



BEYKENT UNIVERSITY  
PROJECT 2020-1-TR01-KA103-081281  
Erasmus+ Student Mobility for Studies and Traineeships

1. All students who have applied for the Erasmus+ Mobility for Studies and Traineeships must take the online written exam to be held on 23 June 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 as of 09.30. You should enter the system no later than 09.30 so that your exam invigilator can take attendance and inform you about the exam rules. After 10.00, no students will be admitted to the exam platform. Students who encounter a problem while entering the system can request support by clicking the section "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 as you use to access the student information system (OBS - Proliz). Additionally, you have to keep your cameras open on Microsoft Teams during the whole exam. You will be directed to Microsoft Teams at <https://pusulasinav.beykent.edu.tr/giris.html>. The exam will be recorded. Once you have logged in, you have to keep your camera open, and stay within sight of the camera throughout the exam.
5. While being directed to Microsoft Teams, please make sure that your name is written 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/uluslararasi/erasmus-placement-test-2018-booklet-abc46517d387f4e488e0ef0005595a3aa.pdf?sfvrsn=5fa80da4\\_4](https://www.beykent.edu.tr/docs/default-source/uluslararasi/erasmus-placement-test-2018-booklet-abc46517d387f4e488e0ef0005595a3aa.pdf?sfvrsn=5fa80da4_4).

### Exam Rules for Students

The examination which is 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-lighted so that your face and movements can easily be detected by the camera. No background effect is allowed. Nobody or 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 should not switch between browsers during the exam.



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3. You have to keep your camera on and stay within sight of the camera during the whole exam. During the exam, you should avoid looking away from the monitor on which the exam takes place as much as possible.
4. You cannot leave the system within the first 20 minutes of the exam. Exams of those students who leave the system during this period will be viewed as invalid.
5. You should not try to take a screenshot or record the screen during the exam.
6. If you encounter an unexpected problem, you can request support by clicking the section “Support Request” (Destek Talebi) on the login page at <https://pusulasinav.beykent.edu.tr/giris.html>. You must request support within 5 minutes.
7. If you experience a technical problem such as internet and/or power cuts, or device-related problems, you can log in to the system again until the exam end time, and continue your exam with the remaining time you have for the exam. The exam will be continuing during this time. All activities of the participants accessing the exam system are logged (successful and/or unsuccessful logins and their causes, device information, IP information, scrolling through pages and questions, marked answers, and so on).
8. After you have completed answering the questions, click on the button “**Uygulamayı Bitir**” (**Finish Attempt**) and then the button “**Tümünü Gönder ve Bitir**” (**Submit All Answers and Finish**)” and you need to follow the instructions in the warning. If you choose to ignore the warning anyway, then you will not get a score for your exam.
9. If you try to have someone else sit the exam for you or you sit the exam for someone else, then your exam will be considered void and a disciplinary procedure will be initiated in compliance with Higher Education Institutions Disciplinary Regulations for Students.
10. You must have your student ID or T.R. ID card at hand to show the exam invigilator during the attendance taking process before the exam starts. Exams of those students who do not have their ID cards at hand or show them when asked will be considered invalid.
11. During the exam, it is forbidden to use headphones and devices having wireless connection such as Bluetooth.
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 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, including the video recordings, logs and exam reports, a disciplinary procedure may be initiated when necessary in compliance with the mandatory provisions



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of the Higher Education Institutions Disciplinary Regulations for Students due to any reported violation of exam rules.

**Important Points to Note During the Exam**

1. All students have to keep their cameras on, and stay within sight of the camera during the whole exam.
2. If you cannot see the button “**Sınavı Şimdi Uygula**” or “**Attempt Quiz**”, it means that the exam has not started yet. This button will be active at the exam start time.
3. You can start the exam only once. You cannot restart the exam. However, in the event of a technical problem, you can continue the exam with the remaining time.
4. You can see the remaining time for your exam on the screen during the whole exam.
5. You cannot go back to the previous questions once you have answered or skipped them.
6. If you experience a technical problem such as internet and/or power cuts, or device-related problems, you can log in to the system again until the exam end time, and continue your exam with the remaining time you have for the exam.

**After completing the exam, all students must inform the invigilator that they’ve finished the exam and will be leaving the Microsoft Teams class.**