

Dear Students,
Below are the steps you need to follow before, during and after the EOM Exam.
Please read them carefully.
Good luck!

2022-2023 MODULE 4
ONLINE EOM EXAM STUDENTS' PROCEDURE

IMPORTANT NOTE:

If you have a medical condition, language barrier, or other extraordinary circumstances that may affect your exam, please send an e-mail to info@sfl.bau.edu.tr

BEFORE THE EXAM:

1. Prepare your technical equipment:

- Please check out your computer before the exam.
- Make sure your camera is working.
- Log on to Microsoft Teams and go to your class.
- Once you join the meeting/lesson in your Microsoft Teams class, **turn on your camera.**

MAKE SURE YOU HAVE YOUR CAMERA ON DURING THE EXAM.

- Ensure you will have a **stable, uninterrupted Internet connection** for the exam as well as a functioning keyboard and mouse.
- Make sure your device such as your laptop is **fully charged** and has **enough backup** time during the exam.
- Do not use your mobile phone** in the **written part** of the exam because you may **not view** all the **questions clearly.**
- Find a good spot to take the test:**
 - Make sure you have turned off all distractions - TV, phone, social media, and all notifications. If you have a wireless connection, please be close to the modem to improve your connection speed.
- Go over the exam procedure:**
 - Read the exam procedure carefully one more time before the exam starts.
 - Watch the EOM Video guide before you take the exam.**

2. Technical problems with the exam:

- If you encounter any difficulties in accessing or navigating the exam,
- If electricity goes out during the exam, or
- If there is a disconnection of the Internet and you cannot log in again despite several attempts,

THEN send an e-mail to info@sfl.bau.edu.tr

Explain the problem **briefly** (in English or Turkish). Add your **name, surname** and student **ID number**.

3. Being late:

If you are late, you can take the test, but you will **not** be given any extra time.

4. There are five parts in the exam

- PART I - READING / USE OF ENGLISH / VOCABULARY
- PART II - WHILE-LISTENING
- PART III- NOTE-TAKING LISTENING
- PART IV-WRITING
- PART V-SPEAKING

STARTING AND SUBMITTING THE FIRST PART OF THE EXAM:

5. Please make sure:

- you are the only Internet user at home during the exam.
- you plug out all other electronic devices that are connected to the Internet.
- you are ready to go online at **08:30**.

6. Log onto ITSLEARNING.

- Click on the **COURSES**.
- Then, click on **BAU PREP ONLINE TEST CENTRE_MODULE 4 (22-23)** course.
- You can also see the **BAU PREP ONLINE TEST CENTRE_MODULE 4 (22-23)** on your course list by clicking on the “Courses” tab first and the “All courses” tab next.
- On **BAU PREP ONLINE TEST CENTRE HOME PAGE**, find your class code and click on **your** class link at **09:00**.

DO NOT CLICK ON THE CLASS LINK BEFORE 09:00.

IF YOU CLICK EARLY, YOU CANNOT SEE THE TEST.

- Your test room opens automatically.
- When you enter the test room, you will see **PART 1** of the EOM exam. This part consists of Reading, Use of English, Vocabulary.
- Make sure that you fill in the BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES ONLINE EXAM RULES AGREEMENT before you start answering your questions.
- Once you start the exam,**
 - DO NOT refresh your browser,**
 - DO NOT use browser buttons, or**
 - DO NOT navigate away from the exam screen until the exam has been submitted.**
- You have **two attempts** to complete this part.

- If you **lose connection** at some point, you can **log in and enter** the system **again**. But you will **not** be given **extra time**.

AT THE END OF THE FIRST PART (PART 1)

When you finish answering Reading/Use of English, Vocabulary questions in the first part:

- Click** on the **complete test** button before the deadline.
- If you **submit after the deadline**, your **answers will not be recorded**.
- When you **click on the complete test** button, you **cannot return** to check your answers.
- If you finish early, you can submit your exam and **close the exam tab** on your browser.
- If you finish early, inform your teacher that you have submitted your test. Your teacher will check your submission.
- PART 2** Please **click** on your **class link again** at the exact time. In this part, your teacher is going to play the While-Listening audio. While you listen, you will answer the multiple-choice questions on Itslearning.
- Click** on the **complete test** button before the deadline.
- If you **submit after the deadline**, your **answers will not be recorded**.
- PART 3 (B Levels):** Please get your paper and pen/pencil ready before the Note Taking part of the exam. You will take your notes on a piece of paper. Your teacher is going to share the Note-taking headings on his/her screen via Teams. You will have 5 minutes to write down the headings on your papers. Then your teacher is going to play the Note-taking audio. While you listen, take notes on your paper.
- Please **click** on your **class link again** to answer the Note-Taking Questions using your notes.
- Click** on the **complete test button** before the deadline and **close the exam tab** on your browser.
- If you **submit after** the deadline, your answers will **not be recorded**.
- Keep track of your time:**
Do not forget to check the time during the exam. You can set a watch or clock alert 10 minutes before the deadline.
- Do not stay** on one question **too long** and always **check the time**.

YOU WILL HAVE A 20-MINUTE BREAK BEFORE THE WRITING SECTION STARTS.

STARTING AND SUBMITTING THE PART 4 OF THE EXAM:

- In **PART 4**, you will take the writing section of the EOM Exam.

AT THE END OF PART 4 (THE WRITING SECTION):

- Click on the complete test button before the deadline.
- If you submit after the deadline, your answers will not be recorded.
- When you click on the **complete test button**, you **cannot return** to check your answers.
- If you finish early, you can submit your exam and log out.
- Please write your paragraph/essay on the space provided to answer the writing question on Itslearning and NOT on a word document because if you write your paragraph/essay on a Word Document, you CANNOT copy and paste the paragraph/essay on the space provided on Itslearning. The system will not accept your answer, and you will lose an attempt.**
- Keep track of your time:**
Do not forget to **check the time** during the exam. You can set a watch or clock alert 10 minutes before the deadline.

PART V: SPEAKING

- It starts at **13:30**.
- Please check out your computer before the exam. **Make sure your camera and microphone are working.**
- Ensure you have a stable, uninterrupted internet connection.
- You can **use your mobile phone** for the **speaking exam**.
- Make sure your image is **clearly seen** by the teacher. Centre your head with the frame and face the camera.
- Your appointment times will be **announced on the BAU website**.
- Be ready** in your classroom in Microsoft Teams 10 minutes before your appointment time.
- Your teacher is going to **call you** at the appointed time.
- If you are **late**, you will be interviewed **at the end of the speaking exam**.
- You will answer **TWO** questions, and you should speak around 1,5 min. You can **change ONLY one** of the questions. You will have 20 seconds of thinking time before answering your questions.
- Your speaking exam **will be recorded** for administrative purposes. Please follow an appropriate dress code.