

**İSTANBUL BEYKENT UNIVERSITY**  
**DIRECTORATE OF THE SCHOOL OF FOREIGN LANGUAGES**  
**INFORMATION ON MEASURES TO SAFEGUARD ONLINE ASSESSMENT AND**  
**EXAMINATION GUIDELINES AND PROTOCOL (ERASMUS+)**

**Exam Rules for Students**

The examination which is administered in accordance with the following rules will be evaluated and considered valid.

1. Each student must join the Zoom meeting class **half an hour earlier** than the exam time. (**Zoom Meeting time is 08.30 for the morning group and 14:00 for the afternoon group.**) Every student will be paired up with another student and will be given the exact time they will take the exam, so it is important to join the Zoom meeting class on time.
2. It is strictly forbidden that any person other than the student responsible for the exam is present in the room where the exam takes place.
3. During the exam, you cannot leave your Zoom classes, you have to keep the camera on, and stay within sight of the camera.
4. If you try to have someone else sit for the exam or you sit for the exam for someone else during or after the exam, then your exam will be considered void and a disciplinary procedure will be initiated in compliance with Higher Education Institutions Student Disciplinary Regulations.
5. Students have to follow all the warnings and instructions of their exam invigilators beyond question. It is the students' responsibility to abide by all the safety warnings the invigilators give. Through reviewing the exam records, disciplinary proceedings may be initiated in compliance with the imperative provisions of the Student Disciplinary Regulations of Higher Education Institutions due to any reported violation of exam rules.

**Important Points to Pay Attention to during the Exam:**

1. During the exam the students are to remain logged into Zoom with their cameras on at all times.
2. The students must join the class/meeting by logging in with their first name, last name, and student number.
3. All students should be prepared to present their student ID cards during the examination. (If not present, Turkish Republic IDs or passports with photos must be shown to confirm their identity).
4. Students should take careful note of and confirm the exact time at which they are expected to join the speaking exam.
5. Students should re-join the zoom meeting two or three minutes prior to their scheduled exam time.
6. When the teacher is ready, the students will be accepted from the waiting room into the exam meeting. That's why you are expected to remain in the waiting room until the teacher has accepted you into the exam meeting.

**7.** During the exam, if you encounter a cut in your electric or internet service, or experience a malfunction with your personal device; firstly, you must reconnect to the Zoom meeting as soon as you can, and in a short manner, describe what has happened to the class teachers privately in the chat box.

**8.** Students are allowed to use headphones during the exam.