



TR – YÖS

2024

STUDENT GUIDE BOOK FOR YOS EXAM CENTER ISLAMABAD
“PAK-TURK MAARIF H-8 GIRLS CAMPUS”

Welcome

Welcome to the Islamabad H-8 Pak-Turk Maarif International Schools and Colleges, your exam center for upcoming assessments. This guide aims to provide you with essential information to navigate the exam center efficiently.

Venue Address

Pak-Turk Maarif International Schools & Colleges H-8 Girls Campus Islamabad, Address: Plot # 87 & 88, 1 Faiz Ahmed Faiz Rd, H 8/1 H-8, Islamabad, Islamabad Capital Territory 44000.

Access Routes and Map

The Islamabad H-8 Pak-Turk Maarif International Schools and Colleges are conveniently located in the H-8 sector of Islamabad. Below are the access routes along with a map to help you reach the exam center:

From Islamabad City Center

Head towards H-8 sector via Jinnah Avenue, then turn onto Street 34. Follow the signs leading to the Pak-Turk Maarif International Schools and Colleges.

From Rawalpindi: Take the Islamabad Expressway and exit towards H-8 sector. Continue Service Road East and follow the directions to the exam center.

Map: <https://maps.app.goo.gl/hpXbPW089rjrKY6J6>

Pak-Turk Maarif International Schools an...

4.4 ★★★★★ (202) · High school

Plot # 87 & 88, 1 Faiz Ahmed Faiz Rd · (051) 4442713

Open · Closes 4 pm

🗣️ "Very impressive school."



PakTurk H-8 Montessori Section

2.7 ★★★★★ (3) · School

H-8, 1 Faiz Ahmed Faiz Rd · (051) 4922011

Open · Closes 5 pm



Public Transport and Nearest Drop Off

For those using public transport, several options are available:

Faiz Ahmed Faiz Metro Bus station: The nearest Metro Bus station to the exam center is H-8 Station. From there, it's a short walk to the school.

Entrance

Entrance Gate: All candidates should use **Gate B** for entry to the campus.

Drop-off Point

The nearest drop-off point for candidates is directly in front of **Gate B**. This area provides convenient access to the entrance and is good for quick drop-offs and pickups.

Waiting Area

A designated waiting area is available for candidates before entry into the exam halls.

Exam Rooms

Exam rooms are located on the **1st floor and 2nd floor** of the exam center. Staff and signs will be on-site to guide you to your specific room or hall.

Exam

DOCUMENTS CANDIDATES MUST BRING TO THE EXAM HALL

An Exam Entrance Document will be issued by OSYM for each candidate who completes the exam application by paying the exam fee. Candidates will obtain the Exam Entrance Document by entering the TR/FR/**TR-YÖS** Number and the candidate password on the OSYM website. Candidates are required to have their Exam Entrance and Identity Documents with them when taking the exam.

The exam entrance document indicates information regarding the exam centre, exam building, and exam hall in addition to the photograph of the candidate. A candidate cannot be allowed to take the exam in an exam hall other than the one specified on the exam entrance document. A candidate who takes the exam in an exam hall other than the one specified on the exam entrance document will be disqualified. Exam Entrance Document will not be sent to the candidates' addresses. Candidates are advised to go see their exam building before the exam day in order to confirm the address of the exam building.

Candidates who have lost their Exam Entrance Document will be able to obtain it again online. Candidates must have colour or black and white printouts of the Exam Entrance Documents obtained from the internet with them during the exam. It is a must to have a photograph of the candidate on the document. Candidates should make sure that their photographs are visible on the document while printing it out. Except for the information specified by OSYM on the front of the document, if there is any writing, picture, or sign etc. on the front and back of the document, the candidate will be disqualified.

ATTENTION: An Exam Entrance Document is not issued for candidates who do not pay the exam fee in due time, even if they have registered their application information in the system.

FORMER TURKISH IDENTITY CARD WITH PHOTOGRAPH OR TURKISH IDENTITY CARD WITH PHOTOGRAPH OR ORIGINAL VALID PASSPORT:

In order for the candidate to be able to take the exam, they are required to have the original copy of their photo ID card, photo Turkish Identification Card, or an unexpired photo passport with them in addition to the Exam Entrance Document. Other than a photo ID card, photo Turkish Identification Card, or an unexpired photo passport;

- Those who have left Turkish citizenship with permission, as well as the original copy of the photo Pink/Blue Card belonging to their legal heirs, or the "Temporary Identity Document" provided during the acquisition process of the Blue Card and valid until the new identity card is received,
- The original TRNC Identity Card with a photo and identification number of Turkish Republic of Northern Cyprus citizens who do not have passports,
- The original photo identification card of the candidate's own country,
- The Temporary Identity Document with a photo, signature, seal, barcode, and QR code, issued by the General Directorate of Population and Citizenship Affairs of the Ministry of Interior Affairs during the process of obtaining a Turkish Identity Card, valid until the new identity cards are received,
- The original valid International Protection Status Holder Identity Document with a photo issued by the Ministry of Interior Affairs Directorate General of Migration Management,
- The original valid International Protection Applicant Identity Document with a photo issued by the Ministry of Interior Affairs Directorate General of Migration Management,
- The original Temporary Protection Identity Document with a photo issued by the Ministry of Interior

- Affairs Directorate General of Migration Management,

The original Residence Permit Document with a photo, issued by the Ministry of Interior Affairs, on which the residence permit type is specified as “humanitarian” or “long-term” will be accepted. **It is mandatory for the documents to have the candidate’s photograph. Candidates without a photograph on their valid identity document will not be admitted to the exam.**

However;

- Driver’s licence and,
- Other documents, including but not limited to professional identification documents, and student ID cards, will not be accepted.

Former Turkish Identity Cards must have a cold stamp, an up-to-date photograph that will make the candidate easily recognisable by examiners and a Turkish identification number (Please bear in mind that on the day of the exam, if the examiners have difficulty recognizing you from your photo, they may deny you access to the exam). A passport must be valid. Former Turkish Identity Cards without a cold stamp, an up-to-date photograph that will make the candidate easily recognizable by examiners, and a Turkish identification number (identification number must not be typed by a typewriter or by hand, or added later.) and expired passports will not be accepted.

Even if a candidate without these documents has taken the exam in an exam hall with the decision of the Exam Coordinators, examiners or OSYM representatives, he/she will be disqualified. A current photograph of the candidate must be present in the identity document. Candidates who do not have a photograph on their identity document will be disqualified.

Candidates are not allowed to bring anything else other than these documents to the exam buildings. Candidates should bear in mind that OSYM will not provide safes, lockers, etc. for personal belongings in the exam buildings. OSYM will provide at least one wall clock, stationery (pencils, erasers, sharpeners) and napkins to be used by the candidates in each exam hall. Candidates will be allowed to bring water in a transparent plastic bottle to the exam.

ITEMS CANDIDATES ARE NOT ALLOWED TO BRING TO THE EXAM BUILDINGS

Since OSYM will not provide safes, lockers etc. for personal belongings in the exam buildings, candidates are not allowed to bring any of the following items to the buildings:

- Bags, wallets, mobile phones, all kinds of watches, devices providing wireless communication such as bluetooth; headphones, necklaces, earrings, rings (excluding wedding rings), bracelets, brooches and other jewellery; key chains, all kinds of vehicle keys, items containing plastic and metal (excluding beaded/non-beaded pins used for headscarves, paper/coins, simple keys without keychains, transportation cards, belts with simple buckles, simple wire buckles and simple piercings), all kinds of electronics /mechanical devices and tools such as pagers, radios, cameras, all kinds of plastic and glassware including sunglasses (except numbered glasses), cards such as bank/credit cards,

- Devices with all kinds of computer features such as pocket computers, watches, electronic devices with dictionary functions, calculators,
- All kinds of piercing and cutting tools, firearms and similar equipment,
- Items such as pen/pencils, erasers, sharpeners, all kinds of scrap paper, notebooks, books, lecture notes, dictionaries, magazines, newspaper, compass, protractor, ruler, calculator,
- Food and other consumption items including all kinds of beverages (except water in a transparent plastic bottle),
- Medicines in box/bottle

At the entrance to the exam buildings, the candidates and examiners will be searched manually and/or with detectors by the security officers, and the candidates who come to the exam with the above-mentioned items will not be admitted to the exam buildings. Candidates found to be carrying such items in exam buildings before, during, or after the exam will be disqualified. OSYM has the right and authority to use signal jammers in buildings if it considers necessary. OSYM may monitor exam buildings/halls through cameras. In addition to the examiner reports, camera recordings can also be used as evidence when necessary.

Candidates with health problems who do not request a reader/marker or marker and can enter the exam building/hall without assistance, provided that they are carefully checked by the security guards at the entrance of the exam building by hand and/or detector, can enter their exam buildings/halls specified in their Exam Entrance Document. They are allowed to bring the following items even if they are not listed in their Exam Entrance Document: medicines (limited in number/amount), compression bandages, crutches, splints, walkers, canes, neck braces, corsets, sitting rings, plasters, bandages, knee pads, eye drops, inhaler/pump/spray.

Suspects, defendants and convicts on supervised release who are controlled through electronic devices will not be allowed to enter into the exam buildings with the electronic devices they carry. The task of detaching and preserving the devices before the exam is carried out by the official who supervises those on supervised release.

EXAM ADMINISTRATION

Candidates will be admitted to the exam halls following an identification check. **Candidates must be present at the exam buildings at least 1 hour before the start of the exam**, in order for the identification and security checks to be completed and the candidates to be admitted to the exam halls in time. The face of the candidate who will take the exam must be open in a way that allows identification.

ATTENTION: The procedures for admitting the candidates to the exam buildings will be completed 15 minutes before the exam time. Candidates will not be admitted to the exam buildings after this time, and to the exam halls after the answering period of the exam starts.

DİKKAT: Sınav günü sınav saatinden 15 dakika önce adayların sınav binalarına alınma işlemleri

tamamlanacaktır. Adaylar bu süreden sonra sınav binalarına, sınavın cevaplama süresi başladıktan sonra sınav salonlarına alınmayacaklardır.

Candidates will be admitted to the exam halls after the examiners check their Exam Entrance Documents and identity documents that are accepted to take the exam. In the exam hall, they must sit in the seat assigned to them by checking the seat number. After being seated, candidates must put the Exam Entrance Document and the Identity Document on their desk. Proctors in the exam halls will check the identities of the candidates and collect the Exam Entrance Documents. Following the identification checks, the chief proctor will read out the exam rules to the candidates, and hand out the answer sheets with the TR/FR/TR-YÖS Number (Each candidate must use his/her own answer sheet, which includes his/her own photograph and his/her identity information. A candidate who uses the answer sheet belonging to another candidate will be disqualified.) in addition to the stationery boxes containing two pencils, a rubber, a pencil sharpener, and napkins.

Exam booklets will be distributed after the candidates fill in the required spaces on the answer sheets. After quickly checking the print of the pages in the exam booklets, the candidates must fill out the following sections: TR/FR/TR-YÖS Number, first name, family name (surname), exam hall number, and exam seat number on the front cover of the exam booklet. They also must write and code the exam booklet number on the section "Exam Booklet Number" in the answer sheet. It will be confirmed by the candidate in the relevant sections of both the exam booklet and the answer sheet that this procedure has been completed correctly and thoroughly. The candidate himself/herself, not the examiners, is responsible for the correct and complete coding of the question booklet number on the answer sheet. Next, the proctors will paste the QR code label of the exam booklet on the candidate's exam booklet to the section in the candidate roll call list where the name of the candidate is written.

Candidates are obliged to check the exam booklets and answer sheets given to them and make sure that they have exam documents suitable for their own situation and the information in their Exam Entrance Documents; otherwise, they must inform the chief proctor. Candidates who accept the exam booklet and answer sheet without making the necessary checks and continue the exam with those exam documents bear all responsibility for the problems that may arise from the inconveniences of the exam documents.

After the exam documents are distributed to them, the candidates are **not allowed to leave the exam hall in the first 75 minutes and the last 15 minutes of the exam period. Candidates will not be allowed to leave the exam hall** even for a short time (including going to the bathroom) during the exam. Candidates in this situation will definitely not be allowed. Candidates who leave the exam hall.

For any reason will not be admitted to the exam hall again and will be kept in the exam building until the first 75 minutes have elapsed. Candidates who leave the exam building before the above-mentioned periods are over will be disqualified. Candidates who have finished the exam in a period other than above-mentioned ones can leave the exam hall after they hand in the exam booklet and answer sheet to the proctors.

Candidates are not allowed to do the following during the exam:

- talk, cheat, or help others cheat,
- ask questions to proctors in the exam hall,
- use scrap paper or write the questions and answers of the exam on another piece of paper,

- write the questions and answers of the exam on the back of the answer sheet,
- exchange stuff like pencils and erasers with each other,
- start reading the questions before the answering time of the exam starts,
- continue to read the questions and mark them on the answer sheet even though the exam period is over,
- exhibit behaviours that disrupt the exam safety.

Candidates who are found to violate these rules will be disqualified.

Complying with the exam rules is the primary duty of the candidate. Candidates who violate the rules will not be allowed to continue the exam. However, if the examiners deem it necessary to not distract the other candidates and cause them to waste time, they may not warn those who violate the exam rules. Whether warned or not, the identities of and violations committed by the candidates who act against the rules will be clearly written by the examiners in the exam report, and they will be disqualified.

Candidates can only use the blank spaces on the pages of the exam booklet for drafting. It is strictly forbidden for the candidates to write the questions and/or the answers they gave to these questions on a separate piece of paper and take this paper out of the exam hall. At the end of the exam, the exam booklets will be collected and examined one by one at OSYM. Even one missing page from the exam booklet or not submitting the Exam Entrance Document will result in the disqualification of these candidates. Exam buildings/halls may be monitored by security cameras installed by OSYM. Camera recordings can be used as evidence when necessary.

In addition to the reports of the examiners, camera recordings can also be used when necessary as evidence in determining whether the exam rules have been violated. Candidates who are found to have violated the rules as a result of the examination of the camera records will be disqualified even if they are not stated in the examiner reports. OSYM Representatives will be able to inspect the exam halls during the exam, and if they deem it necessary, they will be able to make identity checks.

EXAM BOOKLET AND ANSWER SHEET

The test consists of a single booklet, and the candidates must mark their answers in the relevant field on the answer sheet. Each exam booklet will be specially bagged at the printing house. Exam booklets will be distributed randomly to the candidates by the proctors in the exam hall.

Each exam booklet has a unique “EXAM BOOKLET NUMBER”. The questions in the exam booklets will be exactly the same, but the order of the questions or the options, including the correct answers, may vary across exam booklets. Therefore, the answer keys for each exam booklet will be unique.

Each candidate will use an exam booklet designed specifically based on their application information and the unique answer sheet prepared for him/her in the exam. The answer sheet will include information on the candidate’s first name, family name (surname), Turkish Identity Number in addition to the candidate’s photograph. Before the exam begins, candidates must check whether the given answer sheet belongs to them, and whether the information in the exam documents given to them matches the information in their Exam Entrance Documents. The candidates are responsible for checking the accuracy of the information.

After making the necessary checks, the candidate who detects incompatibility in his/her exam documents must apply to the chief proctor and obtain the exam documents arranged according to the information in his/her Exam Entrance Document. Candidates who accept and use the exam documents not prepared for them without making the necessary checks and are found to have provided information that does not belong to them on the answer sheet will be disqualified.

Next, all candidates must write and code the exam booklet number printed on the exam booklet given to them in the relevant field on the answer sheet, and confirm that they have written and coded the number correctly in the relevant sections on the exam booklet and answer sheet. **It is not possible for optical readers to read and evaluate answer sheets that contain no or inaccurate exam booklet number. It is the candidate's responsibility to complete these procedures thoroughly and accurately.** All candidates will receive answer sheets with a 9-point font size.

All questions in the exam booklet are multiple choice. Each question has five options. Only one of these five options is the correct answer. The answer must be marked in the relevant field on the answer sheet. Marks only on the exam booklet will not be taken into consideration. Answers that are not marked (coded) in the bubbles in the answer sheet will not be processed.

The bubble that shows the option to be marked by the candidate as the correct answer must be shaded and filled carefully without moving beyond the circle. If more than one answer is marked for a question, the answer given to that question will be considered incorrect.

The optical reader, which evaluates the answer sheet, may also read the poorly erased mark. Therefore, in order for the answer to a question to be changed, the incorrectly placed mark must be erased cleanly. Particularly, when a mark for a given answer is erased on the answer sheet, and if no other answer will be marked in its place, the mark must be erased as cleanly as possible.

ATTENTION: OSYM owns the copyright to the questions used in the exam. The questions cannot be given to any person or institution, and published in print or on the internet, except for those decided to be published by the OSYM Board of Directors. It is forbidden to copy, photograph, reproduce, use, or publish exam questions by any means, in whole or in part, for any purpose, without the written permission of OSYM. Legal actions will be taken against violations as per Law No. 5846 on Intellectual and Artistic Works. Candidates who take the exam are deemed to have accepted this situation.

DOCUMENTS TO BE SUBMITTED BY CANDIDATES IN THE EXAM

Proctors in the exam hall will collect the exam booklets and answer sheets used by the candidates in the exam. Especially if the proctors in the big exam halls forget to collect the exam booklet and answer sheet of a candidate, the candidate must immediately give the necessary warning and ensure that the exam booklet and answer sheet are collected by the proctors. Candidates who have completed the exam must hand in their exam booklet and answer sheet to the proctors in the exam hall, and they must never leave them on their desks. In the event that the proctors tell them to leave the exam booklets and answer sheets on the table / desk once the exam is completed, the candidates must not leave the exam hall until the exam booklets and answer sheets are collected by the proctors. The candidates themselves are responsible for the exam documents that are left on the desks in the exam halls, and thus do not reach OSYM. The Exam Entrance Document will be

collected by the examiners before the exam starts.

The package of exam documents belonging to each exam hall is opened one by one by the OSYM staff, all the documents that come out of the package are counted one by one; a report is written if there is any missing document. It is the candidate's responsibility to deliver the Exam Entrance Document, exam booklet and answer sheet to the proctors in the exam hall. If a candidate does not

ATTENTION: Please remember that you must erase cleanly and carefully a mark on the answer sheet if you want to change your answer.

EXAM RULES AND REGULATIONS

All candidates must comply with the following rules and regulations. Any violation will result in disqualification.

- Taking the exam in the assigned exam hall/seat,
- Submitting their Exam Entrance Documents to the proctors before the exam time begins,
- Not cheating or not helping any other candidate cheat,
- Marking the answer sheet with answers before the end of the exam time,
- Writing and coding correctly TR/FR/TR-YÖS Number and Exam Booklet Number on the answer sheet,
- Filling out the exam booklet and answer key accurately and thoroughly,
- Opening the exam booklet to read the exam questions after the answering time begins,
- Not reading the exam questions and not marking the answer sheet once the exam time is completed,
- Submitting the exam booklet (not missing any pages) and answer sheet to the proctors at the end of the exam,
- Complying with the exam rules and the warnings of the examiners
- And complying with all other exam rules

Candidates who are admitted to the exam by examiners by mistake, even though their documents are incomplete or invalid, and will not be taken out of the exam hall so as not to disrupt the exam, but they will be disqualified after a careful examination of the exam reports and camera recordings. The absence of any record in the exam reports does not prevent the candidate from being disqualified due to illegal behaviour detected as a result of the examination of the camera records. In cases of fault or negligence by the examiners, camera recordings are taken as a basis. Further legal action is taken against examiners involved in fault or negligence or as per the relevant legislation.

Examiners in exam buildings and halls are not responsible for giving any reports to candidates, their relatives or other third parties. Legal action is taken against candidates within the scope of Law No. 6114 and relevant legislation. Penal provisions in Law No. 6114 are as follows:

Penal provisions

ARTICLE 10 –

1. Concerning the exams administered by OSYM, starting from the item creation stage for the exam questions, all appointed persons shall be considered public officials in terms of the duties they perform in accordance with the provisions of this Law, regardless of whether they are employed in another public institution or private institution.
2. A person who illegally obtains or possesses confidential information pursuant to the provisions of this Law shall be sentenced to imprisonment from one year to four years, unless the act constitutes another offence/crime requiring a heavier penalty. The person who discloses this information shall be punished with imprisonment from two to five years and a judicial fine of up to five thousand days.
3. Concerning the exams administered by OSYM; a person who a) cheats or helps others cheat using a device transmitting sound or image, b)

takes the exam for another candidate or who contributes to another person taking the exam instead of himself/herself, c) cheats individually or collectively, or provides assistance for cheating shall be punished with imprisonment from one year to four years, unless the act does not constitute another offense/crime requiring a heavier penalty..

4. A person who changes the exam results in favour of or against a candidate shall be sentenced to imprisonment from three to eight years, unless the act constitutes another offence/crime that requires a heavier penalty.
5. A candidate who is found to have cheated or attempted to cheat in an exam, or in a session of a multi-session exam shall be disqualified. Such a candidate, or a person who takes the exam on behalf of someone else cannot apply as a candidate for any exam or placement administered by OSYM for a period of two years from the date of the exam. If a candidate who has been disqualified has been appointed to a public office or has acquired another right based on his/her success in this exam or in an exam held by OSYM before the disqualification decision is made, he/she shall immediately be dismissed by the authorities of the relevant institution and the right granted to him shall be revoked. The provisions in this paragraph shall also apply to the candidates who commit the acts in the second, third and fourth paragraphs.
6. If the offences/crimes defined in this article are committed within the framework of the activities of an organization, the penalties to be imposed shall be increased by half. In the event that these offences/crimes are committed within the framework of the activity of a legal person, security measures specific to them shall be imposed on the legal person.
7. A candidate who is disqualified due to obtaining the exam questions through a confidentiality violation, and thus banned from applying to OSYM exams and placements, can have his/her ban period shortened or completely removed on the condition that he/she gives information about who gave him/her the exam questions and how.
8. OSYM Board of Directors is authorised to issue an investigation permission regarding the persons deemed to be public servants according to the provisions of this Law who are alleged to have committed offences/crimes; and the Higher Education General Board is authorised to issue investigation permission regarding the chairman and members of the OSYM Board of Directors.
9. An administrative fine of 5,000 Turkish Lira is imposed on those who share or reveal the identity information of the appointed persons defined in the first paragraph of Article 9, trialling questions or exam questions exactly or partially in the course of the exam, or publish the exam questions using devices transmitting any kind of signals, sounds and images. In case of repetition of the act, the penalty is applied with a one-fold increment each time. An administrative fine does not remove the obligations arising from the Law on Intellectual and Artistic Works dated 5/12/1951 and numbered 5846 and the implementation of the penal provisions in Article 10 of this Law. The decision on administrative fines is made by the Board of Directors. The competent court for lawsuits to be filed against administrative fines is the administrative courts in the vicinity where OSYM Headquarters is located. Administrative fines imposed in accordance with this Law shall be paid within one month following the notification.

Taking the exam and being successful does not give a right that is not included in the law, statute, regulation and other legislation. Candidates who are reported to have violated the exam rules in the reports written by the exam officials, and who are found to have cheated individually, in pairs or collectively based on the results of the statistical and psychometric analyses will be disqualified and their exam results will be deemed invalid. Legal action will be taken against people who are involved in the offences of cheating or helping others cheat as per Law No. 611. Candidates must prevent others from cheating through their own exam booklets and use their answer sheets in a way that prevents others from looking at them in order to avoid being taken to court based on the results of the computerised statistical and psychometric analyses. Candidates must strictly comply with the rules and regulations of the exam to avoid disqualification.

Candidates who cheat, attempt to cheat, or help others cheat in any way will be disqualified. Moreover, camera recordings will be used as evidence against the cheaters and will result in disqualification. Proctors do not have to warn the candidates if they cheat or attempt to cheat; the responsibility rests entirely with the candidates.

Contact Details

If you have any questions prior to the exam date, please contact our administration office.



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We look forward to welcoming you to our campus and wish you the best of luck on your exam.