

IŞIK UNIVERSITY DIRECTIVE ON EXAMINATION APPLICATION FOR STUDENTS WITH DISABILITIES
AND SPECIAL NEEDS

**IŞIK UNIVERSITY
DIRECTIVE ON EDUCATIONAL AND EXAMINATION APPLICATION FOR STUDENTS WITH
DISABILITIES AND SPECIAL NEEDS**

**SECTION ONE
Purpose, Scope, Basis, and Definitions**

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to establish equality of opportunity in education through eliminating the problems that Işık University’s students with special needs may encounter; and to define the procedures and principles related with the methods to be used in courses and examinations with the objective to enable such students to achieve professional competence.

Scope

ARTICLE 2 – (1) The present Directive consists of the procedures and principles related with processes and applications in education and examinations oriented to students with special needs registered in associate, undergraduate and master’s degree programmes at Işık University.

Basis

ARTICLE 3 – (1) The present Directive has been issued with respect to the subclause (ğ) of the 12th Article of the “Higher Education Institutions Disability Advisory Coordination Regulation” that entered into force after being published on the Official Gazette No: 27672, dated 14.08.2010, and to Işık University’s Disabled Students Unit Directive.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present directive are as follows:

- (a) Head of Department: Heads or coordinators of Işık University’s units/programmes/departments,
- (b) Course: Compulsory or elective courses given at Işık University’s associate, undergraduate and master’s degree programmes,
- (c) Disabled Students Unit: Işık University’s Disabled Students Unit,
- (d) Commission: The commission to be formed by Işık University’s Disabled Students Unit,
- (e) Examination Assistant: A personnel that accompany a student with special needs in examinations and help him/her complete the examination by reading/writing,
- (f) OİDB: Işık University’s Department for Student Affairs
- (g) Student with special needs: : A student of higher education, who was born with or later developed loss of any physical, mental, spiritual, emotional, or social skills, and thus has difficulty in adapting to social life and meeting daily needs, requiring protection, medical care, treatment, consultancy, and support services,
- (h) Rector: The rector of Işık University,
- (i) Examination: Theoretical / applied examinations, or studies that are counted as examinations,
- (j) University: Işık University.

SECTION TWO
Execution of Courses and Course Equivalency

Execution of Courses

ARTICLE 5 – (1) In order to enable the students with special needs to achieve the targeted acquirements, the following procedures and principles aiming to establish the equality of opportunity in education through provision of supportive services before, during and after the courses and elimination of possible problems that they may encounter in classes:

- (a) While determining the course schedules, the related academic and administrative units shall plan and prepare accessible classes for students with special needs.
- (b) In announcements and publications related with courses and examinations, the status of students with special needs shall be considered.
- (c) The OIBD shall edit the data of students with special needs in the beginning of each semester and inform the related academic and administrative personnel. In other times, such data shall be acquired from the OIBD.
- (d) For classes that students with special needs participate, the course materials shall be prepared by the professor with the support of the related academic unit and the Disabled Students Unit, and the materials shall be provided to students in accordance with their needs, before and after the class.
- (e) For classes that students with hearing impairment participate, the seating order shall be arranged in a way that the disabled student can easily see his/her classmates and the professor giving the lecture/making a presentation.
- (f) For visually impaired students, lecture notes and course materials shall be provided in braille printing or vocally as per the students' preference. For partially sighted students, the notes and materials shall be prepared with a suitable larger font (16 or larger).
- (g) Visually impaired students shall be allowed to record the classes with a voice recorder.
- (h) For classes that include visual materials, the related professor shall support the lecture with vocal descriptions, and descriptive, explanatory vocal elements.
- (i) Upon demand of the students with special needs and approval of the Administrative Board of the Faculty/Institution/School of Higher Education/Vocational School of Higher Education; in order to evaluate the performance of students with special needs in the best manner, specially designed questions that shall measure the same knowledge can be prepared in accordance with student's disability type and level. The place, duration and format of the examination shall be modified to be suitable for such students. Additional instruments like a special alphabet, computer, magnifier, or an assistant to help with reading or writing can be provided for examinations.
- (j) In cases that are considered appropriate by the Disabled Students Unit; a voluntary peer assignment can be made to help the students with special needs follow the courses, take notes and support in other studies related with courses.

Course equivalency

ARTICLE 6 – (1) Upon justified demand of students with special needs, compulsory courses can be substituted with equivalent courses that are considered to be more suitable in terms of execution of courses and examination methods.

SECTION THREE
Procedures and Principles on Examination Applications

Examination applications

ARTICLE 7 – (1) The procedures and principles on establishing the equality of opportunity in education through provision of supportive services before, during or after examinations to ensure appropriate evaluation of students with special needs in examinations and elimination of possible problems that they may encounter are as follows:

- (a) While preparing examination schedules, classes with accessibility shall be planned for students with special needs and necessary arrangements shall be made to access these classes.
- (b) The duration of examinations for students with special needs shall be determined by the professor of the course in accordance with the students' disability and special needs.
- (c) If requested, students with special needs can enter the examination at a different time in a different place in accordance with their requirements.
- (d) For examinations, examination schedules and other announcements about examinations, the status of students with special needs shall be considered.
- (e) In necessary cases, students with special needs shall be allowed to enter the examination with an assistant or with medical instruments (hearing aid, telescopic eyeglasses, magnifier, insulin pump, etc.), and/or the examination format shall be changed or adapted.
- (f) In necessary cases, examination assistants shall be assigned for students with special needs.
- (g) In necessary cases, students with special needs shall be allowed to rest, have a break or use the restroom during examinations under supervision of the invigilator/examination assistant.
- (h) Upon students' demand, the examination booklets shall be prepared in Braille alphabet or vocally for visually impaired students, and with a punto of 16 pts or larger for partially sighted students.
- (i) Students with hearing impairment that use a hearing aid/cochlear implant as stated in their Medical Board Reports, shall be allowed to enter the examinations with these devices.

SECTION FOUR
Miscellaneous and Final Terms

Discrepancy and lack of provisions

ARTICLE 8 – (1) In cases that are not stated in the present Directive, the provisions of the related Directive and the resolutions of the University Senate shall apply.

Effective Date

ARTICLE 9 – (1) The present directive shall be effective as of the date of its approval by the Senate.

Execution

ARTICLE 10 – (1) The resolutions of the present directive shall be executed by Işık University's Rector.