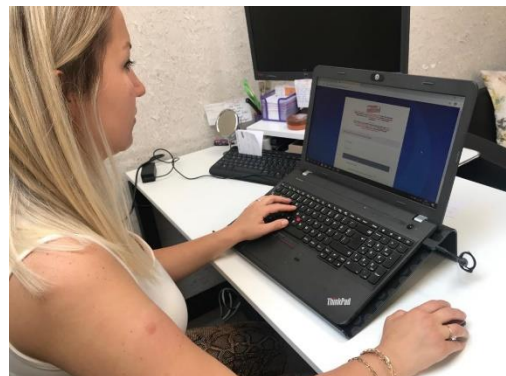**BEFORE THE EXAM DAY / PREPARATION**

- In order to take the EPE; you'll need 2 devices.
    1) One of them has to be a computer (Desktop or Laptop).
    2) The second one can be any device (i.e. computer, tablet, or a mobile phone) with a working camera and microphone.
- Both of them should have an internet connection.
- Before the exam day, you must:
    1) Visit: https://safeexambrowser.org/download_en.html on the computer that you're going to use on the actual exam day.
    2) Download and install the "Safe Exam Browser (SEB)" software on your computer.
    3) Use your second device (with the working camera and microphone) to download the Zoom Application from App Store (IOS Devices) or Play Store (Android Devices). Make sure you have the Zoom App installed and working properly.

ON THE EPE DAY / JOINING THE EXAM:

1) Place your computer on a desk and make sure there are none of the followings around you:
    o extra electronic devices (other than the 2 required to take the exam),
    o headsets / earphones (except for the listening part during which they are allowed),
    o any cables other than those for the chargers, keyboard and mouse,
    o any other people in the same room as you,
    o any blank or written materials incl. papers, notebooks, books and alike.
2) Turn on your computer.
3) Place your second device (with the working camera and microphone) at an angle that clearly shows you, your PC's screen and keyboard as well as your immediate surroundings. (See the photo for an example). Fix the device so it will stay stable and make sure both devices are connected to their chargers for the duration of the exam.

4) On your computer; open an internet browser (MS Edge / Google Chrome / Opera / Safari, etc.)

5) Go to this website: https://moodle2.tedu.edu.tr

6) Click on "2020S_AUGUST_MOCK_EPE" tab,

7) Check the "Safe Exam Browser Configuration Files" title,

8) Find and download the configuration file that matches the SEB version you had downloaded earlier.

   An easy way to understand which version of SEB is already installed on your computer is;

   ✓ SEB Win 2.4 is installed on Windows drive C: \ Program Files (x86) \ SafeExamBrowser
   ✓ SEB Win 3.0 is installed on Windows drive C: \ Program Files \ SafeExamBrowser
   ✓ SEB for Mac, please check the apple logo on the computer ☺

      o Determine the version you have installed and use the configuration file for that version.

9) Click on the SEB configuration file to start the Safe Exam Browser.

10) If you need to visit the restroom, this is the last moment you can do so; as once you join the exam session, you will not be allowed to leave the camera angle until the break / end of the session.

11) On your second device (with the working camera and microphone), open an internet browser (MS Edge / Google Chrome / Opera / Safari, etc.)

12) Go to this website: https://moodle2.tedu.edu.tr

13) Click on "2020S_AUGUST_MOCK_EPE" tab,

14) Click on "Zoom Sessions",

15) Find the section that you're assigned to and click on it in order to join the exam session. (If you don't remember your section, check the e-mail you had received from TEDU ELS earlier.)

16) When you click on the link, your device will prompt you to open the session on the Zoom app. Accept the prompt and allow the session to run on the Zoom app rather than the browser.

17) As you join the session, your device will ask you for Zoom to be able to access its camera and microphone. Make sure you allow the Zoom App to access your device's camera and microphone; or else you won't be allowed to take the exam. (Students who join the session without a working / enabled microphone or camera will be asked to leave the session and come back when they're ready.)

18) Once you've joined the session; you will be placed in a "Waiting Room" (i.e.: You won't enter the main exam room immediately). Check once again that you have made all of the above-mentioned preparations and wait patiently until your teachers admit you into the main exam session. This might take a while.

19) If you are unable to follow of the steps above, please visit "Help" session (which you can also find by clicking on the "Zoom Session").

20) When you are admitted to the main session, your teachers will carry out a series of security checks that will require you to:

   o Show them your student / Government ID (keep both of them readily available),

   o Show them around the room using the second device,

   o Show them your ears (except for the listening part when the headsets are allowed),

   o Show them your immediate environment is free from any exam-related materials.

21) Once your security check is over, you are ready for the exam. You now have to wait patiently until all of your classmates go through the same procedures. You CANNOT leave the camera angle anymore.

22) Once the security check is complete for the whole class, simply follow your teachers' instructions.

If you fail to connect to the Zoom session for any reason, please contact

https://remote.tedu.edu.tr/tr/remote/destek

Good luck,

TEDU ELS