

SCHOOL OF FOREIGN LANGUAGES
BASIC ENGLISH DEPARTMENT

2020-2021 ACADEMIC YEAR
EXAM GUIDE FOR STUDENTS

Timetable of the Exam

The exam is going to be conducted on **24.02.2021**. The tables below demonstrate all the details of the placement exam regarding the exam parts, duration of each part and start-finish time.

Exam Parts	Hours
Writing 24.02.2021	10:00- 11:00 (1 hour)
	15-min. break
Listening 24.02.2021	11:15-12:15 (1 hour)
	15-min. break
Reading 24.02.2021	12:30-13:30 (1 hour)
	15-min. break
Language Use 24.02.2021	13:45-14:45 (1 hour)

***Each exam part will be active on the UZEM page at the designated hour. No links will be sent via e-mail.**

Content of the Placement Exam

This exam consists of questions which assess listening comprehension, reading comprehension, language use and writing skills.

Design of the Placement Exam

Each exam part has its own time duration which was specified taking entering personal and class information and time for reading questions into consideration.

Exam forms are timed, so they will be opened and closed based on the time schedule given on the table above. **They cannot be started earlier or given extra time to finish.** Thus, following the exam instructions carefully would help and guide you throughout the exam. For instance, students are supposed to listen to the track for listening part twice. If they attempt to listen to it for the third time, that wouldn't do any good for them but waste their time.

Students must make sure they only answer the questions that they are sure about. They will be able to go back and forth **between questions, but not the parts.** If a student isn't sure about one question, s/he shouldn't waste his/her time on it but go to the next question as s/he has a chance to get back to the previous question later.

Applications Used for the Placement Exam

Students will access the written parts of the exams on **Altınbaş UZEM**. **Students must login to UZEM**

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using their Altinbaş accounts (20xxxxxxx@ogr.altinbas.edu.tr). They don't need to download anything beforehand to reach exam links.

For screen recording, all students must have **LOOM** application on their computer and make sure it works properly. You can get Loom application for free via <https://loom.com/education> by registering with your Altinbas e-mail address. To learn about registration and verification process, please watch the video in this link: <https://youtu.be/jYysSf5VYUI>

IMPORTANT NOTE: If you haven't activated your Altinbas e-mail address, please go to <https://reset.altinbas.edu.tr> to activate your e-mail. If you face problems regarding activation, please open a ticket on <http://servicedesk.altinbas.edu.tr>.

Taking the Placement Exam

Students won't be able to open the links of the placement exam before exams' start time. Therefore, they shouldn't think that the links on UZEM aren't working.

As the tables show above, each part has its own start and finish time. However, all students must be ready in front of their computers **30 minutes before their exams start**. They must make sure their internet, camera and microphone are working properly. In case there is a problem, students must contact the BED immediately **before the exam starts. Extra time won't be given no matter what the reason is.**

Recording the Placement Exams

Students must use LOOM application to record their screen during each part of the placement exam. They are not allowed to switch between any windows on their browsers or any applications throughout the exam. Respectively, they must start their LOOM Screen Recording at first, open their exam link, start the exam, finish, and submit the exam and stop LOOM Screen Recording. Students mustn't ever stop their screen recording during the exam. If they do so, disciplinary action will be taken for them. **Even if students have technical problems with their Loom recordings or links, they need to make sure that they submit the exam ON TIME.**

Vital Necessities

1. Students must show their photo ID (preferably their student ID or passport) **to the camera** after they start LOOM Screen Recording.
2. Students must **turn off their mobile phones in front of the camera** while LOOM Screen Recording resumes.
3. **Students mustn't engage in any other activities during the exam.** LOOM Screen Recordings will be watched carefully, and any suspicious moves will be investigated by the SFL Directorate.
4. Students mustn't listen to the tracks of Listening exam **more than twice**. The track will play twice automatically. Thus, they mustn't deal with *Play* option after they start the track.