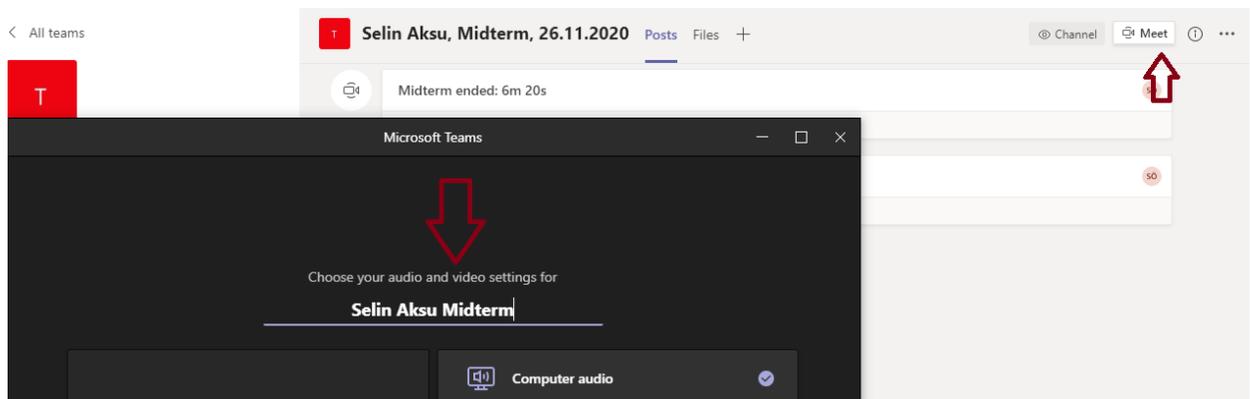


## FLAT Guideline for Students

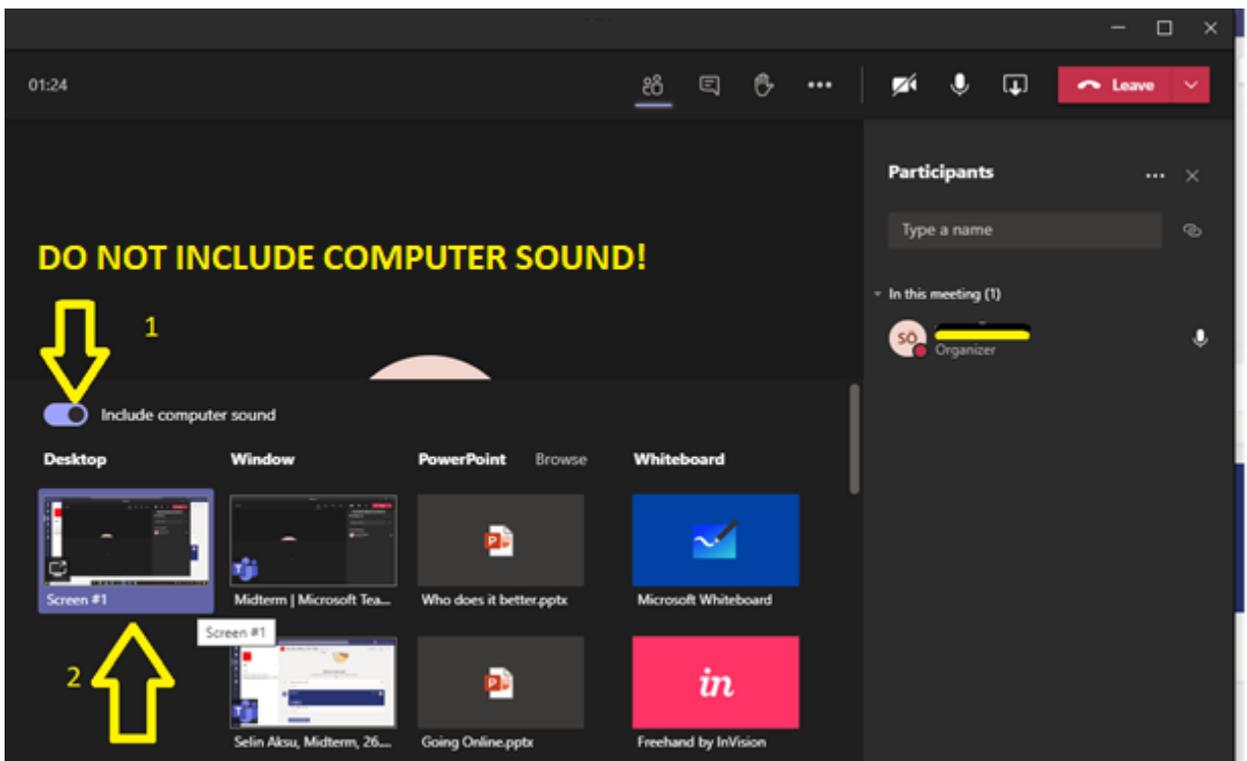
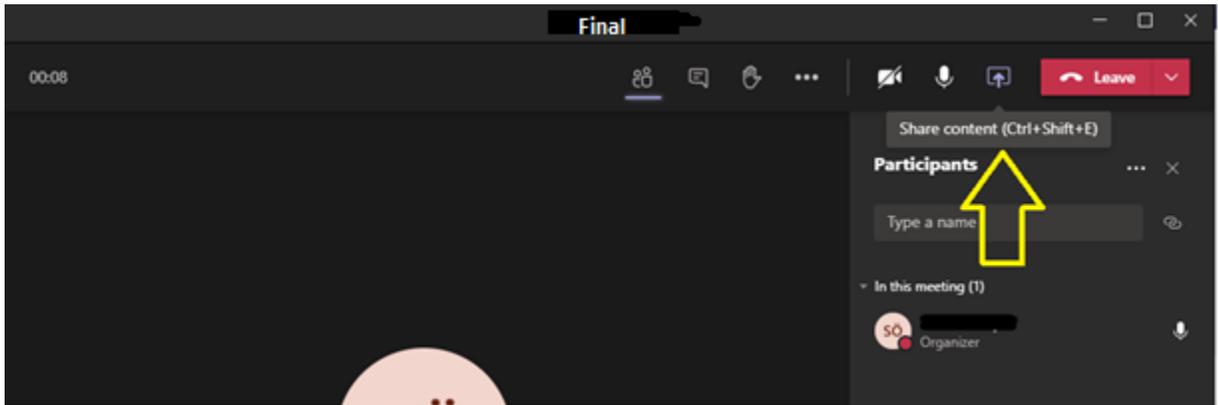
### Written Exam (22.06.2021)

- 1) The written exam is going to take place on SAKAI.
- 2) Make sure that you are using a computer (Smart phones and tablets do not work properly with SAKAI).
- 3) Students need to fill out [Online Exam Consent Form](#) before the exam.
- 4) Students can find the exam on SAKAI “Sites” page at the previously announced time.
- 5) It is required for students to use the desktop application of Microsoft Teams (Microsoft Teams do not allow screen sharing and camera at the same time when opened on a browser).
- 6) It is the students’ responsibility to make sure their camera and microphone work properly. The students whose camera or microphone does not work cannot take the exam.
- 7) Students cannot use headphones during the exam.
- 8) Use the most recent version of Google Chrome.
- 9) Students must be present and **start the meeting by naming the meeting as their name, surname and the name of the exam (i.e. Cansu Aksu FLAT )** in the channels on Microsoft Teams Exam Rooms to be opened in their name at least 60 minutes before the exam.



- 10) Students are expected to wait for their instructors to show up. Then, the instructor will start the recording.
- 11) When the recording started, students will show both their I.D. cards and the environment to the camera.

- 12) Students will share their screen while they are taking the exam on Sakai and they will also turn on their webcam.



If you need more information on screen sharing, please visit the following website:

<https://support.microsoft.com/en-us/office/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8>

- 13) Students can use a new Microsoft Word document to take notes in the writing section.
- 14) Students must be alone until the exam process is over. If the student is not alone in the room, it might be considered as a cheating attempt.

- 15) The microphone of a student's computer should be open during the exam process. Therefore, it is the student's responsibility to make sure the environment is silent.
- 16) If students stop sharing their screens for any reason, it might be considered as a cheating attempt.
- 17) On your web browser, there should be only SAKAI tab. On your desktop, there should be only Microsoft Teams application. If you open any other applications or websites, it will be treated as cheating.
- 18) If you have any applications checking the language, please deactivate them. Otherwise, it will be treated as cheating.
- 19) Your exam will be cancelled if you get help from any source.
- 20) If you show any suspicious behavior during the exam, your exam will be examined and it may be cancelled.
- 21) After students submit their answers for grading, they need to inform the proctor and stop both the recording and the meeting.
- 22) If you have any technical issues, please take a photo of your screen with **date and time** on it by using print screen button. Then, please send it to the proctor of the class.
- 23) If you have a technical issue that prevents you from entering or finishing the exam, please send an email to the following emails in an hour after the exam finishes. (merve.celik@yasar.edu.tr or sude.oztepe@yasar.edu.tr )If you send your screenshot later than an hour, it won't be taken into consideration.

### **EXAM RULES**

- Students are not allowed to take the exam if they do not have a working camera and/or microphone.
- Students need to be available in the Exam Rooms on MS Teams 60 minutes before the exam.
- Students need to start a meeting in the channels by naming the meeting as their name and surname and the name of the exam (ie. Cansu Aksu FLAT).
- Do not use headphones during the exam.
- Do not stop the recording or screen-sharing.
- Do not turn off your cameras or microphones.
- Do not leave the room that you're taking the exam.
- Do not use your phones / smart watches / tablets or other devices.

## Spoken Exam (22.06.2021)

1. The Spoken Exam is going to take place on Microsoft Teams between 14.00 -17:00.
2. Private channels will be used in the Exam rooms for this section. Please **start a meeting** 15 minutes prior to your designated time slot in the private channel created by your name and wait for the instructors to join. Do not call the instructors and do not invite them to the meetings as they are going to attend the rooms in an order. If students do not start a meeting or answer the calls in the designated time slot, the students will be considered absent from the exam and will get zero.
3. The students are required to turn on their webcams during the exam. If a student cannot turn on her/his webcam for any reason, she/he will not be accepted for the exam.
4. Students need to make sure that they have good internet connection.
5. As the questions will be shared by screen, it is highly recommended to use your computers in order to be able to read the questions well.
6. The students have to show their Yaşar I.D. cards (if you do not have the Yaşar I.D., your passports will be accepted) before the exam. For that reason, please make sure that your ID cards are with you when you are taking the exam.
7. The students will be grouped according to the number of people in a session. Please be ready 15 minutes prior to your allocated time slot in your private channels. In order to learn your time slot, please follow the announcements on <https://ydy.yasar.edu.tr>.
8. Instructors will join the meetings one by one on Teams. There might be some delays, so please be patient and wait until instructors join the meeting.
9. Speaking performances are recorded. Students need to make sure that their exam is being recorded. If not, please remind the instructor to start the recording.
10. If you have any technical issues preventing you from taking the exam, please take a photo of your screen with **date and time** on it and send it to the following emails within an hour after the exam finishes (merve.celik@yasar.edu.tr or sude.oztepe@yasar.edu.tr ). If you send your screenshot later than an hour, it won't be taken into consideration.

**\* The School of Foreign Languages reserves all rights to make changes to the exams where appropriate.**