1- All students who study at English Preparatory Programme must take the Quiz 1 and Quiz 2.

2- Quiz 1 (Listening) will be accessible for all levels in both morning and afternoon for **60 minutes** and time allocated for the exam is set as **40 minutes.**

- For Quiz 1; at **09.00** time all students of Step 2, Step 3 and Step 4 **must attend the classes on Zoom** which they are placed in (class access codes for Zoom will be announced on 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.

- For Quiz 1; at **13.30** time all students of Step 1 **must attend the classes on Zoom** which they are placed in (class access codes for Zoom will be announced on 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.

3- Quiz 2 (Use of English) will be accessible for all levels in both morning and afternoon groups for **60 minutes** and time allocated for the exam is set as **45 minutes.**

- For Quiz 2; at **10.40** time all students of Step 2, Step 3 and Step 4 **must attend the classes on Zoom** which they are placed in (class access codes for Zoom will be announced on 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.

- For Quiz 3; at **15.10** time all students of Step 1 **must attend the classes on Zoom** which they are placed in (class access codes for Zoom will be announced on 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- Quiz 1 (Listening) will be accessible for all levels in evening group for **60 minutes** and time allocated for the exam is set as **40 minutes.**

- For Quiz 1; at **18.00** time all students of the evening group **must attend the classes on Zoom** which they are placed in (class access codes for Zoom will be announced on 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.

5- Quiz 2 (Use of English) will be accessible for all levels in evening group for **60 minutes** and time allocated for the exam is set as **45 minutes.**

- For Quiz 2; at **19.40** time all students of the evening group **must attend the classes on Zoom** which they are placed in (class access codes for Zoom will be announced on 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.

6- All students must attend the Zoom classes at all times during the exam. Exam of students who start and/or continue the exam without joining the Zoom classes, students who get disconnected from the Zoom classes due to technical issues yet still continue to do the exam on https://prep.beykent.edu.tr will be invalidated. On the case you get disconnected from the Zoom classes for any reason you are first required to join back to the Zoom class again and then continue the exam.

7- All students must try logging in at https://prep.beykent.edu.tr at least **48 hours** before the exam and contact SFL Management (via baranaris@beykent.edu.tr or nurkarabag@beykent.edu.tr) if they have any troubles accessing the website.

8- A mock exam containing the question types will be uploaded and made accessible to all students on their relative level pages on **26th October 2020** at local time 08.30 until **29th October 2020** local time 23.59. Mock exams can be found as "Mock Exam Listening" and "Mock Exam Use of English" on each level page. All students can do the mock exams as many times as they like within the time period. **It is crucial for all students to take part in these mock exams as it will provide online testing experience beforehand.**

9- All students must pay attention to the below-mentioned details regarding the exams to be held on 30th October 2020 Monday 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 **cannot** go back to the previous questions once you have answered or skipped them.

- 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.

- After completing the exam all students must inform the Lecturer that they've finished the exam and will be leaving the Zoom class.