

1. Course Resources and Study Guidelines

What textbook is recommended for the course?

The primary textbook for this course is *Petrucci – General Chemistry* (12th edition). Other well-established general chemistry textbooks may also be used as supplementary resources.

How can I access course materials and the textbook?

The textbook, assignments, and related study materials are accessible via the Pearson platform.

How should I study for the course?

To reinforce the topics covered, follow assignments regularly and actively use the Pearson system for quiz practice. If you experience difficulties understanding the material, you are encouraged to attend the instructor's **office hours** to ask questions directly.

2. Pearson System and Quiz Implementation

When and how are quizzes conducted?

- **Timing:** Quiz schedules are announced by the instructors during the course.
- **Implementation:** Weekly quiz passwords are provided to the instructor and shared with students during the last hour of the class. Quizzes are then completed via the Pearson system in real time.

What are the requirements for a quiz grade to be valid?

- **Attendance Requirement:** Your name and signature must appear on the attendance sheet for that class session. Quizzes completed remotely without attending the class will be considered invalid.
- **Academic Integrity:** Signing on behalf of another student or having someone sign for you constitutes a disciplinary offense.

Are make-up quizzes available?

No. Missed quizzes due to illness or any other reason cannot be retaken.

How are quiz grades calculated?

A total of seven quizzes are administered throughout the semester. Missed quizzes are not excluded from the calculation. The total score is divided by seven to determine the average. Therefore, participation in every quiz is crucial.

Is the trial quiz mandatory?

No, but it is strongly recommended to familiarize yourself with the system interface and ensure your device functions properly.

What should I do if I cannot access the Pearson system?

- **Technical Support:** Contact Pearson's official support or WhatsApp help line directly. The course instructor cannot provide technical assistance.

- **Device Restriction:** Only one account can be active per device. Attempting to log in from another student's device may cause technical issues or account suspension. Always use your own device.
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3. Grading System and Exam Structure

How is the final grade determined?

The grading distribution is as follows:

- **Quizzes (7 total):** 20%
- **Midterm Exam:** 40%
- **Final Exam:** 40%

What is the exam format?

Exams consist of multiple-choice questions. Four incorrect answers eliminate one correct answer (penalty system).

How are letter grades assigned? (Is there a grading curve?)

Yes, a **relative grading system** is applied at ITU. Therefore, achieving a certain numerical average (e.g., 90) does not guarantee a specific letter grade, as grades depend on overall class performance and standard deviation.

Is grading conducted on a class basis?

No, grading is performed within a **pooled system**.

4. Attendance Requirement and VF Grade

What is the attendance requirement?

Students must attend at least **70%** of the classes. Medical reports do not count toward this requirement.

Under what conditions is a VF grade assigned?

A student receives a VF grade and fails the course if:

1. Attendance falls below 70%, or
2. The student does not take the midterm exam.

Note: Missing quizzes does not result in a VF grade.

5. Exam Schedule and Content

Where can I find exam dates and topics?

Exam dates, locations, and covered topics can be followed via:

- kimya.itu.edu.tr
- kimyahavuz.itu.edu.tr (Pool Courses page)

Are sample exam questions available?

Due to the security of the question pool, past exams are not fully shared. Only official sample questions on the website should be used as references.

Where should I follow announcements?

Announcements are made via Ninova/Moodle systems and your ITU email address. Grades are recorded in the Student Information System (OBS).

6. Exam Day Rules and Security

What should I bring to the exam?

- ITU Student ID and Turkish ID (mandatory)
- Pencil and eraser
- Cleared-memory calculator

What are the calculator rules?

Calculators are allowed; however, devices with formula storage features (e.g., EXE, RUN modes) must have their memory cleared before the exam. Detection of stored formulas will be treated as academic misconduct.

What if I arrive late to the exam?

Students may be admitted within the first 30 minutes (no additional time granted). Entry is not allowed after this period. Leaving the exam is prohibited during the first 30 minutes.

What happens if there is an error in exam questions?

If an error is identified, a correction will be announced simultaneously in all exam halls within the first 30 minutes.

What is the penalty for cheating?

In accordance with Higher Education Council (YÖK) regulations, students caught cheating or attempting to cheat will receive a formal report, their exam will be invalidated, and disciplinary proceedings will be initiated.

Can I bring a phone or smart device to the exam?

No. Even if switched off, possession of such devices during the exam results in invalidation and disciplinary action.

7. Excuses, Make-Up Exams, and Appeals

What if I miss the midterm or final exam?

If you have a valid and documented excuse (e.g., medical report), you must apply to your

faculty within **5 working days**. If approved, you may take a make-up exam. Quizzes are not eligible for make-up.

How can I appeal exam results?

You may submit a petition to the faculty within the designated period to request a review for calculation errors. For quiz-related concerns, contact the course instructor first.

When are exam results announced?

Results are typically available within **1–2 weeks** after the exam via the Kepler system.
