

IZMIR INSTITUTE OF TECHNOLOGY
SCHOOL OF FOREIGN LANGUAGES
BASIC ENGLISH DEPARTMENT
ONLINE PROFICIENCY EXAM ANNOUNCEMENT

Dear students,

Due to COVID-19 pandemic, Basic English Department Proficiency Exam, on February 9, 2021 will be conducted online on digital platform “**Microsoft Teams**”. This regulation is restricted to the pandemic period at present.

Content, Duration and Scoring:

Online Proficiency Exam to take place on February 9, 2021 consists of Listening, Reading Comprehension, Language Use, Writing and Speaking parts. Detailed information on the exam is given in the table below.

SESSION	TIME	DURATION	SUBMIT TIME	SKILLS ASSESSED	POINTS	ANSWER TYPE
SESSION I	9:30- 9:50	20 min	9:50-9:55	Listening	15	Multiple Choice
SESSION II	10:00-10:45	45 min	10:45-10:50	Writing	15	Open ended
SESSION III	11:10-11:40	30 min	11:40-11:45	Language Use	20	Multiple Choice
SESSION IV	11:50-12:30	40 min	12:30-12:35	Reading	20	Multiple Choice
	LUNCH BREAK					
SESSION V	13:30-17:00*	5 min. for each student	-	Speaking	30	Open Ended

* Since students are taken to the speaking interviews individually, each student's interview time will be different. The interview schedule will be announced on our website, ydyo.iyte.edu.tr.

The time allocated to answer the questions in the exam is as stated in the table above.

At the end of the session, you will have 5 extra minutes to upload your answers.

If you continue answering the questions during the submission duration stated in the table, any delay or problem that may be encountered during uploading is your responsibility.

General Procedure:

- The Online Proficiency Exam will take place on the day and at the time determined by the School of Foreign Languages. Therefore, no change in date or time can be requested due to any excuse.
- All questions and options in the tests will appear in randomly-mixed order on each student's exam.
- It is recommended to take the exam **only** on a computer since it is **obligatory** to **keep the cameras on** during the exam.
- Except for the listening exam, it is **obligatory** to **keep the microphones on** during the exam. Students must **turn off** their microphones as soon as the listening exam starts in order to prevent possible problems that may occur due to the sound system. **Turning off the microphones is ONLY special to the listening session.**
- Students must remove any course materials or devices from their reach except for the device that they will use to take the exam.
- Students need to make sure that they are enrolled in “**9 Şubat Yeterlik**” class on Microsoft Teams application on February, 6 during the day. If you cannot see the class on Microsoft Teams, you need to send an email that explains the situation and contains your personal information including your **name, surname, school number, and email address** to **uzeb-ydyo@iyte.edu.tr**.
- Students need to check the internet connection of their device they will use 20 minutes before the exam time and enter the “**9 Şubat Yeterlik**” class on Microsoft Teams application. It is a good idea to make sure that the device they use will not be receiving any updates during the exam to avoid any problems.
- **Make sure your device has automatic updates on dates and hours (GMT+3). Exam times are arranged on the basis of GMT+3 time zone. Differences in hours and minutes may lead to problems in submission of the exam. THE EXTRA TIME GIVEN TO YOU AT THE END OF THE SESSIONS IS NOT FOR YOU TO CONTINUE THE EXAM, BUT FOR YOU TO SUCCESSFULLY UPLOAD THE EXAM. Therefore, press the “Submit/Turn in” button and confirm it as soon as the extra submission time given to you starts. Pressing the “Submit/Turn in” button in the last minutes may result in your exam not being submitted because of minute differences.**
- When students start the online exam session, it means they agree that their health condition is suitable for taking the exam and that they have sufficient technical facilities.
- At the end of **Session II (writing)**, if you receive a warning message while you are submitting your exam within the exam time, get a screenshot without wasting time. **The screenshot must cover the whole screen so that the date and hour on the left bottom corner can be seen.** If the same problem persists when you try uploading again, send an e-mail to **uzeb-ydyo@iyte.edu.tr** no later than 5 minutes (at most) following the end of that session. Your e-mail must include your **name, surname, student number** and **ID/Passport number** with the **relevant screenshot** and your **EXAM PAPER attached**.
- At the end of **Session II**, if you receive the warning message “**Not turned in**” when you try to upload your exam (The due date for this assignment has passed.), you should know that this is **NOT** a technical problem. This is a warning that says you have exceeded the given time to submit your exam. In order not to encounter such a warning, please start uploading your exam as soon as the extra submission time starts.

- In Session V (speaking), students will be interviewed in groups at different time periods. Interview hours will be published one day before the exam in the announcements section of the YDYO website. You are expected to be ready in the classroom where you will take the exam on Microsoft Teams platform 5 minutes before your interview time. Then you should press the “join the meeting” button and wait in the lobby until the instructor accepts you to the meeting. Waiting may take up to 30 minutes in the lobby. You should wait patiently for your interview time. Students will be admitted individually to the meeting when it is their turn. Therefore, it is the **student's responsibility** to attend the meeting and each student is **obliged to wait / follow their turn**. Students must wait in the lobby within the specified time period. Students who are not present in the lobby in the time period assigned to them **lose their right to take the exam**.
- Students have the right to object to their exam results only for material errors. In such cases, the student must submit a petition of objection to the Student Affairs Office within 7 work days following the announcement of exam results (due to COVID-19 pandemic, e-mails are currently accepted. Students can send their signed petitions to ydyo@iyte.edu.tr). Students cannot object to the grades given by lecturer(s) for a re-evaluation.

Rules:

- The link for **SESSION I, III, and IV** will be posted via Microsoft Teams on the “Chat/Sohbet” section of the “9 Şubat Yetetlik” class meeting at the exam time and Microsoft FORMS will be used to evaluate the answers.
- When the exam starts on Microsoft Forms, the students themselves will be responsible for entering their **names, surnames, school numbers** and **exam class** correctly.
- During this exam, the instructions for the Second Session (Writing) will be posted on Microsoft Teams on the “**Assignments/Ödevler**” section of the “9 Şubat Yeterlik” class at the exam time. Following these instructions, students are expected to write their essays on **Word** and turn them in on Microsoft Teams and make sure that the document name of their writing is their **NAME** and **SURNAME**.
- Students who don't start the exam on time won't be given additional time irrespective of their excuses.
- The instructors can give a verbal or written warning and give instructions when necessary. **Thus, it is students' responsibility to listen to / read the instructor's verbal or written instructions during the exam.**
- You must **avoid** any misbehaviours and talking loudly during the exam.
- **The instructor has the right to nullify your exam** on the condition that he/she notices that you are engaged in a suspicious action during the exam.
- The students themselves will be responsible for any errors in the answers (wrong marking of the answer, missing marking, not submitting the exam by clicking the “Submit/Turn in” button although the questions have been answered, not submitting or not being able to submit the exam within the specified time, pressing the “Submit/Turn in” button before finishing the exam, etc.) Thus, please check the accuracy of your markings before submitting them at the end of the exam. **Please note that it won't be possible to return to the exam questions after clicking the "Submit / Turn in" button.**
- Students should enter the “**9 Şubat Yeterlik**” class on Microsoft Teams application 20 minutes before the sessions since there will be an ID inspection.

- **Students must keep their cameras and microphones on during the exam. The exam scores of the students who do not turn their cameras and microphones on will be nullified.**
- **Don't mute your computer after the exam starts. You can turn the volume down in order not to get distracted. However, it is your responsibility to adjust the level of the sound in a way that you can easily hear the instructions given by the instructor.**
- **Students must keep their cameras and microphones on during the exam. The exam scores of the students who do not turn their cameras and microphones on will be nullified.**
- **You must be visible on the cam throughout the exam. Once the exam sessions start, students cannot leave the sessions even if they submit their exams because of security cautions.**
- **The fifth session of the exam (Speaking) will be conducted as personal interviews on Microsoft TEAMS application. Students will be called at their scheduled interview time. If the student is not called at that exact time, he/she should wait for the call.**
- **In the Speaking session, the student who does not answer the call will not be called again. For this reason, the students should be online and available on Microsoft Teams 10 minutes before their interview time.**
- **Any differences regarding the hour or minutes on personal computers are entirely the responsibility of the student. Therefore, make sure the time of your device is in compliance with the GMT+3 time zone.**
- **If it is detected that a student has sat the exam in the name of another student or has had another student sit the exam for him/her or has attempted to cheat in any way, his/her exam will be nullified. Additionally, disciplinary and legal actions will be taken for those students.**
- **The pieces of writing that students submit in the Writing Part of the exam will be evaluated using the plagiarism detection program "Turnitin" to be able to detect potential illegal citation from other sources and persons. In the event of any plagiarism, the writing part of the exam will be nullified.**
- **Once the exam sessions start, students cannot leave the sessions even if they submit their exams.**