About the Exam:

1. All students who have applied for the Erasmus+ Mobility for Studies and Traineeships must take the online written exam to be held on 4 August 2021.

2. The online exam will be accessible for **150 minutes** but the exam duration (the time allowed for you to answer questions) will be limited to **120 minutes**.

3. The exam will be accessible from 9.30. You should enter the system at 09.30 **at the latest** so that your exam invigilator can take attendance and inform you about the exam rules. If you cannot see the button "**Attempt Quiz**" or "**Sınavı Şimdi Uygula**", it means the exam has not started yet. The button will be activated at the start time of the ecam. **No students will be admitted to the exam platform after 10.00.** Students who encounter any problems while **entering the system** or **taking the exam** can request support by clicking the on "Support Request" (Destek Talebi) on the login page at https://pusulasinav.beykent.edu.tr/giris.html.

4. The online exam will be accessible at https://pusulasinav.beykent.edu.tr/giris.html. You can log in to the system with the same username and password you use to access the student information system (OBS - Proliz). Additionally, you have to keep your cameras on throughout the exam on **Zoom**. You will be directed to Zoom at https://pusulasinav.beykent.edu.tr/giris.html. The exam will be recorded. Once you have logged in, you have to keep your camera on, and stay within the camera view throughout the exam. Students who have to quit the exam due to technical problems must first log in to their Zoom accounts again via the link sent to their school e-mail addresses. **Those who get the approval will be able to continue their exam.** The exam will be held on Zoom and Pusula simultaneously. Thus, if students continue their exams on Pusula when they have technical problems on Zoom, their exams will be invalid.

5. While being directed to Zoom, please make sure that you have written your name and surname correctly. Students who do not have an ID card with a photograph will not be admitted to the exam session.

6. A "mock-up" exam covering all types of questions used in the exam will be accessible at https://www.beykent.edu.tr/docs/default-source/uluslararası/erasmus-placement-test-2018-booklet-abc46517d387f4e488e0ef0005595a3aa.pdf?sfvrsn=5fa80da4_4.

During the Exam:

Only the exams administered under the following rules will be evaluated and considered valid:

1. The physical space where the student takes the exam must be a quiet indoor space where nobody except the student is present. The room should be well-lit so that your face and movements can easily be detected by the camera. No background effect is allowed. Nobody or no pets should be allowed in the room where the exam takes place.

2. Before the exam, you must close all the applications except for the browser you use to access the exam, and must not switch between browsers during the exam.

3. You have to keep your camera on and stay within the camera view throughout the exam. During the exam, you should avoid, as much as possible, looking away from the monitor you use for the exam.

4. You cannot leave the system within the first 20 minutes of the exam. Exams of those students who quit the system at their own will during this 20-minute period will be considered invalid.

5. It is forbidden to take a screenshot or record the screen during the exam.

6. You can start the exam **only once**. If you experience a technical problem such as internet and/or power cuts, or device-related problems, you should first log in to the Zoom class again until the exam end time. If the relevant approval is given, you can continue the exam for the remaining time. The exam will be continuing during this period. All the actions (successful or failed logins and their reasons, device information, IP addresses, scrolling through the pages and the questions, marked answers, etc.) by the users accessing the system will be logged.

7. You will see a countdown on the screen throughout the exam. You will not be allowed to go back to the question(s) you answer or leave unanswered.

8. **After you have completed answering the questions, you must click on the button** "**Finish Attempt**" (**Uygulamayı Bitir**) **and then the button** "**Submit All and Finish**" (**Tümünü Gönder ve Bitir**)". If you do not do this, you will not get a score for your exam. **After completing the exam, all students must write to the invigilator on the chatbox that they have finished the exam and will be leaving the Zoom class.**

9. During the exam or upon reviewing the exam records, if it is found that you have tried to "have someone else take the exam for you" or you "have taken the exam for someone else", then your exam will be considered invalid and a disciplinary procedure will be initiated as per the Higher Education Institutions Disciplinary Regulations for Students.

10. You must have your student ID or Turkish ID card ready to show the exam invigilator while he or she is taking attendance before the exam starts. Invigilators will use the chat box to take attendance for the students who start the exam from 10.00 to 10.10 or enter the exam platform late due to technical problems considered valid by the Examination Coordination Office. Therefore, students entering the exam platform late should check the chat box before starting their exams so that invigilators can check

their IDs. Exams of students who do not have their ID cards and/or do not show their IDs when asked will be considered invalid.

11. During the exam, **<u>it is forbidden</u>** to use devices with wireless connection such as Bluetooth and/or **<u>headphones</u>**.

12. It is forbidden to ask your exam invigilator or other students questions, either verbally or in writing, throughout the exam session.

13. Students must follow all the warnings and instructions given by the invigilators on the chatbox or verbally. So, you should check the chatbox regularly during the exam.

14. Students must 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. Upon reviewing the exam records, including the video recordings, logs, and the exam reports written by invigilators, a disciplinary procedure may be initiated if necessary in accordance with the mandatory provisions of the Higher Education Institutions Disciplinary Regulations for Students due to any reported violation of the exam rules.