



**ONLINE EPE PROCEDURES
FOR LISTENING & READING & WRITING PARTS
(applicable to all)**

THIS DOCUMENT LISTS THE RULES THAT YOU NEED TO FOLLOW IN LISTENING, READING, AND WRITING PARTS OF THE EXAM TAKING PLACE ON 24.06.2021.

Important Reminders for Students:

- You will need two devices:
 - One computer with SEB to connect to Moodle to take EPE. (i.e.: You **WON'T** be using your computer camera.)
 - A device with a working camera and microphone to be able to connect to Zoom
- You need to have Safe Exam Browser (SEB) installed on your computer and you need to know the SEB version installed on your computer (2.4, 2.4.1, 3.0, Mac) to be able to download the right configuration file for the exam.
- Note down your Moodle username and password.
- Have your TEDU Card or another ID on which your picture is identifiable (*driver's license, national/international ID card, e-Devlet document*) with you before you join the exam sessions. You need to show your studentship document retrieved from e-Devlet if you do not have your TEDU card. For international and master's students, one ID with a photograph is enough.
- Make sure that before the session starts, information regarding the Zoom sessions you will join is easily accessible on your computer, preferably on your desktop. You are going to take the exam in different Zoom sessions on Thursday and Friday.
- Make sure that your devices are connected to a charger.
- Make sure that you have your earphones available for the listening section (*if you need to use one*).
- Make sure that your telephone is on "**DO NOT DISTURB**" mode in order to prevent any incoming calls during the exam, otherwise you MAY BE DISCONNECTED from Zoom.
 - For Android, <https://support.google.com/android/answer/9069335?hl=en>
 - For IOS, <https://support.apple.com/en-us/HT204321>
- Follow your invigilators' instructions at all times.
- If you get disconnected from your Zoom session;
 - 1) Try to reconnect
 - 2) If the previous step does not work, visit remote.tedu.edu.tr
 - 3) If the previous steps do not work, take a screenshot/photo if possible and send an e-mail to els@tedu.edu.tr

You will need to contact remote.tedu.edu.tr if you cannot connect to Moodle and Zoom sessions.

Before the Exam:

1. Familiarize yourself with all the exam related documents which have been shared with you before.
2. Log on to **2021S_AUGUST_EPE** Moodle page via moodle2.tedu.edu.tr using your second device which you will use for its camera. Under "Zoom Sessions," join the Zoom session you belong to.
3. You have to wait in the Zoom "Waiting Room" until the invigilator admits you to the session. This might take some time. Please **DO NOT PANIC**. Here are the steps you will follow:



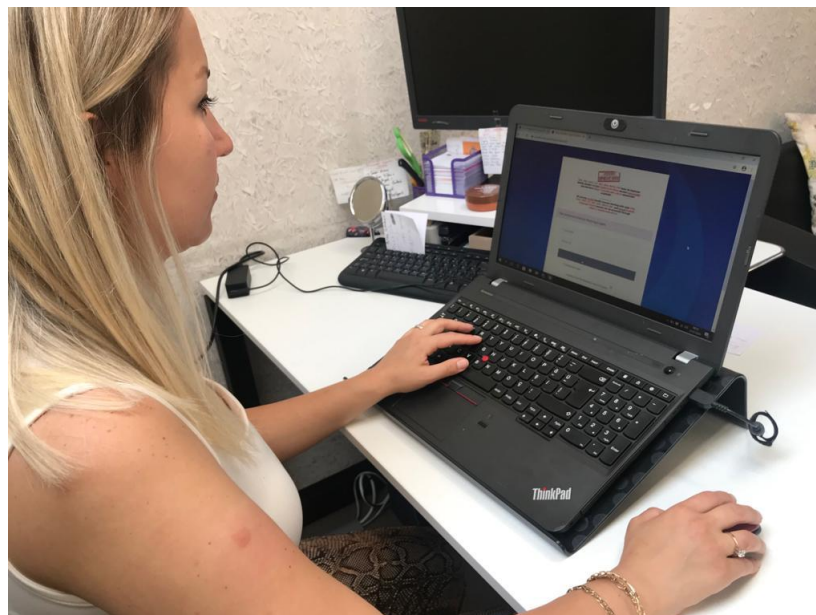
- You need to join the session with your full name. **DO NOT** Online EPE-related documents exclude your surname or use abbreviations.
 - You will show your ID to the camera properly so that you confirm your identity and after the exam is over, you may be identified while the recording is being reviewed if need be.
 - i. You are responsible for having your ID available during the exam.
 - The invigilator may ask you for another ID (*driver's license, national/international ID card, e-Devlet document*).
4. The invigilator will check your exam environment. You will use your camera to show around.
- You **ARE NOT ALLOWED** to take notes under any circumstances.
 - You are responsible for making necessary arrangements before the exam.
 - i. Remove books or any type of revision notes.
 - ii. Remove any unused devices from your room.
 - iii. Remove any unused cables, keyboard and mouse dongles (receivers).
 - iv. Make sure your screen, face and hands are visible to the invigilators.
 - v. Make sure that you are alone in the room.
 - vi. Make sure that your room is well-lit.
 - vii. Make sure that you are not using an extra keyboard.
5. Check if your camera and microphone work properly.
- Once you join the Zoom session, you must never turn your camera off.
 - Make sure you remain within the camera angle at all times during the exam.
 - Disable a virtual background if there is one.
6. You will see the following warning:
- ✓ **Your session is being recorded for the archiving purposes and if there are any unauthorized acts, ELS has the right to take action.**
 - Exchanging texts with others
 - Someone else taking over
 - Closing/minimizing exam window
 - Using an additional device for communicating with others
 - Enabling screen sharing via an HDMI cable or any other means
 - Using no device other than a mouse, keyboard, computer and phone charger
 - Making use of revision notes/wordlists and other relevant materials prepared beforehand.
 - **CONSEQUENCES OF SUCH ACTS:** After the recordings are examined, the student might get 0; if the incident is found to be a group act; everybody involved directly or indirectly might get 0 (zero) and be subject to disciplinary action.
 - ✓ **Your Zoom camera has to be turned on.**
 - ✓ **Your Zoom microphone has to stay unmuted during the session (except during the listening part).**
 - ✓ **Do not turn the volume of your device completely. It is your responsibility to adjust the volume of your device loud enough to be able to follow oral instructors of the invigilators.**
 - ✓ **Do not leave the camera angle.**
 - ✓ **If you have any questions during the exam, you should use the chat box.**
 - ✓ **If you fail to follow these rules, your exam may not be graded.**
 - ✓ **You are responsible for submitting your answers before the exam time ends. Otherwise, only the answers automatically saved will be graded.**
 - ✓ **Early finishers cannot leave the session.**
7. Log on to Moodle via moodle2.tedu.edu.tr using your regular browser and open "2021S_AUGUST_EPE" page.
8. Download the correct version of SEB configuration file and start it by double clicking.



9. Enter the password which you will learn in the Zoom session from your teacher and which you can see on your Moodle page to connect to Moodle using SEB.
10. You won't be able to see any exam content until the opening time of the exam. However, after your security check is over, please click on **TEST YOUR SEB CONFIGURATION** test to see whether you are using the correct configuration file for SEB. If you cannot see "**Attempt Quiz Now**" button and the page starting with "**Congratulations...**" it means that you have downloaded a wrong configuration file. Please quit SEB and retry. If it doesn't work, inform your invigilator and come to Zoom Help.
11. Once all classes are ready, your invigilator will ask you to check if the exam is visible on Moodle2. If you cannot see it, please refresh the page. If it doesn't work, inform the invigilator via Zoom and follow his/her instructions.
12. At this step, you can click on the link and only see the description page for the exam. You won't be able to see the "Attempt Quiz Now" button until the opening time of the exam (which is stated on the bottom of the description page).
13. Once it is the opening time of the exam, you can see the "**Attempt Quiz Now**" button by refreshing the page. If it doesn't appear, inform the invigilator via Zoom and follow his/her instructions.
14. **IT IS NOT TIME TO START YET.** You should just confirm that you can see the button. **You shouldn't click on the button until you get a start signal from your instructor.** If you click on the button before the invigilator instructs you to start the exam, you will be responsible for the time you lose, or any other consequences. When you click on the "Start Attempt" button, the timer starts to count down and you will lose time.
15. Only after you get a signal from your instructor, click on the "Start Attempt" button which will appear in a pop up box and start the exam. Once you click on the "Start Attempt" button, the timer starts to count down.

Please be informed that the listening recording will start automatically after you click on the "START ATTEMPT" button for the listening part of the exam.

16. After the exam starts, make sure:
 - You remain within the camera angle. Please see the picture below to achieve a similar camera angle with your device. You are strongly advised to work on placing your camera in the following position (horizontally) before you come to the session.

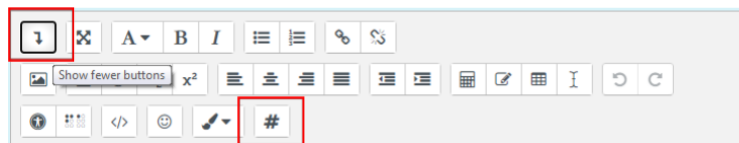




- You follow Zoom chat box regularly for possible warnings from the invigilator.
- You do not mute your microphone or turn your camera off.
- If you ignore the written warnings or fail to respond properly, you will receive a verbal warning.
- Once you are admitted to the exam session, you will be on SEB. You mustn't open any other pages on the device that you are going use during the exam.
- You do not leave the exam screen even if you finish and submit your answers early. You have to wait on the SEB screen until the end of the exam.

17. There is no toilet break during the exam, but there will be breaks between the sessions.

18. For the writing part, you can see the word count of your text by clicking on these buttons:



19. You **CANNOT** leave the session if you finish early.

20. Once the session is over, the invigilator will remind you:

- The session is over.
- The skill that will take place next. You are responsible for making necessary arrangements beforehand (eg: having headphones available for the listening section)
- You have to join the Zoom session to be able to take the next section of the EPE on time.