

**ONLINE EPE SPEAKING PROCEDURES FOR STUDENTS****Important Reminders for Students:**

- You will need **ONLY** one device with a working camera **and** a microphone to be able to take the speaking part of the exam.
- Make sure that your device is connected to a charger.
- Have your TEDU Card and another ID on which your picture is identifiable (*driver's license, national/international ID card, e-Devlet document*) with you.
- Make sure that before the session starts, information regarding the Zoom session you will join is easily accessible on your computer, preferably on your desktop.
- Make sure that you take off your earphones for the speaking session.
- Make sure that you are readily available in the exam waiting room at least five minutes before your exam starts (**five minutes before your allocated exam time**).
- If you fail to join the exam waiting room on time, wait for your instructor's instructions before you go to Zoom Help session.
- 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.
 - o For Android, <https://support.google.com/android/answer/9069335?hl=en>
 - o For IOS, <https://support.apple.com/en-us/HT204321>

- 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 LMS and Zoom sessions. If you experience any connection problems during the exam, you need to follow your instructor's instructions.

SPEAKING EXAM GROUND RULES AND PROCEDURES FOR STUDENTS

- You are responsible for checking Zoom chat box during the exam.
- You have to keep your camera on during the exam.
- You have to unmute your microphones during the exam.
- You may ask the instructor to restate or paraphrase the question, but **NOT TO** change it.
- Maximum two questions will be asked.
- The instructor will not interrupt even if you are off-topic and you will be graded accordingly.
- If you experience any technical problems, you have **to take a screenshot** and **inform** the invigilator through chat box.
 - o When you attend the Zoom HELP session during the exam,
 - Your camera has to be on the whole time. You are not allowed to turn the camera off until the problem is solved. The instructor in the Zoom HELP session will inform you if you need to go back to your main sessions. Please follow the instructions in the Zoom HELP session carefully.
 - Your microphones have to be unmuted the whole time.
 - You have to stay away from the keyboard. The invigilator in the Zoom HELP Session suggests some solutions to you.

**Procedures:**

1. This is an individual speaking task.
2. You have to be in the Zoom session and **wait in the waiting room** according to the time slots announced on LMS. Please do not be late. Try to join the Zoom session at least 5 minutes before your allocated exam time. If there is a technical problem, take the screen shot and inform your instructor.
3. The instructor admits each student one by one from the waiting room.
4. The instructor makes necessary announcements and arrangements. Please listen to the instructor and follow the announcements and/or warnings in Zoom chat box carefully.

The instructor reads the following instruction! Please listen to the instruction very carefully.

“Now, I am going to ask you a question. You have 1 minute to prepare for it and then you are expected to speak in minimum 2 and maximum 3 minutes. You may take notes as you prepare. Is it clear?”

5. The preparation time (1 minute) begins! You may take notes during that time. You **MUST NOT** write full sentences in your notes. If you are found to be reading the whole speech from your notes, you will be penalized.
6. When you finish answering the first question, the instructor moves on to the next question for which you won't be given any preparation time.
7. You may ask the instructor to restate or paraphrase the question, but **NOT** change it.
8. At the end of the allocated time, you will hear ***“Thank you, this is the end of your speaking exam, you may leave the Zoom session.”***
9. If you exceed the time limit, the instructor stops you by saying: ***“Thank you, your time is up and this is the end of your speaking exam, you may leave the Zoom session.”***
10. You **ARE NOT** allowed to leave the Zoom Session before the instructor tells you to do so.

Before the Exam:

1. Please, familiarize yourself with all the exam related documents which have been shared with you before.
2. You need to join the session with your full name. **DO NOT** exclude your surname or use abbreviations.
3. You have to wait in the Zoom “waiting room” until the invigilator admits you to the session. Here are the steps you will follow:
 - You will show your TEDU 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. 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 note paper is empty.
 - vii. Make sure that your room is well-lit.

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. ELS has the right to take action. If you are found to have committed or attempted to commit one (or more) of the actions listed below, and it is found out either during or after the exam is over, you may be subject to disciplinary investigation.**
 - 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
 - Using earphones during the exam

 - 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.**
- ✓ **You must stay away from the keyboard until the end of the assignment.**
- ✓ **It is your responsibility to adjust the volume of your device loud enough to be able to follow the verbal instructions of the invigilators.**
- ✓ **Do not leave the camera angle.**
- ✓ **If you fail to follow these rules, your exam may not be graded.**
- ✓ **You are responsible for following the procedures.**

7. After the exam starts, make sure that:
 - you remain within the camera angle.
 - you **don't** turn your camera off or mute your microphone.
 - you follow the invigilator's instructions.