

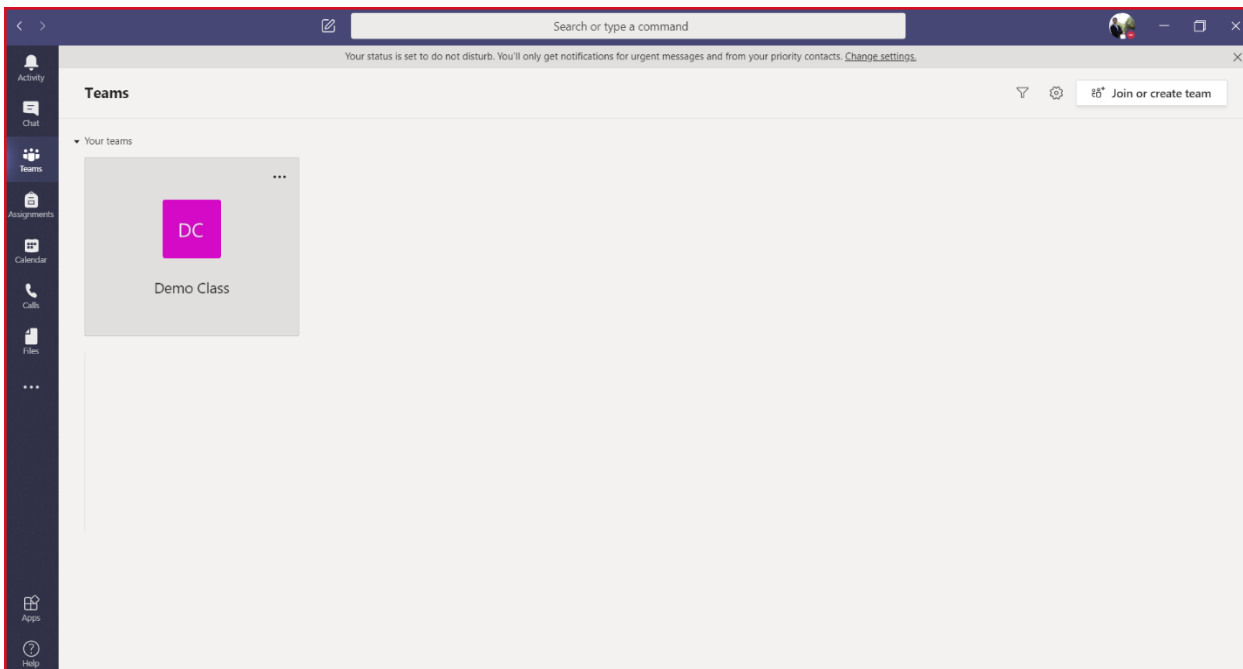
IZMIR INSTITUTE OF TECHNOLOGY
SCHOOL OF FOREIGN LANGUAGES
2nd FINAL EXAM DEMO GUIDELINE

SESSION	TIME	DURATION	SKILLS ASSESSED	POINTS	ANSWER TYPE
SESSION I	10:30 – 11:10	40 min.	Paragraph Writing	15	Open-ended
30-MINUTE-BREAK					
SESSION II	11:40 – 12:50	70 min.	Essay Writing	25	Open-ended
40-MINUTE-BREAK					
SESSION III	13:30 – 14:00	30 min.	Language Use	15	Multiple choice
15-MINUTE-BREAK					
SESSION IV	14:15 – 14:55	40 min.	Reading Comprehension Skills	15	Multiple choice

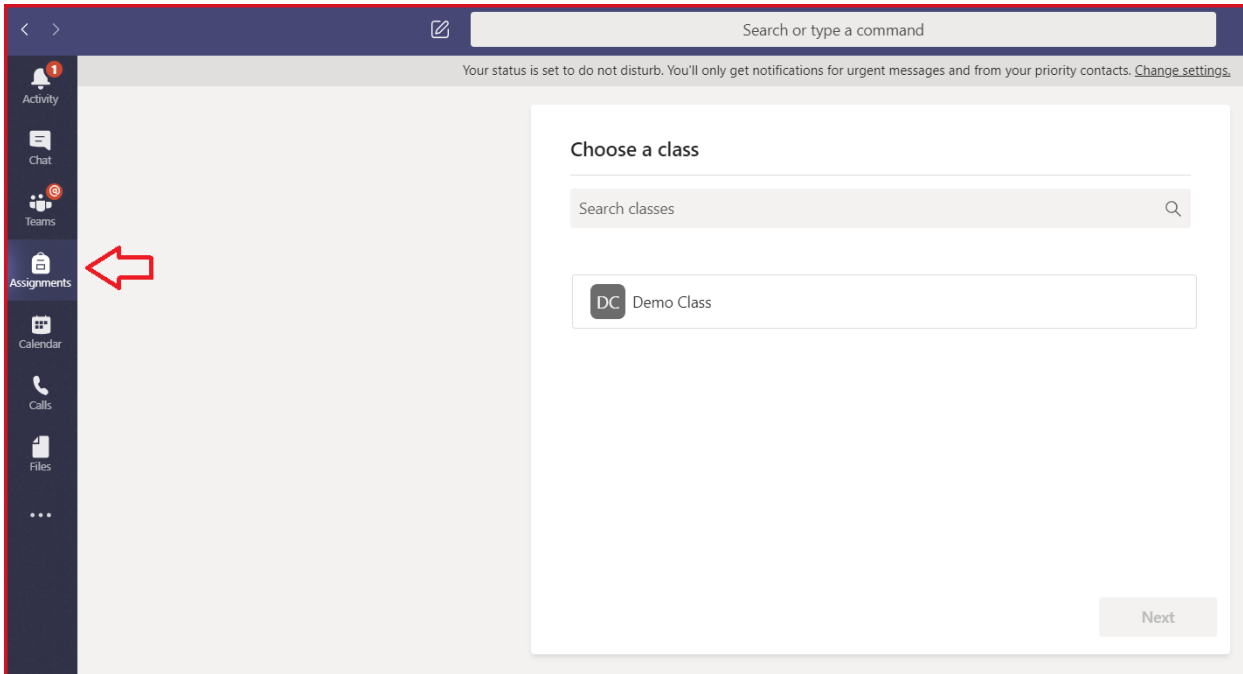
Time allowed to answer the questions in all the sessions are as shown in the table above. At the end of every session, you will have 5 extra minutes added to the time shown in the table to upload your answers and submit your test. However, if you continue answering the questions after this 5-minute uploading/submission time starts, you will be responsible for the problems you may encounter during uploading/submission.

SESSION I AND II

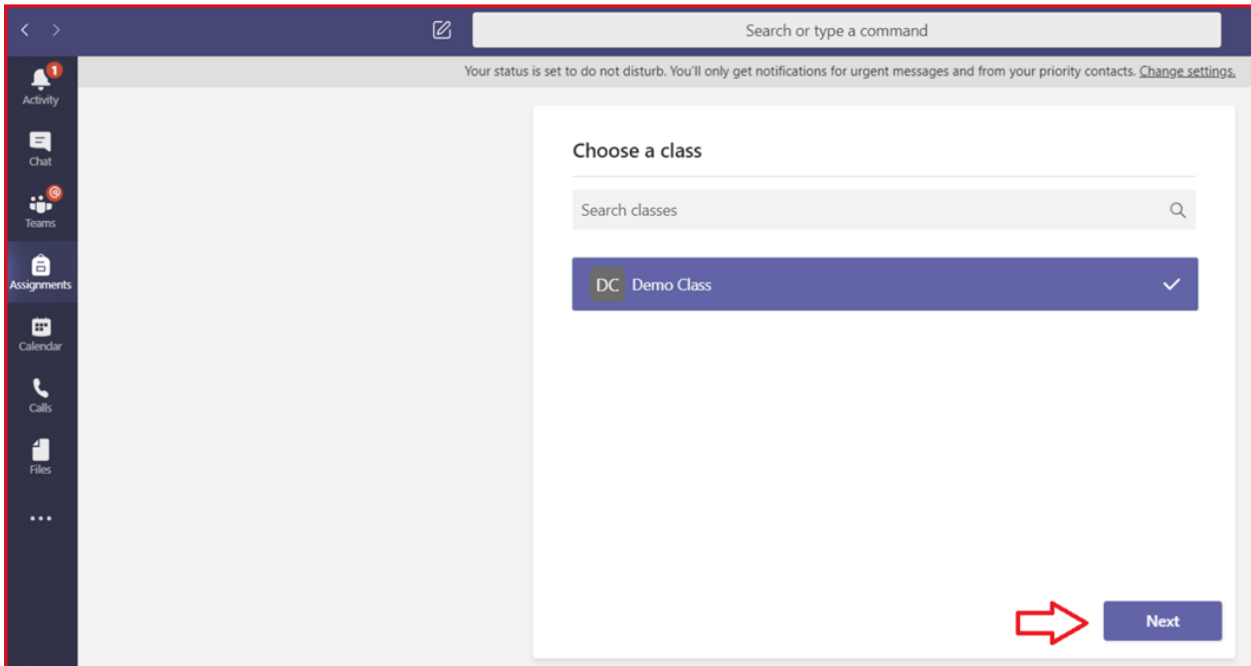
1. Turn on your device 15 minutes before the exam. Check your internet connection and make sure Microsoft Teams application is on.
2. Make sure that the class you have been registered during the distance education is displayed on the "Teams / Ekipler" tab.



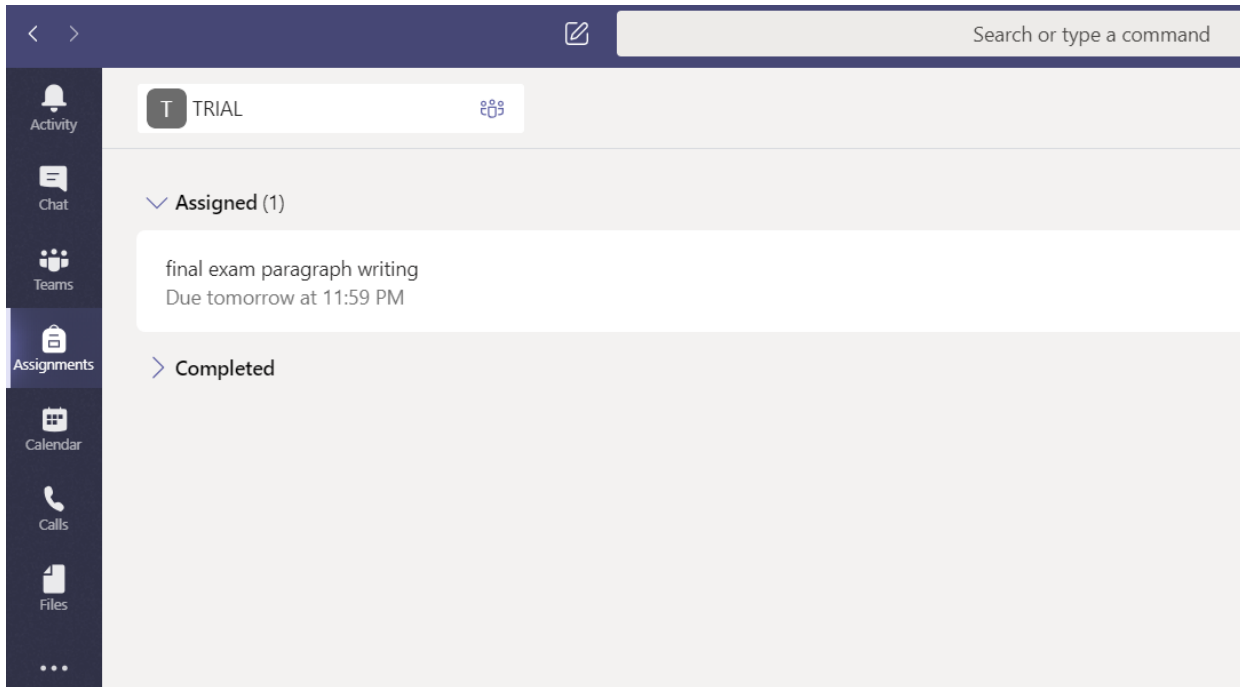
- When the exam time comes, you will receive a notification showing that your exam has been assigned to you. Click the "Assignments / Atamalar" tab from the left section.



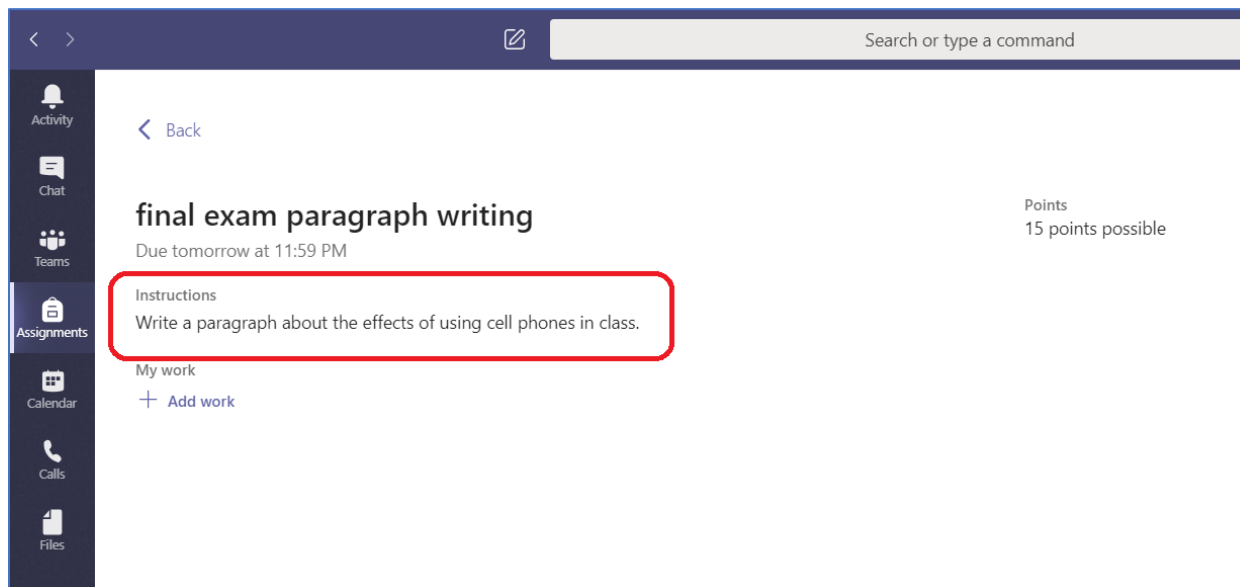
- After selecting your class, click the "Next / İleri" button.



5. “Click on the session that appears under the "Assigned / Atandı" title.

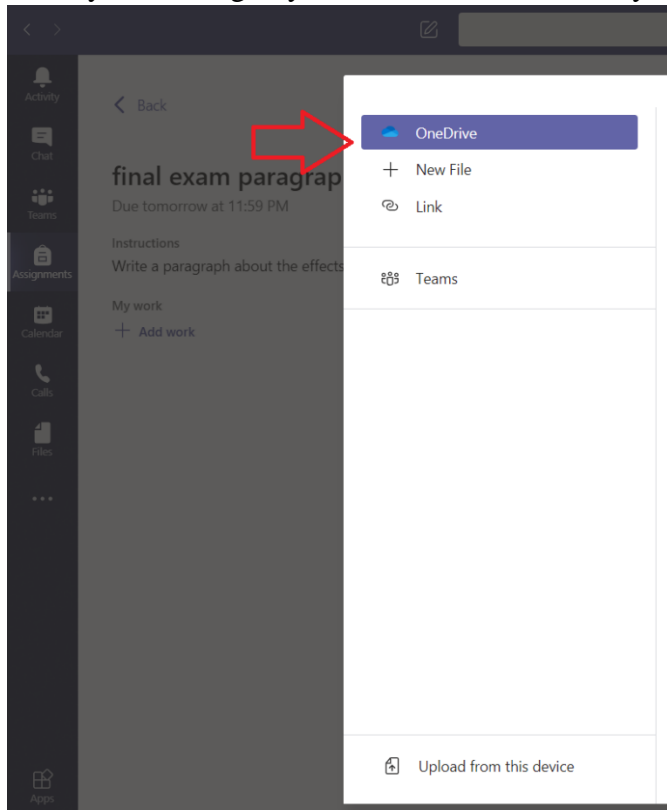


6. Carefully read the subject and instructions written under the heading “Instructions”.

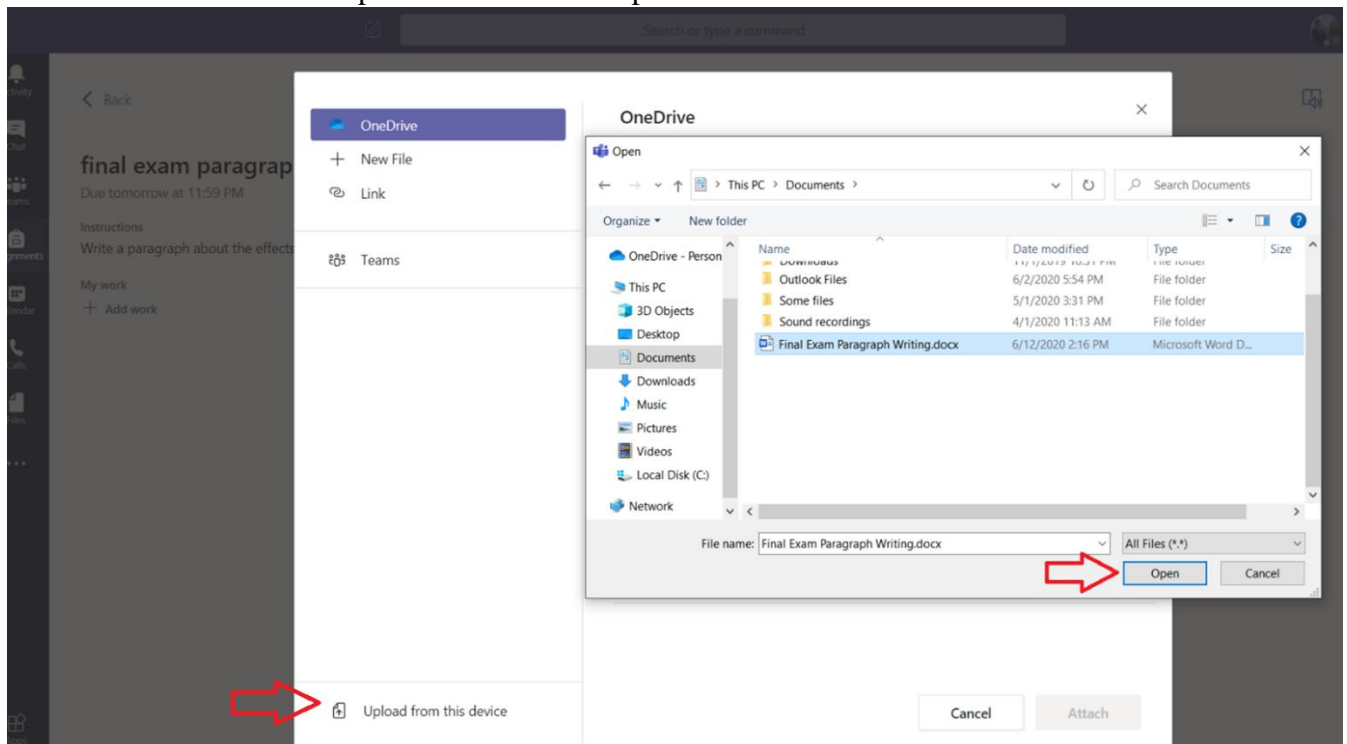


7. Follow the instructions you read, and write and save your text by using “Word” or equivalent program installed on your device.
8. Click on the "+ Add work" button to upload your file.

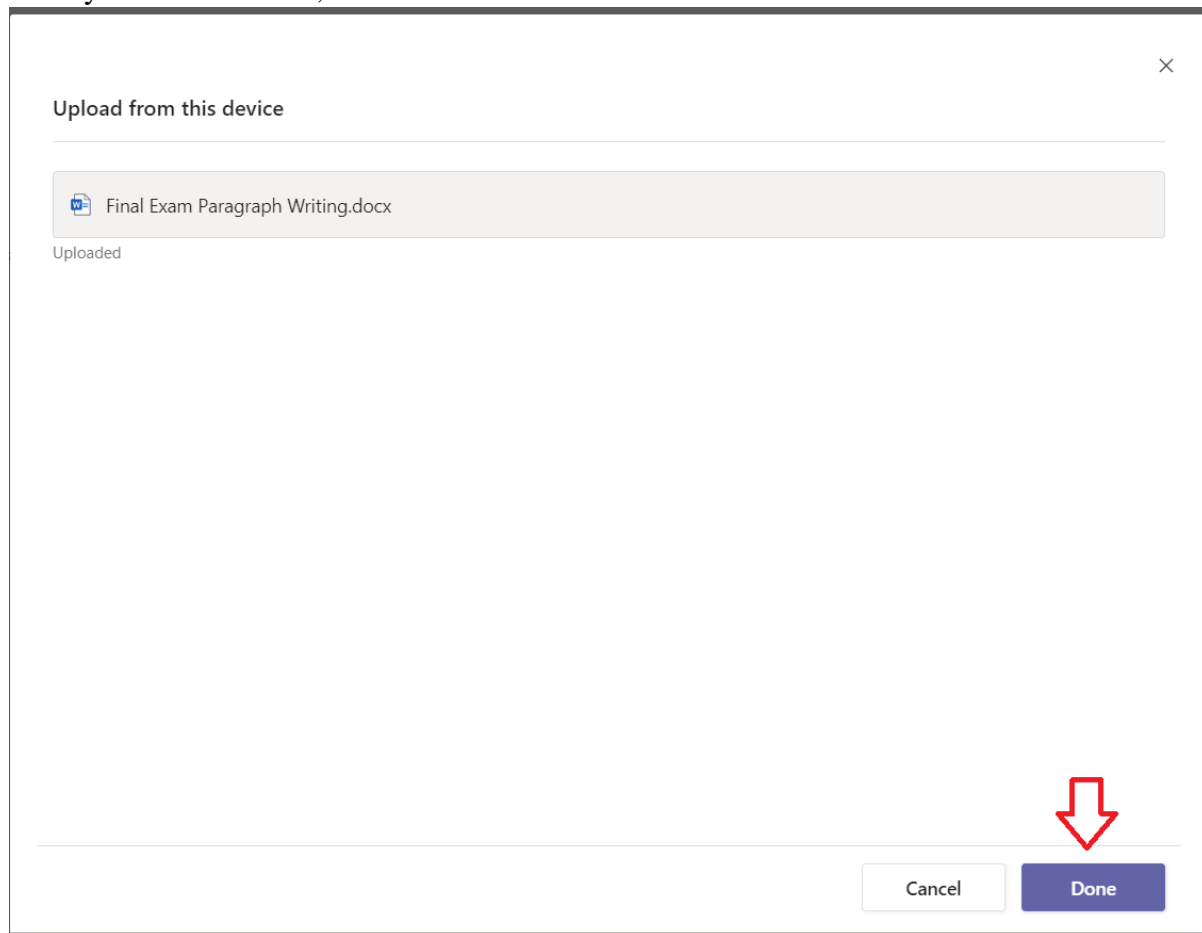
9. You should find the source where you saved your writing from the window that opens. If you have saved your writing in your “OneDrive” account, you can choose the “OneDrive” option.



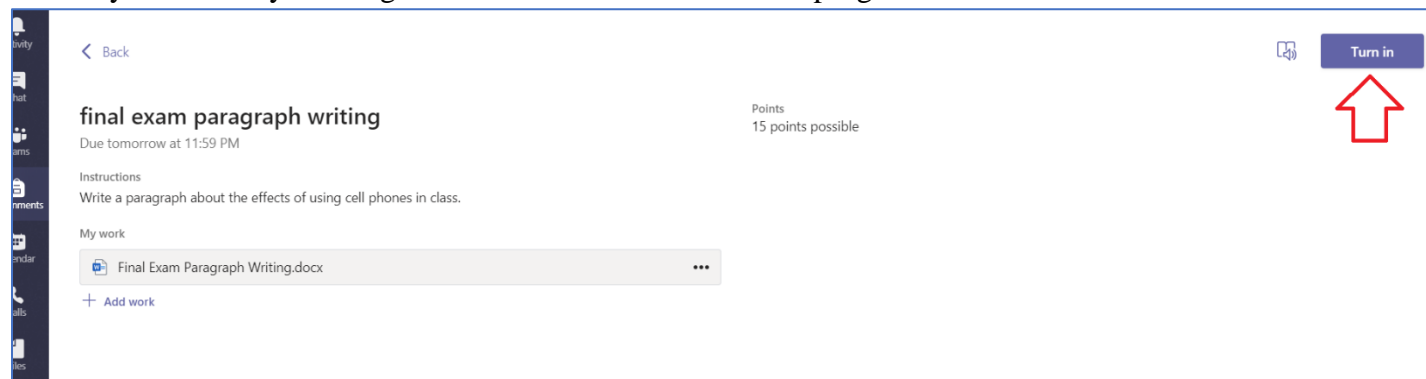
10. If you have saved your writing on your computer, you can choose “Upload from this device”. Find your file from the window that opens and click the "Open" button.



11. After your file is loaded, click on the "Done" button.

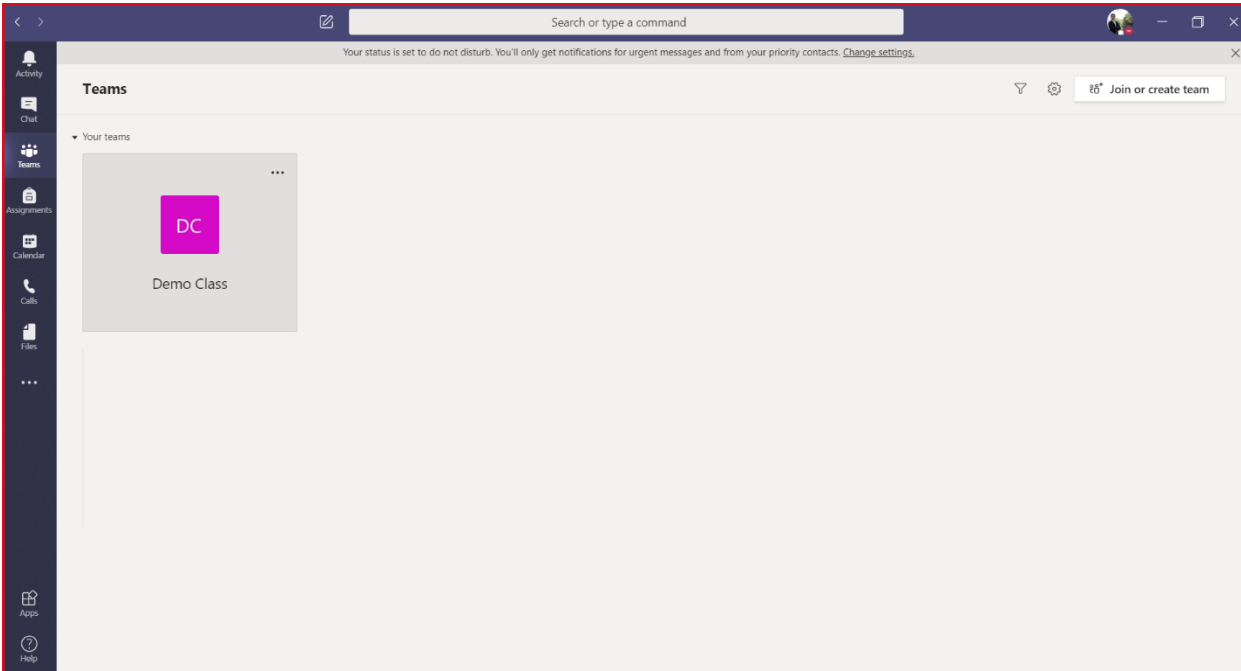


12. Submit your exam by clicking on the "Turn in" button at the top right.

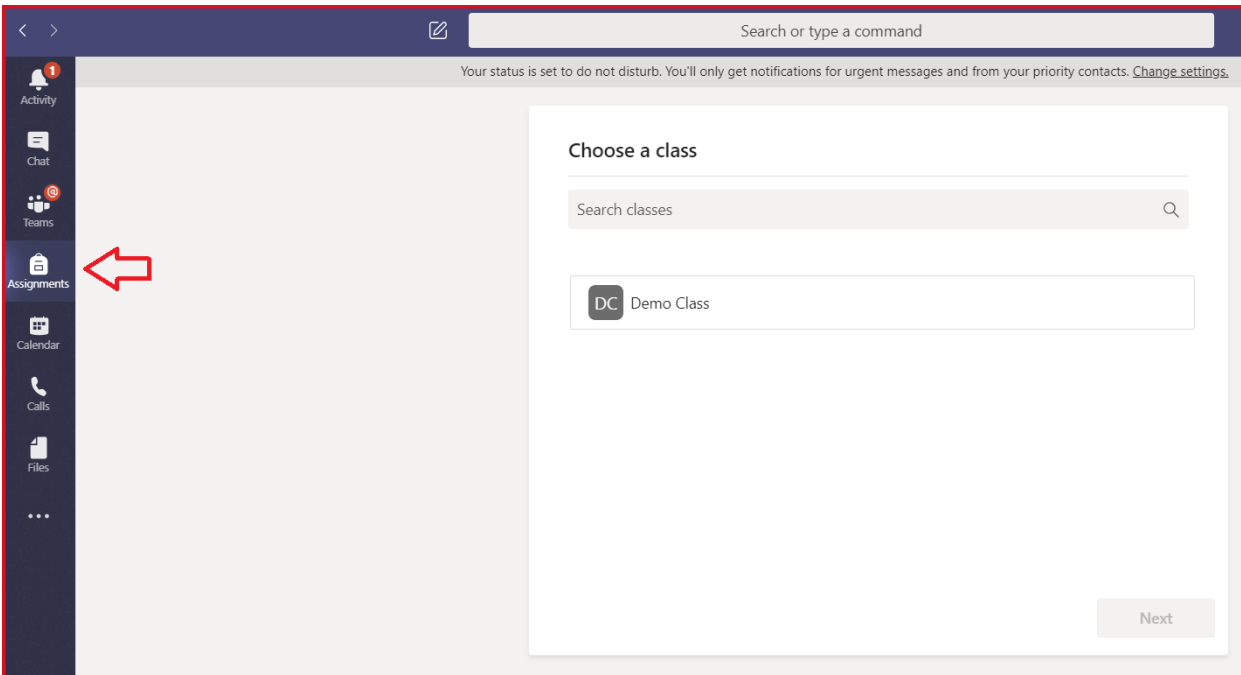


SESSION III AND IV

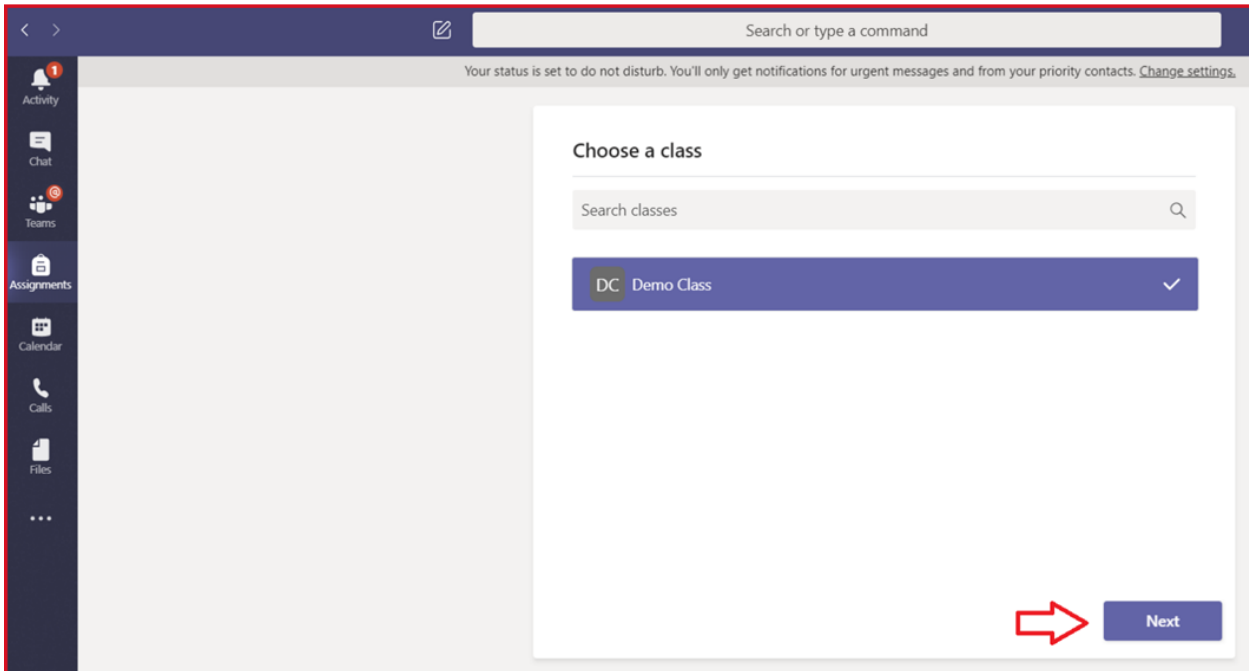
1. Turn on your device 15 minutes before the exam. Check your internet connection and make sure Microsoft Teams application is on.
2. Make sure that the class you have been registered during the distance education is displayed on the "Teams / Ekipler" tab.



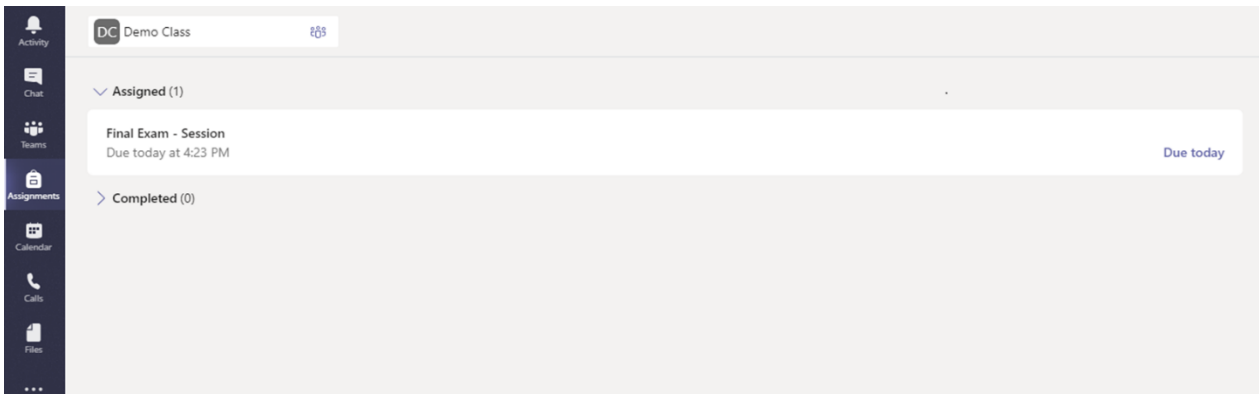
3. When the exam time comes, you will receive a notification showing that your exam has been assigned to you. Click the "Assignments / Atamalar" tab from the left section.



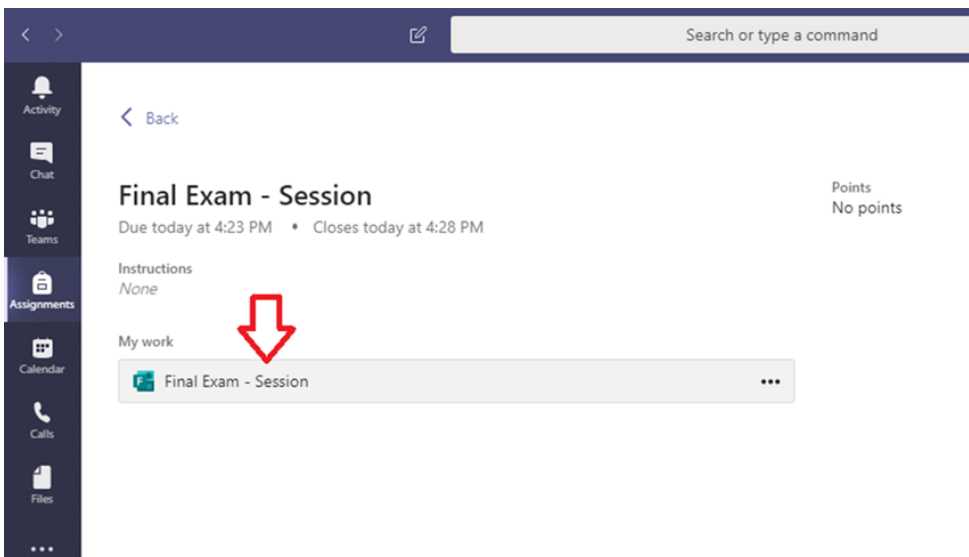
4. After selecting your class, click the "Next / İleri" button.



5. Click on the session that appears under the "Assigned / Atandı" title.



6. Click on the exam under "My work / Çalışmam".



IMPORTANT: If you encounter a problem when you click on the exam and the exam is not displayed, contact your classroom teacher via Microsoft Teams immediately. Your teacher will reassign you the exam. From now on, the exam valid for you will be the exam assigned exclusively to you.

7. After opening your exam screen, complete it within the given time and click on the "Submit / Gönder" button.



8. When you submit your exam, you will see the text “Your exam has been successfully 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.
- You can use a dictionary throughout exam.

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 you encounter a problem when you click on the exam, and the exam is not displayed, contact your classroom teacher via Microsoft Teams immediately. Your teacher will reassign you the exam. From now on, the exam valid for you will be the exam assigned exclusively to you.