

STEPS TO FOLLOW FOR THE PROFICIENCY EXAM

WRITTEN PART (22.10.2020)

| PART 1 | DURATION | SCORE |
|-----------------------------------|-----------------------|---------|
| Vocabulary&Use of English&Reading | 10:00-11:15- 75 mins. | 45 pts. |

1. Log onto Microsoft Teams using your school email.
2. Click on the TEAMS tab on the left and you will see your exam room.
3. Click on your EXAM ROOM. You will see an announcement. Click on the "join" tab under it to meet your teacher in the exam room.
4. Show your ID to the teacher.
5. **In the exam room**, wait for your teacher to send you the exam link through the chat box.
6. Click on the link in the CHATBOX AT EXACTLY 10:00. Your exam will open in a NEW TAB (If you do not have the permission to view the test, please make sure you are logged on to your school email on the browser you are using.)
7. Start doing the exam in this NEW TAB.
8. Write your "EXAM ROOM" in the box provided.
9. You have one attempt to complete the exam.
10. Your teacher will announce the "TIME LEFT" every 15 minutes. Keep your loudspeaker on to hear the announcement.
11. When you finish answering the questions, click on the SUBMIT button.
12. **DO NOT LEAVE EXAM PAGE BEFORE YOU SEE THE NOTIFICATION: "Thank you" "Your response was submitted"**
13. **NO EXTRA POINTS WILL BE DEDUCTED FOR 4 INCORRECT ANSWERS**

PLEASE GO TO THE NEXT PAGE FOR PART 2-WRITING

PART 2:

| | | |
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| WRITING | 11:30-12:40 70 mins. | 15 pts. |
|----------------|-----------------------------|----------------|

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4. Show your ID to the teacher.
5. **In the exam room**, wait for your teacher to send you the exam link through the chat box.
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7. Start doing the exam in this NEW TAB.
8. Write your “EXAM ROOM” in the box provided.
9. You have one attempt to complete the exam.
10. Your teacher will announce the “TIME LEFT” every 15 minutes. Keep your loudspeaker on to hear the announcement.
11. When you finish answering the questions, click on the SUBMIT button.
12. **DO NOT LEAVE EXAM PAGE BEFORE YOU SEE THE NOTIFICATION: “Thank you” “Your response was submitted”**

PLEASE GO TO THE NEXT PAGE FOR SPEAKING EXAM ON 07.10.2020

SPEAKING EXAM

1. Log onto Microsoft Teams using your school email.
2. Click on the TEAMS tab on the left and you will see your exam room.
3. Click on your EXAM ROOM.
4. Wait for your teacher to call you in your exam room.
5. When your teacher calls you, click on "ACCEPT" icon to accept the call.
6. Turn on your camera and microphone.
7. Show your ID to the teacher.

You will pick 2 questions from a list of speaking questions.

You can change one of the questions if you like.

You will have "20 seconds" thinking time.

You are expected to speak about 2 minutes for each question.

8. Choose a number from 2-67 and tell your teacher the number.
9. Your speaking question will appear on the screen.
10. Think about it for 20 seconds and answer the question.
11. Repeat steps 8-10 again.
12. When the teacher says "Your exam is finished", click on the red "LEAVE" icon at the top right corner of the page.