

ISTANBUL UNIVERSITY SCHOOL OF FOREIGN LANGUAGES
ONLINE PROFICIENCY EXAM FOR COMPULSORY PREPARATORY PROGRAM
2020-2021 ACADEMIC YEAR

DATE OF EXAM: 09.10.2020

MORNING SESSION (ENGLISH)

ATTENDING THE ZOOM SESSION and IDENTITY CHECK: 09:30

EXAM START TIME: 10:30

EXAM FINISH TIME: 12.30

AFTERNOON SESSION (ENGLISH and OTHER FOREIGN LANGUAGES)

ATTENDING THE ZOOM SESSION and IDENTITY CHECK: 13:30

EXAM START TIME: 14:30

EXAM FINISH TIME: 16:30

Dear students,

Istanbul University 9th October, 2020 proficiency exams for English, German, French, Arabic (Faculty of Literature), Italian, Spanish, Chinese, Korean, Greek, Russian, Ukrainian, Polish languages will be administered online under the current pandemic circumstances in order to protect the health of our students.

The proficiency exam consists of 100 multiple-choice questions and the total grade is 100 points. Since the students taking the English proficiency exam are high in number, they will take the exam in two different sessions: morning and afternoon sessions. Students for these sessions will be announced on <https://yabancidiller.istanbul.edu.tr>. The exam formats and difficulty levels for morning and afternoon sessions will be the same, but the questions for each session will be totally different. Each correct answer will be of 1-point value. Your incorrect answers will not be penalized (Only correct answers will be calculated for your score).

While taking the exam on Istanbul University "ekampüs öğrenme yönetim sistemi", students will be monitored simultaneously via ZOOM video conference application to ensure the exam safety. Please read the whole document carefully for further information.

The students who do not take the exam for any reason or who fail it will take the online “placement exam” which will be administered at a future date. According to their placement exam results, students will be placed in an appropriate preparatory class. Students not attending online placement exam will be placed in A1 level class which is the lowest level of preparatory programme. The lessons for 2020-2021 academic year fall semester preparatory classes will be commencing totally online under the current pandemic circumstances.

It is students’ responsibility to follow all directives and announcements carefully on <https://yabancidiller.istanbul.edu.tr/>. Students having problems with the online exam can send an email to lang@istanbul.edu.tr explaining their situation/problem in detail at the time of the exam (you should write “**9 Ekim 2020 Kurumlar Arası Yatay Geçiş Sınavı Sorun Bildirimi/İtiraz**” on the subject section). It is of high importance that you give detailed information about the problem you experience, state all personal identification and contact information in your email. The information you provide should match with your registered information.

For your exam to be valid, you should be able to use correctly both of the systems mentioned below:

1. Istanbul University “e-kampüs öğrenme yönetim sistemi”

Students will take the exam by logging in <https://ekampus.istanbul.edu.tr/login/index.php> at exam start time using their predefined user names and passwords (for Turkish students **T.R. Identity Number**; for foreign students **passport number or foreign ID number** – to be assigned according to the available information on our system).

2. “ZOOM” connection:

ZOOM meeting links and all necessary information will be announced before the exam and all students attending the exam will be monitored by proctors during the exam via ZOOM video conference.

REQUIRED DEVICES FOR THE EXAM

The following procedures should be followed about the devices to be used for 9th October, 2020 English Proficiency Exam:

Device 1: You have to use a laptop or desktop computer **to take the exam** on “ekampüs öğrenme yönetim sistemi” (**NOT** a mobile phone or tablet). Please make sure that your operating system, internet browser (Google Chrome recommended) and add-ons are up-to-date. You don’t need a camera on Device 1. You will take the exam on e-campus system where you can reach via the link:

<https://ekampus.istanbul.edu.tr/login/index.php> . You should use Device 1 to log in to the exam. It's student's responsibility to get and log in with the correct username and password:

Username: T.R. Identity Number (Passport Number for foreigners or foreign ID number – to be assigned according to the available information on our system)

Password: T.R. Identity Number (Passport Number for foreigners or foreign ID number – to be assigned according to the available information on our system)

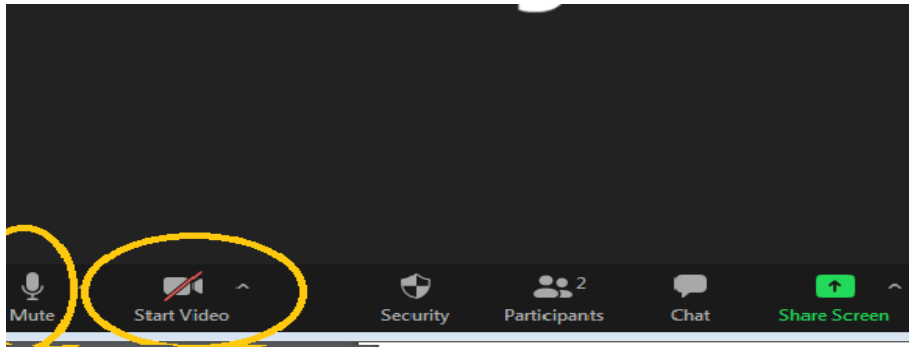
Device 2: You should use a second device which has a working camera and stable Internet connection **for your exam to be proctored.** This second device can be a mobile phone, tablet computer, another laptop, or an external camera. The exam will be monitored via ZOOM application. **As of 9:30 for morning session and 13:30 for afternoon session**, each student should request to enter the zoom meeting by clicking on the ZOOM link which will be announced beforehand. IN ORDER TO PREVENT ANY INCONVENIENCE DUE TO THE LARGE NUMBER OF PARTICIPANTS, STUDENTS ARE RECOMMENDED TO LOG IN TO THE ZOOM MEETING AS EARLY AS POSSIBLE, AND NOT TO DELAY THIS STEP UNTIL THE LAST MINUTE. Since proctors will accept each student who requests to join the meeting by checking their full name and identity, you may have to wait for a while in the “waiting room” of the ZOOM session. It is student's responsibility to set up the mentioned program, make sure that it is in running condition, attend the meeting on time by using their full official name (**NAME - SURNAME**) as **username**, and show a valid identity card (T.R. ID Card for Turkish students; Passport and/or foreign ID card for foreign students) on the camera. Students trying to attend the meetings by using different usernames other than their official name and surnames won't be allowed to the meeting. The announced ZOOM links will only be available at the above-mentioned hours and they will be used only by the approved applicants taking the exam.

BEFORE THE EXAM

It is student's responsibility to make the necessary arrangements before the exam to be able to take the online proficiency exam and complete it without any problems.

- 1)** Considering that the proficiency exam will last 120 minutes and during this time students will take the exam and be monitored on ZOOM session simultaneously, students have to make sure that Device 2 has a **stable Internet connection** and **necessary hardware** and it is **fully charged or connected to a power source**. It is student's responsibility to meet the technical requirements.

- 2) Before the exam day, you have to download and install ZOOM application on Device 2 (whose camera will be used for ZOOM). Before the exam starts, make sure that your camera on Device 2 is turned on as it is shown in the picture below (click “start video” button). Since the proctors will take attendance before the exam, make sure that the microphone and audio speakers of Device 2 are working. Once students log in to the Zoom session, their microphones will be muted. However, they will be unmuted if required while proctors are taking the attendance.



- 3) Before the exam, make sure that you place your Device 2 (which runs Zoom App.) in a good distance so that the proctors can see both your face from the side and your screen on Device 1. You can place your Device 2 on your right or left. Make sure that the camera of Device 2 is running properly. The sample correct position is shown with a green tick, while the wrong ones are marked with a red cross below. Please stay in the correct position throughout the exam and do not change your correct position. By doing this, it is aimed to observe only the student and their Device 1 during the exam, but not the surrounding environment.



- 4) If you would like to use a second computer with a webcam instead of an external camera/mobile phone as Device 2, you should fix the camera of that device in a position that proctors can see both you and the screen of your Device 1. Make sure that the camera of Device 2 is working.

- 5) On the exam day, there should not be any pending system/application updates on either Device 1 or 2.
- 6) Every student has to attend the Zoom session with their full documented official NAMES AND SURNAMES. Do not use nicknames, pseudonyms or abbreviations, which can make your identification difficult.
- 7) Your desk should be clear of any books and lesson notes.
- 8) Your desk should be clear of unused/unnecessary devices except your computer or laptop.
- 9) Put your mobile phone on silent mode.
- 10) The screen of Device 1 should be seen clearly by the proctors on camera, so fix your Device 1 in such a position that its screen doesn't reflect any surrounding light.
- 11) You won't be allowed to leave your seat for any need. Therefore, make sure that you meet all your needs before the exam.
- 12) **Since the proctors will take attendance live on the camera, make sure that you make the above-mentioned arrangements, attend the ZOOM session and take your exam position within 60 minutes before the exam start time. STUDENTS ARE RECOMMENDED TO LOG IN THE ZOOM MEETING EARLY, AND NOT TO DELAY THIS STEP UNTIL THE LAST MINUTE.** When the proctor calls you by your name, please react to your proctor for identity check. **Students who do not join the ZOOM session or who join the ZOOM session more than 3 minutes later than the exam start time, or whose identity cannot be confirmed for any reason CANNOT CLAIM ANY RIGHTS TO TAKE THE EXAM, and even if they take the exam under these circumstances, their exams will be invalidated.** For identity check, make sure that your face is visible, and you will be asked to show your ID card to the camera in a way that your **NAME, SURNAME and PHOTO** can be seen clearly. Please stay in the ZOOM session and in your seat once your ID check is complete, and wait until your exam starts. If you leave the ZOOM session after ID check, the whole procedure has to be repeated for you to have a valid exam. Delays that might result from these procedures are not subject for any claims.

IT IS STUDENT'S RESPONSIBILITY TO COMPLETE ALL THESE STEPS AS EARLY AS POSSIBLE!

NO EXTRA TIME WILL BE ALLOTTED FOR STUDENTS WHO LOG IN TO THE SYSTEM LATE!

- 13) After identity check, please listen carefully and follow any reminders your proctors might give about the exam rules.

- 14) You are not allowed to wear headphones, earbuds, hat or cap, sunglasses, dark-coloured glasses and watches during the exam. Your face must be clearly visible for recognition on the camera for the entire duration of the exam and ZOOM session.

DURING THE EXAM

- 1) Keep your camera on and stay in the ZOOM session at all times. If you are not visible on the camera for more than 3 minutes for any reason or if there are breaks in your video stream for more than 3 minutes, your exam will be invalidated.
- 2) You need to meet all your needs before you log in to the system. Once you log in, you are not allowed to leave your seat until your exam is over. If you leave your seat, your exam will be invalidated.
- 3) You must be the only person in the room where you take the exam. After you log in to the system, you are not allowed to communicate with anyone other than your proctors, and no one should try to communicate with you. If our proctors observe another person on the screen (his/her hand, head etc.) or hear you whispering or talking to another person during the ZOOM session, your exam will be invalidated. It's student's responsibility to obey these rules.
- 4) Please avoid any suspicious behaviour, focus on the screen of your Device 1 (the device on which you take the exam) and do not look around. In case of suspicious behaviour your proctors do not have to warn you, and they will take action to report the situation officially.
- 5) The room where you take the exam should be as quiet as possible.
- 6) Your desk should be clear of all belongings except water in a transparent bottle or glass without any labels on.
- 7) In case of emergency in which you need to communicate with your proctors, you can inform your proctors by texting your problem briefly on the "chat" section of the ZOOM screen. Only the proctors can see your chat messages.
- 8) You are not allowed to use any kind of dictionaries, study/supplementary materials/resources, headphones, earphones, electronic watches and other electronic devices during the exam.
- 9) On the exam screen (Device 1: your laptop or computer), after marking your answers for questions on one page, you can go on to the next page to see other questions by clicking on "sonraki sayfa" (next page) button. If you would like to make changes on your previous answers, you can click on "önceki sayfa" (previous page) button to go back. When the exam time is over, the page will be automatically closed. You won't be given any extra time.
- 10) **If you are late for the ZOOM session for more than 3 minutes according to the exam start time (10.30 for the morning session, 14.30 for the afternoon session), your exam will be invalidated.** If you are late to the ZOOM session for more than 3 minutes, if you are not visible

on the camera for any reason, or if there are breaks in your video stream for a total of more than 3 minutes during the exam, your exam will be invalidated. You won't be given any extra time for any excuses.

- 11)** The students have to obey the rules of the exam. If you violate any of the rules, your exam will be invalidated.
- 12)** There shouldn't be any running applications, open web pages, or tabs other than Istanbul University "e-kampüs öğrenme yönetim sistemi" on Device 1 and Zoom session on your Device 2.
- 13)** Do not close your Internet browser during the exam. You **cannot log in** for the second time or continue your exam if you close the exam page; only the answers you submitted until that moment will be saved to the system. Students who do not take/complete the exam for any reason and those who fail the exam will be able to attend our online preparatory classes safely from their homes. Preparatory classes for these students start on 19th October 2020 in the Fall semester of 2020-2021 academic year.
- 14)** It is your responsibility to check Device 2 regularly to see if you are still connected to the ZOOM session. Proctors are not responsible for warning the students regarding this.

AFTER THE EXAM

- 1)** To finish your exam properly, click 'TÜMÜNÜ GÖNDER VE BİTİR' button on Device 1.
- 2)** You cannot go back to the exam and change your answers after clicking the 'BİTİR' button.
- 3)** To finish the exam completely on Device 2, you can type and send "Sınavı bitirdim (I've completed my exam)" in the chat box (at the bottom right corner on ZOOM screen) and click 'leave meeting' button. You don't need to wait for an answer from your proctor.
- 4)** If you finish your exam early, please follow the same procedures.
- 5)** By taking this proficiency exam, you agree to all rules mentioned above and the academic ethical code. If you violate any of these, your exam will be invalidated without any additional warnings.