

İZMİR INSTITUTE OF TECHNOLOGY
SCHOOL OF FOREIGN LANGUAGES
FINAL EXAM GUIDELINE

SESSION	TIME	DURATION	SUBMISSION DURATION	SKILLS ASSESSED	POINTS	ANSWER TYPE
I. OTURUM	10:30 – 11:10	40 min.	11:10 – 11:20	Paragraph Writing	15	Open-ended
20-MINUTE-BREAK						
II. OTURUM	11:40 – 12:50	70 min.	12:50 – 13:00	Essay Writing	25	Open-ended
30-MINUTE-BREAK						
III. OTURUM	13:30 – 14:10	40 min.	14:10 – 14:15	Language Use	15	Multiple Choice
15-MINUTE-BREAK						
IV. OTURUM	14:30 – 15:10	40 min.	15:10 – 15:15	Reading Comprehension Skills	15	Multiple Choice

Time allowed to answer the questions in all the sessions are as shown in the table above.

At the end of Sessions I and II, you will have 10 extra minutes added to the time shown in the table to upload your answers to the Turnitin website.

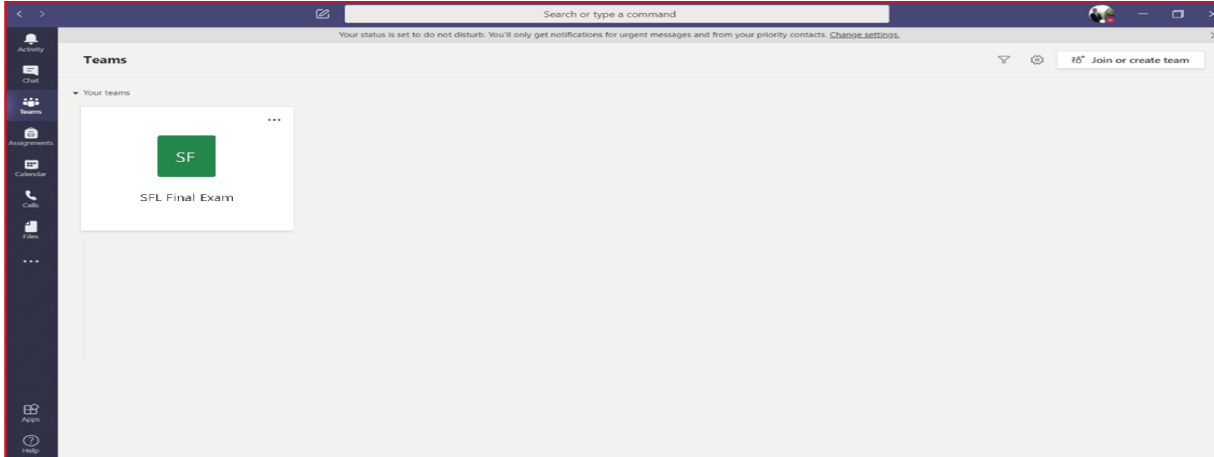
At the end of Sessions III and IV, you will have 5 extra minutes added to the time shown in the table to upload your answers to Microsoft Form.

The due date in the system for each session includes the extra time as well. You are responsible for keeping track of the start of the additional submission duration. If you continue answering the questions after uploading/submission time starts, you will be responsible for the problems you may encounter during uploading/submission.

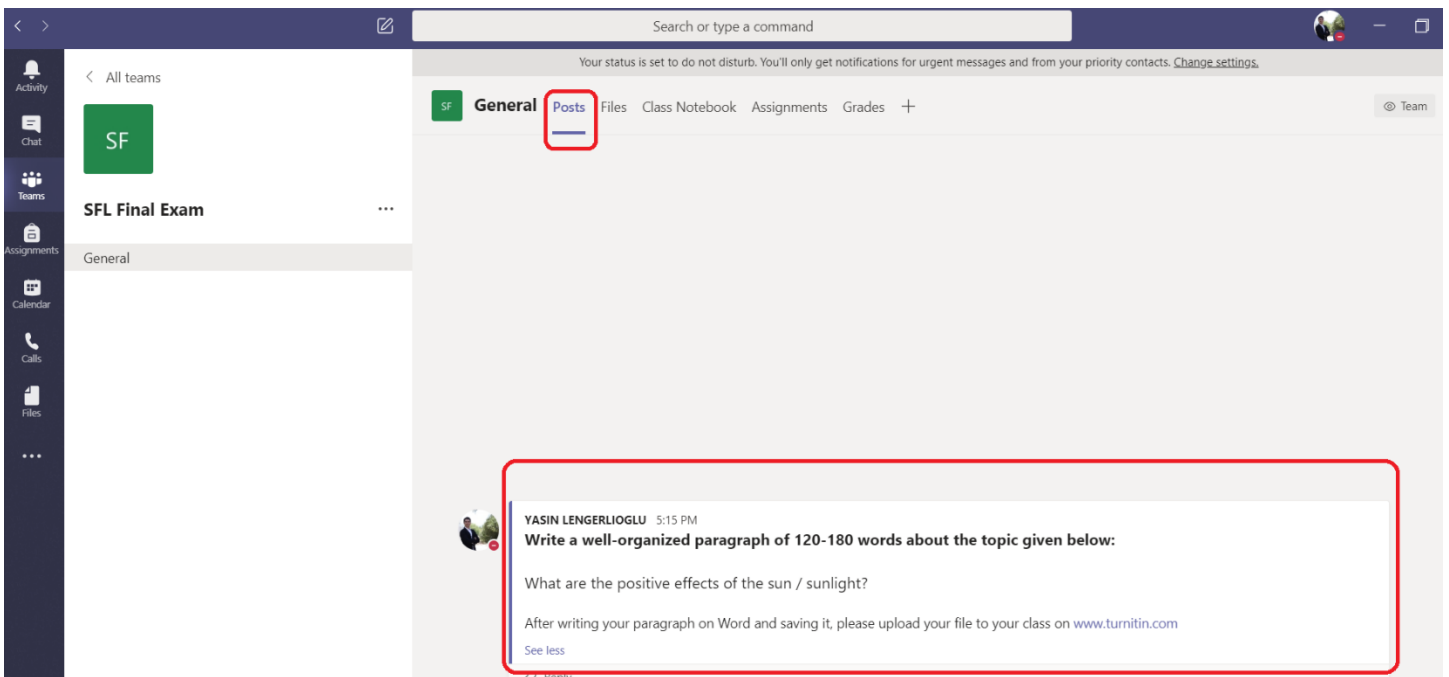
OFFICE WORD program should be used for writing the texts in Sessions I and II. Other programs may cause problems while uploading/submitting your texts. You can install Office Word on your PCs by using your @ogr365.iyte.edu.tr account free of charge.

SESSION 1 and 2

1. Turn on your device 15 minutes before the exam. Check your internet connection and make sure Microsoft Teams application on your PC and www.turnitin.com website on your browser is on.
2. Make sure “SFL Final Exam” class is displayed on “Teams / Ekipler” tab of Microsoft Teams.



3. When the exam time comes, instructions of the exam will be posted under “Post/Gönderiler” tab.



4. Write your paragraph in Session 1 and your essay in Session 2 by using Microsoft Word within the allocated time and save it.
5. Go to www.turnitin.com and sign into your account at the beginning of the extra submission time AT THE LATEST.

6. Click on the “Final Exam (your class)” button.

[Tüm Sınıflar](#) [Bir Sınıfa Kaydol](#)

GORUNTULENIYOR: ANASAYFA

Turnitin will be discontinuing support for Internet Explorer (IE) starting August 31, 2020. After August 31st, you will still be able to access Turnitin products using IE, but Turnitin products will no longer be updated to work seamlessly on the IE browser. Please begin accessing Turnitin with a different browser at your earliest convenience.

Bu sayfa hakkında

Bu sizin öğrenci anasayfanızdır. Anasayfa, kayıtlı olduğunuz sınıfları gösterir. Yeni bir sınıfa kayıt yaptırmak için, bir sınıfa kaydol düğmesine tıklayınız. Sınıf anasayfanızı açmak için, o sınıfın adına tıklayınız. Nasıl gönderim yapılacağı ile ilgili daha fazla bilgi için, lütfen yardım sayfasına gidiniz.

The Scientific & Technological Research Council of Turkey (TUBITAK): İZMİR YÜKSEK TEKNOLOJİ ENSTİTÜSÜ

Sınıf Numarası	Sınıf adı	Öğretmen	Durum	Başlangıç Tarihi	Bitiş Tarihi	Sınıftan ayrıl
25270543	Final Exam (B-21)	Drahsan Ipek Balci	Aktif	18-Haz-2020	20-Ara-2020	

7. Next, click the “Submit” button on the right side of the FINAL EXAM PARAGRAPH WRITING for Session 1, and FINAL EXAM ESSAY WRITING for Session 2.

Assignment Inbox: B1-30

Assignment Title	Info	Dates	Similarity	Actions
Final Exam Paragraph Writing				Submit View Download

8. “Single File Upload” option needs to be selected to upload your exam after clicking the “Submit” button. You can upload the document that you have created and saved by using Microsoft Word.

Submit: [Single File Upload](#)

STEP 1

First name

Last name

Submission title

Final Exam Paragraph

What can I submit?

Choose the file you want to upload to Turnitin:

[Choose from this computer](#) [Choose from Dropbox](#) [Choose from Google Drive](#)

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

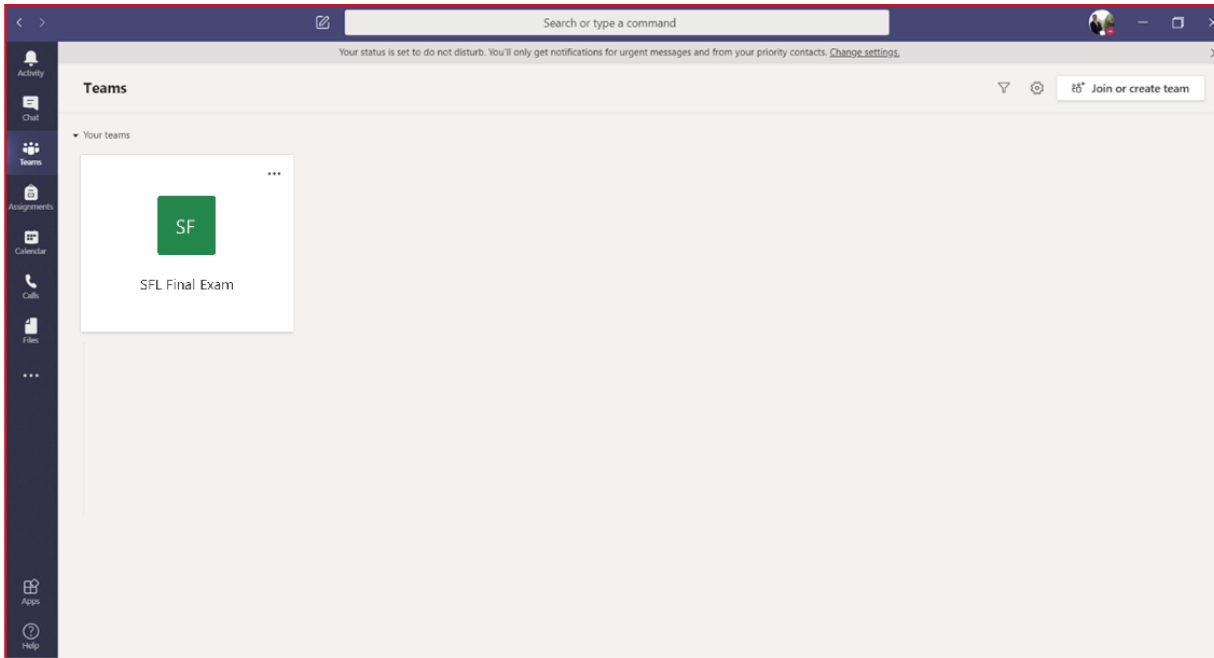
[Upload](#) [Cancel](#)

9. A new pop-up window will open after clicking on “Upload” button. You can send your exam by clicking on “Confirm/Onayla” button in this window.

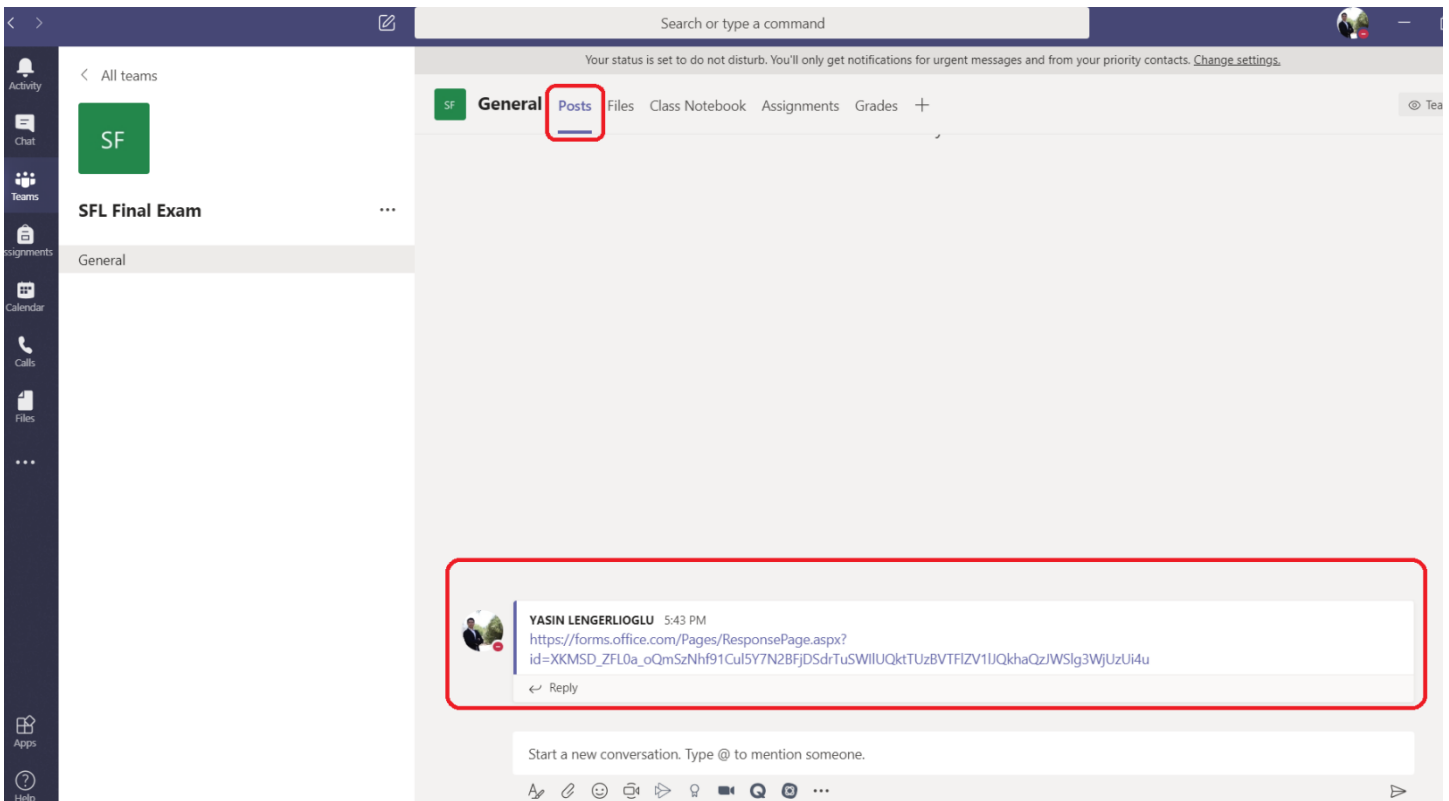
SESSIONS III and IV

1. Turn on your device 15 minutes before the exam. Check your internet connection and make sure Microsoft Teams application on your PC is on.

2. Make sure “SFL Final Exam” class is displayed on “Teams / Ekipler” tab of Microsoft Teams.

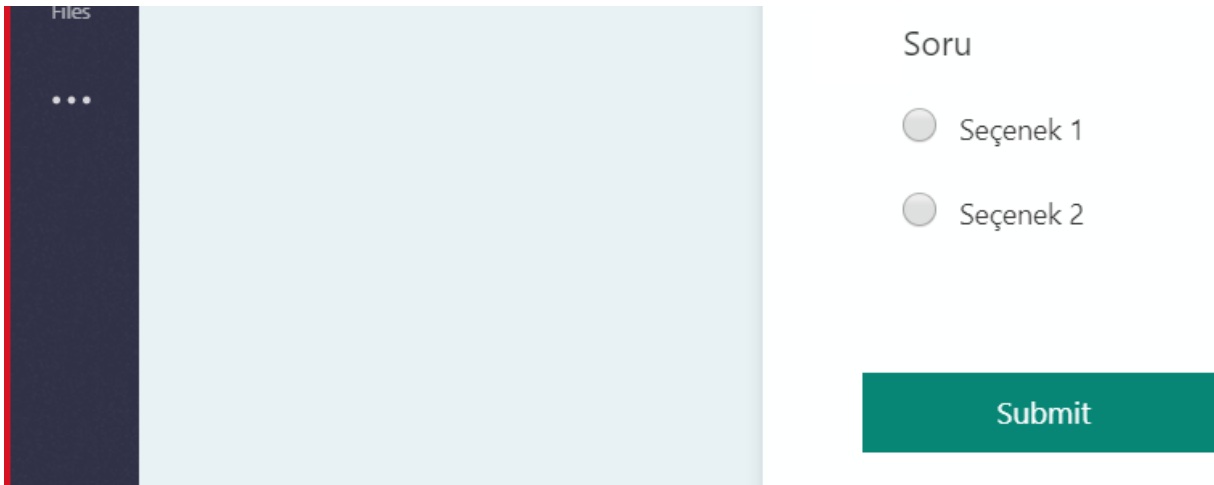


3. When the exam time comes, your exam will be shared under “Posts/Gönderiler” tab as a link.



4. After clicking on the link, log in with your “@ogr365.iyte.edu.tr” e-mail address. **Make sure you choose your class right in the first question after the exam is displayed on your screen.**

5. Complete your exam and click the “Submit/Gönder” button within the allocated time.



6. After you send your answers, you will see a text showing that your answers have been submitted.

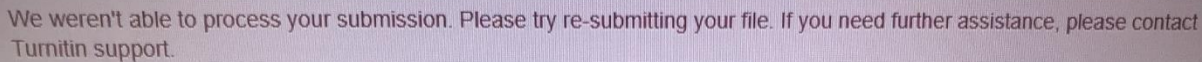
SUGGESTIONS

- Being the only person using the wireless internet connection in your environment while you are taking the exam may provide convenience.
- Make sure that no other applications are open in the background in the electronic device you use in the exam.
- Make sure that there are no distractors in the environment where you take the exam.
- In order not to miss the session, you can take measures such as setting a reminder to yourself.
- Complete your exam using the device you have started the exam with.
- Make sure that your device is not updating in order not to have any problems during the exam.
- **Make sure your device updates time and date (GMT+3) automatically. Exam sessions are set in GMT+3 timezone. Time discrepancies (hour/minute) might cause you to exceed submission time. THE EXTRA TIME GIVEN TO YOU AT THE END OF EACH SESSION IS ONLY FOR SUBMITTING THE EXAM. Therefore, click the “Submit/Turn in” button and confirm your exam as soon as the extra time starts. Clicking the “Submit/Turn in” button in the last minutes may cause problems in submitting the exam because of time discrepancies between your computer and the server computer.**
- **The due date in the system for each session includes the extra time as well. You are responsible for keeping track of the start of the additional submission duration. Setting an alarm is recommended.**

WHAT TO DO IN POTENTIAL PROBLEMS


1. If you lose your wireless or wired internet connection during the exam;
 - You can turn your phone's "hotspot" feature on and continue your exam using your mobile internet on your computer.
 - If you do not have the opportunity to use your mobile internet, you can wait to get back online without pressing any buttons, such as “Next”, “send”, etc.
 - However, if you think that you cannot finish the exam within the remaining time after waiting to get back online, you can send an e-mail addressing the problem you are experiencing to uzeb-ydyo@iyte.edu.tr with screenshots within 1 hour after the end of the exam. The e-mail will be examined and, if deemed appropriate, you will have the right to participate in the make-up exam.

2. If you experience a power outage during the exam and your computer turns off;
 - You can wait for the electricity to be back on. When the electricity is back on, you can continue from where you left off because the markings you make through Microsoft Teams are saved.
 - You can complete the exam using the device from which you started the exam. When you continue with a different device in the middle of the exam, the marks you have made will not appear on the new device.
 - However, if you think that you cannot finish the exam within the remaining time after waiting to get back online, you can send an e-mail addressing the problem you are experiencing to uzeb-ydyo@iyte.edu.tr with screenshots / photos / videos within 1 hour after the end of the exam. The e-mail will be examined and, if deemed appropriate, you will have the right to participate in the make-up exam.
3. If the “SUBMIT” button is not activated when the exam time comes in Session 1 and 2, please refresh the page. If refreshing the page does not solve the problem, log out by clicking the “LOGOUT” button on the top right corner of the screen and log in by clicking the “LOGIN” button.
4. If you see a warning as shown below while trying to submit your text within the exam duration in Session 1 and 2, take a screenshot immediately. Screenshot must include the whole screen. (**Date and time on the bottom right corner has to be visible**). If the problem persists when you try to upload again, write an e-mail which includes **your name, surname, school number and class** and send it to uzeb-ydyo@iyte.edu.tr by attaching the **screenshot** and **your exam**.



We weren't able to process your submission. Please try re-submitting your file. If you need further assistance, please contact Turnitin support.

5. If you see a warning (The due date for this assignment has passed) as shown below while trying to submit your text in Session 1 and 2, this is **NOT** a technical issue. It means that you have exceeded the time limit. In order not to encounter such a problem, please start the submission as soon as the submission time starts.



The due date for this assignment has passed. Please see your instructor to request a late submission.