

**REPUBLIC OF TURKEY  
YEDİTEPE UNIVERSITY**

**2019-2020 SPRING TERM GUIDELINES FOR ASSESSMENT AND  
EVALUATION OF DISTANCE LEARNING COURSES**

Concerning: Official referral letter of the Chair of Higher Education Board with the date of 19.03.2020 and with the number of 75850160-104.01.02.04-E.22490

Due to the COVID-19 Pandemic and only for the 1029-2020 Academic Year Spring Term and Summer Education, the assessment and evaluation guidelines for the distance learning courses of Associate Degree, Bachelor's Degree and Postgraduate programs are decided to be applied as follows at our University Senate's meeting on 7.5.2020.

1. All the midterm and final exams of the distance learning courses will be applied using **distance assessment and evaluation methods** and **according to the updated Academic Calendar**.
2. **Exams and Documentation:** Exams and matters regarding to the evaluation of the students' success, also considering the learning acquirements of the relevant program and future disputes as well as inspections, will be conducted on par with the "legally transparent, explicable and reviewable principles" that are determined by the authorized boards of the relevant academic departments (Deanship, Institute Chair, Graduate School Chair etc.) All the documents of the assessment and evaluation will be archived with the utmost possible attention to be paid to their order.
3. **Finals or Midterms:** In the assessment and evaluation of distance learning courses (midterms, final exams, graduation projects, internships etc.), any method including but not limited to homework, synchronized or asynchronised exams, projects, oral exams etc. may be used. The decision of which method to be used will be announced to the students via the Coadsys platform, our teaching management system, Google Classroom, YeditepeM mobile app or OBS (Student Information System). Synchronized exams for the courses in distance learning fashion will be planned centrally under the supervision of the Planning Department in order not to exceed the capacity of the system. Exam times can be determined between 09.00 and 22.00.
4. **Make-Up Exams:** Students who fail at the final exams can take the make-up exams in which the distance assessment methods will also be used and will be held on the dates that are provided on the Academic Calendar.
5. **Single Course Exams:** Single Course Exams will also be held in a distance assessment fashion on the date that is provided on the Academic Calendar.
6. **Secondary Make-Up Exams:** In case a student fails at the final exams as well as the make-up exams, there will be a secondary make-up exam held on the dates determined on the Academic Calendar. Secondary make-up exams can also be attended by the students who seek to improve their grades for the courses that they have taken during the 2019-2020 spring term and completed successfully. Secondary make-up exams may be held in person, depending on the suitability of the circumstances.
7. **X or I Grades:** For the incomplete lessons that cannot be completed by distance learning, by giving an X or I grade, they will be completed in a timeframe that is

determined by the relevant academic department. The time limit of the corresponding letter grade to be changed into the definite grade will be lifted temporarily, and it will only be for the courses in this term and in this scope.

8. **Prerequisite Classes:** If the classes that are left to be completed for a latter time and given an X or I grade are a prerequisite for another course, as long as the student wishes to do so, can be taken alongside with the class of which the prior course is a prerequisite for.
9. **Exam Contribution Percentages:** There will be no changes to the percentages of the midterms and finals contribution to the end of term grade from the percentages that are defined in our guidelines.
10. **Preparatory Programs:** New Academic Calendar, as well as the test and teaching guidelines for the English Preparatory programs, will be announced separately. For the preparatory programs of other languages, relevant test and teaching guidelines will be announced by the coordinators of related programs.