



SCHOOL OF FOREIGN LANGUAGES

BASIC ENGLISH DEPARTMENT

2020-2021 ACADEMIC YEAR

PLACEMENT EXAM GUIDE FOR STUDENTS – HOW TO USE LOOM

Placement Exam Date

24.02.2021

You can get Loom application for free via <https://loom.com/education> by registering with your Altınbaş e-mail address. To learn about registration and verification process, please watch the video in this link: <https://youtu.be/jYysSf5VYU>

The sample video shared with you will show you what to do in the proficiency exam. Please make sure

- you are using **your computer**, NOT your phone or tablet
- your camera and microphone work properly **BEFORE the exam**.

BEFORE THE EXAM

STEP 1: Start recording your screen and yourself on Loom before you click on the exam link.

STEP 2: Open your UZEM account and click on the exam link.

STEP 3: Make sure that you are alone during the exam.

STEP 4: Turn off your phone and show it to the camera. Then, put your phone on the table.

STEP 5: Show your photo ID to the camera. Then, put it on the table.

DURING THE EXAM

STEP 6: Write your name, surname and student number on the first page of the exam link.

STEP 7: Do the first part of the exam (Writing)

STEP 8: Submit your exam when you finish the part. Even if you have a technical problem with your Loom recording or link, make sure that you submit the exam **ON TIME**. The links will be checked in detail after the exam.

STEP 9: Have your break time for the specified length. (**Don't turn off your camera** or **Don't stop LOOM Recording at this moment**. If you like, you can direct your computer to a blank wall during the break time)

STEP 10: Open the next exam link (Listening) sent by the BED and do the exam. (Click on the listening ONCE. It plays TWICE automatically).

STEP 11: Submit your exam on time when you finish the listening part.

STEP 12: Have your break time for the specified length. (**Don't turn off your camera** or **Don't stop LOOM Recording at this moment.** If you like, you can direct your computer to a blank wall during the break time)

STEP 13: Open the next exam link (Reading) sent by the BED and do the exam.

STEP 14: Submit your exam on time when you finish the reading part.

STEP 15: Have your break time for the specified length. (**Don't turn off your camera** or **Don't stop LOOM Recording at this moment.** If you like, you can direct your computer to a blank wall during the break time)

STEP 16: Open the next exam link (Language Use) sent by the BED and do the exam.

STEP 17: Submit your exam on time when you finish the language use part.

AFTER THE EXAM

STEP 18: Stop Loom recording.

STEP 19: Wait on the LOOM page until the video is uploaded. **DON'T close the page before the video is uploaded.**

STEP 20: Copy the Loom link and email it to tau@altinbas.edu.tr.

IMPORTANT NOTE: If the LOOM recording stops during the exam due to technical problems, start the recording again and continue the exam. After finishing the exam explain your situation to your teacher and send all the links you have.

*****YOU MUST SEND YOUR VIDEO LINKS TO tau@altinbas.edu.tr BY 19:00 on 24.02.2021.**

PLEASE REMEMBER:

IT ALWAYS SEEMS IMPOSSIBLE UNTIL IT IS DONE!

WE BELIEVE THAT YOU ARE CAPABLE OF MORE THAN YOU KNOW!

JUST DO YOUR BEST!

