## <u>INSTRUCTIONS FOR THE ONLINE PROFICIENCY TEST</u>

This document is intended to help you understand how the online ISTEP will proceed. Please read the instructions below very carefully.

## BEFORE THE EXAM:

The exam will be held on the LMS system at 10:30 am on 04.09.2020.

For those who will take the exam at home, please check the class lists for the Zoom links and make sure you join the Zoom meeting at 10:30 am latest for ID checks and approval forms.

## ABOUT ZOOM:

- Make sure you attend Zoom with your FULL NAME.
- DO NOT mute yourself on Zoom. Your audio will be periodically checked by the hosts during the exam.
- Make sure your mobile phone is on THE FLIGHT MODE and wifiturned on.
- DO NOT STATE your problems on Zoom either by talking to the host or writing on the chat. How you will contact us for examrelated problems is explained in the "during the exam" section.

## **DURING THE EXAM:**

- Make sure you use GOOGLE CHROME.
- If you experience any problems with the page. Please try
  refreshing the page first. If the problem persists, click the "Sorun
  bildir" button in the top right corner of the page and deliver your
  problem.
- The LMS system records everything you do in the exam. So, electricity cuts, internet connection or system related problems are reported to us immediately. In cases of such problems, nothing you typed is lost in the system. You can log in and continue from where you left off.

<u>Please pay maximum attention to the start and ending times of each section in the exam.</u> It is your responsibility to follow the time and you cannot turn back to sections that have expired.

ZOOM ID check + consent forms (10:30-11:00)

ISTEP READING 1 (11:00-11:40)

ISTEP READING 2 (11:45-12:25)

BREAK (35 minutes)

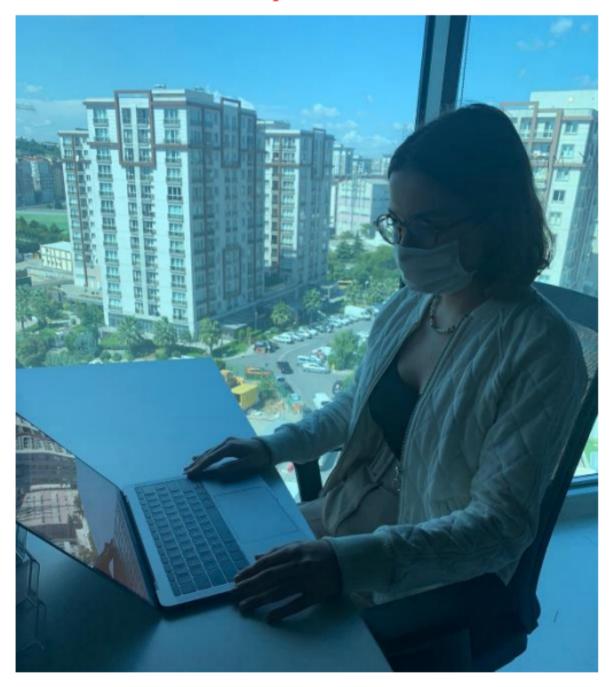
ZOOM ID check + Log in to the ALMS system (13:00-13:30)

ISTEP WRITING (13:30-15:10)

- Make sure you are ALONE in the exam room and do not talk to anybody including the examiner during the exam.
- Headphones are strictly FORBIDDEN.
- Make sure the exam room is quiet.
- Make sure you and your computer screen are clearly visible to the camera. Your screen, your table and your face should be seen from a close and appropriate distance. DO NOT position the camera right at the back since your own body blocks the screen.
- Make sure you do not sit facing the window because the light makes it too bright to observe you.

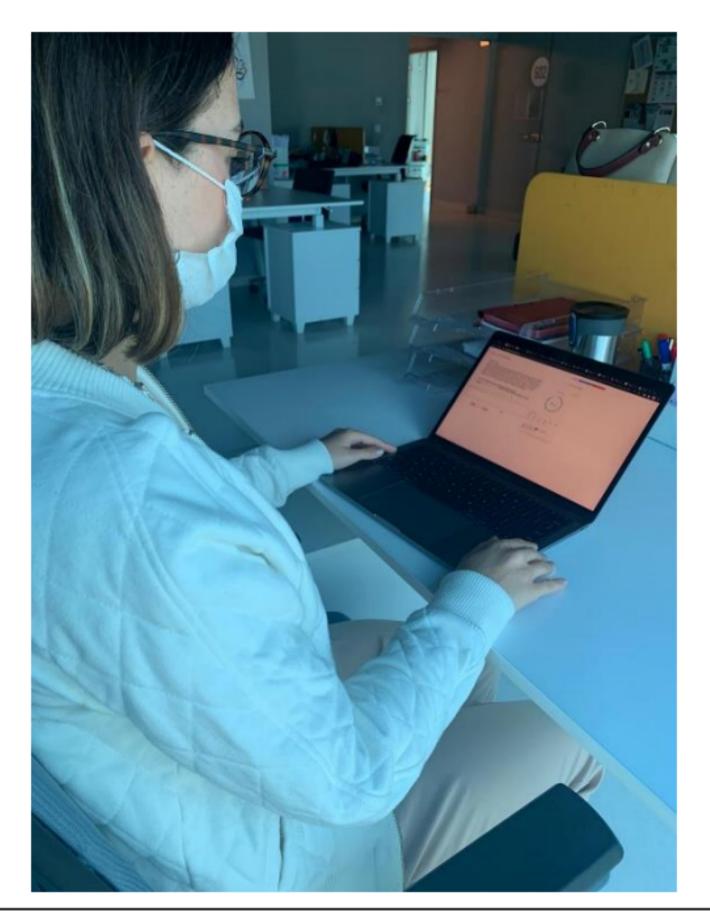
IF YOU DO NOT COMPLY WITH THE INSTRUCTIONS EXPLAINED HERE, YOUR EXAM WILL BE INVALID.

# Unacceptable X



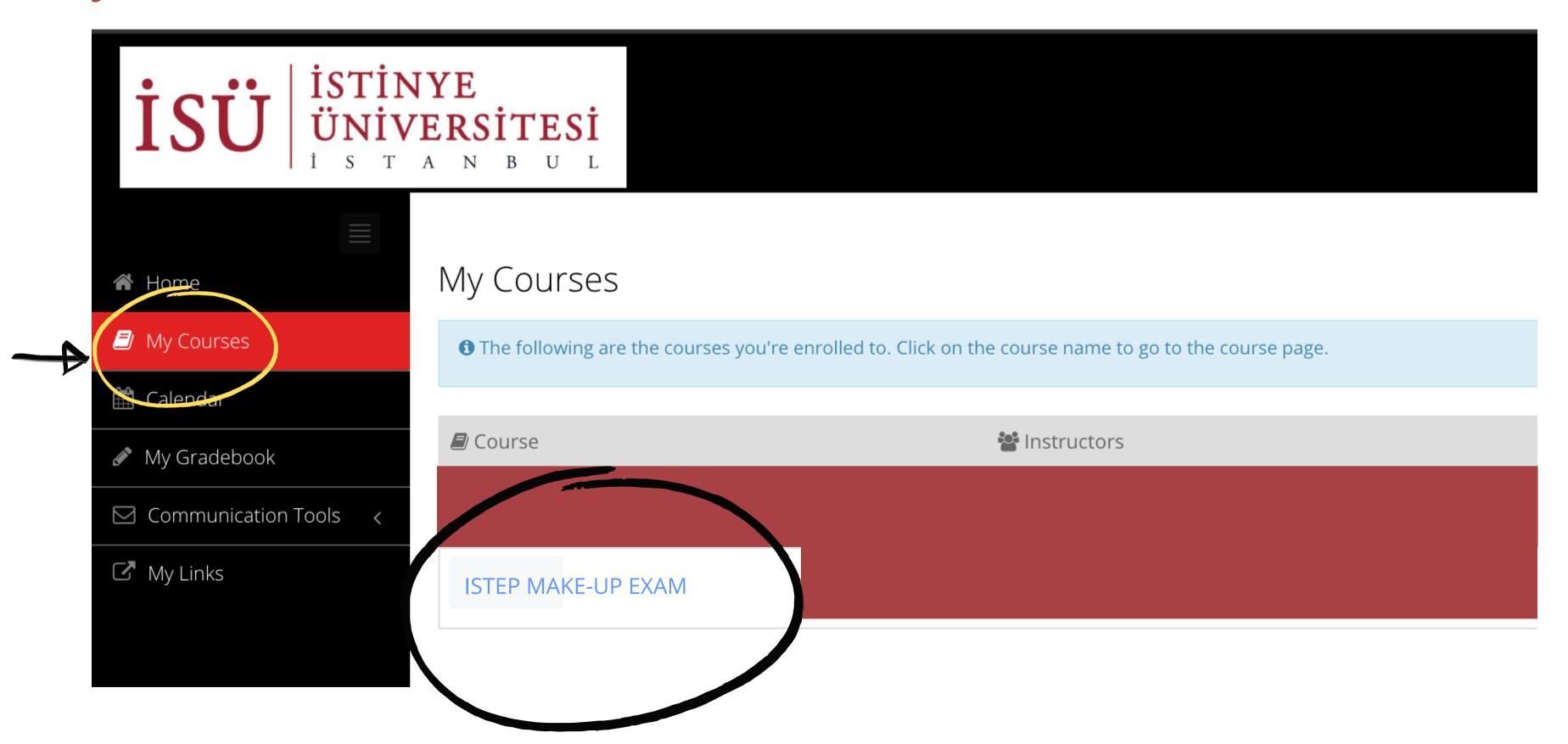
# Unacceptable X



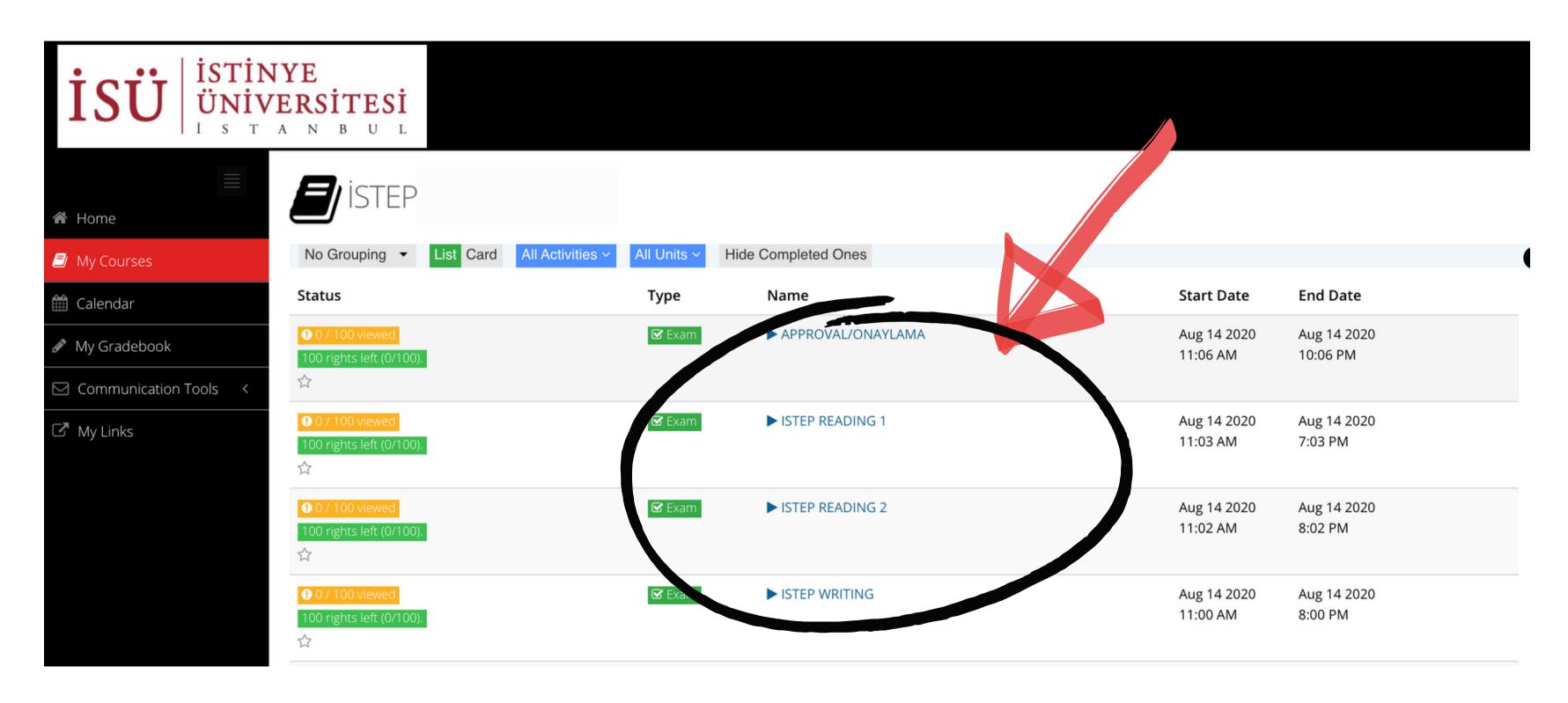




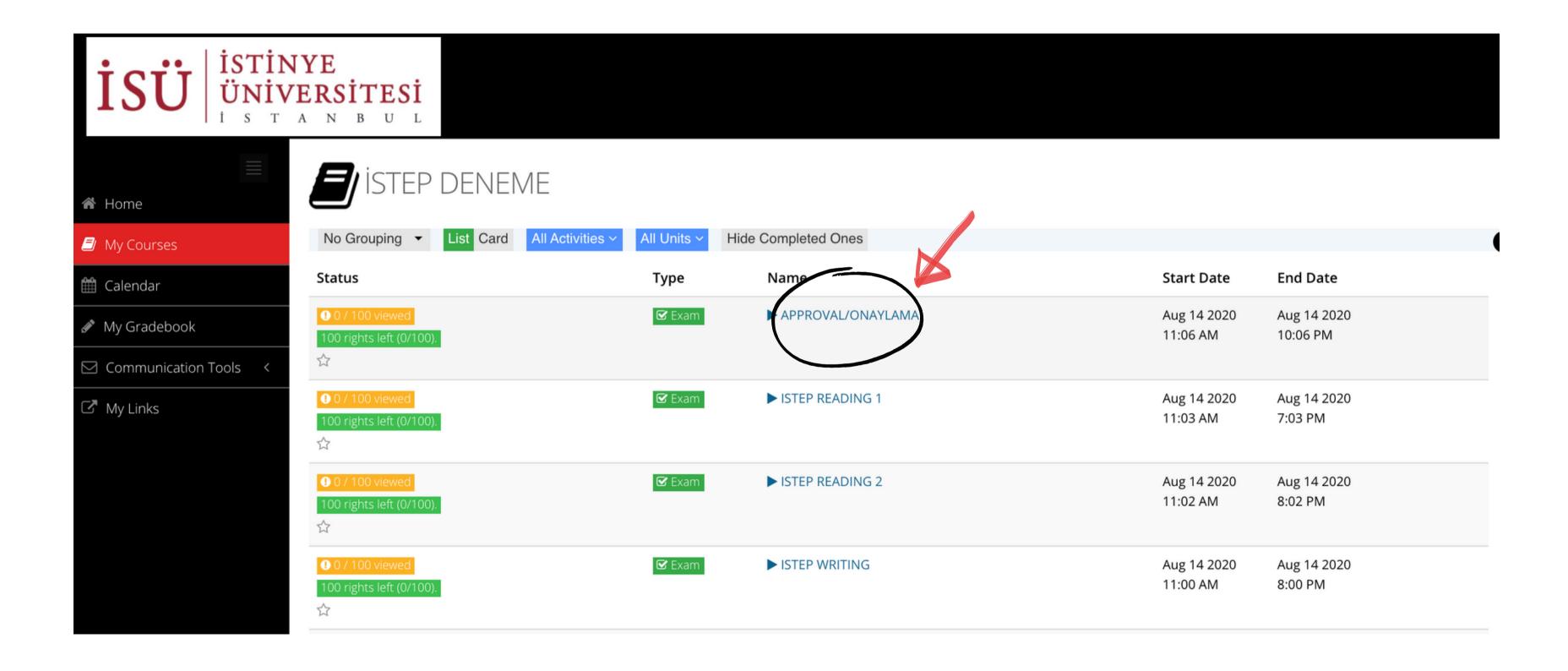
Log into your ALMS system. Click on My Courses. On the new screen, you will see ISTEP. Click on ISTEP MAKE-UP EXAM.



You will see four sections: APPROVAL/ONAYLAMA, ISTEP READING 1, ISTEP READING 2, and ISTEP WRITING. When it is time for a section, click on that section (the invigilator will notify you when).



# Before you begin the actual test, you will click on the section titled 'APPROVAL/ONAYLAMA'.



## First, you need to click on 'I approve/ Onaylıyorum', and then click on 'Start/Başla'.

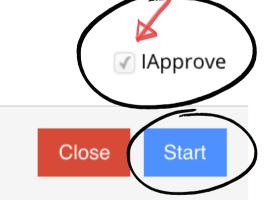
### APPROVAL/ONAYLAMA

#### Dear Student,

In this application, before Sample ISTEP, you will see two different texts; Explicit Consent Text and Clarification Text. After reading these text very carefully and understanding them, if you press I APPROVE button, your exam will be taken into consideration and graded. If you press I DON'T APPROVE button, your exam will not taken into consideration or not graded.

### Değerli Öğrencimiz,

Bu uygulamada ISTEP deneme sınavı öncesinde önünüze Açık Rıza Metni ve Aydınlatma Metni çıkacaktır. Bu metinleri dikkatlice okuyup anladıktan sonra, **ONAYLIYORUM** butonuna tıkladığınızda sınavınız geçerli olacaktır. **ONAYLAMIYORUM** butonuna tıkladığınızda <u>sınavınız geçersiz olacak ve değerlendirmeye alınmayacaktır</u>.



# Another page will open, and you will read a 'clarification text' (in English and Turkish).

#### APPROVAL/ONAYLAMA

1 -

#### ISTINYE UNIVERSITY

#### ONLINE ENGLISH PREPARATORY EXAM CLARIFICATION TEXT FOR THE RELEVANT PERSONS

According to the law No. 6698 on the Protection of Personal Data (hereinafter referred as the "KVK Law"), **Istinye University** (hereinafter referred as the "**UNIVERSITY**") is the data supervisor due to being the processor concerned with personal data.

As the concerned person, we process your personal data as explained below and within the limits specified by legislation. According to Article 10 regulating the Liability of Clarification of Law, we would like to inform you about our personal data processing process, being obliged to inform the real persons on some issues whose personal data are processed.

#### 1- The Data Supervisor

In accordance with KVK Law the university, as the Data Supervisor, we may process, disclose or transfer your personal data, which we have specified below, as long as necessary within the scope of our objectives explained below and the principles specified in the legislation.

#### 2. Your Processed Personal Data, Legal Reasons and Processing Purposes

Your personal data subject to processing;

#### In the Online Exam Process;

- Name/Surname, Turkish Republic Identification Number, Student Number, E-mail Address
- Visual and Audio Recordings
- Access Logs: (IP Address, MAC Address, Target IP, Port Information, Access Date / Time)

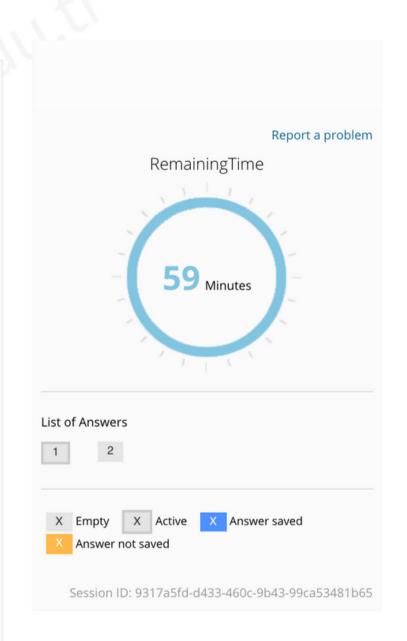
#### In Face to Face Exam Process:

• Name/Surname, Turkish Republic Identification Number, Student Number, E-mail Address

Your collected personal data is processed in accordance with the basic principles stipulated by the KVK Law, "a) Being in compliance with the law and good faith, b) Being accurate and up-to-date when necessary, c) Processing for specific, explicit and legitimate purposes, d) Being connected, limited and measured for the purpose of processing, e) Being preserved for the period required by the relevant legislation or for the purposes for which they are processed".

Foreseen in KVKK's 5/1st article; based on the processing condition of "Taking explicit consent",

- a) "Foreseeing in laws explicitly";
- c) "Mandatory for the data controller to fulfill her/his legal obligation",



# Read the text, **scroll down**, and select 'I APPROVE/ONAYLIYORUM'. Click on 'Next/Sonraki'.

KVK Kanunu kapsamında "Veri Sorumlusu" sıfatıyla bildiririz.

Saygılarımızla,

#### İstinye Üniversitesi

Adres: Maltepe Mh. Edirne Çırpıcı Yolu No: 9 Cevizlibağ- Zeytinburnu – İstanbul

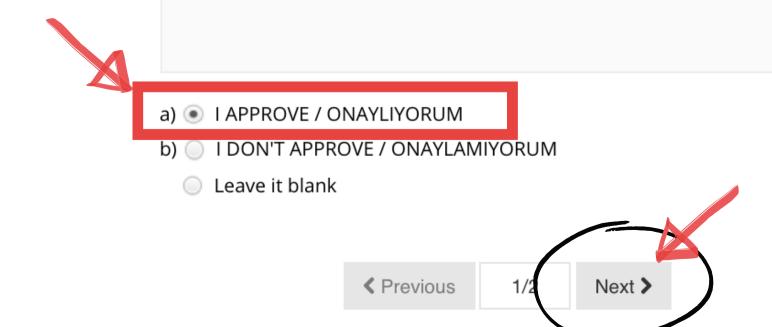
Tel: 0 850 263 00 00

E-Posta: kvkk@istinye.edu.tr

6698 Sayılı Kişisel Verilerin Korunması Mevzuatı Uyarınca İngilizce Hazırlık Sınavı İlgili Kişi Aydınlatma Metnini Okudum ve Anladım.

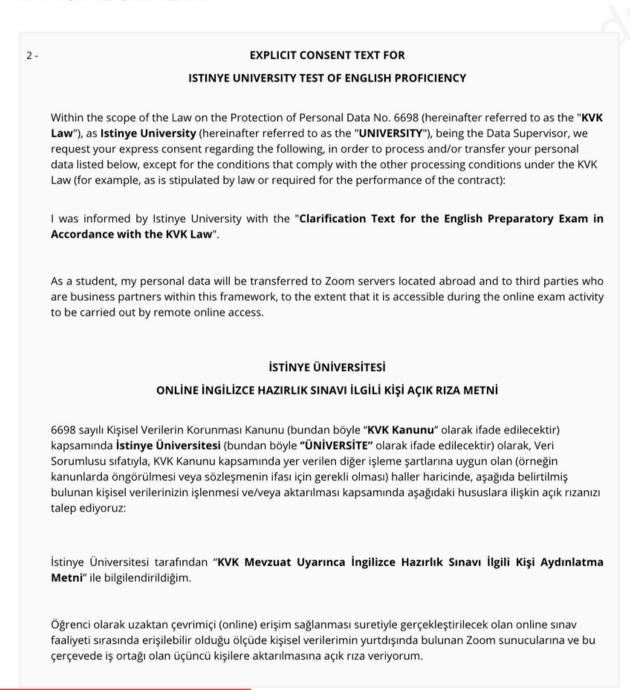
✓ Finish Exam

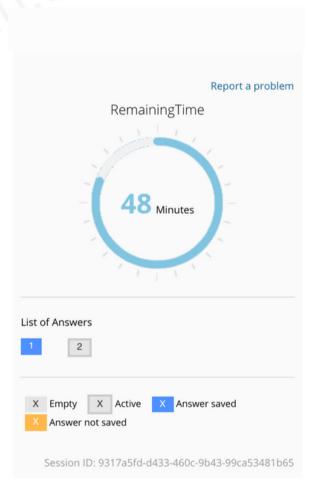
Close



On the page that opens, you will read 'Explicit Consent Text/Açık Rıza Metni' (in English and Turkish). Read the text, **scroll down**, and select 'I APPROVE/

APPROVAL/ONAYLAMA







ONAYLIYORUM'.

a) 

I APPROVE / ONAYLIYORUM

b) 
I DON'T APPROVE / ONAYLAMIYORUM

Leave it blank

## When you are done, click on 'FINISH EXAM/SINAVI BİTİR'.

#### APPROVAL/ONAYLAMA

2 -

#### EXPLICIT CONSENT TEXT FOR

#### ISTINYE UNIVERSITY TEST OF ENGLISH PROFICIENCY

Within the scope of the Law on the Protection of Personal Data No. 6698 (hereinafter referred to as the "KVK Law"), as Istinye University (hereinafter referred to as the "UNIVERSITY"), being the Data Supervisor, we request your express consent regarding the following, in order to process and/or transfer your personal data listed below, except for the conditions that comply with the other processing conditions under the KVK Law (for example, as is stipulated by law or required for the performance of the contract):

I was informed by Istinye University with the "Clarification Text for the English Preparatory Exam in Accordance with the KVK Law".

As a student, my personal data will be transferred to Zoom servers located abroad and to third parties who are business partners within this framework, to the extent that it is accessible during the online exam activity to be carried out by remote online access.

#### **ISTINYE ÜNİVERSİTESİ**

#### ONLİNE İNGİLİZCE HAZIRLIK SINAVI İLGİLİ KİŞİ AÇIK RIZA METNİ

6698 sayılı Kişisel Verilerin Korunması Kanunu (bundan böyle "KVK Kanunu" olarak ifade edilecektir) kapsamında İstinye Üniversitesi (bundan böyle "ÜNİVERSİTE" olarak ifade edilecektir) olarak, Veri Sorumlusu sıfatıyla, KVK Kanunu kapsamında yer verilen diğer işleme şartlarına uygun olan (örneğin kanunlarda öngörülmesi veya sözleşmenin ifası için gerekli olması) haller haricinde, aşağıda belirtilmiş bulunan kişisel verilerinizin işlenmesi ve/veya aktarılması kapsamında aşağıdaki hususlara ilişkin açık rızanızı talep ediyoruz:

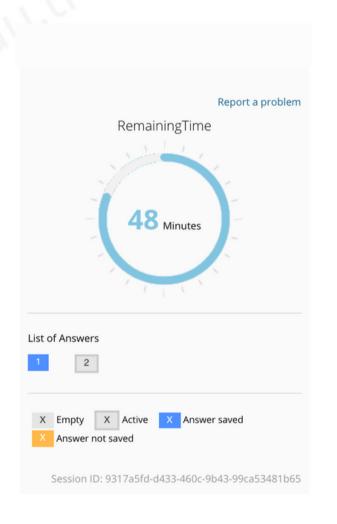
İstinye Üniversitesi tarafından "KVK Mevzuat Uyarınca İngilizce Hazırlık Sınavı İlgili Kişi Aydınlatma Metni" ile bilgilendirildiğim.

Öğrenci olarak uzaktan çevrimiçi (online) erişim sağlanması suretiyle gerçekleştirilecek olan online sınav faaliyeti sırasında erişilebilir olduğu ölçüde kişisel verilerimin yurtdışında bulunan Zoom sunucularına ve bu çerçevede iş ortağı olan üçüncü kişilere aktarılmasına açık rıza veriyorum.

- a) 

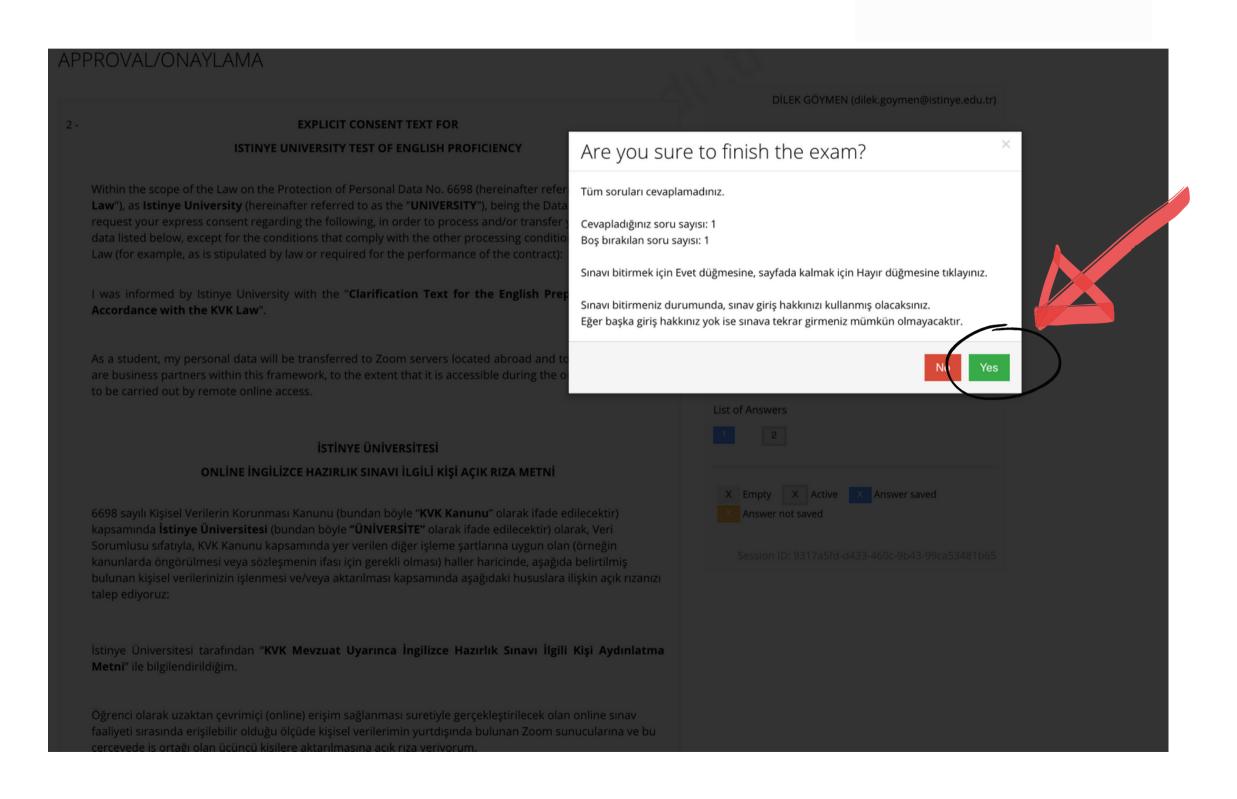
  I APPROVE / ONAYLIYORUM
- b) O I DON'T APPROVE / ONAYLAMIYORUM
- Leave it blank

⟨ Previous 2/2 Next >





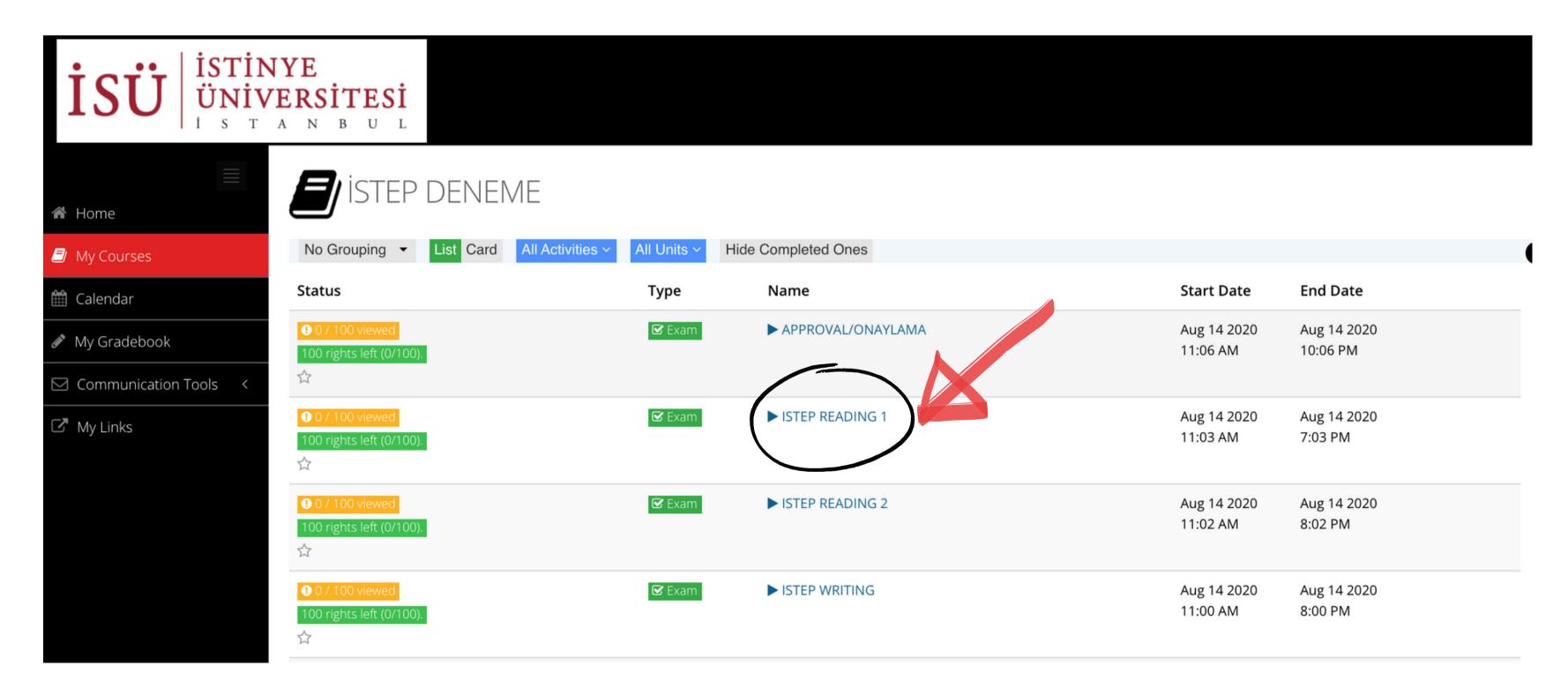
A warning will pop up asking "Are you sure to finish the exam?" ("Sınavı bitirmek istediğinize emin misiniz?"). To complete the APPROVAL section, click on "Yes" ("Evet").



## You have completed the APPROVAL section. Click on 'Close'.



# Then you will begin the actual test. The first section is ISTEP READING 1. When it is time for ISTEP READING 1 (11:00), click on 'ISTEP READING 1'



## You will see the instructions for this section of the test.

### **ISTEP READING 1**

In this part of the test, you are going to read a text about "\*\*\*\*\*\*". There are 10 questions in total. You will see the questions one by one. You need to write your answer in the text box below each question. Answer each question according to the text given. For all of the questions, give precise answers and write the answer only; do not write anything else. You do not need to paraphrase or change the form of any words. You have 40 minutes to answer the questions.

To see the next question, click on "Next". To return to a previous question, click on "Previous".

Make sure you have answered all questions before you click on "Finish Exam". If you click on "Finish Exam", a warning will pop up asking "Are you sure to finish the exam?". To finish the exam, click on "Yes". DO NOT click on "Finish Exam" before you finish the test. All your actions will be recorded while you are on the test. The section will be automatically closed when the time is up. Even if you do not click on "Finish Exam", all your answers will have been recorded on the system.

If you experience problems (e.g., if the test screen closes because of connection problems), try to enter the test section again (you can do this on the same computer or on another device). You will be able to continue from where you left off.

The following actions are strictly forbidden in the test:

- opening a new tab or window on your browser,
- leaving the test screen,
- opening or using any online or offline documents/tools that are not allowed in the test,
- using any extensions in your browser that give you an unfair advantage over other test takers (e.g., extensions that provide the meaning of words or provide feedback on your writing),
- having someone else take the test for you,
- getting help from someone else during the test,



# **SCROLL DOWN**. You will see "I Approve". You need to select "I Approve" and click on "Start" to begin the test.

### SAMPLE ISTEP / READING I

The following actions are strictly forbidden in the test:

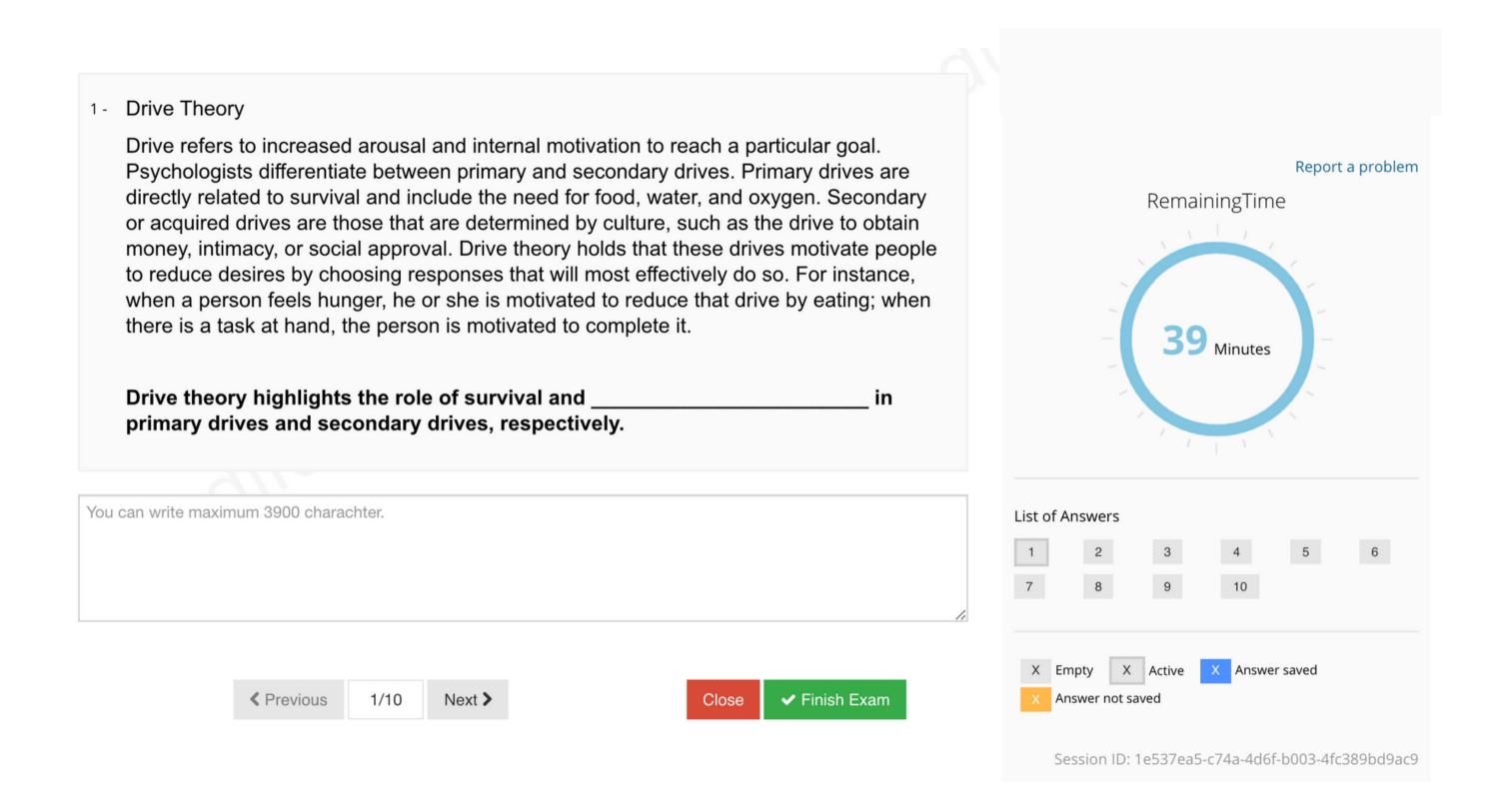
- opening a new tab or window on your browser,
- · leaving the test screen,
- · opening or using any online or offline documents/tools that are not allowed in the test,
- using any extensions in your browser that give you an unfair advantage over other test takers (e.g., extensions that provide the meaning of words or provide feedback on your writing),
- having someone else take the test for you,
- · getting help from someone else during the test,
- using any remote access control software,
- taking a screenshot,
- muting yourself or turning off your camera on Zoom,
- · talking during the test,
- moving out of the sight of the invigilator,
- having any other devices on your desk.

If the ALMS system or your invigilator detects that you have attempted to engage in any behavior/actions that are not allowed in the test, your test will be invalidated. If a particular action is identified to be an attempt at cheating, it will be investigated by the disciplinary committee.

Note that during the test, all your actions on the computer will be recorded by the ALMS system. The test will be proctored by invigilators on Zoom and Zoom recordings will be kept on our system.

**IApprove** 

Close



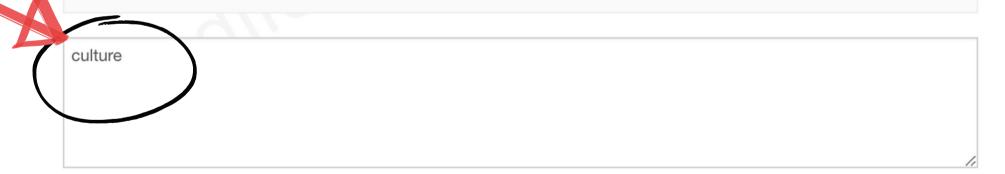
In the Reading Sections, you will see the reading selections and questions one by one.

## You need to write your answer in the text box below the question.

### 1 - Drive Theory

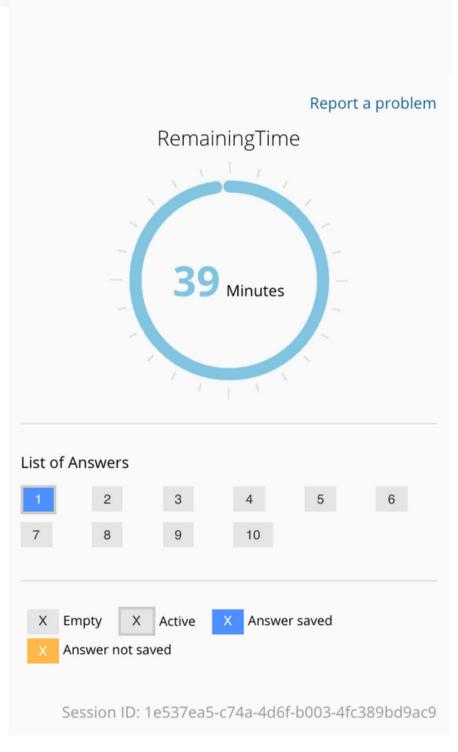
Drive refers to increased arousal and internal motivation to reach a particular goal. Psychologists differentiate between primary and secondary drives. Primary drives are directly related to survival and include the need for food, water, and oxygen. Secondary or acquired drives are those that are determined by culture, such as the drive to obtain money, intimacy, or social approval. Drive theory holds that these drives motivate people to reduce desires by choosing responses that will most effectively do so. For instance, when a person feels hunger, he or she is motivated to reduce that drive by eating; when there is a task at hand, the person is motivated to complete it.

Drive theory highlights the role of survival and \_\_\_\_\_ in primary drives and secondary drives, respectively.



✓ Previous 1/10 Next >





# To see the next question, click on "Next". To return to a previous question, click on "Previous"

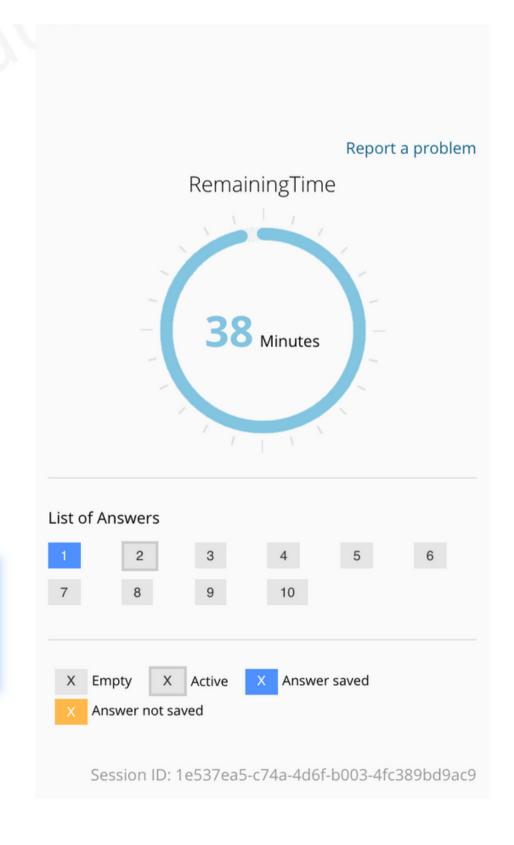
#### 2 - Dual Process Theories

Dual process theories are a group of theories in social, personality, and cognitive psychology that describe how people think about information when they make judgments or solve problems. These theories are called dual process because they distinguish two basic ways of thinking about information: a relatively fast, superficial, spontaneous mode based on intuitive associations, and a more in-depth, effortful, step-by-step mode based on systematic reasoning. Dual process theories have been applied in many areas of psychology, including persuasion, stereotyping, person perception, memory, and negotiation. In general, these theories assume that people will think about information in a relatively superficial and spontaneous way unless they are both able and motivated to think more carefully.

The text states that in order to engage in systematic reasoning, people should not only have the capability, but they should also be \_\_\_\_\_\_ to do so.

motivated



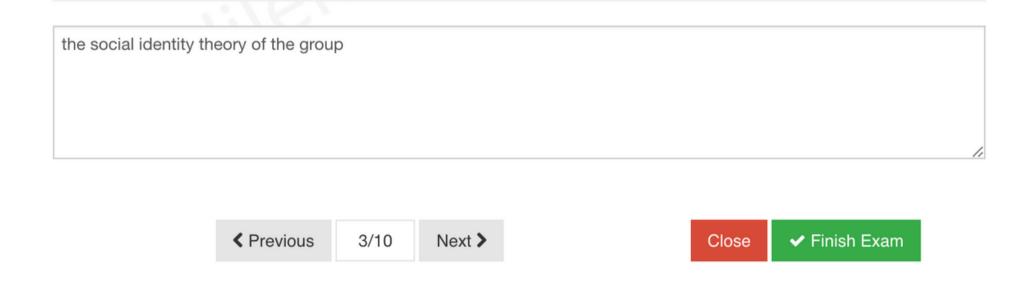


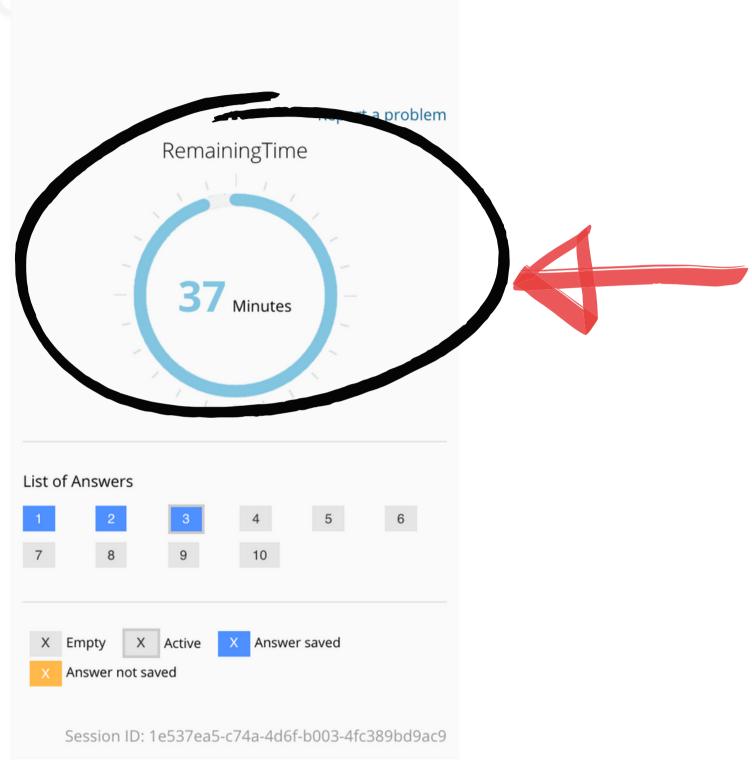
## You will see how much time is remaining on the right side of the screen.

### 3 - Social Identity Theory

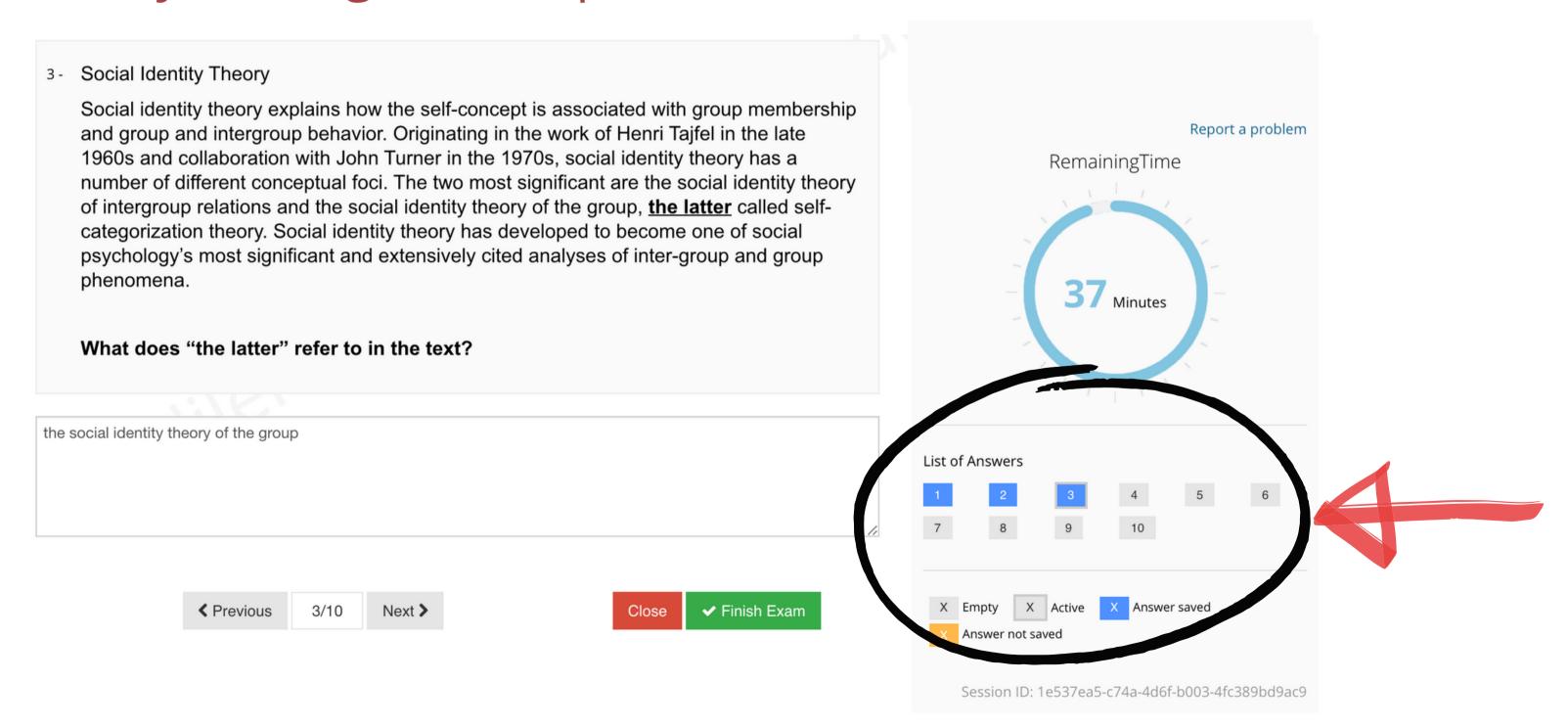
Social identity theory explains how the self-concept is associated with group membership and group and intergroup behavior. Originating in the work of Henri Tajfel in the late 1960s and collaboration with John Turner in the 1970s, social identity theory has a number of different conceptual foci. The two most significant are the social identity theory of intergroup relations and the social identity theory of the group, **the latter** called self-categorization theory. Social identity theory has developed to become one of social psychology's most significant and extensively cited analyses of inter-group and group phenomena.

What does "the latter" refer to in the text?





If you have answered a question, it will be marked in blue. You can see which questions you have answered, and which ones you have not answered yet (marked in gray). You can also navigate between the questions by clicking on the question number.



# If there are two blanks in a question, answers on separate lines.

1- Thai cave boys, 2018

Previous

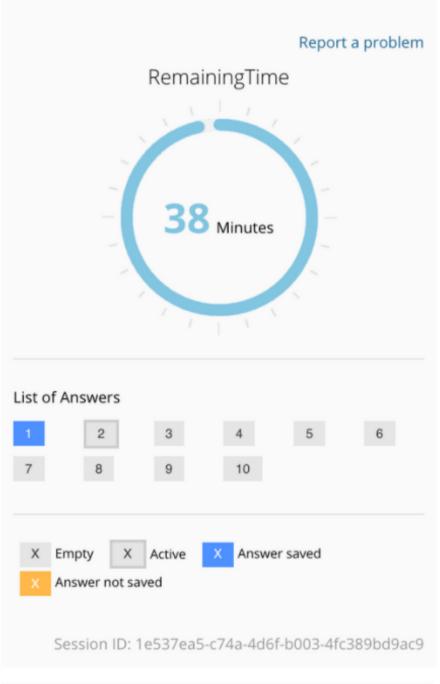
In June and July 2018, a widely publicised cave rescue saved the lives of members of a junior football team who were trapped inside the Tham Luang Nang Non cave in Thailand. Twelve members of the team, aged eleven to sixteen, and their 25-year-old assistant coach entered the cave on 23 June after football practice. Shortly afterwards, heavy rains partially flooded the cave, blocking their way out. Efforts to locate the group were hampered by rising water levels and strong currents, and no contact was made for more than a week. The rescue effort expanded into a massive operation amid intense worldwide public interest involving international rescue teams. The children were ultimately saved, miraculously extracted from the labyrinthine cave network, and the world collectively exhaled.

The text states that due to \_\_\_\_\_\_ and \_\_\_\_\_, it became quite a challenge to determine where in the cave the team members were.



Next >





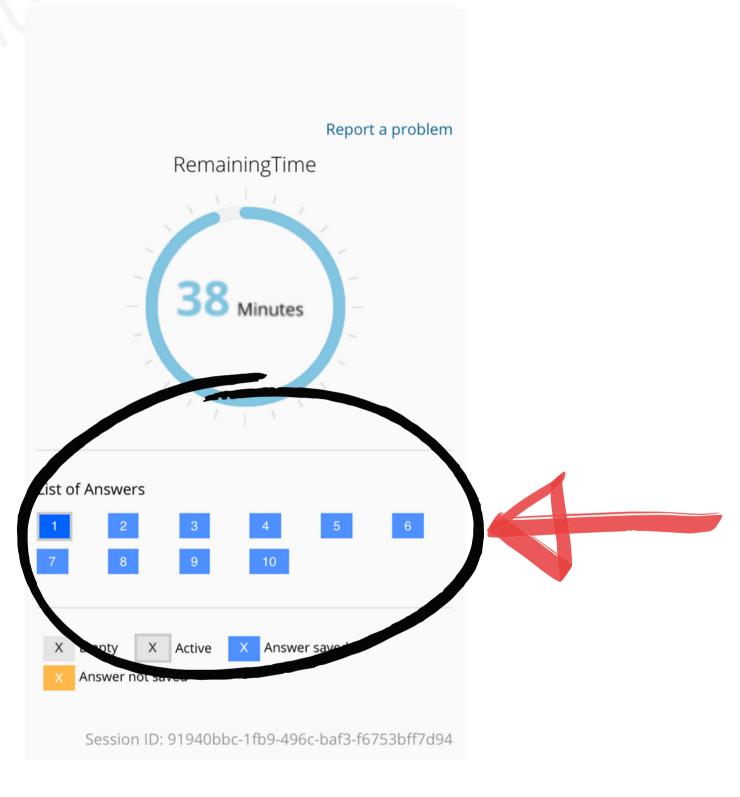
### SAMPLE ISTEP READING 2

Previous

1/10

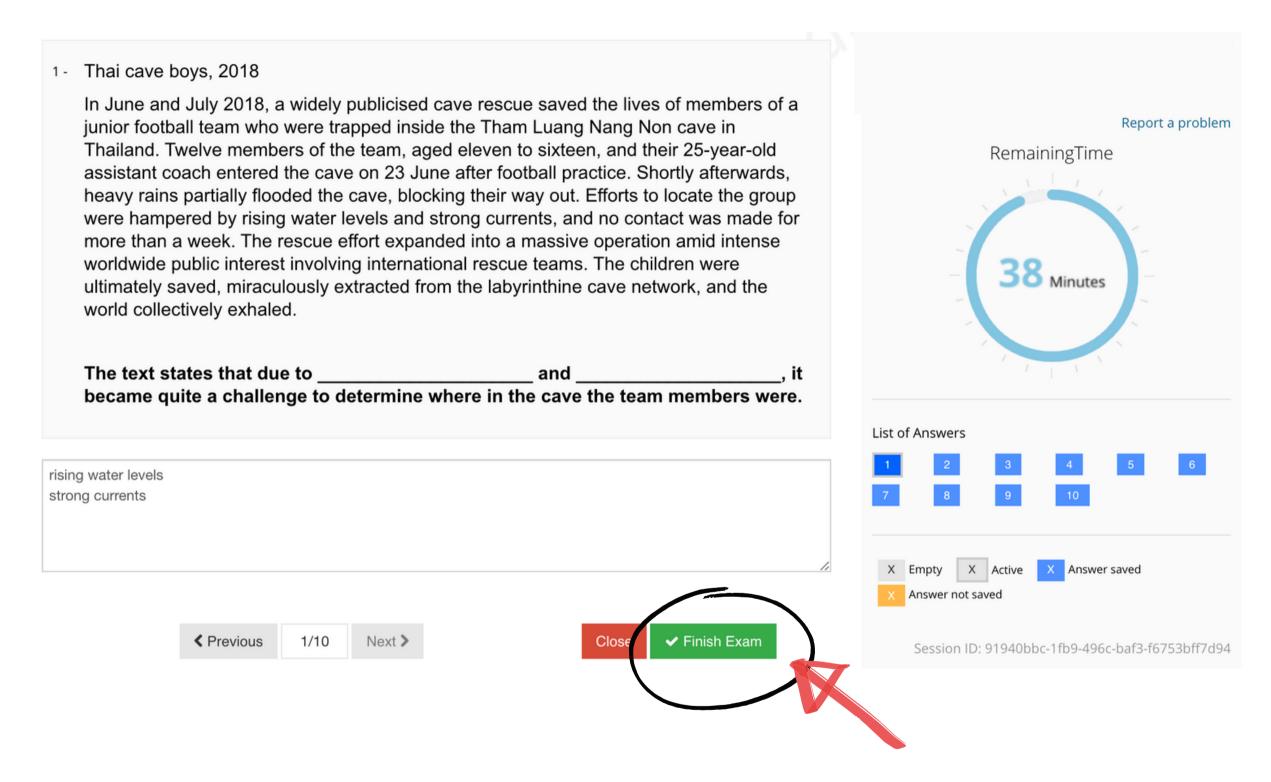
Next >

## 1 - Thai cave boys, 2018 In June and July 2018, a widely publicised cave rescue saved the lives of members of a junior football team who were trapped inside the Tham Luang Nang Non cave in Thailand. Twelve members of the team, aged eleven to sixteen, and their 25-year-old assistant coach entered the cave on 23 June after football practice. Shortly afterwards, heavy rains partially flooded the cave, blocking their way out. Efforts to locate the group were hampered by rising water levels and strong currents, and no contact was made for more than a week. The rescue effort expanded into a massive operation amid intense worldwide public interest involving international rescue teams. The children were ultimately saved, miraculously extracted from the labyrinthine cave network, and the world collectively exhaled. The text states that due to became quite a challenge to determine where in the cave the team members were. rising water levels strong currents

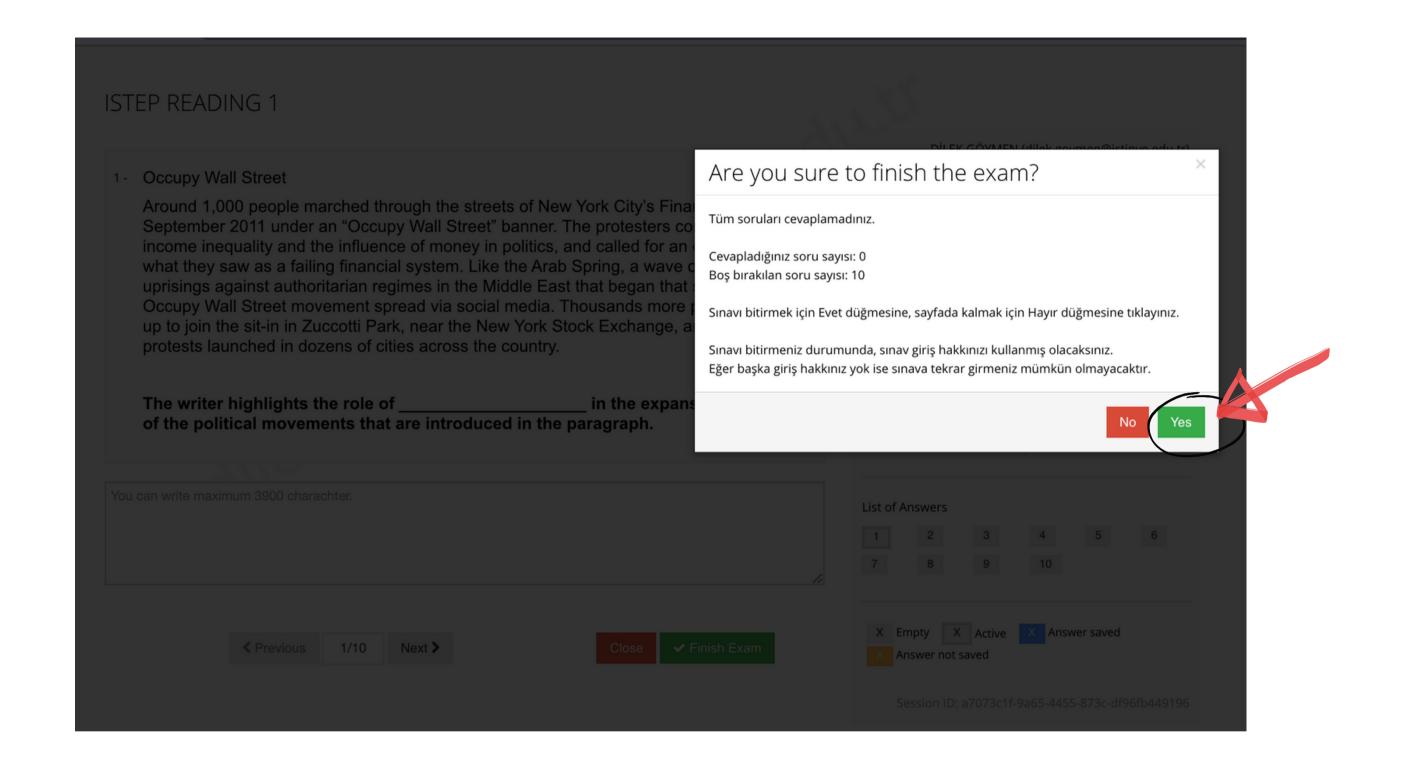


When you have finished answering questions, all your answers will be marked in blue.

✓ Finish Exam



Make sure you have answered all questions before you click on "Finish Exam". **DO NOT click on "Finish Exam" before you finish answering the questions.** 



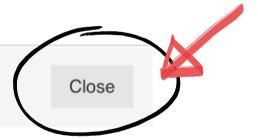
When you click on "Finish Exam", a warning will pop up asking "Are you sure to finish the exam?". To finish the exam, click on "Yes"

# You have completed ISTEP READING 1. Click on 'Close'.

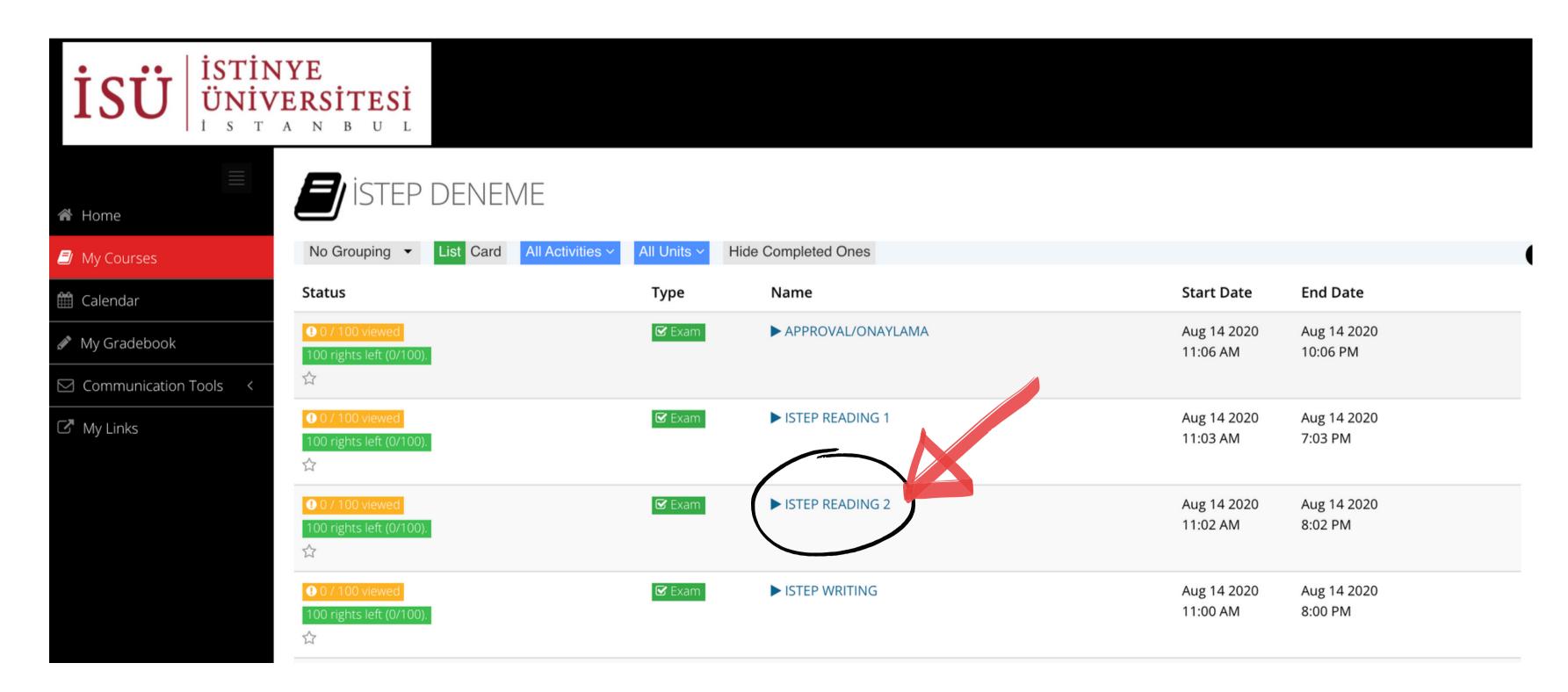
## **ISTEP READING 1**



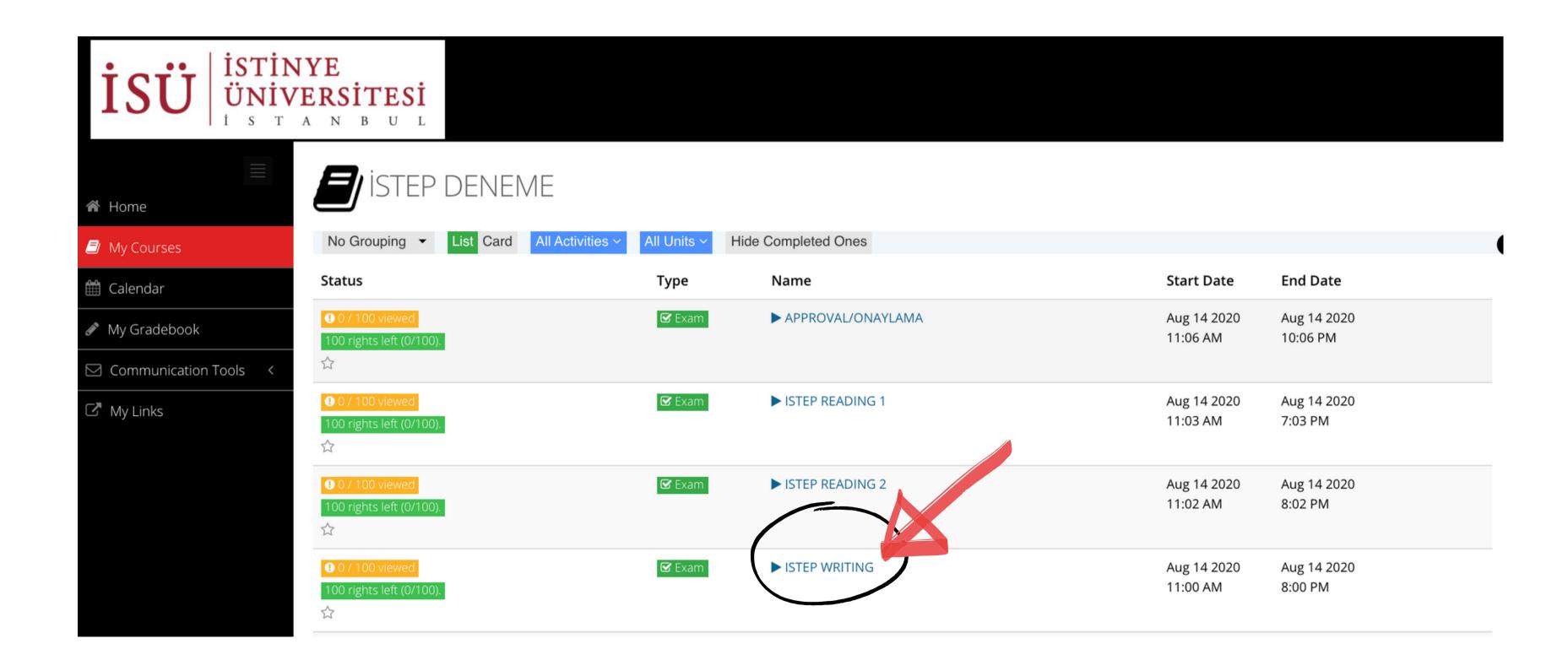
You have completed ISTEP READING 1.



Then you will begin the second section, ISTEP READING 2. When it is time for ISTEP READING 2 (11:45), click on 'ISTEP READING 2' You will follow the same procedures as in ISTEP READING 1.



## When it is time for ISTEP WRITING (13:30), click on 'ISTEP WRITING'



## You will see the instructions for this section of the test.

### ISTEP WRITING

In this part of the test, you are going to write two essays on the topics given. There are two essay topics. You will see the topics one by one. You need to write your essay in the text box below each topic. Each essay should be around 250-300 words. You have 100 minutes to write two essays.

To see the next essay topic, click on "Next". If you feel that you need to make changes on your first essay, you can click on "Previous". In other words, you can move between the essays if you need to.

Make sure you have written both essays before you click on "Finish Exam". If you click on "Finish Exam", a warning will pop up asking "Are you sure to finish the exam?". To finish the exam, click on "Yes". DO NOT click on "Finish Exam" before you finish the test. All your actions will be recorded while you are on the test. The section will be automatically closed when the time is up. Even if you do not click on "Finish Exam", your essays will have been recorded on the system.

If you experience problems (e.g., if the test screen closes because of connection problems), try to enter the test section again (you can do this on the same computer or on another device). You will be able to continue from where you left off.

The following actions are strictly forbidden in the test:

- · opening a new tab or window on your browser,
- · leaving the test screen,
- opening or using any online or offline documents/tools that are not allowed in the test,
- using any extensions in your browser that give you an unfair advantage over other test takers (e.g., extensions that provide the meaning of words or provide feedback on your writing),
- having someone else take the test for you,
- · getting help from someone else during the test,



# **SCROLL DOWN**. You will see "I Approve". You need to select "I Approve" and click on "Start" to begin the test.

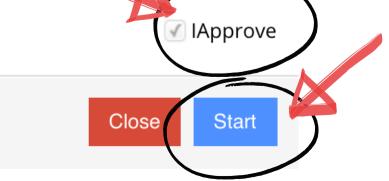
### SAMPLE ISTEP / READING I

The following actions are strictly forbidden in the test:

- opening a new tab or window on your browser,
- · leaving the test screen,
- · opening or using any online or offline documents/tools that are not allowed in the test,
- using any extensions in your browser that give you an unfair advantage over other test takers (e.g., extensions that provide the meaning of words or provide feedback on your writing),
- having someone else take the test for you,
- getting help from someone else during the test,
- using any remote access control software,
- taking a screenshot,
- muting yourself or turning off your camera on Zoom,
- · talking during the test,
- moving out of the sight of the invigilator,
- having any other devices on your desk.

If the ALMS system or your invigilator detects that you have attempted to engage in any behavior/actions that are not allowed in the test, your test will be invalidated. If a particular action is identified to be an attempt at cheating, it will be investigated by the disciplinary committee.

Note that during the test, all your actions on the computer will be recorded by the ALMS system. The test will be proctored by invigilators on Zoom and Zoom recordings will be kept on our system.



# In the Writing Section, you will need to write two essays. You need to write your essay in the text box below the essay topic.

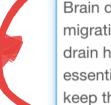
### ISTEP WRITING

1 - Brain drain has become a serious problem, particularly for underdeveloped and developing countries.

What can be done to fight against this phenomenon?

You can use the ideas below and/or your own ideas.

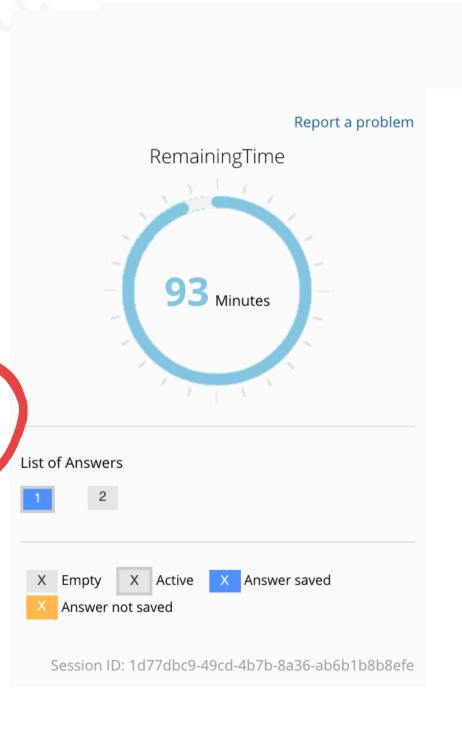
- improve economy
- · create employment opportunities
- promote freedom
- invest in education



Brain drain can be described as a process by which a country loses it educated workers to another country as a result of migration. Today, too, large numbers of educated people emmigrate into more industrialized countries. As a result brain drain has emerged as an important problem for underdeveloped countries. In order to fight against brain drain, it is essential to improve economy and promote freedom. --- First of all, having a strong economy is essential for countries to keep their citizens from wanting to move to other countries. That is why it is a must for the governments of

✓ Previous 1/2 Next >





To see the next essay topic, click on "Next". If you feel that you need to make changes on your first essay, you can click on "Previous". In other words, you can move between the essays if you need to.

### ISTEP WRITING

1- Brain drain has become a serious problem, particularly for underdeveloped and developing countries.

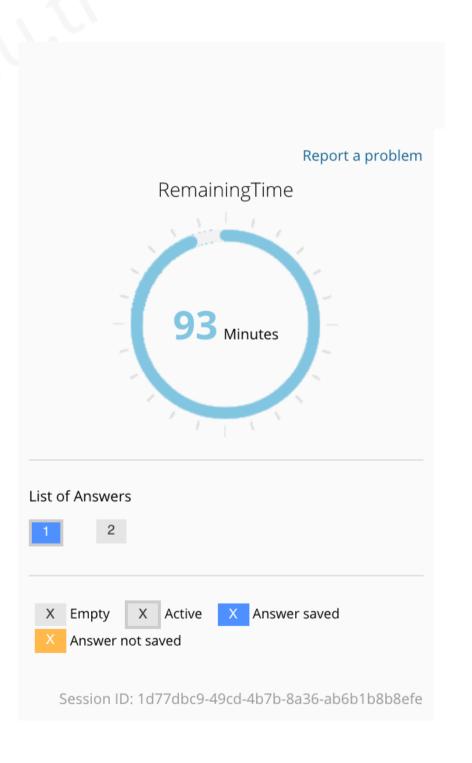
What can be done to fight against this phenomenon?

You can use the ideas below and/or your own ideas.

- improve economy
- create employment opportunities
- promote freedom
- invest in education

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# In the writing section, you need to put --- or / to separate the paragraphs, as is shown in the example below.

Brain drain can be described as a process by which a country loses it educated workers to another country as a result of migration. Today, too, large numbers of educated people emmigrate into more industrialized countries. As a result brain drain has emerged as an important problem for underdeveloped countries. In order to fight against brain drain, it is essential to improve economy and promote freedom --- First of all, having a strong economy is essential for countries to keep their citizens from wanting to move to other other others. That is why it is a must for the governments of







## When you have finished your essays, click on 'Finish Exam'.

### ISTEP WRITING

1- Brain drain has become a serious problem, particularly for underdeveloped and developing countries.

What can be done to fight against this phenomenon?

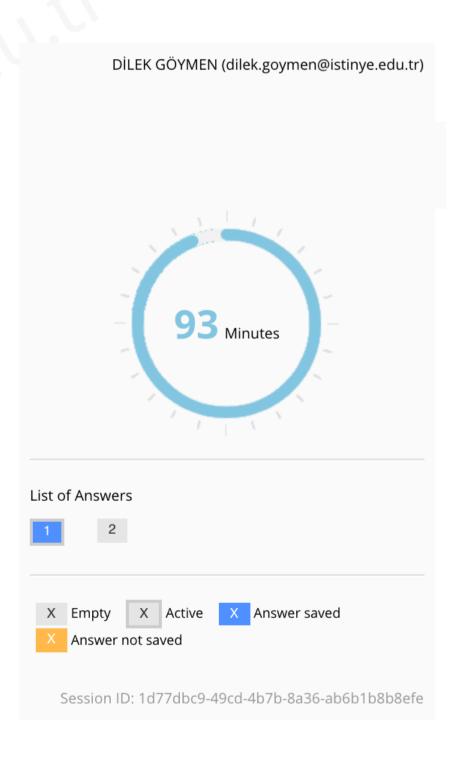
You can use the ideas below and/or your own ideas.

- improve economy
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If you experience problems (e.g., if the test screen closes because of connection problems), try to enter the test section again. You will be able to continue from where you left off.

Each section will be automatically closed when the time is up. Even if you do not click on "Finish Exam", all your answers will have been recorded on the system.