

**SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAMME
ONLINE EXAMINATION GUIDELINES
FOR THE SPRING TERM
OF THE ACADEMIC YEAR 2019-2020**

1. In accordance with the document no. 30480 of 11.05.2020 by the Directorate of the Council of Higher Education, School of Foreign Languages Examination Guidelines for the Spring and Summer Terms of the Academic Year 2019-2020 and revision to the academic calendar were discussed by Beykent University Senate due to the Novel Coronavirus Disease (COVID-19). Following the relevant decision of the Senate, the Proficiency Exam (Placement Phase) and the Proficiency Exam (Exemption Phase) for the students of English Preparatory Class (Formal and Evening Education) and those of Russian Preparatory Class for the Spring Term of the Academic Year 2019-2020 will be held **online**.

2. The Proficiency Exam (Placement Phase), which will be the first step of the assessment and administered for all levels, will have 100 multiple-choice questions which aim to assess the students' Use of English, Reading, and Listening skills. The Exam will be available **on 1st June 2020 from 13.00 to 16.00 local time in Turkey** on <https://prep.beykent.edu.tr/>.

3. Regardless of their level, all students must take the first phase of the examination which will take place on 1st June. The exam will be accessible for **180 minutes** but the exam duration (the time allowed for you to answer questions) will be limited to **150 minutes**. At 12.30 local time in Turkey, all students **must attend the classes on Zoom** which they are placed in (Class access links for Zoom will be announced a day before the exam on the Moodle system <https://prep.beykent.edu.tr/>), so that they can do the final preparations before the exam under the supervision of their lecturers on those Zoom classes.

4. All students must try to enter the Moodle system **at least 48 hours before the exam**, and inform our Directorate (at baranaris@beykent.edu.tr or nurkarabag@beykent.edu.tr) beforehand if they experience any problems.

5. Question types and a shorter sample of the online exam will be accessible to all students as from **21st May 2020 Thursday**, 10.00 local time in Turkey, and remain accessible until **29th May 2020 Friday**, 17.00 local time in Turkey. It will be possible to access the exam from the file "Sample Proficiency Exam" on the main page of the Moodle system. Students can access the sample exam as many times as they wish during the period specified. **To experience an online exam, it is important that all students take the sample exam.**

6. Students who score 50 or above in the first phase of the Proficiency Exam will be eligible to take the Exemption Phase of the Proficiency Exam which will be the second step of the assessment and administered on **3rd June Wednesday**.

7. Students who are required to complete Step 3 must take an exam which aims to assess their proficiency and consists of two categories: Speaking and Writing.

8. Students who are required to complete Step 4 must take an exam which aims to assess their proficiency and consists of two categories: Speaking and Writing.

9. Writing exam will be accessible **on 3rd June Wednesday from 10.30 to 12.00 local time in Turkey** from <https://prep.beykent.edu.tr/>. The exam will be accessible for **90 minutes** but the exam duration (the time allowed for you to answer questions) will be limited to **60 minutes**. At 10.00 local time in Turkey, all students **must attend the classes on Zoom** which they are placed in (Class access links for Zoom will be announced a day before the exam on the Moodle system <https://prep.beykent.edu.tr/>), so that they can do the final preparations before the exam under the supervision of their lecturers on those Zoom classes. The authenticity of the students' papers will be checked through "Turnitin", a plagiarism detection software. As a consequence of this plagiarism check, if it is detected that the paper submitted during the writing exam shows a resemblance to any online text sample or a student's paper, the relevant exam paper will be considered void, and the student who has submitted it will not get a score for their paper, and disciplinary proceedings will be initiated in compliance with the relevant articles of the Student Disciplinary Regulations of Higher Education Institutions.

10. Speaking exam will take place **on 3rd June 2020 Wednesday from 13.30 to 17.30 local time in Turkey** and it will be held in pairs on Zoom as in face-to-face learning. Students can access both assigned exam hours for them and the code to be used to enter the exam **on 2nd June 2020 Tuesday** from the list to be announced on the Moodle (<https://prep.beykent.edu.tr/>).

11. All students must pay attention to the below-mentioned details regarding the exams to be held on 1st June 2020 Monday and 3rd June 2020 Wednesday on <https://prep.beykent.edu.tr/> :

- If you cannot see the button "**Attempt Quiz**", it means that the exam has not started yet.
- You can access the exam during the period between exam start and end time.
- You can start the exam **only once**.
- You can see the remaining time for your exam on the screen during the whole exam.
- You will **not be penalised for wrong answers**.
- If you try to have someone else sit for the exam or you sit for the exam for someone else, then your exam will be considered void and a disciplinary procedure will be initiated in compliance with Higher Education Institutions Student Disciplinary Regulations.

- If you experience a technical problem such as internet and/or power cuts, or device-related problems, you can log in to the system again until the exam end time, and continue your exam with the remaining time you have for the exam. The exam will be continuing during this time. Please note that it is the students' responsibility to take necessary precautions.
- All activities of the participants accessing the exam system are logged (successful and/or unsuccessful logins and their causes, device information, IP information, scrolling through pages and questions, marked answers, and so on). During the whole exam, you will see a warning: **“After you have completed answering the questions, click on the button “Finish Attempt” and then the button “Submit All and Finish”** and you need to follow the instructions in the warning. If you choose to ignore the warning anyway, then you will not get a score for your exam.