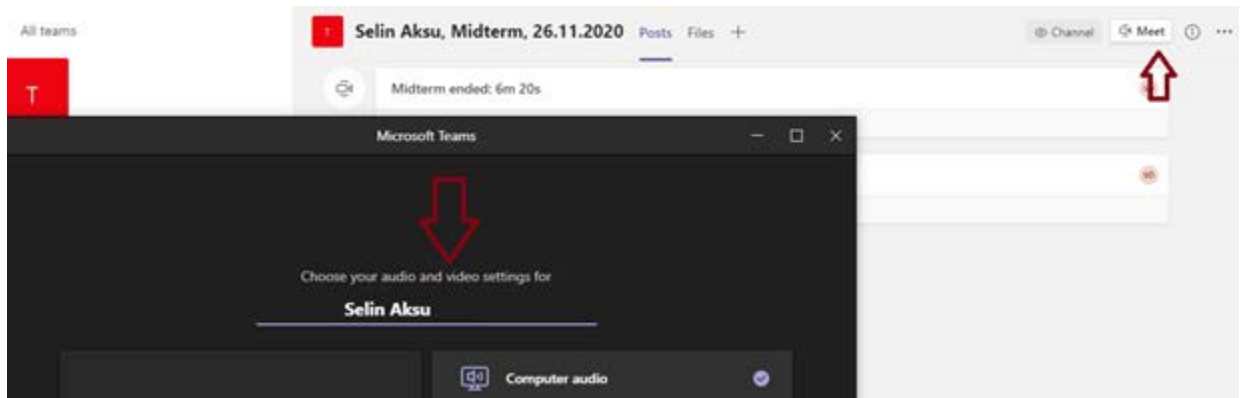
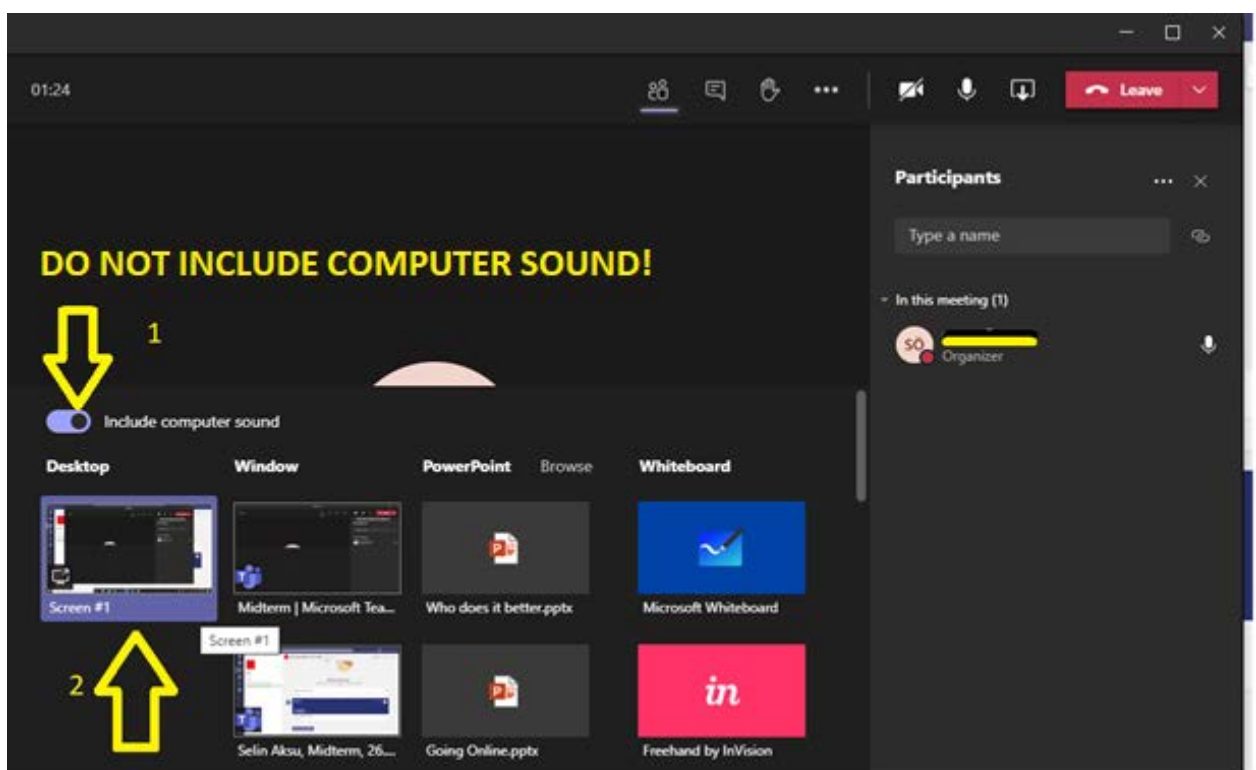
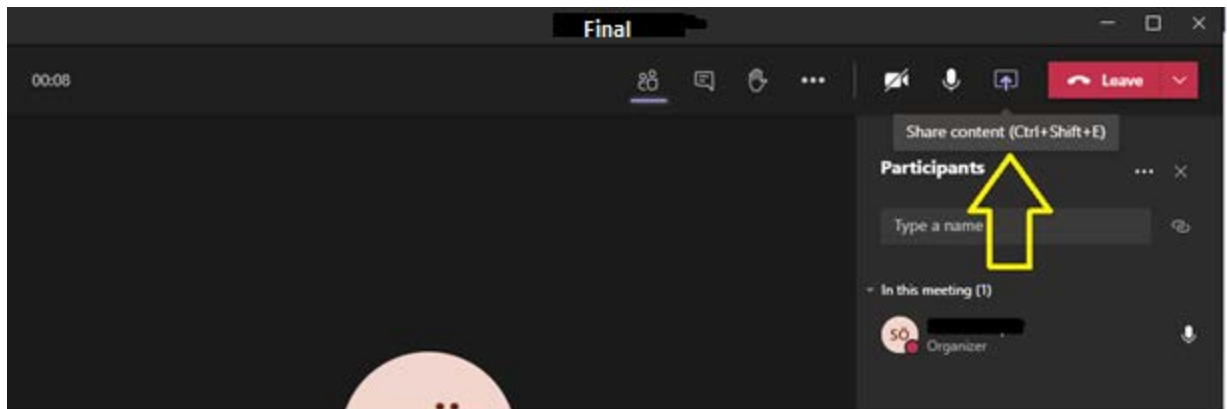


## Midterm & Final Guideline for Students

- 1) The exams are 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 and surname** 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 starts, 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 and to be able to see the questions and the text at the same time in reading section (If students use a word document, they should delete it permanently by using Shift + Delete buttons when the meeting is still in recording).

- 14) Students should not copy- paste their answers from another file as it may cause some unexpected problems in the system. They should use the answer boxes in SAKAI.
- 15) Students cannot use contractions (i.e. don't) in their answers. They also need to make sure that there is not an extra space between each word.
- 16) In the vocabulary section, which is the first section of the exam, students should write the letters to the blanks, not the words.
- 17) 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.
- 18) 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.
- 19) If students stop sharing their screens for any reason, it might be considered as a cheating attempt.

To get more information about screen-sharing, you can visit the following website.  
English: <https://support.microsoft.com/en-us/office/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8>
- 20) 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.
- 21) If you have any applications checking the language please deactivate them. Otherwise, it will be treated as cheating.
- 22) Your exam will be cancelled if you get help from any source.
- 23) If you show any suspicious behavior during the exam, your exam will be examined and it may be cancelled.
- 24) After students submit their answers for grading, they need to inform the proctor and stop both the recording and the meeting.
- 25) Students have to have a recording of their exam in Microsoft Teams. Otherwise, they will get zero from the exam. These students will not have a second chance for the exam.
- 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 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. If a student does not have a meeting recording, they will get zero. These students will not have a second chance to take the exam.
- Students can use a new Microsoft Word document to take notes in the writing section and to be able to read better in reading section. If students use a Microsoft Word document, they have to delete it permanently by using “Shift + Delete” buttons.
- 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.

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