

Niğde Ömer Halisdemir University Decisions and Process for Starting Distance Education, Creating a New Academic Calendar and the Exams to be Carried out during Distance Education

Within the scope of combating “the Novel Coronavirus Disease (COVID-19)”, our university has rapidly completed its technical infrastructure to start distance education in associate/undergraduate/graduate programs following a 3-week break from education on March 13, 2020 with the decision of the Council of Higher Education.

The 2019-2020 Spring Semester Academic Calendar has been updated at our university and a “New Academic Calendar” has been created. It is decided that the New Academic Calendar shall start on April 6, 2020 and be completed on June 5, 2020.

It is decided that the term in which the lessons are planned to be held in the form of formal education after combating “the Novel Coronavirus Disease (COVID-19)” will be intensified and named as “Intensive Academic Calendar”. Due to uncertainty regarding the outbreak, the start date, duration and intensity of the Intensive Academic Calendar will be determined and announced at a future date.

It is decided that the students can obtain leave of absence (freeze registration) in the Spring Term of the 2019-2020 Academic Year and this period will not be included in the maximum period of study due to “the Novel Coronavirus Disease (COVID-19)”. The applications will be made through OGRIS by using credentials until April 24, 2020.

The decisions taken by the University Senate regarding the types, methods and dates of the Midterm Exam to be held at our university are stated below. In the decisions taken, it has been determined as a priority to conduct exams in accordance with the principles legally transparent, explicable and auditable.

1-Midterm exams of the courses carried out by distance education will be done by only one of the following methods:

- a) Online Exam using the question types in the Exam Module in the Learning Management System (MERGEN),
- b) Application Assignments (homework, project, performance record, portfolio, etc.),
- c) Face-to-Face Exam in the classroom environment,

2-The lecturer conducting the course will decide which method will be used in the midterm exams of the courses carried out via distance education.

3-Exams will be secured primarily by measurement and evaluation tools; questions will be prepared on the basis of individual performance built upon analysis, synthesis and implementation.

4-The lecturers will inform their students about their decision regarding the method of midterm exam through all possible means of communication by April 24, 2020.

5- The lecturers will be able to change the effect of the score the students get from the midterm exam on the term achievement grade and record these changes into OGRIS by April 24, 2020 at the latest.

6-For midterm exams in the form of an Online Exam,

a) The course materials related to the formal education weeks will also be uploaded to MERGEN, taking into account the fact that the students have no physical access to the course materials taught during the formal education weeks.

b) Midterm exams will be prepared to cover the topics covered in the first 7 (seven) weeks.

c) Question pools will be made available electronically at least 1 (one) week before the exam and the number of questions to be found in the question pools will be at least 2 (two) times the number of questions to be asked in the exam.

d) The questions asked in the exams and the documents showing the exam scores of the students will be kept by the lecturers, midterm grades will be recorded into OGRIS and will be delivered to the departments' student affairs at the end of the semester.

e) The student will be given the right of 3 (three) entrances to complete each exam due to the possible problems in the exam system.

f) The duration of midterm exams to be held in the form of an Online Exam will be announced by the lecturers through MERGEN and OGRIS.

7-Online exams and/or application assignments will include the topics covered in formal education weeks and in distance education, and the assessment and evaluation activities carried out will be transparent, demonstrable, objective and recorded.

8-Application Assignments' materials prepared by students for the midterm exams to be held as Application Assignments will be delivered to the instructor through electronic communication channels and file sharing systems directed by MERGEN or the instructor.

9-Make-up exam will be done for the exams in the form of an online exam or an assignment. Make-up exam dates will be determined separately.

10-Midterm exams of common compulsory courses (Ataturk's Principles and Revolution History, Turkish Language, Foreign Language and Computer courses) will be held in the form of an Online Exam. Information about the exam will be announced to students via MERGEN, OGRIS, e-mail or internet notifications by April 17, 2020 at the latest.

11-The results of the midterm exams conducted as Online Exam or Application Assignments will be recorded into OGRIS as midterm grade.

12-Students' attendance status will not be evaluated as measurement and evaluation method.

13-Mid-term exams to be held in the form of Online Exam will be carried out May 11-19, 2020.

14-Exam documents of midterm exams to be held in the form of Application Assignments will be delivered to lecturers by May 20, 2020 via communication channels suggested by the lecturers.

15-Midterm exams to be held in the form of face-to-face exams will be determined at a future date.

16-Considering Covid-19 pandemic, Final Exam dates and exam methods will be decided at a future date.