

Dear Students,

Please make sure that you have checked all the items below before, during, and after the exam. Remember that it is your responsibility to do all the requirements below and be reminded that your exam may be invalid if you miss any of the points below.

Before the exam day:

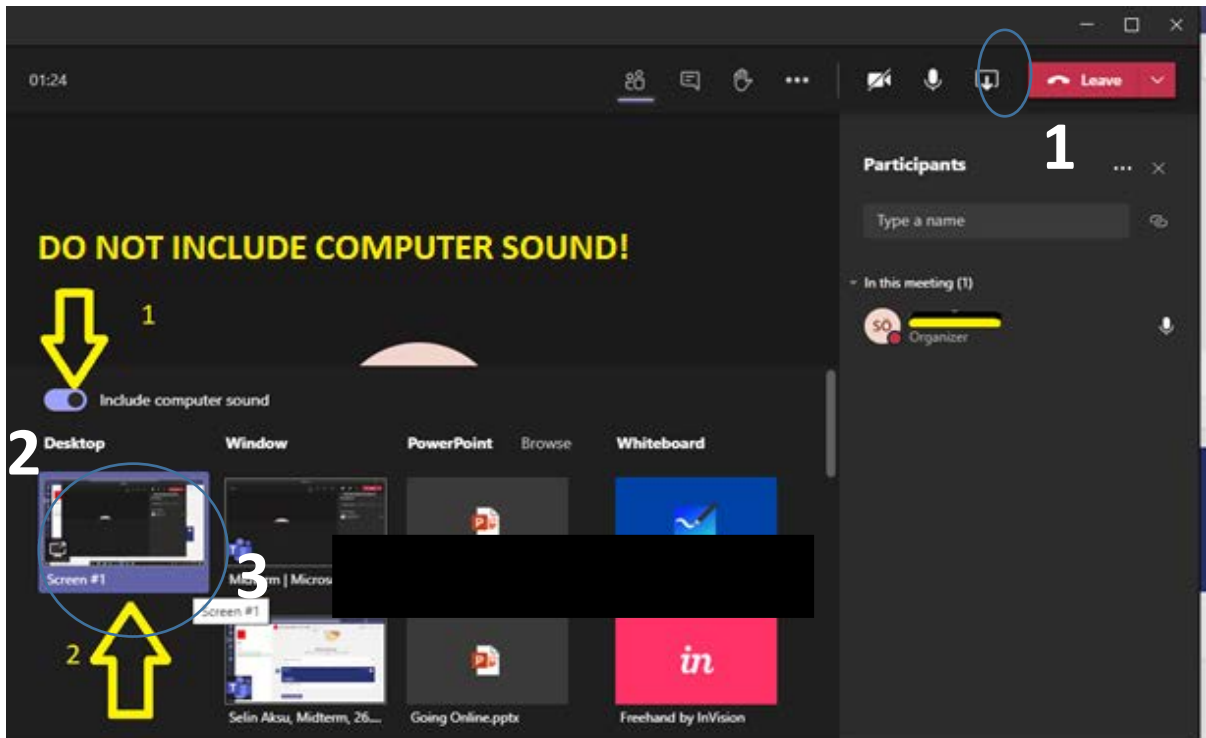
1. I checked if my computer's camera and microphone work.
2. I checked if my username and password for sakai.yasar.edu.tr work. If I have any problems, I email to helpdesk@yasar.edu.tr and ask for help.
3. I filled in the online exam consent form.

[Online Exam Consent Form](#)

4. I made sure that I am using the latest version of Google Chrome on my computer in order to have the least technical problems.
5. I checked if I can screenshare on Microsoft Teams application.
6. I turned off all the software programs and applications (if there are any) that automatically spellcheck.

On the exam day:

1. I chose a quiet place with a good internet connection for my online exam.
2. I connected my computer to a power source.
3. I logged in to MS Teams at least 60 min before the exam.
4. I went to the breakout room with my name opened for the exam.
5. I started the meeting by naming it as my name and surname in the channel and waited for the respective instructor.
6. After the instructor started to record the meeting, I showed my Yaşar Student ID Card to the camera in a way that it can be seen clearly. (Students who do not have a Yaşar Student ID Card may use another identification card with their name and photo on it such as their passports.)
7. I showed 180 degree of my surrounding to the camera.
8. I started to screenshare following the steps in the picture below.



9. I started waiting for my exam to start by logging into sakai.yasar.edu.tr.

*During the exam students will not be allowed to take a break, stop screensharing, turn their microphones off, and/or leave where they take the exam and any attempts to one of those will be treated as cheating. Therefore; students may take a break, if needed, after the 6th step. However, all the students must be ready in front of their computers at least 10 min before the exam.

During the exam:

1. I only used sakai.yasar.edu.tr on my browser and only Microsoft Teams application was turned on on my desktop from the moment I started the exam and until I finished it.
2. I took a screenshot using my computer's "PrtScr" button the moment I had a problem and I pasted it on a blank word document on my desktop. I immediately wrote to my instructor using the chat function of the breakout room mentioning my instructor (like @Merve Çelik ...).
3. I frequently saved my answers clicking on the "save" button during the exam.
4. I made sure that I share my screen and both my computer's camera and microphone were turned on during the whole exam.
5. If I used a word document, I made sure that I deleted it permanently (by using Shift + Delete) while the meeting is being recorded.

After finishing the exam:

1. After finishing my exam, I saved all my answers once more by clicking on the “save” button and submitted it at least at the end of the exam by clicking on the “submit for grading” button.
2. I informed my instructor that I finished my exam using the chat function of the breakout room mentioning my instructor (like @Merve Çelik ...).
3. I also stated verbally that I finished my exam and submitted for grading while I was still screensharing.
4. I stopped screensharing.
5. I left the MS Teams meeting.
6. I reported the technical problem I had during the exam (if any) by emailing to merve.celik@yasar.edu.tr or sude.oztepe@yasar.edu.tr with the screenshot I had taken within an hour after the end of the exam.