

Listening Quiz Guideline for Students

- 1) The listening quiz is going to take place online on SAKAI and Microsoft Teams.

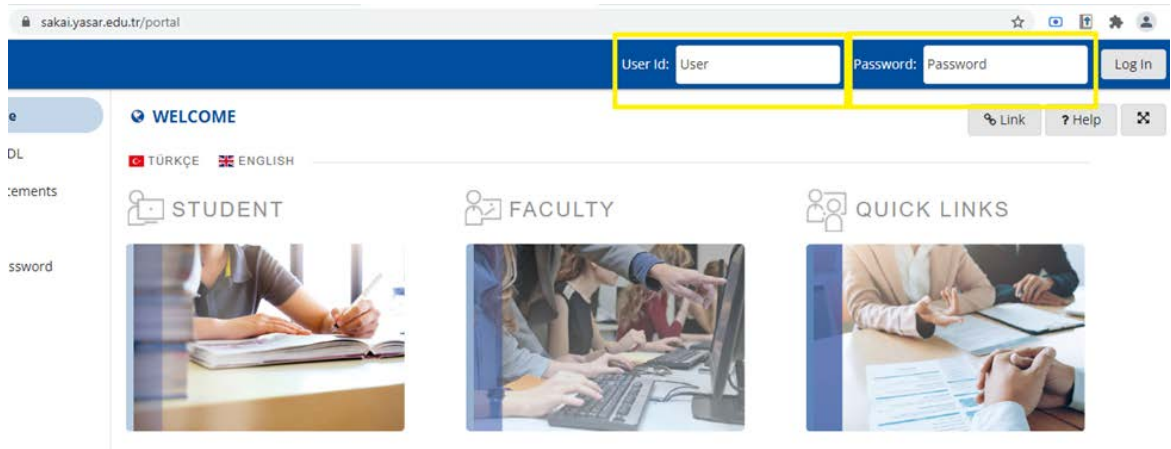
<https://sakai.yasar.edu.tr/>

- 2) It is highly recommended that students check the system before the exam day.

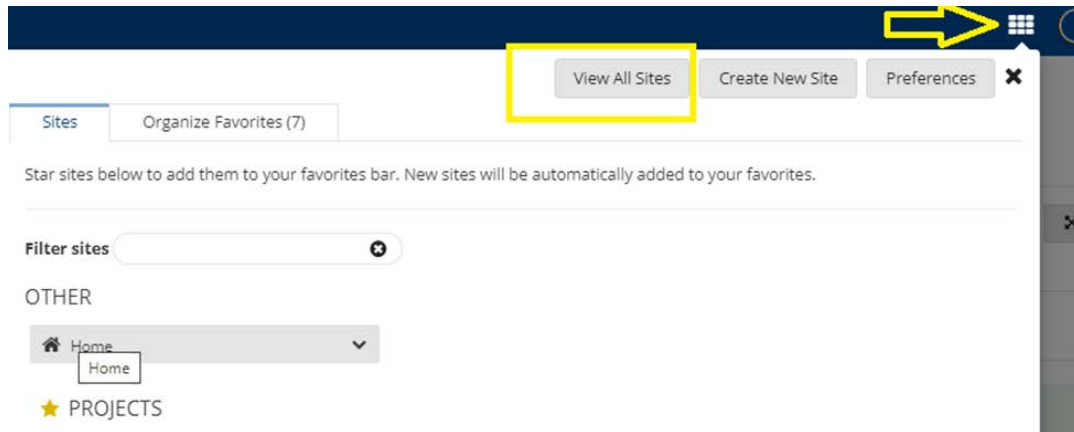
User ID: Student Number

Password: Password for OBS

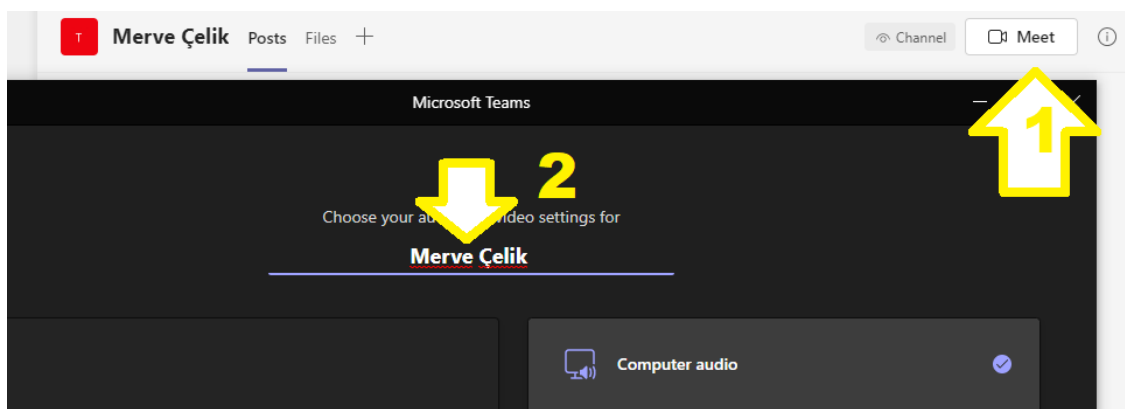
(If you are having trouble logging into the system, you may send an email to helpdesk@yasar.edu.tr.)



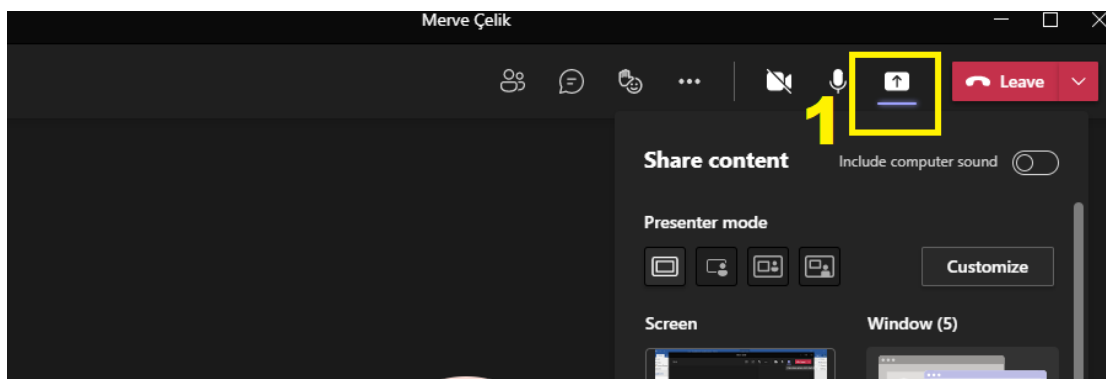
- 3) It is recommended that students take the listening quiz on a computer (As the operating systems of devices such as tablets and mobile phones do not support the SAKAI platform, the student is responsible for any problems that may occur).
- 4) Students must sign the [Consent Form](#) before taking the exam.
- 5) Students can access the quiz from the "Sites" section of SAKAI at the designated time.

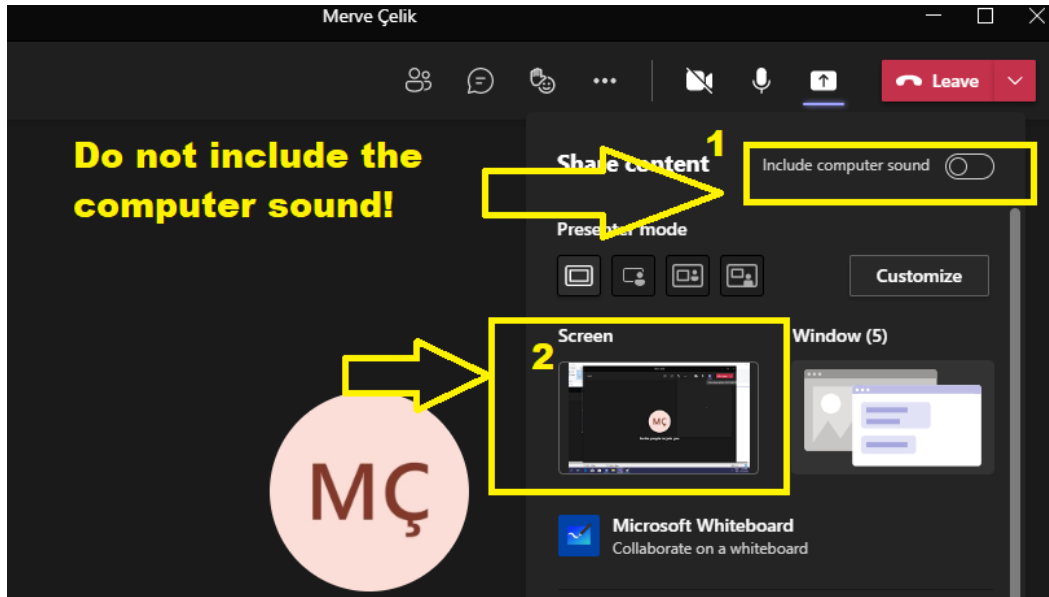


- 6) It is required for students to use the desktop application of Microsoft Teams (Microsoft Teams do not allow screen sharing and camera use at the same time when opened on a browser).
- 7) It is the students' responsibility to make sure their camera and microphone work properly. The students whose camera or microphone do not work cannot take the exam.
- 8) Students should use the most recent version of Google Chrome.
- 9) Students must start the meeting by logging into the channels created for them in their classes (Exam Rooms) on MS Teams at the start time of the class. Students **must start a meeting by writing their own name and surname.**



- 10) Students are expected to wait for their instructors to join the meeting. **The instructor will start the recording not the student.**
- 11) If the students start the meeting late on their private channels and if the instructor cannot start the recording before the exam time(because the student is late), the student's exam will not be evaluated.
- 12) Students are required to share their screen and wait for the quiz to start with their webcam and microphone turned on.

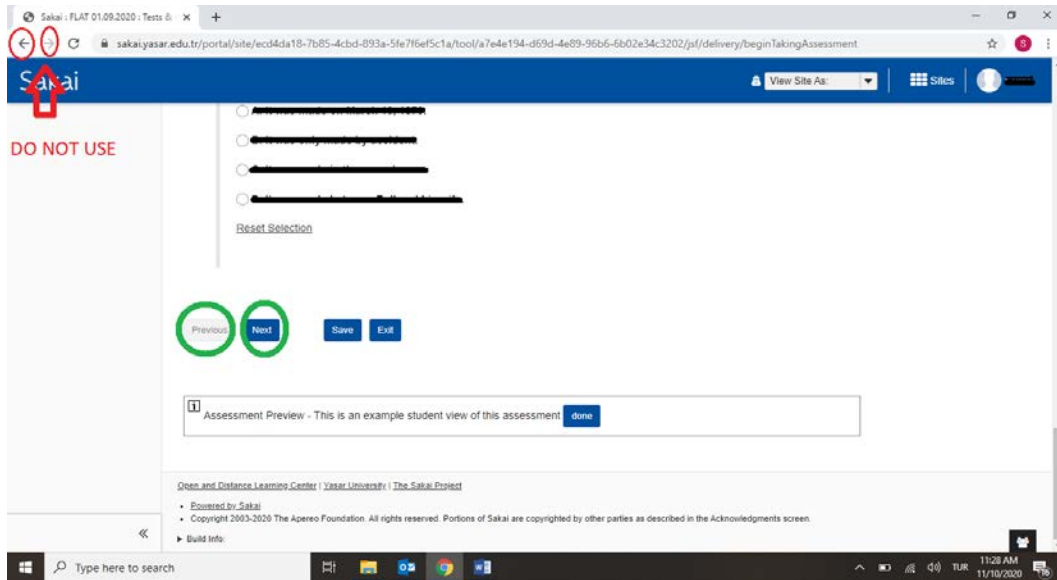




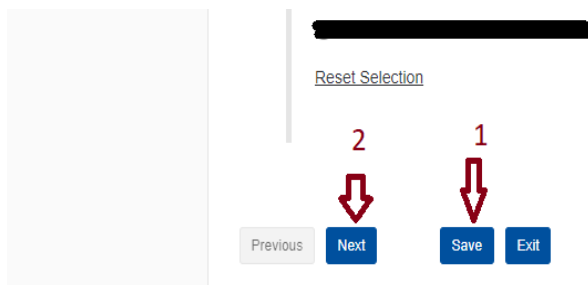
If you need more information on screen sharing, please visit the following website:

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

- 13) Students must be alone until the exam process is over. If the student is not alone in the room, it is considered as a cheating attempt.
- 14) The microphone of a student's computer should be turned on during the whole exam process. Therefore, it is the student's responsibility to make sure the room is quiet.
- 15) If students stop sharing their screens for any reasons, it is considered as a cheating attempt.
- 16) On your web browser, there should be only SAKAI tab. On your desktop, there should be only Microsoft Teams and Audio Player application. If you open any other applications or websites, it will be treated as cheating.
- 17) Students must not use "back" and/or "forward" buttons of their internet browser. If they want to go back or further, they need to use the buttons at the bottom of the Sakai's page.



- 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 (dictionary, spellcheck, any other person, etc.).
- 20) If you show any suspicious behavior during the exam, your exam will be examined and it may be cancelled. If this is the case, you will not be given a second chance.
- 21) When you finish answering the questions, do not forget to click “**Save**” button for each page. Otherwise, if you lose internet connection, your answers will not be saved.



- 22) When you finish the first part, you can continue to the next part by pressing “**Next**” button.
- 23) Once you finish answering the questions, click the “**Save**” button first, and then the “**Submit for Grading**” button at the bottom of the page.



- 24) After students submit their answers for grading, they need to inform the proctor and stop both the recording and the meeting.
- 25) The quiz of the students who do not have a meeting record in the Microsoft Teams will not be taken into consideration. If this is the case, they will not be given a second chance.
- 26) 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.
- 27) 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 who do not have a camera and/or microphone will not be admitted to the exam.
- Students must be present in their private channels at the start time of the class where the exam will take place.
- Students should start the meeting by writing their name and surname in the channels created in their name.
- The exams of the students who do not have a recording of their meeting will not be taken into consideration. If this is the case, they will not be given a second chance.
- Do not stop screen sharing and/or recording.
- Do not turn off your camera and/or microphone.
- Do not leave the room where you take the exam during the exam.
- Do not use any devices such as phones / tablets and smart watches.

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

Please click on the links below for more information on Sakai.

<https://odl-support.yasar.edu.tr/en/sakai-for-students/sisteme-nasil-giris-yapabilirim-2/>

<https://odl-support.yasar.edu.tr/en/sakai-for-students/cevrimici-sinava-baslamadan-once-nelere-dikkat-etmem-gerekir/>

<https://odl-support.yasar.edu.tr/en/sakai-for-students/sakai-ogrenme-ortaminda-bir-sinava-nasil-baslayabilirim/>

<https://odl-support.yasar.edu.tr/en/general-information/sakai-ogrenme-ortami-sinav-kurallari-ve-gereksinimleri/>