Dear Students,

English Proficiency Exam will be held on <mark>04.02.2021.</mark>

If your department is in English and you do not have a valid language score, you must take this exam.

You have 2 options.

If you are in İstanbul, you can come to our KARTAL CAMPUS. (B block- 2nd floor – Class 203)

If you are not in Turkey, you can take the exam online.

** English Proficiency Exam (face to face):

It will be held on <mark>04.02.2021 at 10:00 in B block 2nd floor class 203</mark> by taking all security precautions

regarding the pandemic.

** English Proficiency Exam (online):

It will be held on <mark>04.02.2021 at 10:00.</mark>

Before you take the exam, you have to open your camera using the Zoom link sent you via the

distance learning system.

- Please log in to the distance learning system to check your username and password in order not to say that my username and password are not working 5 mins before the exam.

- You have 90 minutes to complete the exam. In order not to encounter any problems, be ready and open the Zoom Link *10 minutes* before the exam.

- Students must show their photo ID with them on the day of the exam.

- Students are required to have cameras and microphones for the exam.

The format of the English Proficiency Exam is given below.

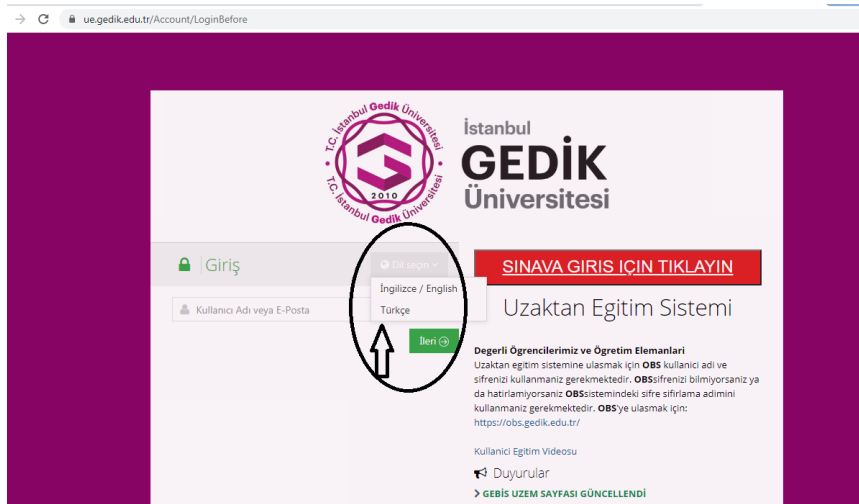| GRAMMAR	VOCABULARY	READING	WRITING	SPEAKING	TOTAL
30 points 15 questions	15 points 15 questions	15 points 5 reading texts 15 questions	20 points (200- 250 words)	20 points -4 speaking questions	100 points

HOW TO LOG IN TO THE DISTANCE LEARNING SYSTEM

1- Click the link. https://ue.gedik.edu.tr
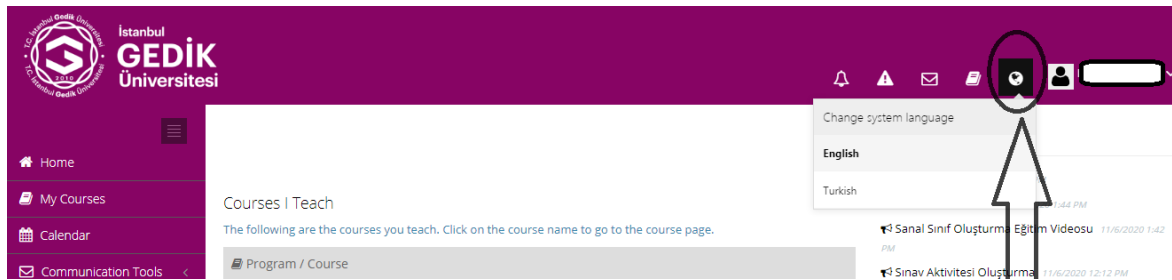
Username: Student Number
Password: Student Number (last 6 digits)/ OBS password

**If you have changed your password in the Student Information System (OBS), you must log in with that password.
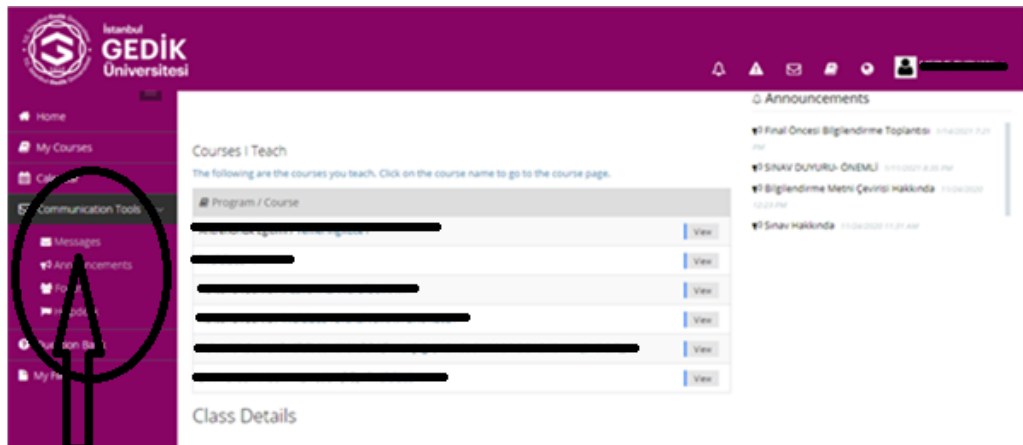
You can change the display language to Turkish or English as below.

When you log in to the system, you can change the display language to Turkish or English as shown below.

Log in to the distance learning system and check communicationn tools - messages to reach the ZOOM LINK.

STEPS TO FOLLOW FOR THE ENGLISH PROFICIENCY EXAM

1. Log in to the system via https://ue.gedik.edu.tr/

2. Open the zoom link sent to your inbox via the system.

3. Show your ID/Passport to the instructor.

4. Click on the English Proficiency Exam in the courses part.

5. Read the explanations.

6. In order to start the exam, you must tick the "I approve" option at the bottom of the page and click the "start." (Blue button)

7. You have one attempt to complete the exam.

8. To see the following question, click "NEXT" button.

9. There is no transition between questions in the exam. You cannot return to the question you have answered or left blank.

10. Zoom exam will be recorded. If you are with someone or you speak to someone during the exam, your exam will be invalid.

11. When you finish answering the questions, click on the SUBMIT button.

SPEAKING EXAM

1. Log in to the system via https://ue.gedik.edu.tr/

2. Open the zoom link sent to your inbox via the system.

3. Wait for your instructor to admit you.

3. Turn on your camera and microphone.

4. Show your ID/Passport to the instructor.

5. The instructor will ask you general English questions.

6. You will have 15 seconds to think about about question.

7. You are expected to speak fluently and accurately.

8. When the instructor says "Your exam is finished", you can leave the Zoom link by clicking on the red button "Leave".

In writing part, you should use your own sentences. If you copy the sentences from a website, your writing part will be invalid. Sentences you get elsewhere will be counted as plagiarism.

You will have a maximum of 2 access to the exam. The second entry right is given in case you encounter a problem on your first entry. Please do not try to enter for the 2nd time if you did not have any problems with the first login.

PLEASE READ THE EXAM RULES CAREFULLY AT THE BOTTOM OF THE LAST PAGE.

1. Students must show their photo ID with them on the day of the exam.

2. Students are required to turn on the microphone and camera during the exam.

3. Students will not leave the place they will be in during the exam and they will be alone in this place.

4. Student will be observed online by the observer during the exam.

5. Before starting the exam, make sure that your Google Chrome browser is installed on your computer.

6. Before starting the exam, make sure that you are in an environment that is isolated from anything that may cause sound or noise.

7. During the exam, only the exam screen should remain open on your computer monitor screen. Please, close all applications except the exam screen so that they are not considered as cheating/plagiarism.

8. When you start the exam, your screen will switch to "full screen" mode. If you exit "full screen" mode during the exam, your exam session will be terminated, and your exam will be invalid.

9. When students enter the Distance Learning System during the exam period, they will be able to enter the exam after clicking "the agreement statement" that they have read and understood by checking the "I have read, understood," checking a box on a screen that says the distance education general exam rules.

10. All actions (logging) of users accessing the exam system are recorded (successful or unsuccessful attempts to log into the system and their reasons, device information, IP information, transitions between pages/questions, marked answers, etc.).

11. Exams of students found to have committed ethical violations will be invalid. In writing part, you should use your own sentences. If you copy the sentences from a website, your writing part will be invalid.

12. If the students complete their answers before the given exam period expires, they will first click the "End the Exam" button and then the "Yes" button to the question "Are you sure you want to finish the exam" and the "No" button to stay on the page. Pressing this button will mean that the final answers will be recorded and exam questions can no longer be answered.

13. Before starting the exam, as a student of Istanbul Gedik University, you will be deemed to have read and accepted the procedures related to the exam, named "2020 – 2021 Academic Year Exam Implementation Procedures and Principles" published on the system.

EXAM RULES:

Regarding online exam processes, I accept the following points in advance:

I will fulfill all the requirements of the courses (exams, class participation, homework, projects, etc.) in accordance with the principles of accuracy/honesty (including specifying all the resources used in homework and similar studies) and within the framework of ethical rules,

If requested by the relevant instructor/supervisor, my microphone and video will be open during the exam (for exams that require a camera and microphone),

I will be observed online by the exam supervisor during the exam period.

I will provide access to a computer that does not have a firewall or VPN restriction during the exam,

I will use a continuous and fast internet connection,

I will perform the system test using all the equipment before I take the exam,

I will not use any technological equipment other than the technological equipment that is allowed to be used during the exam,

I will not leave the place I will be in during the exam and I will be alone in this place,

I hereby declare and make a commitment.

WE WISH YOU LUCK!