



## EXAM PROCEDURES FOR STUDENTS

### Procedures for the Reading and Listening, and the Writing Sections:

1. The details of the exam (day, time, sections, task types etc...) will be shared with students on [els.tedu.edu.tr](http://els.tedu.edu.tr). Students are required to read the announcement(s) about the exam carefully.
2. Students should be ready in their classrooms **15 minutes** before the start of the exam at the latest.
3. Latecomers will **NOT** be allowed to the exam room.
4. Students are required to have their TEDU Card **OR** another ID on which their picture is identifiable (national / international ID card, driver's license, e-Devlet document, passport). When ID cards are being checked, students without IDs will **NOT** be accepted to the exam.
5. Students should **code the number on their TEDU or TURKISH ID card onto the optical form**.
6. The student number must be **right-aligned** and should be coded by **adding three zeros at the beginning**.
7. Students with old TEDU ID cards can code their national ID number (T.C.) onto the optical form as it is the same as their student number.
8. Students are **ONLY** allowed to have pencils (**no pens**), erasers, pencil sharpeners, a bottle of water, and some tissue paper on their desks. Students should **NOT** ask for these items from their friends or invigilator(s).
9. The invigilator(s) will collect all electronic devices before the start of the exam. Students need to turn off any electronic devices that they have before they hand them in to the invigilator(s). Cases where students do not turn off their devices or do not hand them in will be considered as an attempt at cheating. If a student is caught with a second electronic device on them, there will be a disciplinary investigation. **Please do not bring large electronic devices such as laptops, tablets, or over-ear headphones to the exam venue.**
10. In the first session, students will take the Listening and Reading part of the exam. After a short break, students will take the Writing part. The exam schedule in detail will be shared in the Announcements section on TEDU ELS webpage. **Students are responsible for checking and following the items in the schedule.**
11. The invigilator(s) will distribute optical forms at the beginning of the Listening and Reading section. Students need to follow the instructions carefully when they fill in the form.
12. The invigilator(s) will distribute question booklets at the beginning of the Listening and Reading section. When students receive the booklets, they should fill in the cover page of the booklet and check that all pages are printed. If there are any problems, they should inform the invigilator(s).
13. Students have to transfer all their answers to the optical form before the end of the exam. Students will be given extra time to transfer all their answers at the end of the Listening part ONLY. However, they will **NOT** be given extra time to transfer their answers for the Reading part. Only the answers that have been transferred to the optical form will be graded. Answers that have not been transferred to the optical form will **NOT** be graded.
14. Students have to wait for the instructions of the invigilator(s) to start the exam.



15. It is **NOT** allowed to ask any questions about exam content to the invigilator(s).
16. Students **CANNOT** leave the exam venue for any reason. In case of emergency, students should inform the invigilator(s), and follow the instructions given.
17. A written record will be kept of students who disregard the warnings of the invigilator(s) while attempting to cheat or aiding cheating. Disciplinary action will be taken about these students.
18. After the Listening and Reading part, there will be a short break before the Writing part begins. Students can collect their electronic devices during the break **BUT** they need to hand them in again at the end of the break.
19. Students may **NOT** leave during the Listening section and the last 15 minutes of the Reading part.
20. Students may **NOT** leave during the first and the last 15 minutes of the Writing part of the exam.
21. Students who are late for the Listening and Reading part of the exam **will ONLY be accepted after the first 45 minutes when the Listening part is over**. Such students are supposed to **fill in and sign the Late Arrival Form** stating that the student is late for the Listening part and have not taken that part of the exam. These documents will be provided by the corridor patrollers. Students who are **late more than 45 minutes for this part of the exam will NOT be accepted to the exam**.
22. Students who are late for the Writing section will **NOT** be accepted to the exam room.
23. Exam results will be announced on the ELS webpage. Instructors will **NOT** answer any questions related to exam results until they have been announced.

#### **Procedures for the Speaking Section:**

1. Students take the speaking section of the exam face-to-face on campus in the allocated classrooms at their allocated time slots. The list showing each student's time slot and exam venue will be shared with students via TEDU ELS Website. **Students are required to check the necessary information carefully.**
2. On the exam day, students are required to come to campus and **report to the Instructors at the relevant waiting area 5 minutes prior to their time slots for the exam**. Students should **NOT** arrive at the waiting area any earlier to avoid overcrowding while waiting and noise in the corridor.
3. The instructors at the waiting area will check student attendance through the attendance list before they direct them to their exam venues.
4. Students will have to report to the corridor patroller(s) before they are sent to their exam venues. **If they are late for their time slots MORE THAN TWO MINUTES, they will not be allowed to take the exam.** These students need to go to the ELS Administration, who will decide on the action to be taken.
5. In the Speaking Part of the exam, students **are also required** to provide an ID such as their TEDU Card **OR** another ID on which their picture is identifiable (national / international ID card, driver's license, e-Devlet document, and passport). Students who fail to provide the necessary ID card(s) will **NOT** be allowed to take the exam.
6. When students are admitted to the exam venue, they need to show their ID cards, sign the attendance sheet and **place all their electronic devices OFF on the desk if they have any with them.**



7. Students' performances are recorded on a voice recorder for archiving purposes.
8. The Speaking part of the exam is an individual task. Students take the exam individually facing two assessors. They are expected to answer one or two questions within a time limit.
9. They are given a preparation period **ONLY** for the first question, and at the end of this period, they are expected to answer the question. **Students may request to move on to the second (follow-up) question** if they:
  - a. have time remaining after they have answered the first question,
  - b. if they cannot answer the first question,
  - c. if they do not want to answer the first question and to skip to the follow-up question.
10. There is **NO** preparation time for the second question **EVEN IF** the student does not answer the first question and asks to move onto the follow-up question.
11. One of the assessors shows the question(s) to the student on a PPT slide. During the student's exam, the assessor keeps the time. In this part of the exam, students **are allowed to take notes only for the first question.**
12. Students **CANNOT ask the assessors** to change the speaking question(s) that they have been asked. They can **ONLY** ask the assessors to clarify an unknown word / any unknown words in the question(s), if any or they may **ONLY** ask to move onto the follow-up question if they cannot answer the first question.
13. Students are expected to follow the instructions of the assessors during the exam.
14. **Students are required to leave the corridor once their exam is over and they exit the exam venue.**
15. Exam results will be announced on TEDU PORTAL (for registered students) and ELS website (for non-registered students). Instructors will **NOT** answer any questions related to exam results until they have been announced.