REPUBLIC OF TURKEY ISTANBUL KÜLTÜR UNIVERSITY

ACADEMIC ACHIEVEMENT EVALUATION GUIDELINES FOR COURSES PROVIDED BY DISTANCE EDUCATION FOR 2019-2020 SPRING TERM

I. OBJECTIVE

The objective of these guidelines are to set out the procedures and principles for academic achievement evaluation for courses provided by distance education for 2019-2020 Spring Term.

II. JUSTIFICATION

1) These guidelines are issued based on the Regulations on Associate and Undergraduate Training & Education of Istanbul Kültür University (dated October 25th, 2017, Official Gazette Issue Number: 30221).

2) In order to ensure continuous and efficient management of training and education procedures of higher education institutions in the face of New Coronavirus (COVID-19) pandemic, the following procedures and principles were resolved to take effect limited to the Spring term of 2019-2020 academic year as per the resolutions made during the meeting of the Executive Committee of the Council of Higher Education dated March 18th, 2020 and the same was notified to the higher education institutions pursuant to the notice dated March 19th, 2020 and numbered 75850160-104.01.02.04-E.22490 of the Council of Higher Education (YÖK) thereof. As per these resolutions, the procedures and principles for students' academic achievement evaluation as determined by the Council of Higher Education (YÖK) are as follows:

    i. The procedures for the evaluation of examinations and academic achievement of the students shall be managed in line with "legally transparent, accountable, and controlled principles" as determined by the relevant authorized committees of the higher education institutions by taking into account any disputes, conflicts, and controls during learning outcomes as well as the subsequent procedures of the relevant educational program.

    ii. The resolutions made shall also be applicable for "face-to-face education sessions of the Distance Education Programs" introduced and currently made available by obtaining the required authorization from the Council of Higher Education pursuant to the "Procedures and Principles for Distance Education in Higher Education Institutions" in effect. To the extent where the provisions of the foregoing Procedures and Principles are contrary to these resolutions, such contrary provisions shall not be applicable during the period of COVID-19 outbreak.

III. GUIDELINES

Republic of Turkey Istanbul Kültür University CATS (Computer Aided Training & Education Services) platform, which contains a number of modules, is used as an Education Management System. For student academic achievement for 2020 Spring term, the University shall make use of the modules called **Assignments** and **Quizzes & Tests** of CATS to be used in line with "legally transparent, accountable, and controlled principles".

1) **Evaluation Criteria**

    iii. The evaluation criteria as determined by the instructors at the beginning of 2019-2020 Spring term for each course lectured by such instructors at Istanbul Kültür University

and announced to the students registered for the relevant course may be modified by the relevant instructor due to the conditions arising out of COVID-19 pandemic.

iv. In case the instructor modifies the evaluation criteria announced at the beginning of 2019-2020 Spring term, the relevant instructor is required to determine, based on the particulars of the course, the individual percentage of each component such as Assignments, Quizzes, Midterms, and Final Exams, which collectively constitute the pass grade of the relevant course, and announce the same on the home page of the Courses on CATS platform as well as on Academic Package available on the following link: https://akademikpaket.iku.edu.tr/.

v. In case instructors modify the evaluation criteria announced by them at the beginning of 2019-2020 Spring term, such instructors announce the evaluation design and criteria to be applicable through the "**Announcements**" module on CATS to all students who have registered for the relevant course and such students receive an e-mail notification through CATS.

vi. Pursuant to Article 12-3 ("*The percentage of unsupervised assessment and evaluation activities on the general achievement shall not be more than 20% for distance education.*") of the Procedures and Principles for Distance Education in Higher Education Institutions, the evaluation criteria as announced at the beginning of 2019-2020 Spring term for compulsory courses (Turkish 1-2, History of Turkish Revolution 1-2, Foreign Language 1-2, and Computer Sciences 1-2) as provided by distance education at Istanbul Kültür University, may be modified provided that such modifications are notified to the students through the notification methods as described above.

2) **Academic Achievement Evaluation by CATS**

i. CATS modules available for use in academic achievement evaluation are Assignments and Quizzes & Tests.

ii. Instructors providing the courses may make use of Assignments, Quizzes & Tests for the evaluation of academic achievement in the relevant courses.

iii. Instructors may use other tools/modules and/or various combinations of such modules based on the particulars of each course as provided by such instructors.

3) **Guidelines for Use of Achievement Evaluation Modules of CATS**

The achievement evaluation modules of CATS are used as described below.

a) **ASSIGNMENTS**

i. The Assignments module allows for online creation and submission of the assignments for evaluation.

ii. When creating an assignment, the required information on the assignment as well as the date of public access and submission deadline (the latest date and time where students are allowed to upload the assignment in the specified file format such as MS Word or PDF) are provided. Any additional files, if any, are attached to the assignment created.

iii. In addition, the assignments may be defined in the system by using **Peer Assessment**, a module for *Cooperative Learning*. Therefore, the assignments may be evaluated by other students registered for the same course in line with predetermined rules.

iv. If this module is checked when giving an assignment on CATS, the students receive an automatic e-mail notification on such an assignment.

v. In case the assignment is subject to evaluation, the instructor of the course determines the guidelines for the assignment and its evaluation process and announces the same to the students of the relevant course on the "**Announcements**" module available on CATS page, and an e-mail notification is also sent to the relevant students.

vi. Upon request, a plagiarism report may be created for the files uploaded (submitted) to the system as an assignment. In order to do so, **Academic Plagiarism Detector (Turnitin) Service** should be checked when defining the assignment on the system. This allows for a more efficient evaluation of the assignments by taking into account the plagiarism reports of the assignments.

vii. The files received as an assignment are evaluated by opening them on CATS.

viii. The files received as an assignment may be stored on the system and may also be downloaded and archived by the instructor.

b) QUIZZES & TESTS

i. Quizzes and Tests module allows for online creation, submission, and evaluation of the quizzes and tests.

ii. Quiz and Test questions may be designed in various types such as Multiple-Choice, Fill in the Blanks, True or False, Short Answer/Written, File Upload, Audio Recording, Calculation, etc.. Quiz and Test questions may be designed in such a way to contain various types of such questions.

iii. Quizzes and Tests module allows for the creation of three different types of tests, either **with or without a time limit**.

    1. **Static Tests:** The command "**Create a Test**" allows for single-type and/or multiple-type questions by adding them.

    2. **Dynamic Tests:** Dynamic tests are created by randomly chosen questions from previous question pools. Based on the test settings, the students who simultaneously take the same test may be provided with different questions and if preferred, the answer choices may also be randomized for each student in order to improve the reliability of the test results.

iv. Tests are published after the settings for issue date, time slot, list of students taking the test, and their respective departments are assigned.

v. The instructor of the course determines the rules and conditions to comply with for the test to be issued and the same is announced at the beginning of the test, and also announced to the students prior to the test through the Announcement module.

vi. After the test, the grades may be exported and sent via CATS to ORION.

vii. The tests and answers provided by the students on the CATS platform should be archived on the system.

IV. EFFECTIVE DATE

i. These guidelines shall take effect on the date of approval by the Senate.

ii. In case of any matters which are not covered within the scope of these guidelines, the Regulations on Associate and Undergraduate Training & Education of Istanbul Kültür University, relevant higher education legislation, and YÖK decisions shall apply.

iii. These guidelines are enforced by the Rector.