T.C.
KTO KARATAY UNIVERSITY
FACULTY OF HEALTH SCIENCES CHILD DEVELOPMENT
DEPARTMENT MEASUREMENT AND EVALUATION
COMMISSION DIRECTIVE

CHAPTER ONE
Purpose, Scope, Basis and Definitions

Article 1- The purpose of this Directive is to regulate the procedures and principles regarding the establishment, assignment and duration, practices, chairman, members, working procedures, duties, powers and responsibilities of the KTO Karatay University Faculty of Health Sciences Child Development Department Measurement and Evaluation Commission.

Scope

Article 2- This Directive covers the procedures and principles regarding the assignment, working procedures, duties, powers and responsibilities of the measurement and evaluation commission of the Child Development Department of the Faculty of Health Sciences of KTO Karatay University, and the execution of its activities.

Basis

Article 3- This Directive has been prepared based on the decision of the Child Development Department Board within the scope of the letter dated 04.03.2023 and numbered 55431 prepared by the Strategy and Quality Management Office of KTO Karatay University.

Definitions

Article 4- For the purposes of this Directive;

1. **Rector:** The Rector of KTO Karatay University,
2. **Commission Chairman:** The faculty member determined from among the Commission Members,
3. **University:** KTO Karatay University,
4. **Faculty:** KTO Karatay University Faculty of Health Sciences,
5. **Department: Department** of Child Development,
6. **Commission: Measurement** and Evaluation Commission,
7. **Member: Members** of the Commission,
8. **Student Representative:** Refers to the student of the Department of Child Development.

CHAPTER TWO
Establishment of the Commission, Working Principles, Terms of Office

Establishment of the Commission

Article 5- The commission is formed in accordance with the following procedures;

1. The commission is established by the decision of the Department Board with the recommendation of the head of the Department.
2. Commission members elect a chairman from among themselves.

Working Principles of the Commission

Article 6- The Commission continues its work in line with the following principles;

1. The commission carries out its work in coordination with academic units.
2. If necessary, the commission may invite experts in the relevant subject to meetings.
3. The commission meets at least four times during the academic year. Meeting minutes are created for each meeting. The date and place of the meeting are determined by the Chairman and at least three days before the meeting date.
4. The commission starts its meeting with the presence of at least the absolute majority of the total number of members.
5. The commission takes decisions in line with the votes cast by at least the absolute majority of those present at the meeting. In case of equality of votes, the decision is taken in line with the vote of the Chairman.

6. Student representatives are present at the meeting and express their opinions. Student representatives do not vote and do not participate in the voting session.

Term of Office of Commission Members

Article 7- The following principles are taken into consideration during the term of office of the commission members;

1. The chairman and members of the commission are appointed for 3 years. A member whose term of office has expired can be reappointed.
2. The request of the commission members to withdraw from membership is made upon the notification of the chairman of the commission to the Head of the Department.
3. In the event that the chairman of the commission resigns from office, the members and the chairman are re-appointed within 30 (thirty) days.
4. A new member is appointed by the Head of the Department to replace the member who does not attend 3 (three) consecutive meetings without permission/excuse within a calendar year or who withdraws from membership due to an excuse.
5. Members whose term of office has expired can be reappointed in the same way.

CHAPTER THREE
Purpose, Duties, Powers and Responsibilities Purpose

Article 8- The objectives of the Measurement and Evaluation Commission are as follows;

1. To monitor and organize measurement and evaluation methods and to provide consultancy on methods.
2. To ensure that valid and reliable measurement and evaluation practices are carried out objectively and that different up-to-date evaluation systems are used.
3. To conduct education and research on Measurement and Evaluation.

Duties, Powers and Responsibilities

Article 9- The duties, powers and responsibilities of the Measurement and Evaluation Commission are as follows;

- It monitors the functioning of the measurement and evaluation system, determines the methods to be used to evaluate the effectiveness of the curriculum and provides consultancy.
- It guides the development and implementation of student-centered and competency-based teaching, measurement and evaluation methods in order to achieve the targeted qualified graduate qualifications.
- When necessary, it works in cooperation with the instructors to plan and execute exam methods suitable for the program and learning outcomes.
- It organizes the necessary studies regarding exam application and security, and carries out studies to determine the rules that students and invigilators must follow in the exam.
- It guides the validity and reliability of measurement and evaluation practices.
- It carries out studies on improving assessment and evaluation approaches based on student-instructor feedback, implementing and controlling these improvements, their compliance with the goals and what the measures taken should be.
- It creates awareness in order to ensure the diversity of measurement and evaluation methods.
- At the end of each academic semester, it reports the data obtained from the monitoring of measurement and evaluation activities, evaluates the compliance of the faculty with the educational objectives and presents it to the Head of the Department. In this context, in accordance with the "Exam Success Evaluation and Question Analysis" format defined by the Commission, the results prepared by the responsible instructor of each course for the relevant course are received and attached to the aforementioned report.
- In order to improve measurement and evaluation, it holds meetings on measurement and evaluation for professors from outside the institution.
- It provides support to the responsible instructor of each course at the end of each exam, in the preparation of analysis results such as the difficulty level of the question and the power of

discrimination regarding the items in the exam.

CHAPTER FOUR
Duties of Measurement and Evaluation Commission Members

Duties **of the Chairman of the Measurement and Evaluation Commission Article 10-** The duties of the Chairman are as follows;

- It represents the commission, presides over the meetings and carries out the work of the commission. • The commission notifies the department about the assignment, communication, correspondence, etc. related to the commission.
- It calls for meetings of the commission and calls the commission for a meeting with a special agenda according to the need.
- It ensures the control of the filing and archiving of the minutes of the meeting of the commission.
- At the end of each academic semester, it submits the activity report of the commission prepared by the commission to the Head of the Department.

Duties of Measurement and Evaluation Commission Members
Article 11- Duties of the commission members;
a) The commission carries out its work with the chairman.
b) It ensures active participation in commission meetings and decisions.
c) It performs other duties assigned by the Chairman.
ç) Takes part in the preparation of the activity report of the commission at the end of each academic semester.

Duties of the Student Representative
Article 12- Duties of the student representative;

1. The commission carries out its work with the chairman and members.
2. It ensures active participation in commission meetings and decisions.
3. It expresses its opinions in the commission.

CHAPTER FIVE
Cases Without Provision, Cases Without Enforcement and Execution Provision
Article 13- On issues that do not have any provision in the working procedures and principles of this commission, action is taken according to the decisions of the Child Development Department Board.
Article 14- This Directive enters into force as of the adoption of the Senate.
Article 15- The provisions of this Directive are executed by the Rector.