

RULES THAT STUDENTS MUST FOLLOW IN MAT103E AND MAT104E COMMON EXAMS

1. Students can **only** take the exams of the **courses they are registered in** and **only in the classrooms announced**. Otherwise, their exams will be considered **invalid**. Exam locations can be checked from the top right menu after logging in to <https://mathavuz.itu.edu.tr/>.
2. During the exams, identity checks will be carried out by presenting **not only** the student ID **but also** an official ID such as a national ID card, driver's license or passport.
3. The duration of the midterm and final exams is **2 hours**.
4. The exams will consist of **20** multiple-choice questions. In calculation of scores, the raw score will be found by **subtracting one-fourth of the number of incorrect answers from the number of correct answers**. If this result is negative, the raw score will be considered zero.
5. **No student is allowed to leave** the exam room **within the first 45 minutes** after the exam starts. Students arriving **after the first 30 minutes** of the exam will **not be admitted**. After the first 45 minutes, if a student leaves the classroom for any reason, their answer sheet will be collected, and their exam will be considered over.
6. During the exam, items such as **coats, bags, and pencil cases must not be on the desks**. The use of **calculators and paper brought by students is prohibited**. **Mobile phones, smart watches, headphones** and other electronic devices must remain **turned off** and **must not be on the student or the desk during the exam**. If such a situation is detected, the student's **exam will be canceled**, regardless of whether cheating occurred.
7. Students must **correctly and completely** fill in the required fields (group number, name, surname, student number, list (seat) number, date, and signature) on the optical answer sheet **using a pencil**. In the "**student number**" field, the "**list number**" must be **written starting from the left** (leaving the remaining part blank) and the **bubbles must be filled** in accordingly. The booklet type, exam type, course code and answers must also be carefully marked. Detailed information about filling in the optical form is available on the MAT Common Courses page under the "Important Info" section, in the "**Optical Answer Sheet**" part: https://mathavuz.itu.edu.tr/files/optical_form.pdf.
8. The blank spaces on the question papers can be used for calculations. **If needed**, one blank A4 paper, **signed by the proctor**, may be provided to the student. Upon receiving the paper, the student **must write** their name, surname and student number on it. These papers will be **collected** at the end of the exam.
9. Every student **must submit their optical answer sheet** at the end of the exam, even if it is blank.
10. If behaviors that do not comply with student stance such as cheating, deception or fraud are detected, **the exams** of the relevant students **will be deemed invalid** and they will be **processed according to the article 54 of the Higher Education Law No. 2547**.

We wish you success in your exams.
Department of Mathematics