

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

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

* As the students will be invited to the interviews individually, the interview hours will also be different for each student. The interview hours will be announced on ydyo.iyte.edu.tr website.

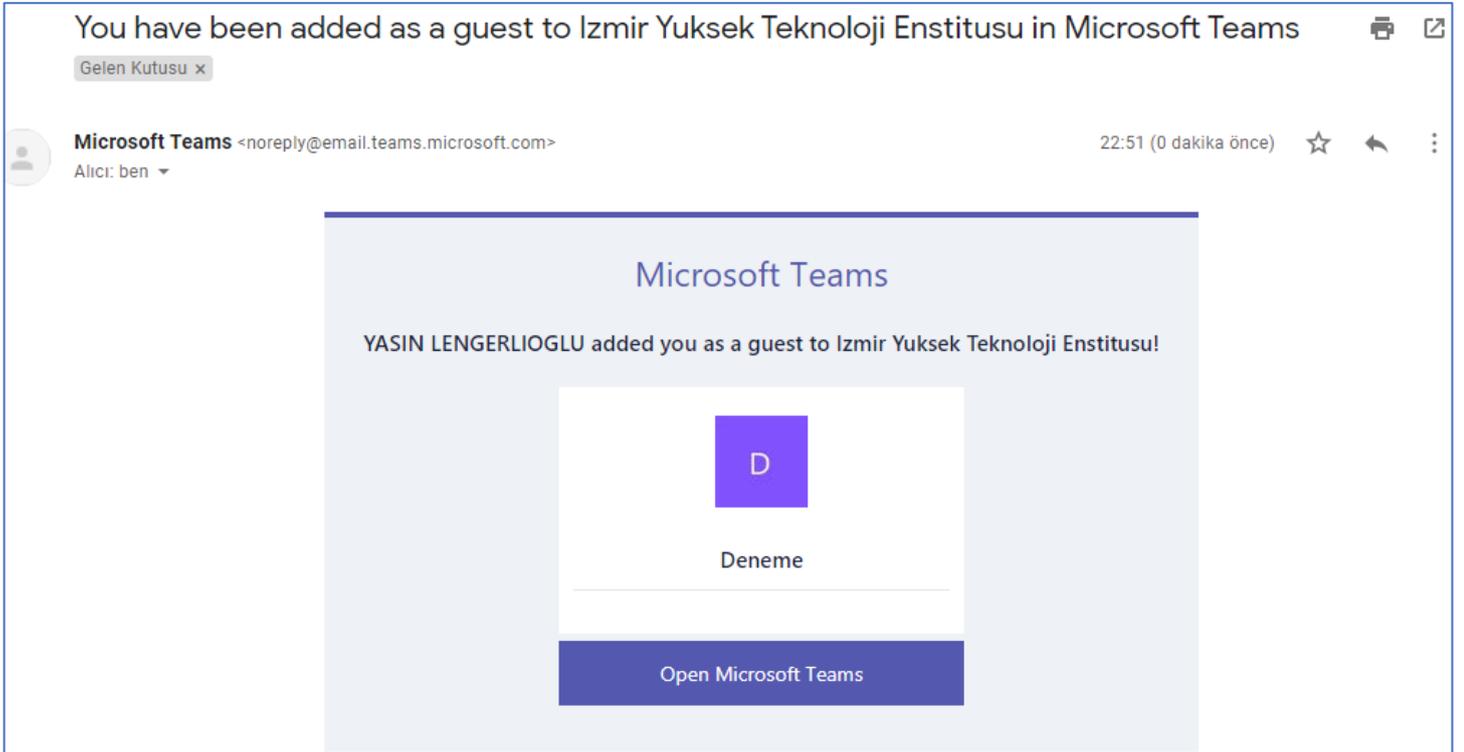
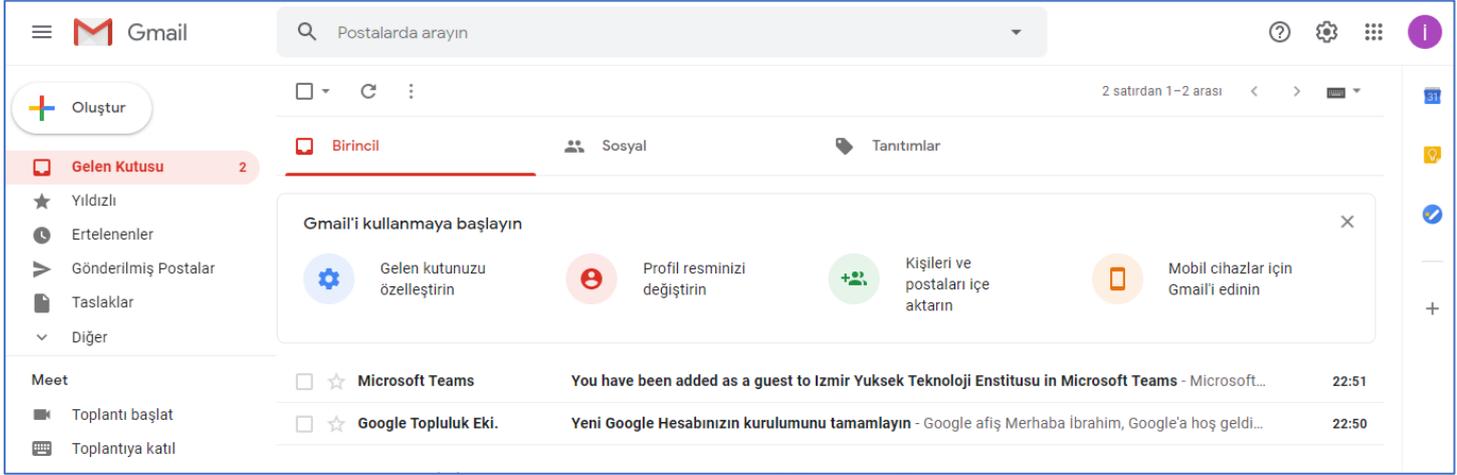
The time allocated to answer the questions in all sessions are as stated in the table above. At the end of each session, you will have 5 extra minutes to upload your answers.

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.

In the writing session, the OFFICE WORD program should be used to write the papers. Papers you have written in another program may cause problems in uploading.

STEPS TO FOLLOW BEFORE THE EXAM

1. You will receive an e-mail to the e-mail address you provided during registration, indicating that you have been added to a team via Microsoft Teams. You can join the class in which the exam will be administered by following the steps on this link as indicated in the visuals below. Students need to make sure that they are enrolled in “9 Şubat Yeterlik” class on Microsoft Teams application on February, 6 during the day.





Hesap oluřtur

Kayıtlı bir hesabınız yok gibi görünüyor.

..... @gmail.com adını kullanarak sizin için bir hesap oluřturacađız.

İleri



← @gmail.com

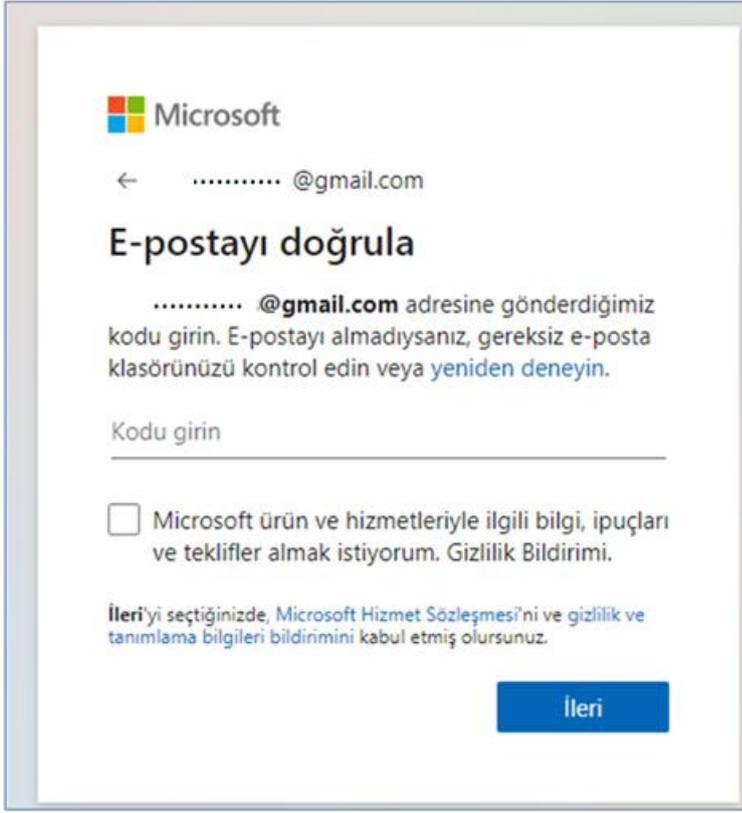
Parola oluřturma

Hesabınızla kullanmak istediđiniz parolayı girin.

Parola oluřturun

Parolayı göster

İleri



Birincil Sosyal Tanıtımlar

Gmail'i kullanmaya başlayın

Gelen kutunuzu özelleştirin Profil resminizi değiştirin Kişileri ve postaları içe aktarın Mobil cihazlar için Gmail'i edinin

<input type="checkbox"/>	☆	Microsoft hesap eki.	E-posta adresinizi doğrulayın - Microsoft hesabı E-posta adresinizi doğrulayın Microsoft hesabınızı a...	22:52
<input type="checkbox"/>	☆	Microsoft Teams	You have been added as a guest to Izmir Yuksek Teknoloji Enstitusu in Microsoft Teams - Microsoft ...	22:51
<input type="checkbox"/>	☆	Google Topluluk Eki.	Yeni Google Hesabınızın kurulumunu tamamlayın - Google afiş Merhaba İbrahim, Google'a hoş geldi...	22:50

15 GB'lık kotanın 0 GB'ı (%0) kullanılıyor
Yönet Şartlar · Gizlilik · Program Politikaları

Microsoft hesap ekibi <account-security-noreply@accountprotection.microsoft.com> 22:52 (0 dakika önce) ☆ ↩ ⋮

Alici: ben ▾

Microsoft hesabı

E-posta adresinizi doğrulayın

Microsoft hesabınızı ayarlama işlemini sonlandırmak için bu e-posta adresinin size ait olduğundan emin olmamız gerekiyor.

E-posta adresinizi doğrulamak için bu güvenlik kodunu kullanın: **8404**

Bu kodu siz istemediyse bu e-postayı görmezden gelmeniz bir sakınca yoktur. Başka bir kullanıcı yanlışlıkla sizin e-posta adresinizi girmiş olabilir.

Teşekkürler,
Microsoft hesap ekibi
...



←@gmail.com

E-postayı dođrula

.....@gmail.com adresine gönderdiğimiz kodu girin. E-postayı almadıysanız, gereksiz e-posta klasörünüzü kontrol edin veya [yeniden deneyin](#).

8404

Microsoft ürün ve hizmetleriyle ilgili bilgi, ipuçları ve teklifler almak istiyorum. Gizlilik Bildirimi.

İleri'yi seçtiğinizde, [Microsoft Hizmet Sözleşmesi](#)'ni ve gizlilik ve tanımlama bilgileri bildirimini kabul etmiş olursunuz.

İleri



←@gmail.com

Hesap oluşturun

Devam etmeden önce, hesabı gerçek bir insanın oluşturduğundan olduğundan emin olmak istiyoruz.



Yeni

Ses

Gördüğünüz karakterleri girin

|

İleri



..... @gmail.com

İzinleri gözden geçirin

I

Izmir Yuksek Teknoloji Enstitusu
iyte365.onmicrosoft.com

Bu kaynak Microsoft tarafından paylaşılmıyor.

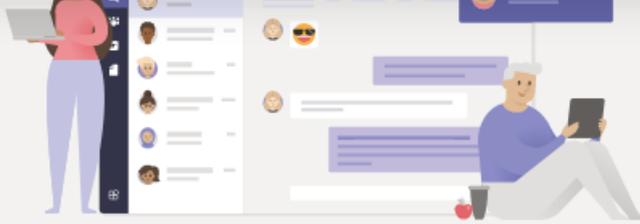
Izmir Yuksek Teknoloji Enstitusu adlı kuruluş aşağıdakiler için izin istiyor:

- ✓ Oturumunuzu açma
- ✓ Adınızı, e-posta adresinizi ve fotoğrafınızı okuma

Bunu yalnızca Izmir Yuksek Teknoloji Enstitusu adlı kiracıya güveniyorsanız kabul etmelisiniz. Kabul ederek bu kuruluşun, kendi ilkeleri uyarınca bir hesap oluşturmak, hesabı kontrol etmek ve yönetmek için verilerinize erişmesini ve verilerinizi işlemesini kabul etmiş olursunuz. **Izmir Yuksek Teknoloji Enstitusu, gizlilik bildirimini gözden geçirebileceğiniz bir bağlantı sağlamadı.** Izmir Yuksek Teknoloji Enstitusu, erişiminiz hakkındaki bilgileri günlüğe kaydedebilir. Bu izinleri <https://myapps.microsoft.com/iyte365.onmicrosoft.com> adresinden kaldırabilirsiniz

İptal

Kabul et



Teams masaüstü uygulaması ile her zaman bağlı kalın

Windows uygulamasını indir

Bunun yerine web uygulamasını kullanın

Teams uygulamasına zaten sahip misiniz? [Şimdi başlat](#)

Log in after downloading the Microsoft Teams software



Teams'e Hoş Geldiniz!

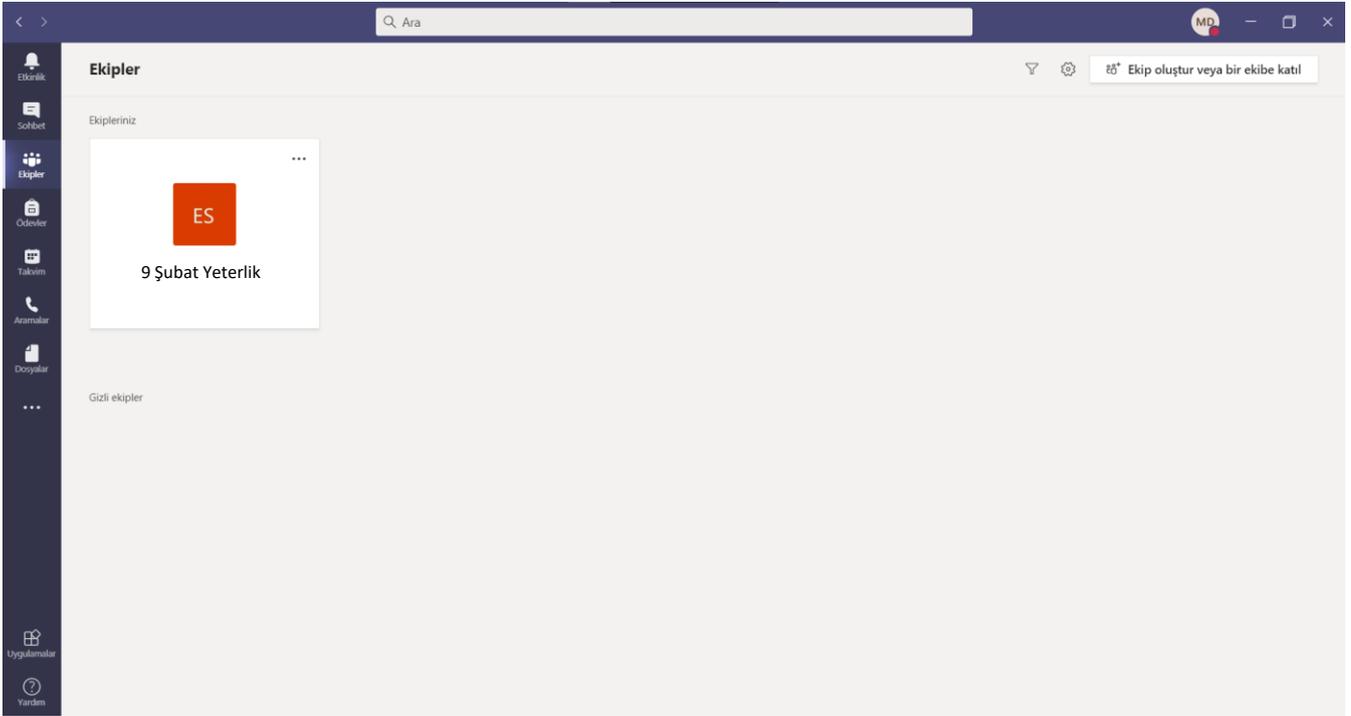
Izmir Yuksek Teknoloji Enstitusu (Konuk) ▾

Devam

*** This process will be carried out by prospective students who will register for the spring semester. Students who have continued their education in the fall semester will not receive the e-mail. These students will be added to the exam class with their “pers365 or ogr365” accounts. Once the students are added, the class will be displayed on Microsoft Teams Ekipler / Teams tab.**

SESSION I

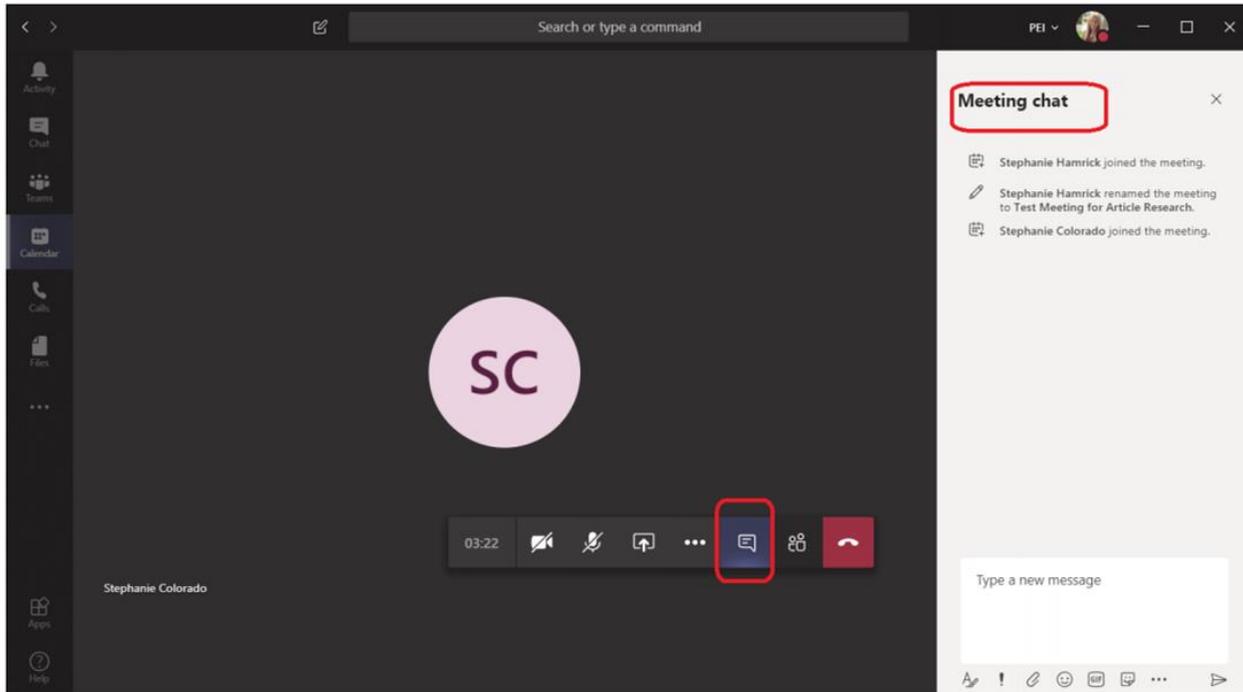
1. Turn on your device 20 minutes before the exam. Check your internet connection and make sure Microsoft Teams application is on.
2. You will be registered to “9 ŞUBAT YETERLİK” class automatically before the exam, but make sure “9 ŞUBAT YETERLİK” class is displayed on “Teams / Ekipler” tab of Microsoft Teams.



- 20 minutes before the exam time, a video call will start in the "Posts / Gnderiler" tab. Join the meeting by clicking the "Join" button. At this stage, you will be asked to show your identity by the instructor. When asked, bring your ID closer to your camera and make sure your ID is readable.



- When the exam time comes, you will receive the link for the exam in Chat/Sohbet section



5. After you click the link, your exam screen will open. **After your exam screen opens, make sure that you enter your name, surname and ID/ passport/ student number (students who have continued their education in the fall semester will enter their student numbers) correctly.** If this information is not asked to you in the first questions, do not worry. This means that this information will be requested from you through random questions during the exam. If you are not asked about this information in any question at the end of the exam, report it to the class instructor.

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



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

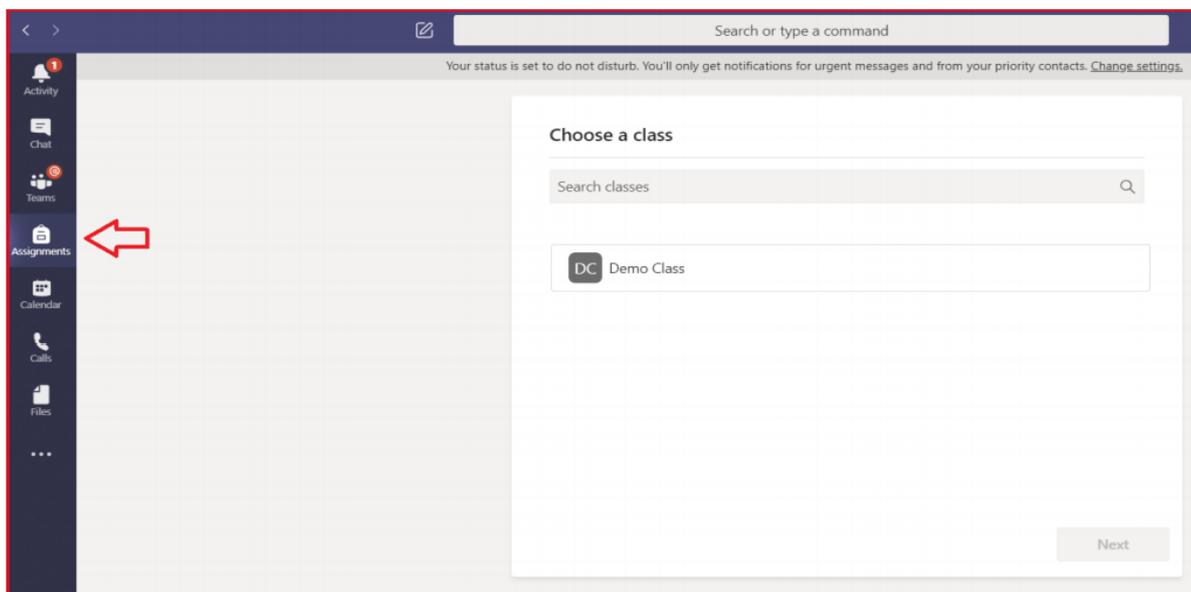
8. **Don't leave the session** when your exam is over. Wait for the instructor's announcement.

SESSION II

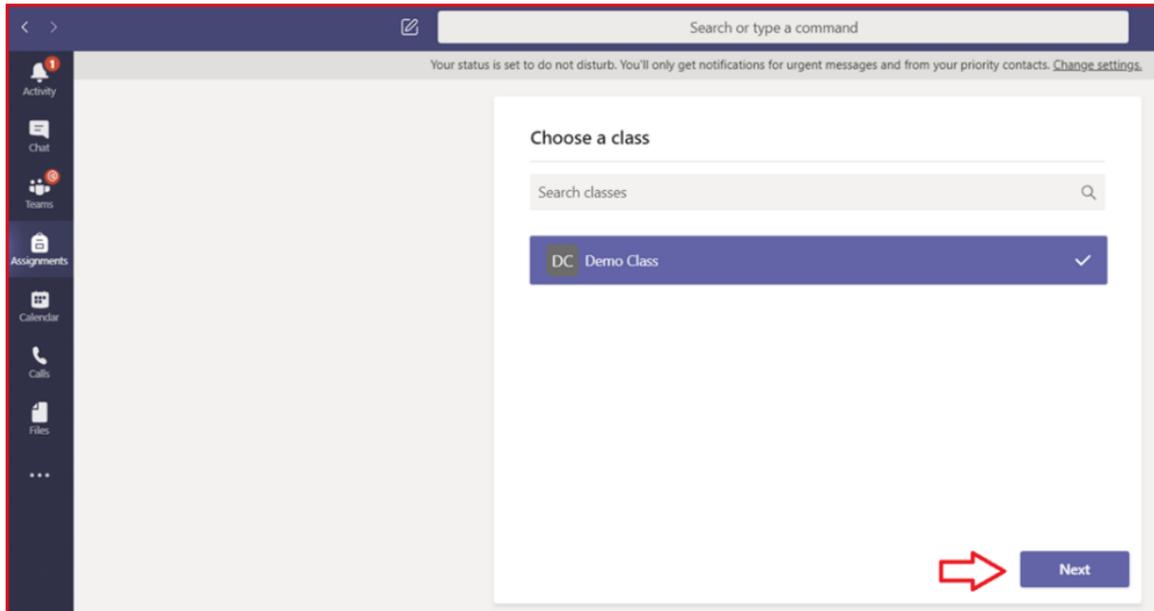
1. If you do not join the first session, but decide to join the second session, please join the continuing meeting by clicking the “Join/ Katıl” button. At this stage, you will be asked to show your identity by the instructor. When asked, bring your ID closer to your camera and make sure your ID is readable.



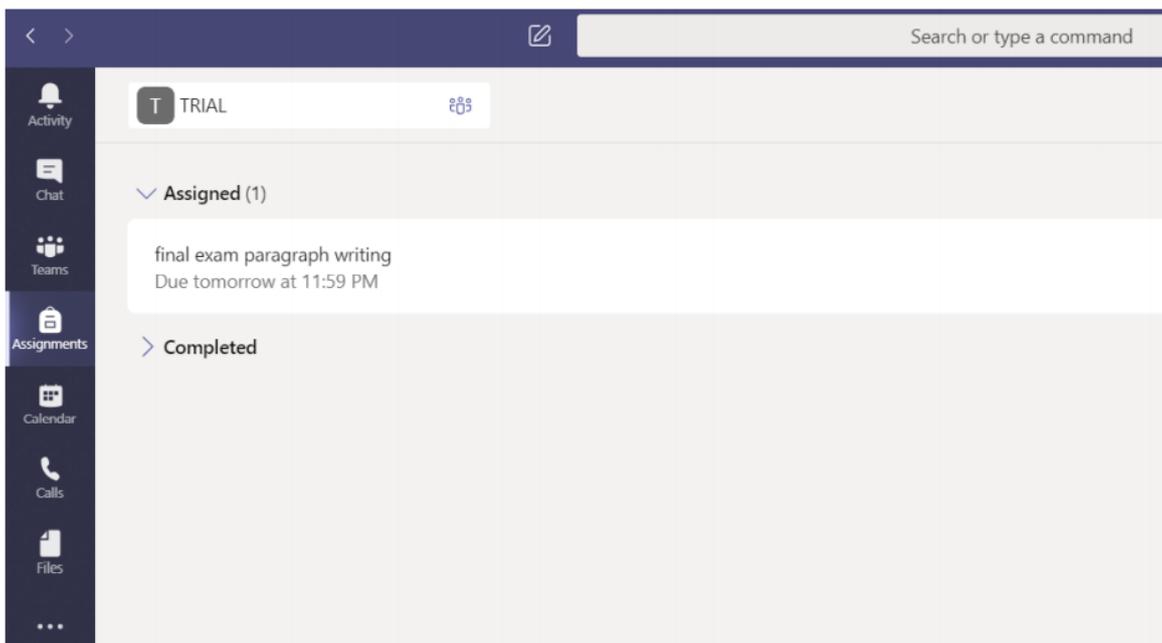
2. When the exam time comes, you will receive a notification showing that your exam has been assigned to you. Click the "Assignments / Ödevler" tab from the left section.



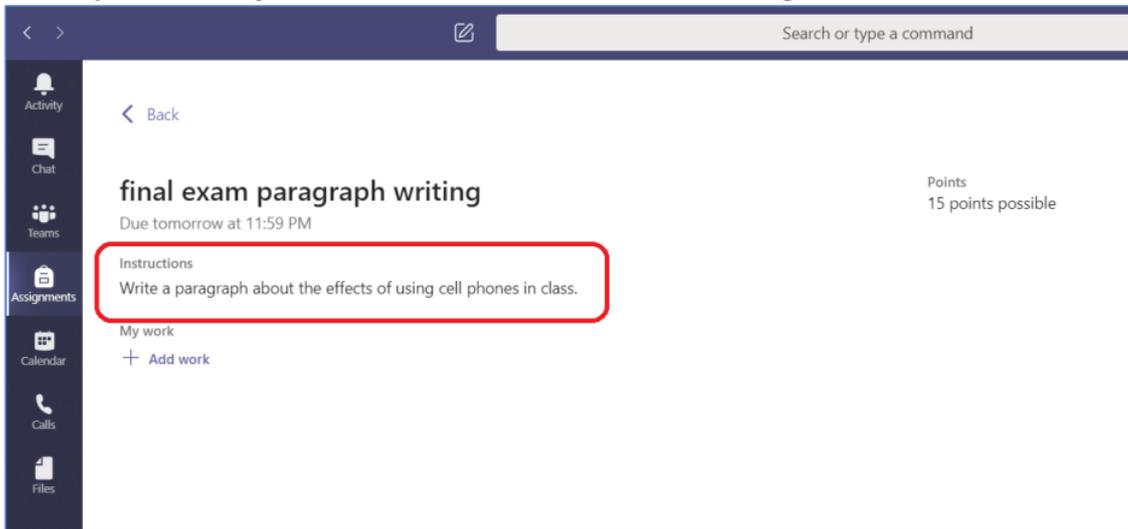
3. After selecting your class, click the "Next / İleri" button.



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



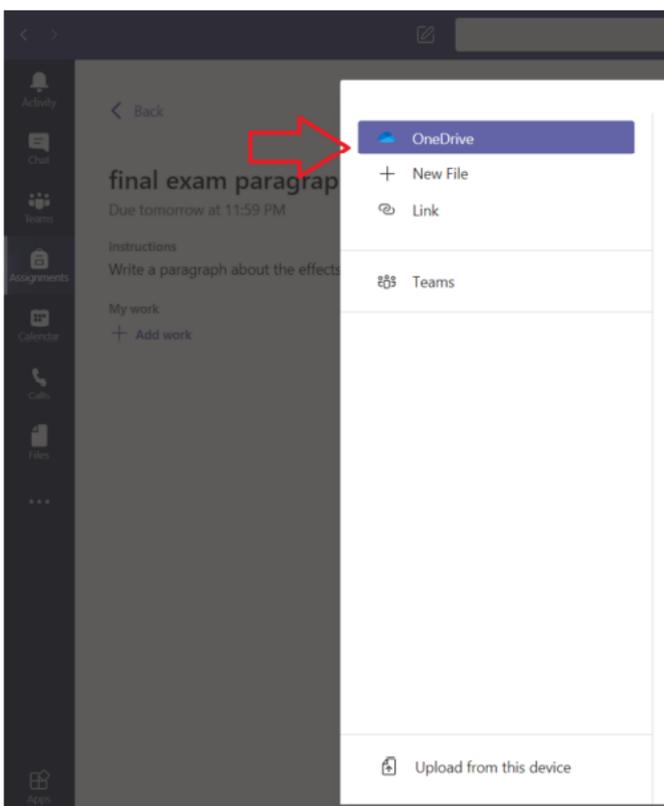
5. Carefully read the subject and instructions written under the heading "Instructions".



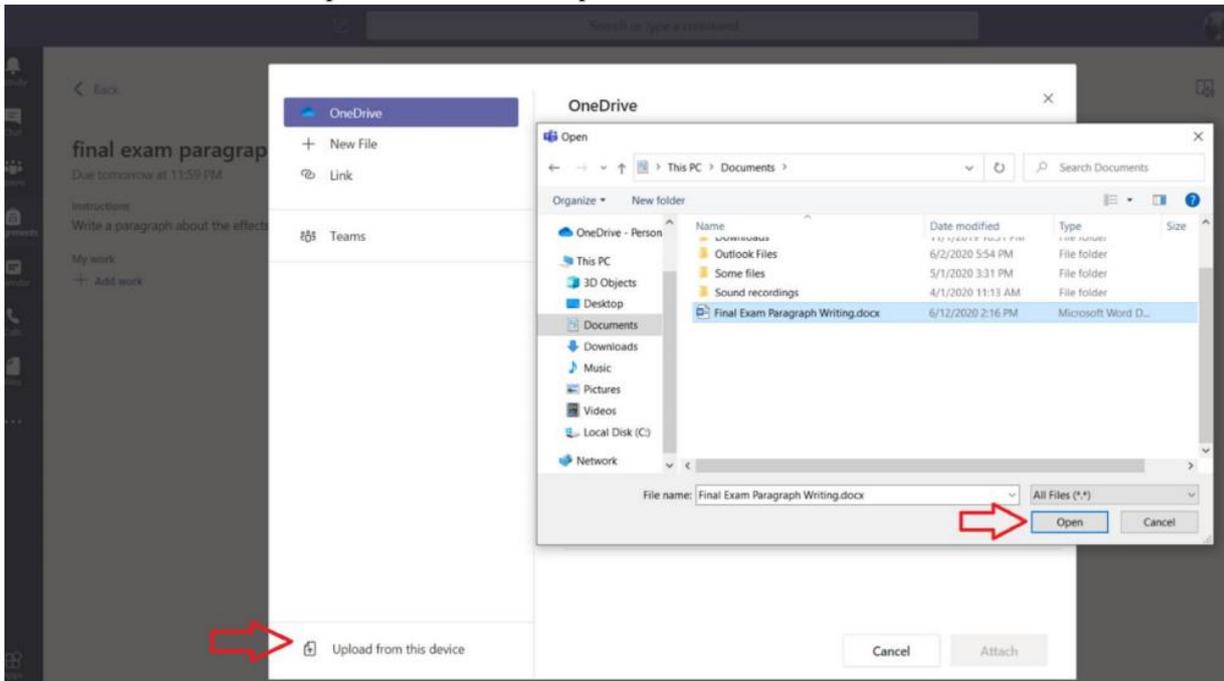
6. Follow the instructions you read, and write and save your text by using “Word” program installed on your device. Name your document as your name and surname.

7. Click on the "+ Add work" button to upload your file.

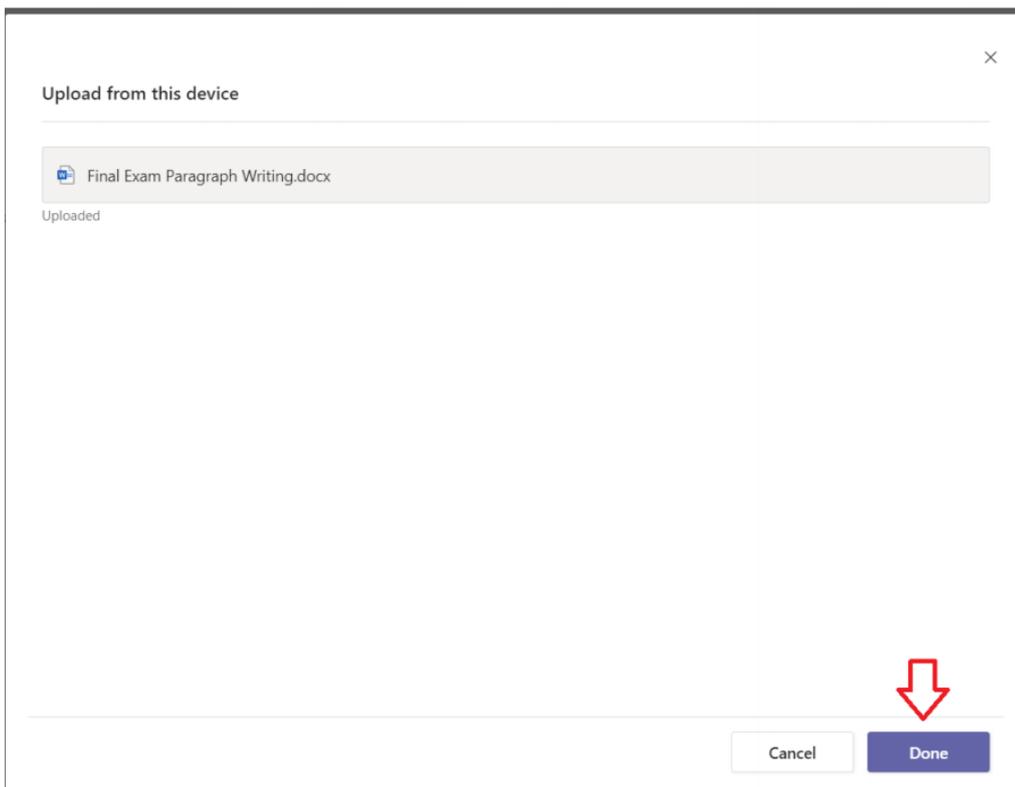
8. You should find the source where you saved your writing from the window that opens. If you have saved your writing in your “OneDrive” account, you can choose the “OneDrive” option.



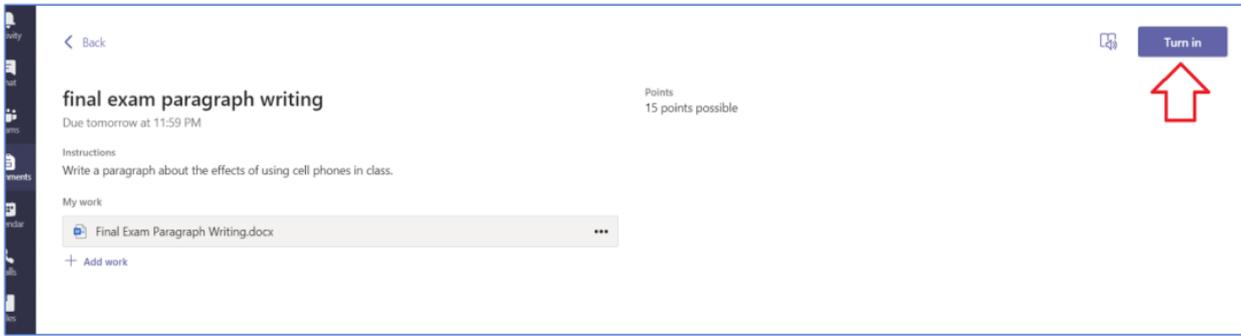
9. If you have saved your writing on your computer, you can choose “Upload from this device”. Find your file from the window that opens and click the "Open" button.



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



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

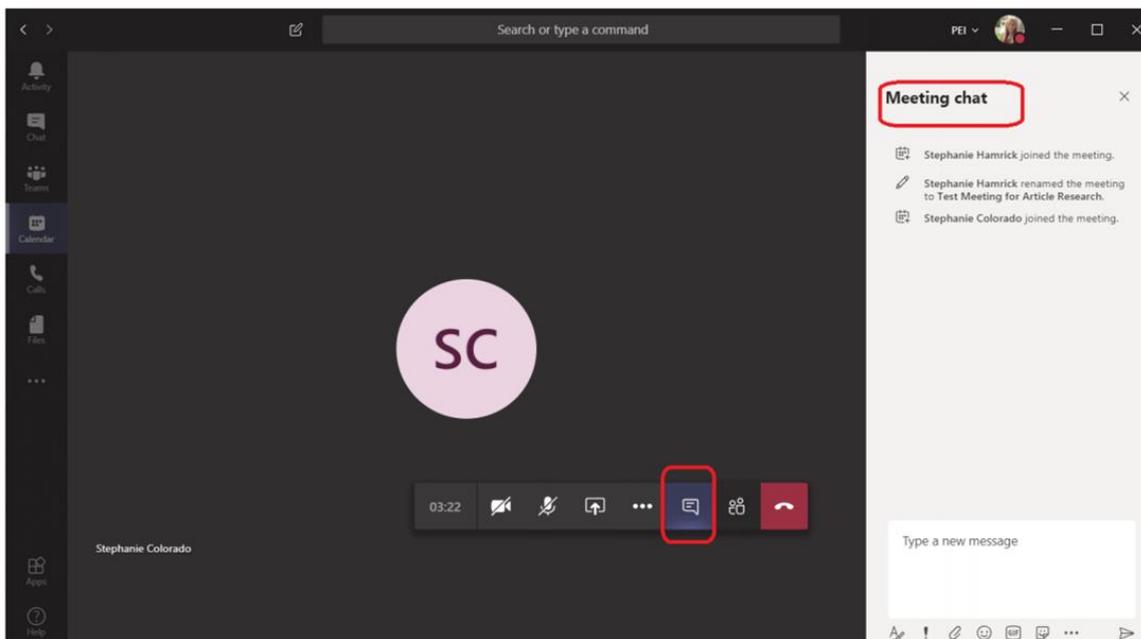


SESSIONS III & IV

1. If you do not join the first two sessions, but decide to join these sessions, please join the continuing meeting by clicking the “Join/ Katil” button. At this stage, you will be asked to show your identity by the instructor. When asked, bring your ID closer to your camera and make sure your ID is readable.



2. When the exam time comes, you will receive the link for the exam in Chat/Sohbet section.



3. After you click the link, your exam screen will open. **After your exam screen opens, make sure that you enter your name, surname and ID/passport/ student number correctly.** If this information is not asked to you in the first questions, do not worry. This means that this information will be requested from you through random questions during the exam. If you are not asked about this information in any question at the end of the exam, report it to the class instructor.

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



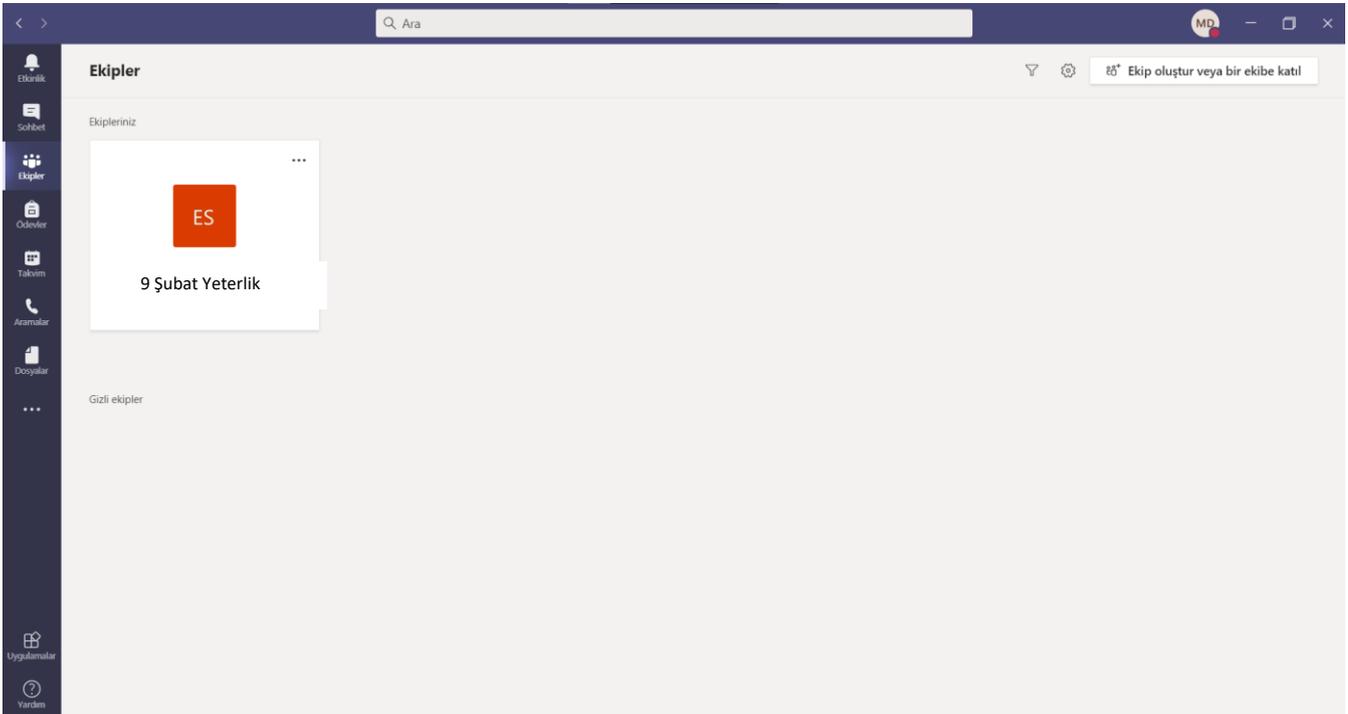
5. After you send your answers, you will see a text showing that your answers have been submitted.

6. Don't leave the session when your exam is over. Wait for the instructor's announcement.

SESSION V

1. Turn on your computer before the exam starts. Check your internet connection and make sure Microsoft Teams application on your PC is on.

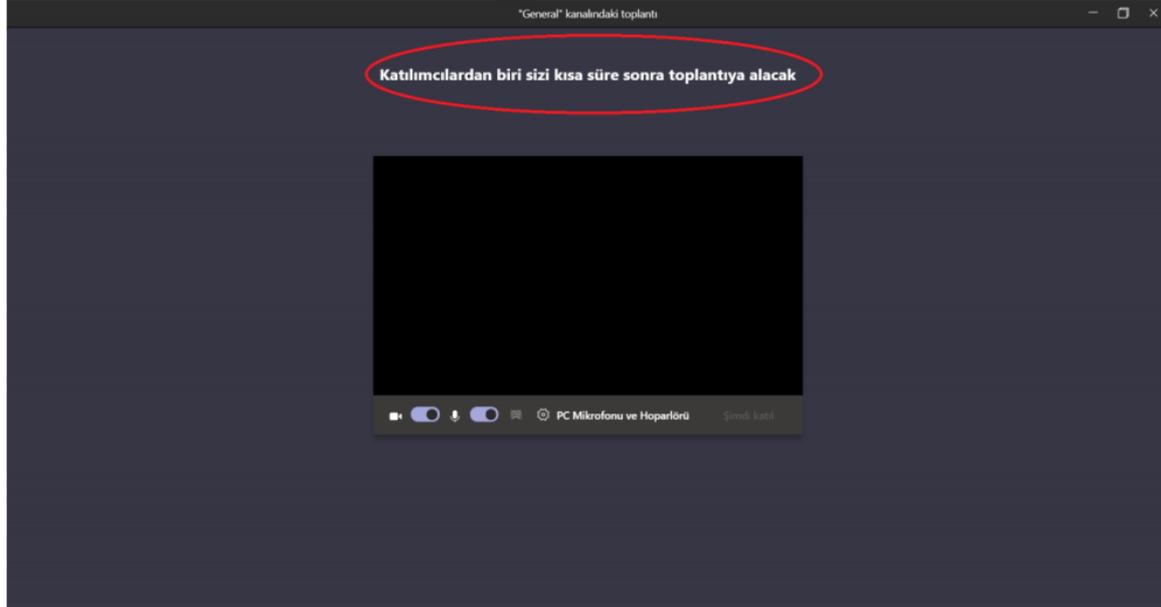
2. Make sure “9 ŞUBAT YETERLİK” class is displayed on “Teams / Ekipler” tab of Microsoft Teams.



3. Before the exam time, a video call will start in the "Posts / Gönderiler" tab. Join the meeting **BY CLICKING THE "JOIN/KATIL" BUTTON.**



4. After clicking the “Join/Katıl” button, you will be waiting in the lobby of this meeting.



5. The duration of the exams of the candidates before you may vary due to many reasons (not taking the exam, delayed exams, etc.). So you should wait your turn patiently and carefully.

6. When it's your turn, the instructors will take you to the meeting and they will start your exam.

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.**

- **You have to attend the exam session 20 minutes before the start of the exam, as there will be an identity check at the beginning of the session.**
- **After the exam has started, you can turn down the volume of your computer so that you don't get distracted, but all students MUST HAVE CAMERA AND MICROPHONES ON.**

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.
2. Other technical problems;
 - You can wait for the electricity to be back on. When the electricity is back on (if you are in the **first session**), you can continue from where you left off because the markings you make through **Microsoft Teams** are saved.
 - When the electricity is back on (if you are in the **second, third and fourth session**), you can continue from where you left off because the markings you make through **Microsoft Forms** 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.
 - If the problem persists during **all exam sessions**, write an e-mail which includes your name, surname, school number and send it to uzeb-ydyo@iyte.edu.tr by attaching the screenshot/photo/video about the problem **as soon as possible. Mails sent after the exam day will not be taken into consideration.**
 -
 - If you document the technical problems, your situation will be evaluated by the School of Foreign Languages Directorate.
3. If you see a warning while trying to submit your text within the exam duration in Session 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 email which includes your **name, surname, ID/passport number** and send it to uzeb-ydyo@iyte.edu.tr **by attaching the screenshot and your EXAM no later than five minutes (at most) after the end of the session.**
4. If you see a "Not turned in" button instead of a blue "Turn in" button while trying to submit your text in Session 1, 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.