

	YEDİTEPE UNIVERSITY FACULTY OF HEALTH SCIENCES DEPARTMENT OF NURSING EXAM PREPARATION AND EVALUATION WORK FLOW CHART	Document number	
		Release date	
		Revision Number	
		Page Number	

Workflow Steps	Responsible	Related Document
Statement Table at the beginning of each academic term Creating the form	Related course responsible teaching element	Specification Table Form
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Exam questions prepared at least one (1) week before the midterm/end of semester/ make-up exam week of each academic term. Expert Opinion Evaluation Form and Question Evaluation Getting expert opinion with the form	Related course responsible teaching element	Expert Opinion Evaluation form Question Evaluation Form
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Two (2) weeks after the letter grade entry date of each academic term, all (<i>midterm/ end of the semester/ make-up exam</i>) exam analysis	Related course responsible teaching element	Exam Analysis Form
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Specification Table, Expert Opinion Evaluation Form, Question Submission of Evaluation Form and Exam Analysis Form to the Assessment and Evaluation Commission	Related course responsible teaching element	Specification Table Form Expert Opinion Evaluation form Question Evaluation Form Exam Analysis Form
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Filling the "Assessment and Evaluation Form" two (2) weeks after the letter grade entry date for each academic term	Related course responsible teaching element	quantification and consideration form
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In the first week of each academic year, the data is "Assessment and Evaluation Commission End of Term Evaluation Form and determining the aspects that need improvement and development	measuring and Evaluation commission	quantification and consideration Commission Activity Report
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Improvement and improvement of aspects that need improvement and development Submission to the Development Commission	measuring and Evaluation commission	quantification and consideration Commission Activity Report