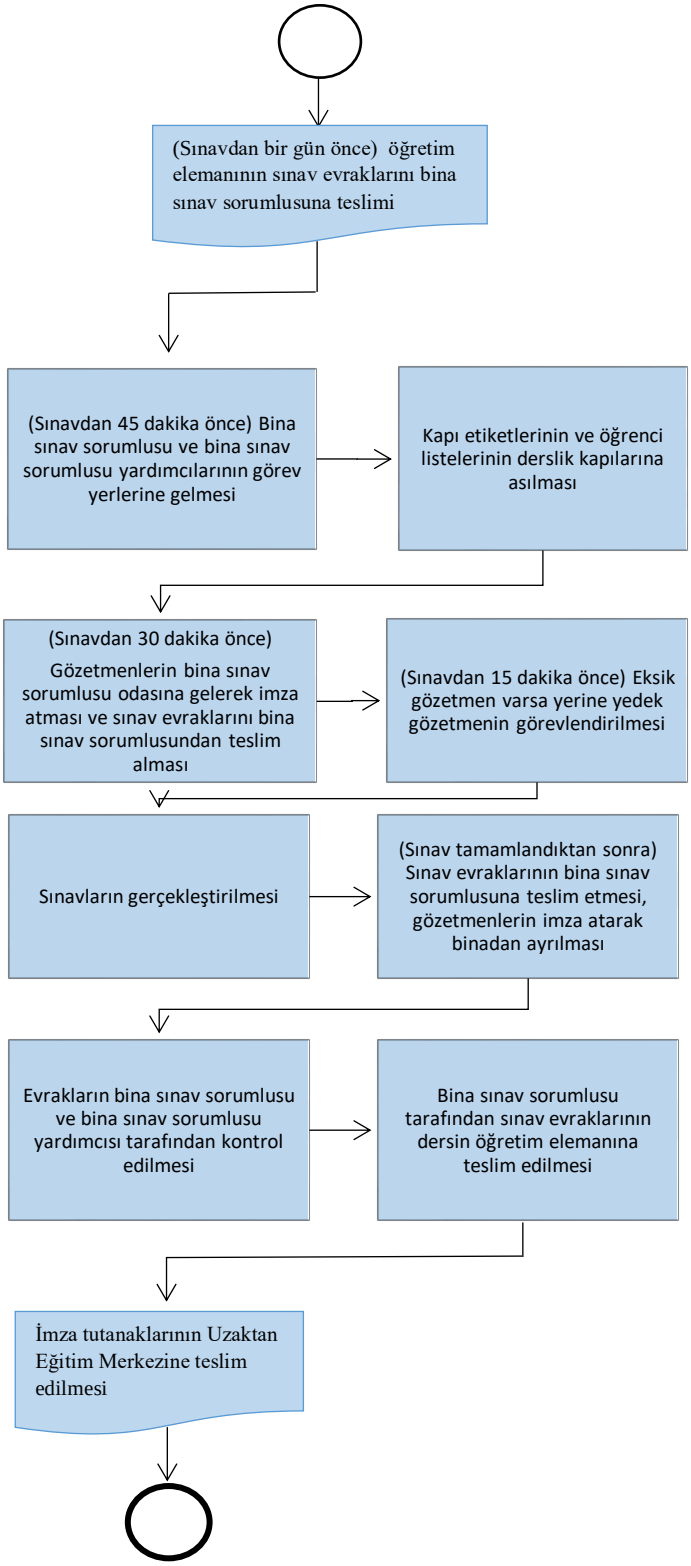ORTAK DERSLER SINAVLARIN GERÇEKLEŞTİRİLMESİ İŞ AKIŞI