ISTANBUL COMMERCE UNIVERSITY

2020-2021 ACADEMIC YEAR FALL TERM ENGLISH PREPARATORY PROGRAM ONLINE FINAL EXAM PROCEDURES AND PRINCIPLES

The English final exams of the 2020-20201 Academic Year Fall Term are going to be administered via distance education management system.

Exam procedures:

(1) The students are going to take the exam on the Open LMS, which is the distance education management system of the university, at the time and date announced by the English Preparatory Program Coordinatorship. Besides this, the students are going to go online for the online final exam using their own username, password and Zoom user link over Zoom platform for the digital invigilation purposes.

(2) After the students complete the Reading/Vocabulary/Grammar parts of the exam which consist of multiple choice questions with a total of 50 points, they are going to take the Listening part and the Writing part, each of which has a total score of 25 points. The students are going to take part in the Speaking exam, worth 25 points, on Blackboard Collaborate at the time interval assigned to them individually. While taking the speaking exam, the students must keep their cameras on.

(3) During the exam (in all departments) the students who are asked to share their screen by the instructor invigilating the class digitally, are supposed to share it by clicking on the "share" button that exists on their zoom link.

(4) The exams will be recorded.

(5) Throughout the exam and at all stages of the exam (during the Reading/Writing/ USE/ Speaking sections) the cameras have to be on. The exam will be deemed invalid if the student's camera is not on due to internet connection problems or any other technical issues. The students have the opportunity to take the exam on the same day in the computer laboratory of Küçükyalı campus if they ask to do so. The students who are willing to take the exam in Küçükyalı campus laboratory have to send an email to hazirlik@ticaret.edu.tr 3 days before the exam date.

(6) In case of a suspicious situation during the exam, by assessing the related situation, the exam will be invalidated by the lecturer observing the exam.

(7) Students who are stated to cheat or attempt to cheat in online exams will have their exam cancelled and these students are subject to disciplinary measures in accordance with the Higher Education Council Student Disciplinary Regulations.
Writing sections of students who copy from different sources or do not write their own sentences will not be evaluated.

(8) Students will be able to see each question and answer slots on separate pages / screens in the exam.
(9) On each student's question screen, the order and options of the questions will be random and mixed up.
(10) Once the question is on the screen, if one passes to the next question regardless answering it or not, the system will not allow to return to the previous question.
(11) During the exam, the duration till the end of the exam will be tracked visibly on the screen.
(12) In case students have to leave the exam regarding any reason, they will be able to log in the system once more within the announced time duration, and they will be able to continue the exam within the announced remaining time duration. Their logging out of the system will be automatically counted, and the exams of the students who log in more than twice and whose logging in the system takes more than two minutes will be cancelled.
(13) Students will have completed their exam at the end of the time period set for each part. If students complete the answers before the expiration of the exam period, they will be able to complete the exam by pressing the "submit all and finish" button. Pressing this button means that the final answers will be saved and the exam questions will no longer be answered.
(14) The students who take the English Preparatory Program Final Exam are deemed to accept all the principles stated above.