Dear students,

SOFL1101 SPRING 2022-23 MIDTERM EXAM will be conducted on *Moodle* on 24 March, 2023 at 19:00-19:40. You may access *Moodle* by using your STUDENT NUMBER and YASAR ID PASSWORD. The link to *Moodle* is below:

https://online.yasar.edu.tr/login/auth.php

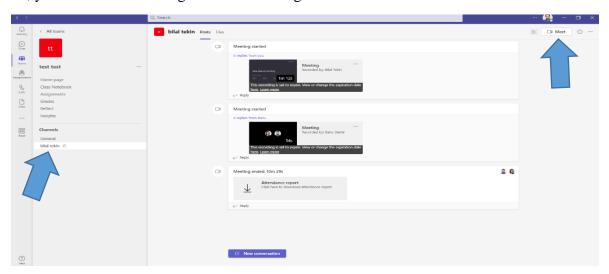
MS TEAMS INSTRUCTIONS BEFORE THE EXAM

We would like to remind you that you will be proctored through MS Teams during the exam.

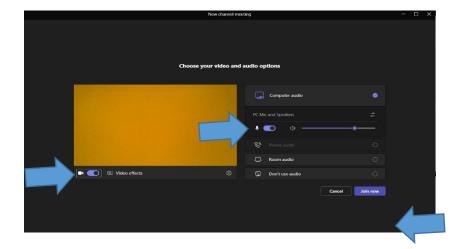
You will be added to private channels in your own classes by your class teachers before the exam.

First, you will go to the private channels created in your own name.

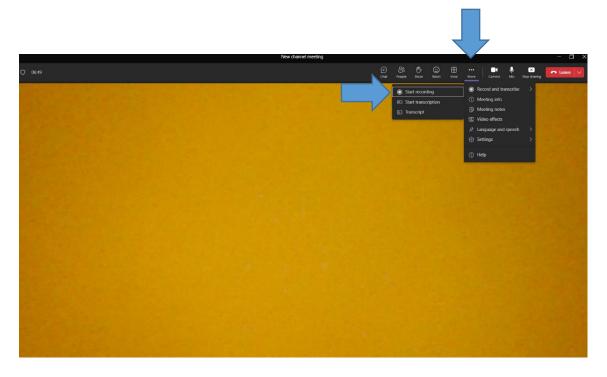
Then, you will start a meeting and the recording on MS Teams.



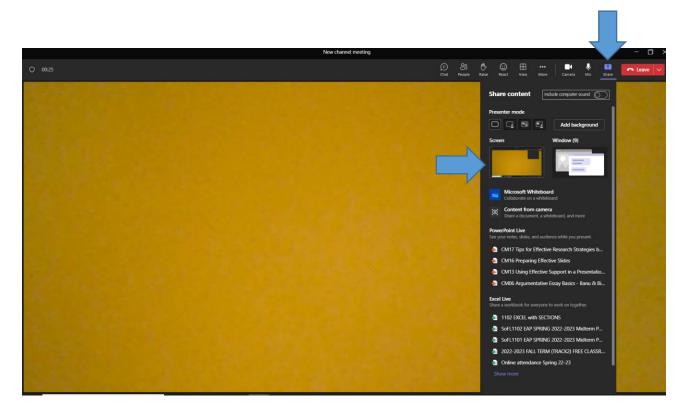
Once you click **MEET**, turn on the video and microphone and click on **JOIN NOW**.



To start the recording, you must click on the \mathbf{THREE} \mathbf{DOTS} , and then click on \mathbf{START} $\mathbf{RECORDING}$.



Then, you must click on **SHARE** and select the **SCREEN** option as in the photo below.



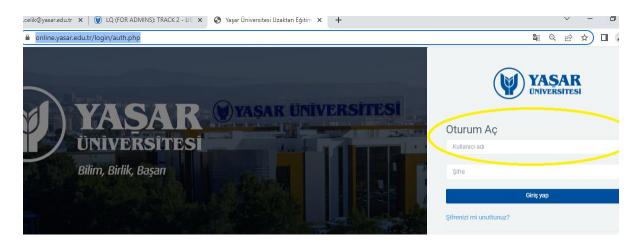
MOODLE INSTRUCTIONS (https://online.yasar.edu.tr/login/auth.php)

Please read the instructions below carefully.

1) It is strongly recommended to log in to *online.yasar.edu.tr* a day before the exam to make sure you do not have any technical problems.

User ID: Student Number Password: Yasar ID Password

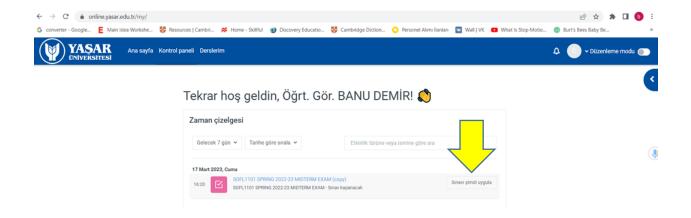
* Please log in with your student number, NOT with your email address.



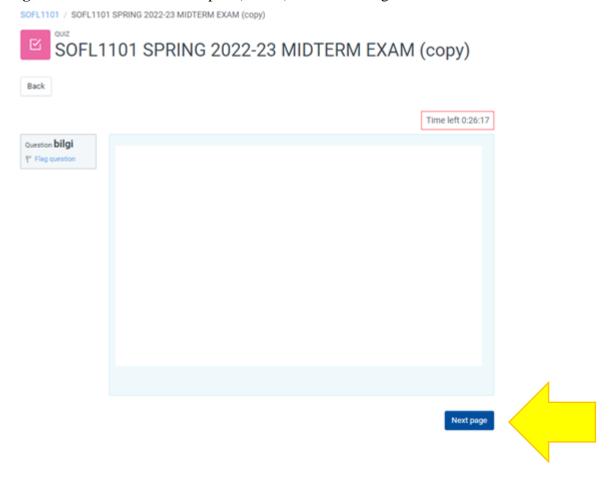
* Please note that the 2022-23 Spring Semester SoFL 1101 midterm exam will be taken in the section of the course you are registered in.

(If you have problems with logging in to the system, send an e-mail to helpdesk@yasar.edu.tr.)

- 2) It is important to take the exam on a computer. (The operating systems on devices such as tablets or smartphones do not support the website *online.yasar.*edu.tr)
- 3) It is recommended to use the latest version of Google Chrome as your web browser.
- 4) Keeping your computer near your internet provider might prevent your connection problems that you possibly experience during the exam.
- 5) Please **do not click on** previous / next buttons in your web browser during the exam.
- 6) The exam will appear on the home page at the scheduled date and time (24 March, 2023 at 19:00-19:40). You will also get the information on the exam duration on the same page. You must click on "attempt quiz now" to start the exam as in the photo below.



7) After you start the exam, you will see the introduction page which gives you the overview of the lecture you will listen to. After you complete reading it, click on 'Next Page' to continue with the first part (Part A) of the listening exam.

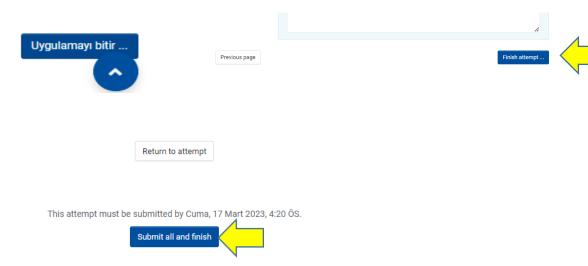


8) Then, click on **PLAY** to start the audio. Remember that the recording will automatically play twice.



IMPORTANT: You <u>MUST NOT</u> stop, go forward or rewind the recording. The listening exam is prepared by taking the exam duration into consideration. Any kind of interference might result in not completing the exam on time.

- 9) When you finish answering the questions in part A, click on 'Next Page' to continue with part B. You must start the recording by clicking on **PLAY** in each part of the exam. (This will be repeated in PART A, B, C and D).
- 10) The listening part of the exam ends with part D. However, you must click on 'Next Page' again and answer the writing question in part E.
- 11) When you finish the exam, click on "finish attempt". Please make sure that you also click on "submit all and finish", which is highly important to submit your test for assessment.



12) If you face internet connection problems, your answers will be saved automatically. You will be able to continue where you left off after you fix your internet connection. If you end up having a technical problem that stops you from completing the exam, you should take a screenshot of your computer screen with time and date included. Send the image to banu.demir@yasar.edu.tr, bilal.tekin@yasar.edu.tr or aylin.karpuzoglu@yasar.edu.tr within an hour at the latest after the exam ends.

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

Best of luck

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 their MS Teams Classes that they are registered 60 minutes before the exam.
- Students need to start a meeting in the channels which were created in their name & 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.
- 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.