

## BAHÇEŞEHİR UNIVERSITY ENGLISH PREPARATORY PROGRAM

### FREQUENTLY ASKED QUESTIONS ABOUT

### THE ENGLISH PLACEMENT AND ENGLISH PROFICIENCY EXAMINATIONS

#### 1. Which exams do I have to take in order to be exempt from the English Preparatory Program?

- The English Placement Examination
- **The English Proficiency Examination**

Examination	Date	Time	Mode
English Proficiency Examination	(Written) 22 October 2020 Thursday	10:00- 12:40	ONLINE
	(Speaking) 22 October 2020 Thursday	13:30- 17:30	ONLINE

#### 2. What do I need to know about the English Proficiency Examination?

- **Date:** 22 October 2020, Thursday (Written) and (Speaking)
- **Proceeding/Method:** Online
- **Time:**
  - **Written:** 22 October Thursday, between 10:00-12:40, ONLINE
  - **Speaking:** 22 October Thursday, in 10-minute time intervals (per student) between 13:30-17:30, on the basis of an ONLINE appointment system. You can find your Speaking Exam appointment time on the sub- link 'Announcements and News' of the website of Bahçeşehir University School of Foreign Languages, on 21 October 2020, Wednesday.  
<https://bau.edu.tr/blogs/en/5979-school-of-languages-blog>
- **Content:** The written exam consists of 45 multiple-choice questions to assess the students' grammar and reading comprehension skills; plus, a writing (a composition) section. The overall scoring of the English Proficiency Exam is out of 100, with the multiple-choice questions being assessed out of 45 points, the Writing section out of 15 points and the Speaking exam section out of 40 points.
- **Assessment:**
  - Students who achieve a score of 60 (sixty) points out of 100 (one hundred) will be exempt from English Preparatory Program.
  - Students who have achieved less than 60 points will start attending the English Preparatory Program as of 26 October, 2020.

- For students registered in the Department of English Language Teaching, the minimum passing grade is 80 (eighty) points out of 100 (one hundred).
- **For the results of the English Proficiency Exam:** You can learn the result of your English Proficiency Exam by clicking on the sub link “*Announcements and News*” on the website of the School of Foreign Languages, on 23 October, Friday.  
<https://bau.edu.tr/blogs/en/5979-school-of-languages-blog>
- **To see a sample of the English Proficiency Exam:** You can access the ‘Sample Exams’ sub link through the link “for Students” on the website of Bahçeşehir University School of Foreign Languages.  
<https://bau.edu.tr/content/3984-prep-school-sample-exams>

### 3. What technical infrastructures and platforms do I need to be able to take the English Placement and Proficiency Exams that will be administered ONLINE?

#### Technical infrastructures & Equipment

- **A Laptop or a desktop computer with the internet access.** You can take the exams on a mobile device such a smart phone or a tablet. However, since you are expected to be write a text in the written part of the Proficiency Exam, we highly recommend you use a laptop or a desktop computer.
- **A camera and a microphone.** You need to make sure that the **camera** and the **microphone** of your laptop or desktop computer is working.

#### Platforms and Applications

The Placement and the Proficiency exams will be administered on Microsoft Teams. In order for you to log on to Microsoft Teams, you need to have ***your student email username and password***. To have access to Microsoft Teams, you should follow the steps below:

- **STEP 1: Activate your SAP ( Student Information System) account.**  
You can activate your SAP account by using the information on the document you were given on the day you were registered to our university and by following the steps below.

#### **To log on to your SAP ( Student Information System) account**

- Go to <https://st.bau.edu.tr>.
- When the page opens, select the “Student” login tab.

- Write your username and SAP password as indicated on the student information document you were given upon your registration and click on “Login”.
- For security reasons, we highly recommend you change your password after your first login. Please take a note of your password in case you might forget it.
- When you change your SAP password, the password of your Microsoft Outlook 365 email account changes automatically.

**If you do not have your student information document, you need to get a new SAP password. In order to get a new SAP password,**

- Go to <https://st.bau.edu.tr>.
- When the page opens, select the “Student” login tab.
- Click on “Forgot Password” button.
- When the new page opens select “Student” as your User Group.
- Write your user name.

Example:

Name/Surname: Demo Ogrenci

Username: demo.ogrenci

- Write your student number.
- Write your date of birth.
- Click on the “Send Password” button.
- Your new SAP password is sent to your mobile phone as a short message in 5 minutes.
- After you receive your password, go to <https://st.bau.edu.tr> and follow the steps above so that you can log on to SAP.

**If you do not get a new SAP password to your mobile phone, you need to update your student contact information.**

To update your student contact information, send an e-mail to one of the following addresses.

BAU Student Affairs Office Registration Desk Personnel

Merve KAHRAMAN ([merve.kahraman@sa.bau.edu.tr](mailto:merve.kahraman@sa.bau.edu.tr))

Çağla YILDIRIM ([cagla.yildirim@sa.bau.edu.tr](mailto:cagla.yildirim@sa.bau.edu.tr))

Özge ÇAYLAK ([ozge.caylak@sa.bau.edu.tr](mailto:ozge.caylak@sa.bau.edu.tr))

Gamze AYKILIÇ ([gamze.aykilic@sa.bau.edu.tr](mailto:gamze.aykilic@sa.bau.edu.tr))

Zeliha ÖLMEZ ([zeliha.olmez@sa.bau.edu.tr](mailto:zeliha.olmez@sa.bau.edu.tr))

[Please click on the link to view the SAP GUIDELINES video.](#)


- **STEP 2: Activate your Microsoft Outlook 365 school email account.**

When you activate your SAP (Student Information System), you can log on to your Microsoft Outlook 365 account with your SAP password.

**Microsoft Outlook 365 Email Hesabı Girişi için**

- <https://bau.edu.tr/> adresine gidiniz.
- Click on the “Student” tab.
- Click on the “Email” tab.
- Click on the “Student” login tab.
- Write your student email address.
- Write your SAP password.
- Click on “Enter”.
- After you log on to your email account, you can download the “Office” application to your computer free.
- **STEP 3: Download the Microsoft Teams application, where the exam will be administered on to your computer and mobile device.**

**For Microsoft Teams login / download,**

- Select the “Microsoft Teams” application icon () either on the drop-down side-menu on the left or on the menu on the top left-hand corner.
- When the new page opens, download the desktop application of of “Teams” on to your computer.

**For Microsoft Teams Mobile App download,**

- Go to Google Play Store for your Anroid devices, and go to App Store for your IOS devices
- Download the app on to your mobile device.
- Log in with the log in credentials of your student email account.

- [Click here for Microsoft Outlook 365 Email Account & Microsoft Teams Guidelines video.](#)

- [Click here for the video on the Frequently Asked Questions about the Placement Exam.](#)
- [Click here to have access to all the relevant documents and videos in Microsoft OneDrive.](#)

## Visuals about the guidelines

### SAP (Student Information System) Guidelines

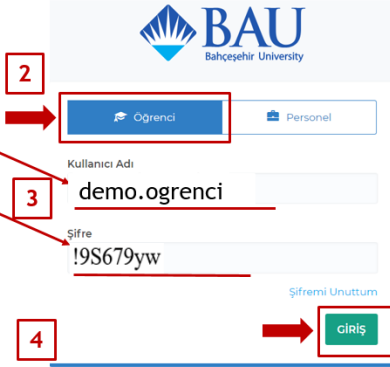
Adı Soyadı: DEMO OGRENCI  
Kullanıcı Adı: demo.ogrenci  
Parola: !9S679yw  
OİS Adresi: <http://panda.bau.edu.tr>  
SAP Fiori Adresi: <https://st.bau.edu.tr>  
Webmail Sistemi: <http://mailsupport.bahcesehir.edu.tr>  
E-posta (Office365): demo.ogrenci@bahcesehir.edu.tr

1 <https://st.bau.edu.tr>

2

3

4



### How to get a new SAP password

1 <https://st.bau.edu.tr>

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8

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### Check your mobile phone to get your new password:

10

11

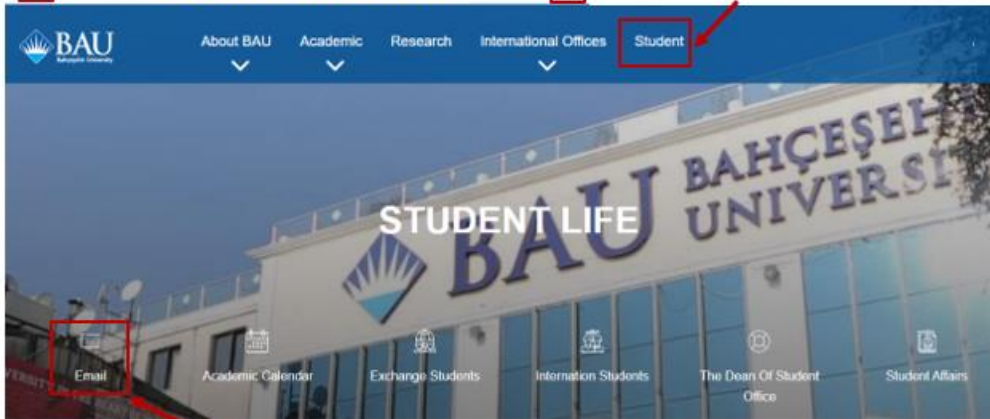
12

13

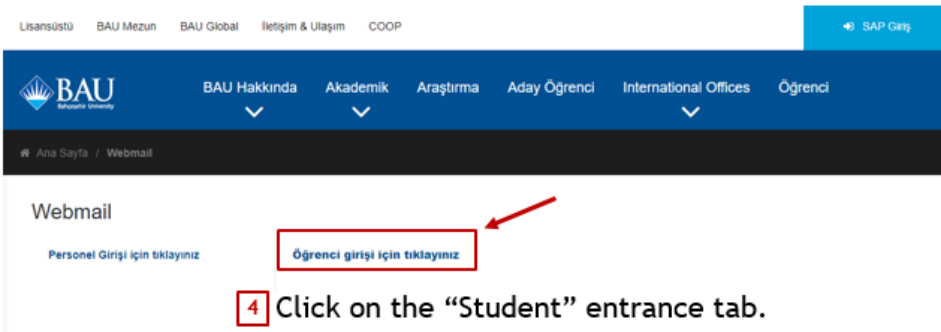


## Microsoft Outlook 365 Email Account Guidelines

- 1 Go to <https://bau.edu.tr/> 2 Click on the “Student” tab.



- 3 Click on the “Email” tab.



- 4 Click on the “Student” entrance tab.

Microsoft

demo.ogrenci@bahcesehir.edu.tr 5 Write your school email address.

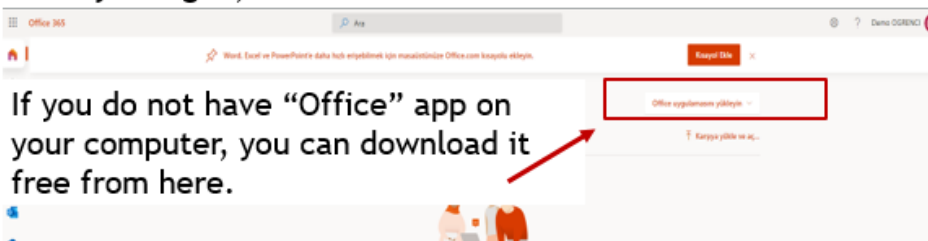
Enter password

\*\*\*\*\* 6 Write your SAP password.

[Forgotten my password](#)

Sign in 7 Click on “Sign in”.

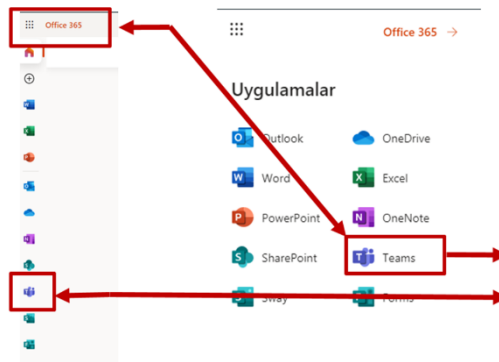
After you log in, ...



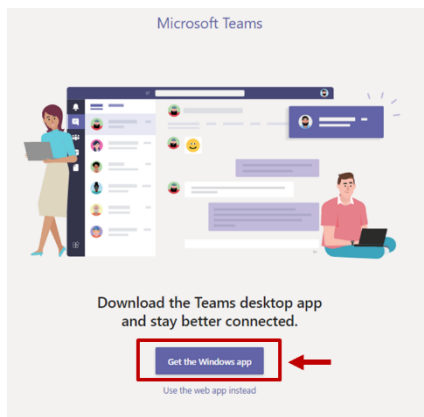
If you do not have “Office” app on your computer, you can download it free from here.

## Microsoft Teams Computer Login / Download Guidelines

After you log in, ...



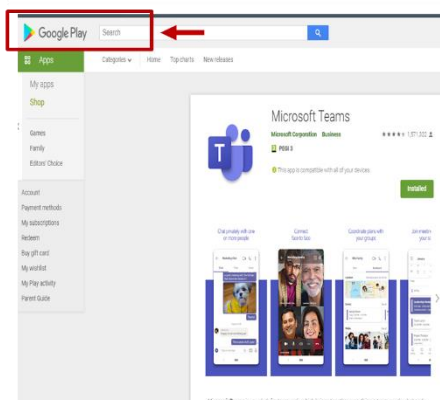
Click on the “Teams” app either on the menu on the top left hand corner or on the drop-down menu.



Download the “Teams” desktop app onto your computer.

## Microsoft Teams Mobile App Download Guidelines

For Andorid:



For IOS:

