ACIBADEM
UNIVERSITY

ASOS | STUDENT GUIDELINE FOR UZEM EXAMS

Guidelines and Rules of Online Exams Conducted on ASOS (Acıbadem Exam Automation System)

> Please read the following instructions and rules carefully before taking the exam on ASOS.
>
> Please note that you do not have the right to object to the exam in case of problems that you may experience because you have not read the rules. ⚠️

ABOUT THE EXAM

- Exam rules are important and unchangeable, they should be taken seriously. No negligence is acceptable.

- Since you will receive important information about the exams (exam codes, etc.), please make sure that your .... @ live.acibadem.edu.tr e-mail account is active.

- In this exam, which is held through ASOS, you are entirely responsible for your internet connection; your computer, tablet or mobile phone working properly. Our university is not responsible for any problems such as power/internet outages etc. It is your responsibility to take the necessary precautions. Also make sure that your laptops/ mobile phones are fully charged and will not run out of batteries during the exam.

- It is recommended that you use Google Chrome or the Firefox so that you do not have a browser-related problem with the quiz. Make sure your browser is up to date before starting the test. Firefox 78 and above, Chrome 86 and above, Microsoft Edge 83 and above, Safari 13.1 and above can be used to log in to exams. If you are using a MAC, you should check it before logging in to the exam.

- Make sure that your browser has the features specified in this description.This is a very important feature about you being able to save your questions or view the exam!

- If your technical equipment is not sufficient, the University will provide you with internet access and computers in computer laboratories on campus. For this issue, you need to send an e-mail to ege.cone@acibadem.edu.tr and uzem@acibadem.edu.tr at the latest 3 days before the exam date.

- All times notified to you are Istanbul Standard Time (GMT + 3) and please CHECK YOUR COMPUTER'S TIME! Since the exams will start automatically according to this time, it is very important that you check the time so that you do not face any problems!

BEFORE THE EXAM

Registration Steps:

11) **First e-mail:** You will receive an e-mail from asos@acibadem.edu.tr to register for each exam. You will be given a different URL for each exam. Entrances are for single use only. It will be automatically disabled after the exam is over.

2) **Confirm my registration:** By clicking the confirmation link in the email **KAYDIMI ONAYLAYIN** (CONFIRM MY REGISTRATION), you will confirm your registration for the exam

3) **Second email:** You'll receive a second email after you confirm your registration. This second email includes the link to EXAM (CONNECT TO EXAM) and an EXAM CODE (security code) to enter. (We tested all EXAM CODES before submitting. Avoid EXAM CODE typos; Don't leave extra spaces before or after the code, type correctly, such as UPPERCASE or lowercase letters, Special Characters, etc!)

4) The link will ONLY be active on the exam day. If you skip any steps during the registration process, you will not be able to take the exam.

5) The Exam Portal ASOS will be activated 60 minutes before the exam start time and will be closed at the time the exam ends.

6)It is important to connect to the exam 60 minutes before the exam time in order to intervene in the technical problems you may experience.

7)NEVER LOG IN FROM MORE THAN ONE DEVICE using the exam link (for trial or any other reason)! The system will perceive this as a security breach and prevent you from taking the exam!

8)IMPORTANT!!! Students who do not start the exam within the first 5 minutes after being connected to the exam will be discharged from the exam session!!!

BELOW IS THE TEXT YOU WILL SEE ON THE SCREEN BEFORE STARTING THE ONLINE EXAM, CONTAINING THE EXAM RULES, WHICH YOU NEED TO READ AND CONFIRM!!!

DURING THE EXAM

1) Close all programs except your email account. Make sure your exam is on full screen!

2) QUESTIONS have a FIXED DURATION OF 60 seconds.

3) EXAM DURATION = TOTAL NUMBER OF QUESTIONS.

4) Your remaining time during the exam will be shown on the screen.

5) After the exam period is completed, access to the exam is automatically closed.

6) During the exam, one question and the answer field of that question will be displayed on each page. To proceed, you must select the option you think is correct and click the "save" button once.

7) You have the RIGHT TO SEE each question only ONCE. Therefore, keep in mind that if you leave the questions blank and/or do not save them, you will not be able to return to the previous questions for exam security reasons.

8) It is recommended that the display icon size of the device you are using and your web browser be 75% or less. This feature is important for you to read the long questions.

9) You can only take the exam once. You will not be able to log in again after clicking on the "Sınavı Bitir" (finish exam) button or after the end time of the exam

10) Don't worry if you leave the exam page for any reason (internet problem, technical, system based, etc.), you can reconnect to the exam. Return to the second email and continue with the same steps. When you return to the exam page, you can continue with the remaining exam time from where you left off. It won't be a waste of time.

11) All actions of the users accessing the exam system (successful or unsuccessful login attempts and reasons, device information, IP information, transitions between pages/ questions, interventions from another IP and marked answers, etc.) are recorded and the instructor responsible for the exam can follow your actions on ASOS.

12) If you think you are experiencing technical problems, you should wait by sending an e-mail to uzem@acibadem.edu.tr and/or egitim.teknolojileri @acibadem.edu.tr during the exam!

13) The exams of the students who do not comply with the exam rules due to reasons such as attempting to cheat in the exams, cheating or having somebody else take the exam, or taking the exam on behalf of someone else are considered invalid and the procedure is initiated within the scope of the Student Discipline Regulation of Higher Education Institutions.

AT THE END OF THE EXAM:

When you have finished your exam, be sure to click on the "FINISH" button to submit your exam. When the time is over, the exam is automatically saved and closed.

ASOS | UPDATED SYSTEM LOGIN FEATURES

Access to the Program and Entry Process

- To login to the system, please use the **'asos.acibadem.edu.tr'** link.
- After the ASOS homepage is opened, click on the Giriş yap (Login) link in the upper right corner of the screen (or the 'Login' link in the upper left corner).

> Your Username when logging into the system: ....@live.acibadem.edu.tr
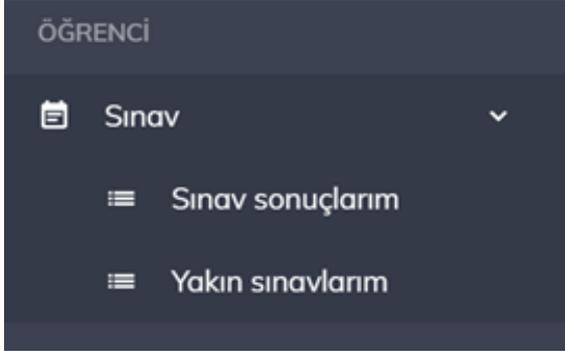> Your Password: Acıbadem User (Bademnet) password

- The password must include at least one uppercase and lowercase letter, number and punctuation mark (such as point, comma, exclamation etc.) for security purposes and your password should not be the same as any part of your e-mail address.
- After determining the password, enter the system by typing 'User Name' and 'Password' in the menu that appears on the opening screen.
- After logging in with 'Kullanıcı Adı' (username) and 'Şifre' (password), the 'SINAVLAR' (exams) tab will open in the menu on the left of the screen.
- After logging into the system, you can log out of the system safely by clicking on your name in the upper right corner. You can also go to the profile tab to change your personal information and password, and add a profile photo.

Exam Steps

I. Entry to the exam through the system

- To enter the exam, click on 'Yakın Sınavlar' (Upcoming exams) located under the 'Sınavlar' (Exams) tab on the left of the screen.
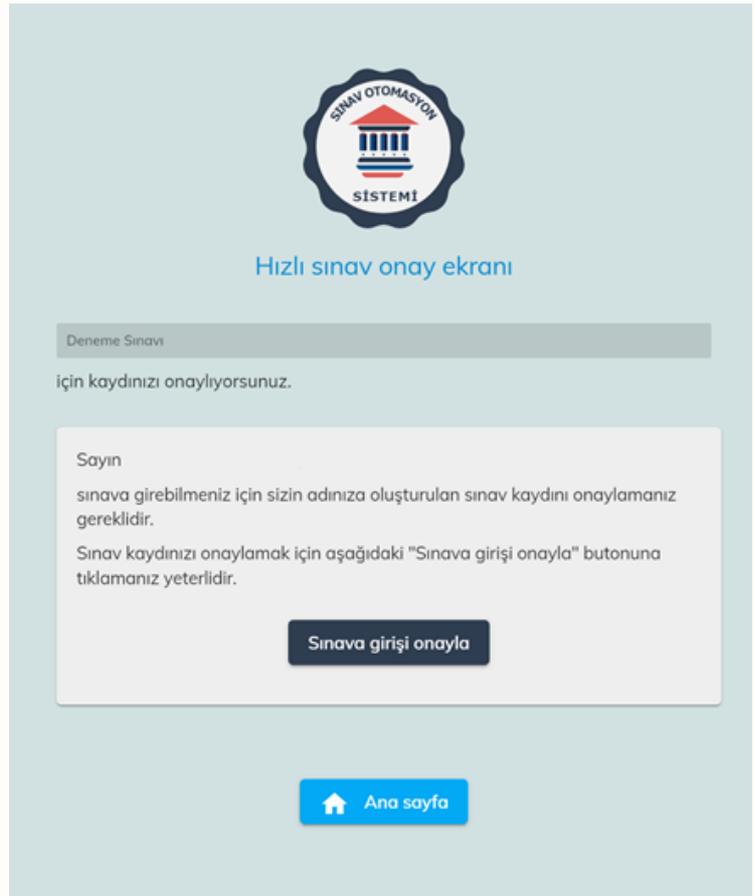

- The page that opens will list the exams that you are responsible for.

- Click on [✓ Sınavı onayla] The exam is approved by clicking on Sınava Girişi Onayla (Confirm entrance to the exam) link on the page that opens.
- Now you are ready to connect to the exam.
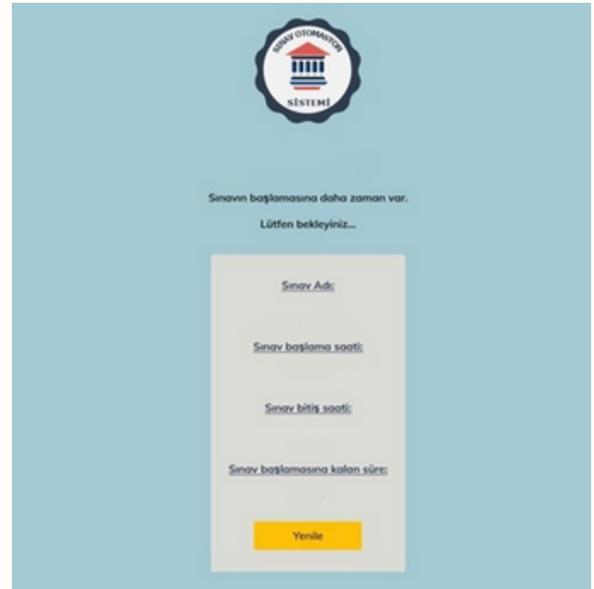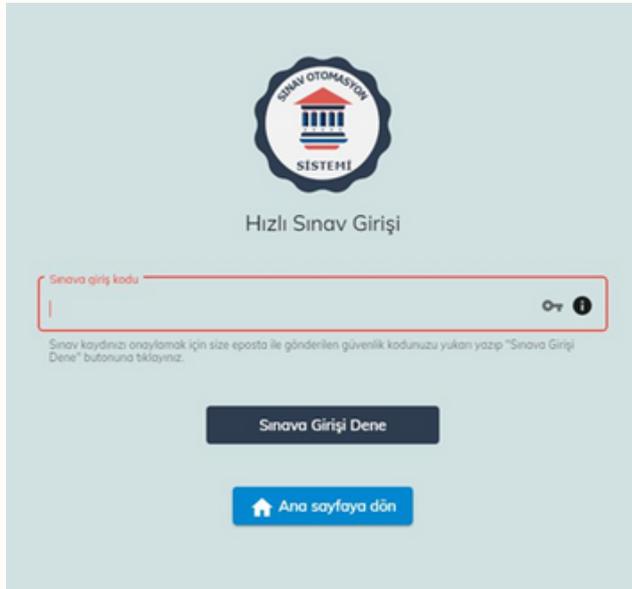- [🔗 Sınava bağlan]

  You can connect to the exam with the above link.

Exam steps

II. Entry to the exam through email

- The system will create a exam record for you and send an email to your system-registered email account to confirm your exam registration.
- After checking the accuracy of your information and the exam information in this e-mail, please click on **Kaydımı Onayla** (confirm my registration) button.
- A new email will be sent to you after confirming with the **'Sınav Girişi Onayla** (Confirm exam entry) link on the incoming page: Your exam confirmation is done!
- Please read this email carefully. After clicking on the relevant link and completing your exam registration, be sure to see the 'Hızlı sınav onayı tamamlandı' (Quick exam approval completed) screen.
- It provides you with brief information on;
- How long before you can join the exam,
- When the exam question flow starts
- Paste the security code you copied from the e-mail in the 'Sınava giriş kodu (Exam entry code)' field on the new screen. You are ready to take the exam by clicking on the Sınava Girişi Dene (Try Exam Entry) link.

⚠ Attention! You can connect to the exam as soon as the permission to connect is given.