

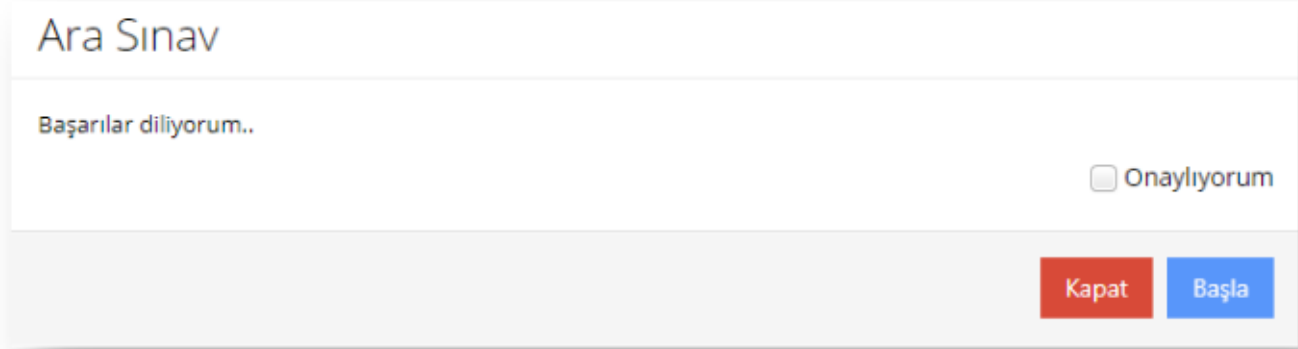


**A<sup>7</sup>LM<sup>L</sup>S**

**USER MANUAL FOR  
STUDENTS**

It is recommended to take the exam with a laptop with a battery in good condition, you can also take the exam with a mobile phone or tablet, but it is not recommended because screenshots may not be enough. You can take your exam with web browsers such as *Chrome, Firefox, Opera, Safari*. Before taking the exam, make sure that your internet is fine and that your laptop is fully charged.

## PROCESS STEPS



Ara Sınav

Başarılar diliyorum..

Onaylıyorum

Kapat Başla

**confirm this by reading.**

To start the exam, after reading the rules, check the "I Accept the Exam Rules" box at the bottom of the page and click on the "Start Exam(BAŞLA)" button.

- The exam will not be displayed unless the "I approve (Onaylıyorum)" box is checked and the "Start" button is clicked.
- After the exam is started, the questions are displayed on the screen one by one. The next question can be passed by selecting the correct answer option and selecting the "Next (İleri)" button.
- When you move on to the next questions, you will not be allowed to move on to the previous question.
- If the "Advance Questions Automatically" option is selected at the top right of the screen, the next question will be automatically passed when the answer option is selected.
- "Report a Problem (Sorun Bildir)" located above the remaining time when a systemic problem is encountered
- A problem record can be created by clicking the button.
- If the "Finish Exam (Sınavı Bitir)" button is clicked, your exam will be completed.

1. Login with your username and password.
  2. In the Courses tab, select the course you will be taking the exam in.
  3. Click on the “Exam (Sınav)” tab in the menu.
  4. If there is an open exam session, you can take the exam by clicking on the “Go to Exam (Sınavı Git)” button.
  5. Before the exam questions are displayed, a page with exam rules and ethical values appears on the screen. After the “I have read (Okudum)” box is confirmed at the bottom of the page, the exam is started.
  6. There is a question on every page in the exam. The remaining time is visible on the upper side. You can answer the question on the screen and move on to the next question without answering either.
  7. Questions can be open-ended, multiple-choice, or true/false types. For open-ended questions, you are expected to type the answer in the text box at the bottom of the question. Similarly, you are expected to choose the answer that best suits you for multiple choice or true/false type questions. DO NOT press the “Enter” key on the blank screen for open-ended questions.
  8. Questions and answers may come to each student in a different order.
  9. After seeing the last question, a message appears saying “Go back (Geri dön)” or “Finish the exam (Sınavı Bitir)”.
- If you select ”Go back (Geri dön)”, you will not be able to return to the questions again.
10. When you click on the ”Finish exam (Sınavı bitir) ” button, the exam is over, you will not be able to take the exam again.

11. If there is an interruption (internet or electricity) during the exam, you can take the exam from another computer or mobile phone and continue to answer from where you left off.

- *If the internet connection has been disconnected and it is thought that it will come soon, it will be enough to just stay on the page without leaving the page and continue when the internet connection is restored.*
- *Students who have to switch to other devices due to Internet interruption, whose computer or internet browser is turned off by mistake or for some other reason, are excluded from the browser 1. after the step, they should log in to the exam again by following the procedures and after logging in, they should press the yellow "Continue (Devam et)" button to the right of the exam. From this moment on, the student's exam will continue where it left off. The time dec between will not be added to the exam time.*
- \* *No login can be made from more than one device at the same time, even if it is done, the system will not save the answers.*
- *When the system is logged in again, the exam instruction will be displayed again after pressing the "Continue (Devam et)" button. The user can confirm and continue taking the exam.*
- *Dropping out of the exam, switching to another device, internet outage, etc. no reason ends the exam. Only the user can complete the exam or the exam will end automatically when the time has expired.*

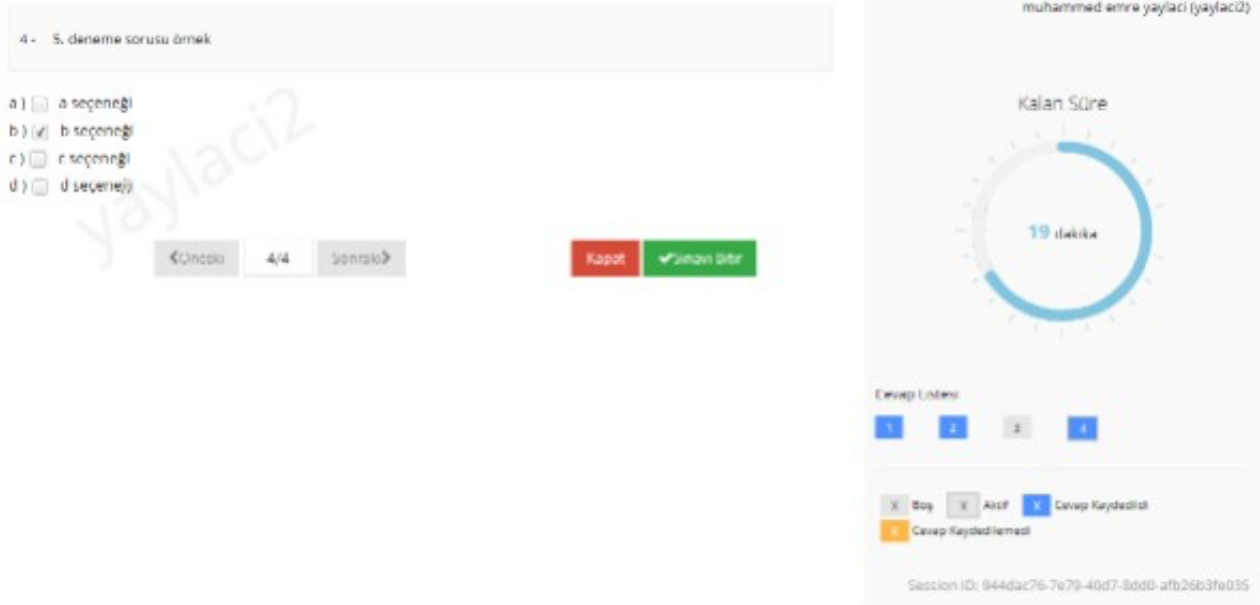
12. There are two defined times for the exam, which will be the defined session time and the exam time:

**Session duration (Oturum Süresi) :** The time decemder during which the exam can be taken.

**Exam time (Sınav Süresi) :** The time set for the exam. The session duration may be longer than the exam duration. If you take the exam later than the specified session start time, you will have until the end of the session.

***For example:** You have an exam that starts at 9:00 on Monday, the session time is 40 minutes, and the exam time is 30 minutes. If you take your exam at 9:00, the system will shut down at 9:30. If you take the exam at 9:20, your exam time will be no more than 20 minutes, the session will end at 9:40.*

13. **Attention!!!** If there is a problem with the Internet, the system will give an alert when the



“Next question (Sonraki Soru)” button is pressed. The warning will be in the form "Your answer could not be saved (Cevabınız kaydedilmedi)". If this warning comes up, the user should definitely not press the "Next (Sonraki) " button. If necessary, he must turn off the system and enter it again. He definitely should not finish the exam.

14. After all the questions have been answered, it is necessary to press the "Finish the Exam (Sınavı Bitir)" button located below on the right, in green. After pressing this button, the following warning screen will appear, the number of questions marked and left blank will be displayed. The exam should be completed by pressing the "Yes(Evet)" button in green.

### Sınavı bitirmek istediğimize emin misiniz?

Tüm soruları cevaplamadınız.

Cevapladığınız soru sayısı: 3  
Boş bırakılan soru sayısı: 1

Sınavı bitirmek için Evet düğmesine, sayfada kalmak için Hayır düğmesine tıklayınız.

Sınavı bitirmeniz durumunda, sınav giriş hakkınızı kullanmış olacaksınız.  
Eğer başka giriş hakkınız yok ise sınava tekrar girmeniz mümkün olmayacaktır.

[Hayır](#) [Evet](#)

# GENERAL INFORMATION ABOUT THE ONLINE EXAM AND EXAM RULES

- If you encounter any problems in your exams, please close the exam screen and try to take the exam again. During the exam period, you can re-enter the session of the same exam as long as the session period continues. However, when you click on the "Finish Exam" button, your exam will be completed and you will not be able to take the exam again.
- If you do not click the "Finish Exam (Sınavı bitir) " button during the session period of your exams, your selected answers will be automatically sent to the system at the end of the session and your exam session will be terminated.
- \* **Recommended browsers:** Google Chrome and Chrome-based browsers.  
Be sure to use the current version of your browser. *Do not take the exam with Internet Explorer.*  
If you see the same screen all the time, clear the temporary memory of your browser and try (Ctrl + F5).
- Make sure that you will not have electricity, computer, internet connection problems in the environment where you will take the exam. *Problem notifications caused by such glitches will not be considered an excuse*
- The order of questions and answer options may be different for each exam session.
- The device information you are logged in to is saved.

# BASIC PRINCIPLES OF THE EXAM

**1) Scoring Principles:** The scoring principles of the online exams have been entered into the ALMS system by the faculty members separately for each course. Students can see the score value of each question in the ALMS system during the exam.

**2) Student Responsibilities:** Students should not give or receive any help during the exam. Copying, misleading, taking the exam on behalf of others, or engaging in inappropriate behavior that will disrupt the exam layout, as specified in the Exam Directive, are serious violations and will result in the student's exam being canceled. In case of violation of the exam, the department officers may initiate an examination or disciplinary process. Students are deemed to have agreed to adhere to the rules and regulations governing the exams. One of the current browsers must be used to log in to the exams.

**3) Ethical Rules:** Examples of unethical behavior include (but are not limited to) the following:

- a. Do not help someone else during the exam by being there for them.
- b. Communicating with another student over the Internet or otherwise during the exam.
- c. Taking the exam on behalf of another student.
- d. To get another person to take an exam for a student, to become an intermediary.
- e. Insulting, threatening an instructor in charge of the exam.
- f. Disclosing the content of the exam.
- g. Interfering with the operation of the exam platform or the server, including, but not limited to, accessing or attempting to access the exam platform by unauthorized means.
- h. Conducting other inappropriate activities that affect the integrity of the exam.



