



## ONLINE EXAM PROCEDURES FOR STUDENTS

### Important Reminders for Students:

- You need to have a working computer with Windows or MACoS.
- You need to have the Safe Exam Browser (SEB) software installed on your computer in order to be able to take the exam.
- You need to know the SEB version installed on your computer (Windows: 2.4.1, 3.0.1; MAC: 2.2.2).
  - o To download compatible SEB versions, you can access [moodle2.tedu.edu.tr](https://moodle2.tedu.edu.tr/mod/url/view.php?id=94703) > “2021 February Erasmus Language Exam” > “SEB Download Links”.
  - o SEB 2.4.1: <https://moodle2.tedu.edu.tr/mod/url/view.php?id=94703>
  - o SEB 3.0: <https://moodle2.tedu.edu.tr/mod/url/view.php?id=94704>
  - o SEB MACoS 2.2.2: <https://moodle2.tedu.edu.tr/mod/url/view.php?id=94705>
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- You will need two devices: one with a working camera to be able to connect to Zoom, and a computer with SEB to connect to Moodle to take the EPL. (i.e.: **ONLY ONE** working camera is enough)
- Note down your Moodle username and password.
- 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 before you join the exam session.
- 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 your devices are connected to a charger.
- 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](https://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](mailto:els@tedu.edu.tr)

You will need to contact [remote.tedu.edu.tr](https://remote.tedu.edu.tr) if you cannot connect to Moodle and Zoom sessions.

### **Before the Exam:**

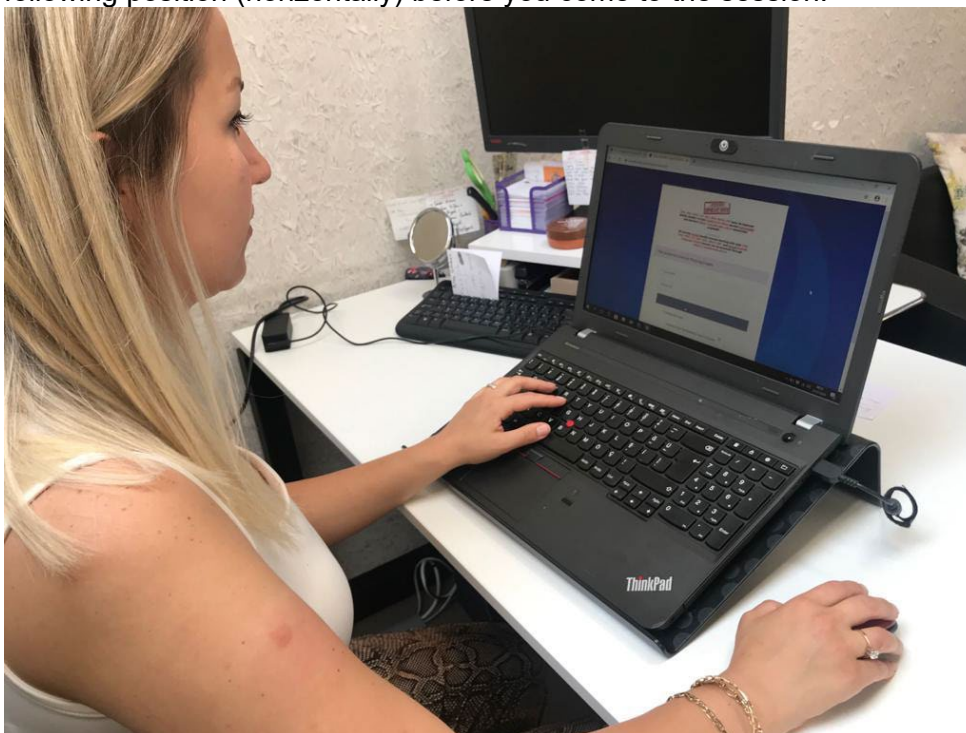
1. Familiarize yourself with all the exam related documents which have been shared with you before.
2. Log on to **2021 February Erasmus Language Exam** Moodle page via [moodle2.tedu.edu.tr](https://moodle2.tedu.edu.tr) using your second device which you will use for its camera.
3. You have to wait in 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** 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 them around.
  - You **ARE NOT ALLOWED** to take notes under any circumstances.
  - You are responsible for making necessary arrangements before the exam.
    - i. Remove books, any type of revision notes, empty papers, and notebooks.
    - ii. Remove any unused devices from your room.
    - iii. Remove any unused cables, keyboard and mouse dongles (receivers).
    - iv. Make sure the screen, mouse, and keyboard of your computer as well as your 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.
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.**
  - ✓ **Do not turn down 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 Zoom chat box to contact your teachers.**
  - ✓ **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 can leave the session, provided they first send a message to the invigilators via Zoom chat box.**
7. Log on to Moodle via [moodle2.tedu.edu.tr](https://moodle2.tedu.edu.tr) using your regular browser and open “**2021 February Erasmus Language Exam**” 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. 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.
11. IT IS NOT TIME TO START YET. At this point, 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. 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.
12. If you are unable to see “Attempt Quiz Now” button, quit SEB, and restart it with 2.4.1 configuration file and if it still does not work, try 3.0 configuration file. If you are still unable to see the “Attempt Quiz Now” button, inform the invigilator and quit your Zoom session and join **ZOOM HELP** session.
13. 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.

### **For Listening Section:**

- Mute your microphone. Once listening exam is over, unmute it.
- Once you start the listening exam, the recording will begin automatically. Make sure that you have adjusted the volume of your computer.
- You are allowed to use headphones during the listening exam. Once it is over, please take off your headphones. Please inform exam invigilator if you are using wireless headphones.



- 14.** There is no toilet break during the exam.
- 15.** You CAN leave the session if you finish early; on condition that you first send a message to the invigilator via Zoom chat box and you will not be able to rejoin the session or retake your attempt.