important for you to access the system without any problems during the exam.
- On uzem.altinbas.edu.tr web page, you may search for your courses (course codes) using the search box under All Courses <http://uzem.altinbas.edu.tr/course/index.php> link. You should be enrolled to the courses on uzem.altinbas.edu.tr which you are registered on Student Information System (sis.altinbas.edu.tr).

During the Exam

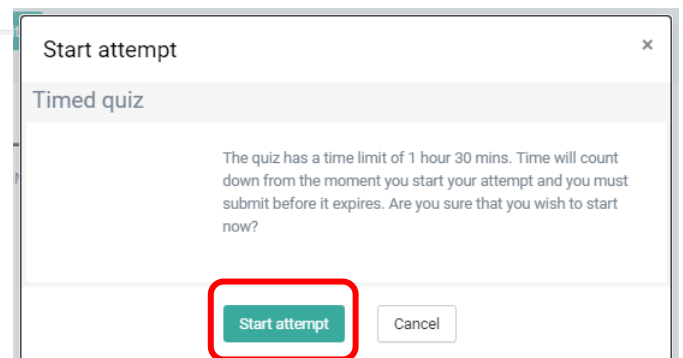
- It is recommended to use Mozilla Firefox, Internet Explorer or Google Chrome web browsers.
- **Wired internet** should be preferred rather than wireless internet (wi-fi) if possible to avoid potential internet breaks.
- It is the student's responsibility to take the necessary precautions against possible computer, internet and power failure / interruption problems in the environment where you will take the exam.
- If you encounter any problems during the exam, you should take a screenshot.
- First, click on the FINAL EXAM item on your course page. For every exam, "The Exam Guidelines" that are provided by your instructor should be read carefully.



- When you click on the "Attempt quiz now" button, then "Start attempt" on the pop-up screen, the exam and your time will start.

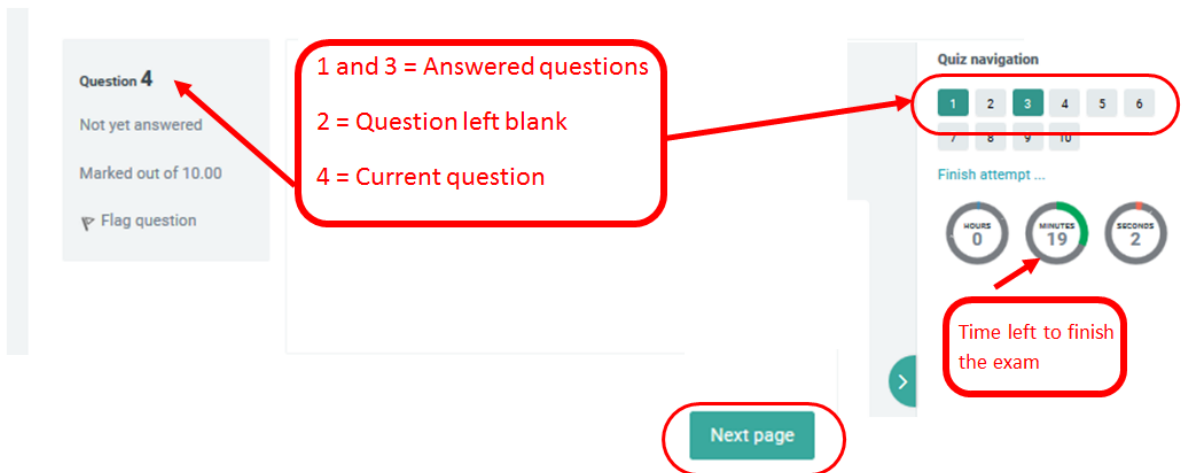


- Exam questions will be displayed on the screen upon entering the exam. Each question is displayed on one page. Although it varies according to the structure of the exam, in exam types other than the written exam, you will not be able to return to the previous questions when you progress within the exam. For this reason, we suggest that you go to the next question by marking when you are sure.



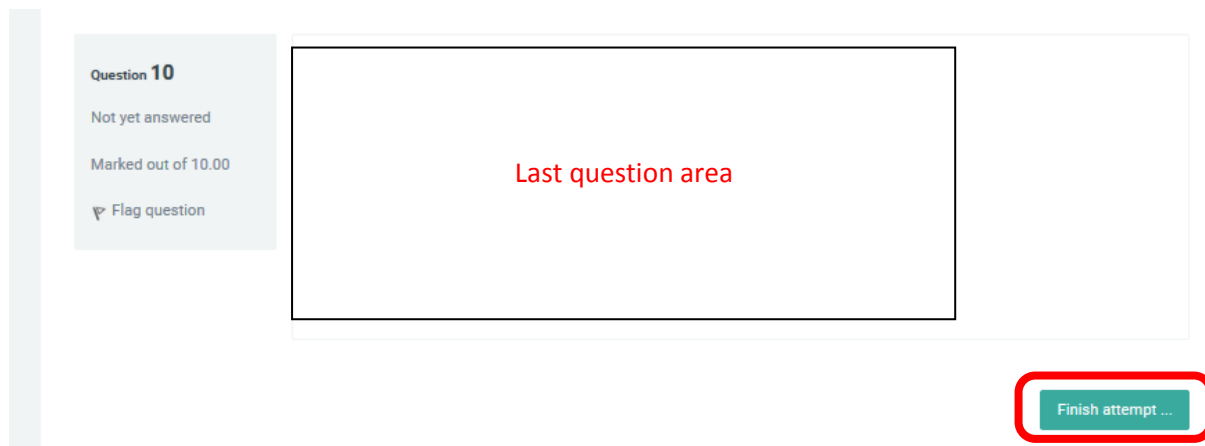
Exam screen

- The questions will appear on the screen individually. After answering the question, as you click on "Next page" button, the next question will appear on the screen.



Finishing the Exam

- As you answer the last question, click the **"Finish attempt"** button on the right bottom side of the screen and you will see the summary of your exam.



Summary of attempt

- On the summary of attempt screen you will see the list of your answer status.
- To finish and submit your exam, click on **"Submit all and finish"** button. Then you will get a Confirmation screen.

FINAL EXAM

Summary of attempt

Question	Status
1	Not yet answered
2	Answer saved
3	Answer saved
4	Not yet answered
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

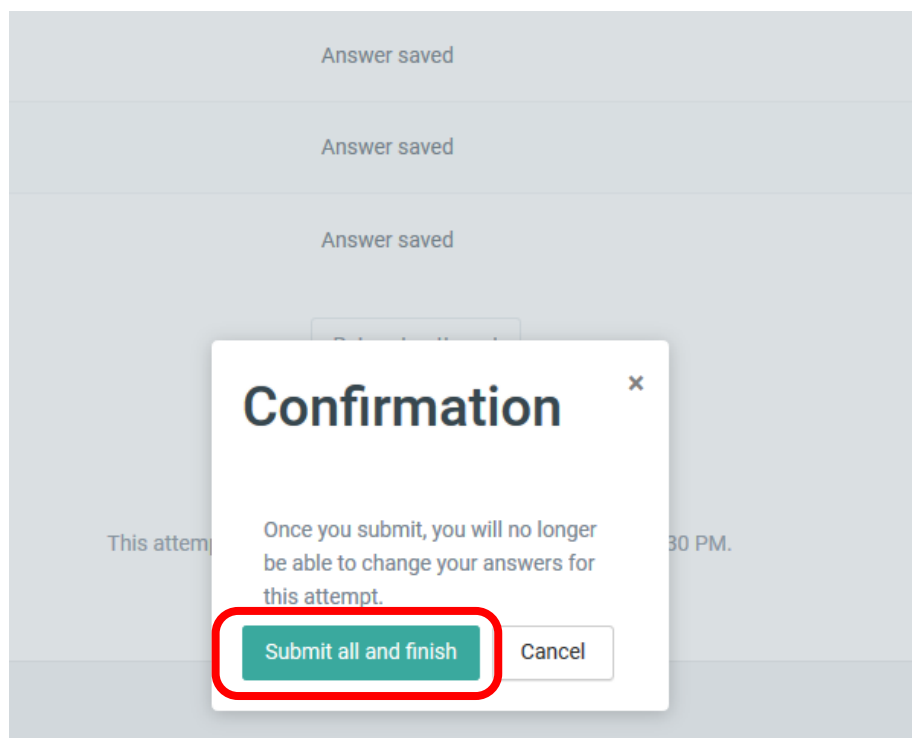
[Return to attempt](#)

As you finish, click on this

[Submit all and finish](#)

Confirmation Screen

- When you get the Confirmation pop-up screen, click on **“Submit all and finish”** button to submit your answers.



- As you complete your exam, on the exam screen your state will be written as **Finished**. You may go back to the course by clicking “**Back to the course**” button.

FINAL EXAM

THE TIME LIMIT FOR FINAL EXAM IS 90 MINUTES.

Attempts allowed: 1

This quiz opened at Sunday, 7 June 2020, 1:00 PM

This quiz will close at Sunday, 7 June 2020, 5:30 PM

Time limit: 3 hours 20 mins

Summary of your previous attempts

State	Review
Finished Submitted Sunday, 7 June 2020, 4:49 PM	

No more attempts are allowed

[Back to the course](#)

If you encounter any problems, you should take a screenshot before closing your current page and send a detailed e-mail explaining your problem to uzem@altinbas.edu.tr mail address. You should include your student ID number, course code&name to your e-mail and please use your university e-mail address.

We wish you success in your exams.



Altınbaş Üniversitesi

Distance Education Research and Application Center

June 2020

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