

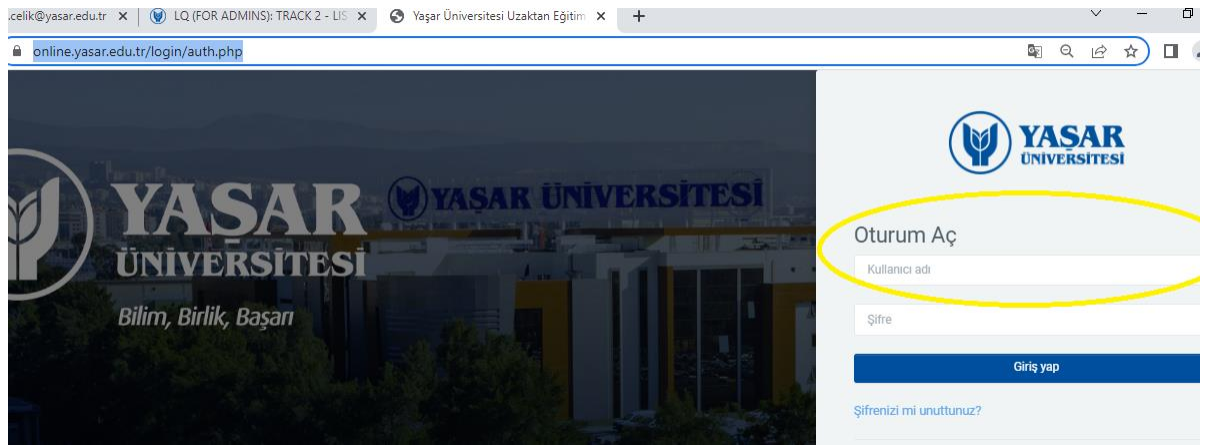
## Listening Quiz Guideline for Students

- 1) The listening quiz is going to take place online on Moodle and Microsoft Teams.
- 2) You are supposed to access Moodle system at the scheduled date and time by clicking this link <https://online.yasar.edu.tr/login/auth.php> . Students need to enter their YASAR IDs and passwords in the system. Please check if your username and password works before the exam day.

User ID: student number

Password: OBS password

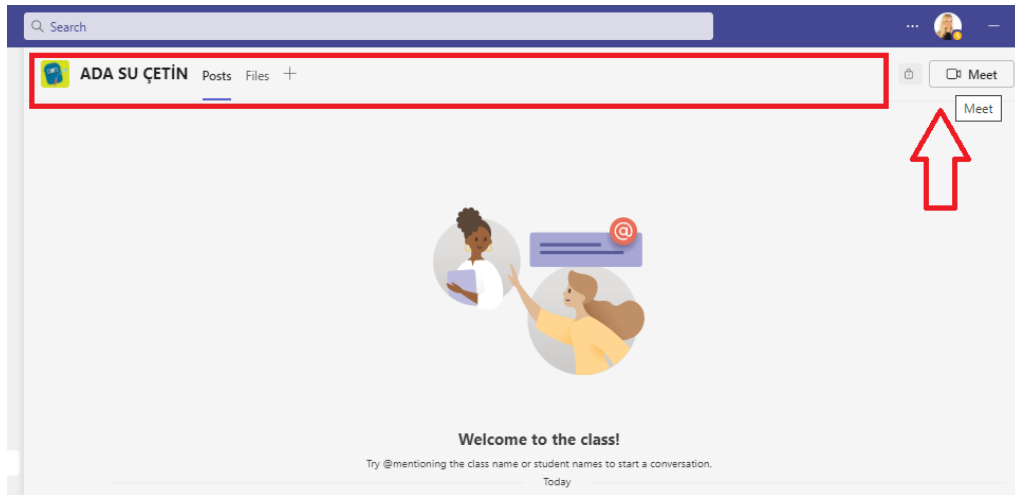
**\* Please log in with your student number, NOT with your email address.**



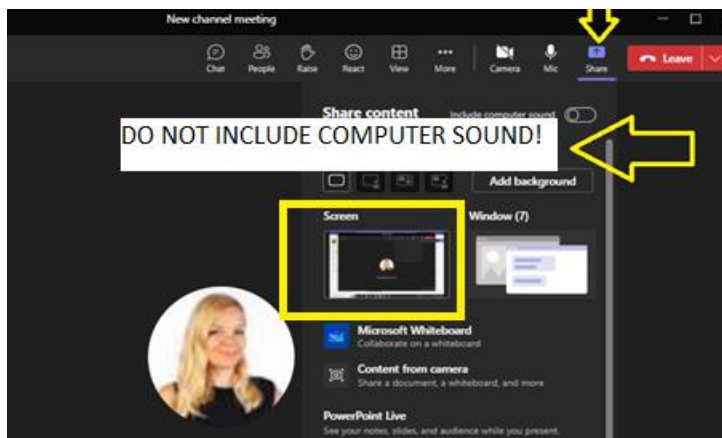
(If you have a trouble logging into the system, you can send an e-mail to [helpdesk@yasar.edu.tr](mailto:helpdesk@yasar.edu.tr) )

- 3) Students must take the listening quiz on a computer. (As the operating systems of devices such as tablets and mobile phones do not support the online.yasar platform, students may only enter the system with a computer.)
- 4) Students must sign the Consent Form before taking the exam. The link is below.  
<https://forms.office.com/r/WWZPA8FzrW>
- 5) Being in the closest area to your wireless internet connection is suggested. This can prevent possible connection problems that you may experience during the exam.
- 6) Students are required to use the desktop application of Microsoft Teams (**It is compulsory to use the application** because there is a screen sharing problem when entered from the internet browser).
- 7) 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.

- 8) Students must 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 in their own channels.**



- 10) Students are expected to wait for their instructors to join the meeting. **The instructor is going to start the recording not the student.**
- 11) If the students start the meeting late on their private channels and because of that if the instructor cannot start the recording before the exam time, 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. The student should then click on SHARE CONTENT from the SHARE section.



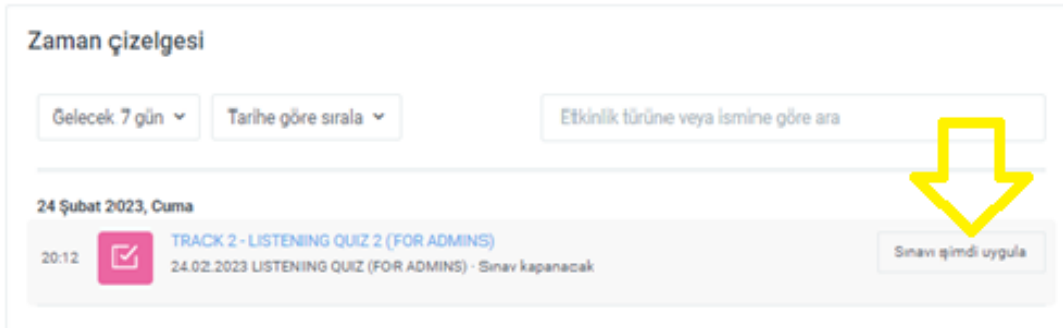
If you need more information on screen sharing, please visit the following website:

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

\*If you are using a **MAC**, use the same link for screen sharing.

- 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 Moodle tab. On your desktop, there should be only Microsoft Teams, Word Document and Audio Player application. If you open any other applications or websites, it will be treated as cheating.
- 17) Please do not press **previous / next buttons** in your web browser during the quiz.
- 18) The exam will appear on the main page at the relevant time. You can find information about the exam end time and duration in this page. Click the “**Attempt Quiz Now**” button to start the exam.

Hoş geldin, Sinem! 🙌



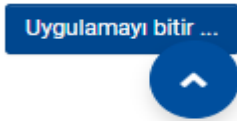
The screenshot shows a Moodle calendar interface titled "Zaman çizelgesi". It features a search bar with the text "Etkinlik türüne veya ismine göre ara". Below the search bar, the date "24 Şubat 2023, Cuma" is displayed. A list of events is shown, with one event highlighted: "20:12 [checkmark icon] TRACK 2 - LISTENING QUIZ 2 (FOR ADMINS) 24.02.2023 LISTENING QUIZ (FOR ADMINS) - Sınav kapanacak". A yellow arrow points to a button labeled "Sınav şimdi uygula" (Apply exam now) next to the highlighted event.

- 19) Once you start the exam, press PLAY button to run the audio file.



**IMPORTANT:** It is **not** recommended to wind forward or rewind the recording. The listening quiz is prepared by taking the exam duration into consideration. Any kind of interference in the recording might cause you not to be able to finish the quiz on time.

20) When you finish the quiz, press the button “**Finish attempt**” before time ends. Please make sure that you also press “**Submit all and finish**”, which is highly important to submit your test for assessment.



21) Make sure to click once more on the “**Submit all and finish**” statement on the Confirmation Page.

22) If you get disconnected from the internet, your answers will be saved automatically. You will be able to continue where you left off after you fix your internet connection.

23) If you have any applications checking the language, please deactivate them. Otherwise, it will be treated as cheating.

24) Your exam will be cancelled if you get help from any source (dictionary, spellcheck or any other person).

25) If you show any suspicious behavior during the exam, your exam will be examined and it may be cancelled.

26) After students submit their answers, they may leave their meeting in Teams.

27) The quiz of the students who do not have a meeting record in the Microsoft Teams will not be taken into consideration. These students will not be given a second chance.

28) If you have any technical issues, please take a video of it.

29) If you end up having a technical problem that stops you from completing the quiz, you should take a video of your computer screen with time and date included. Send the video to [merve.celik@yasar.edu.tr](mailto:merve.celik@yasar.edu.tr) or [aysenur.ozdemir@yasar.edu.tr](mailto:aysenur.ozdemir@yasar.edu.tr) within an hour at the latest after the quiz ends. If you send your video later than an hour, it won't be taken into consideration.

## **EXAM RULES**

- Students who do not have a camera and/or microphone cannot take the exam.
- Students must be present in their private channels where the exam will take place **30 minutes before the exam starts. For the morning group it is 09:30, for afternoon groups 14:45 sharp.**
- Students should start a meeting 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. These students will not be given a second exam chance.
- Students can use a new Microsoft Word document to take notes. If students use a Microsoft Word document, they have to delete it permanently by using “Shift + Delete” buttons.
- For the Listening quiz students may use headphones.
- 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.**

Best of luck.

**Testing and Assessment Office**