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

- This document is intended to help you understand how the online Proficiency Test will proceed. Please read the instructions below very carefully.
- For those who will take the exam at home, please follow the announcements on our website (foreignlanguages istinye edu tr) for the class lists and the Zoom links.
- Pay attention to the beginning and ending times of the exam. You can only take the exam within the specified hours.
 - Student ID check over ZOOM + login to ALMS system, and read and approve the APPROVAL forms (at 11:00-11:30)
 - PPROFICIENCY Test (at 11:30- 13:00)

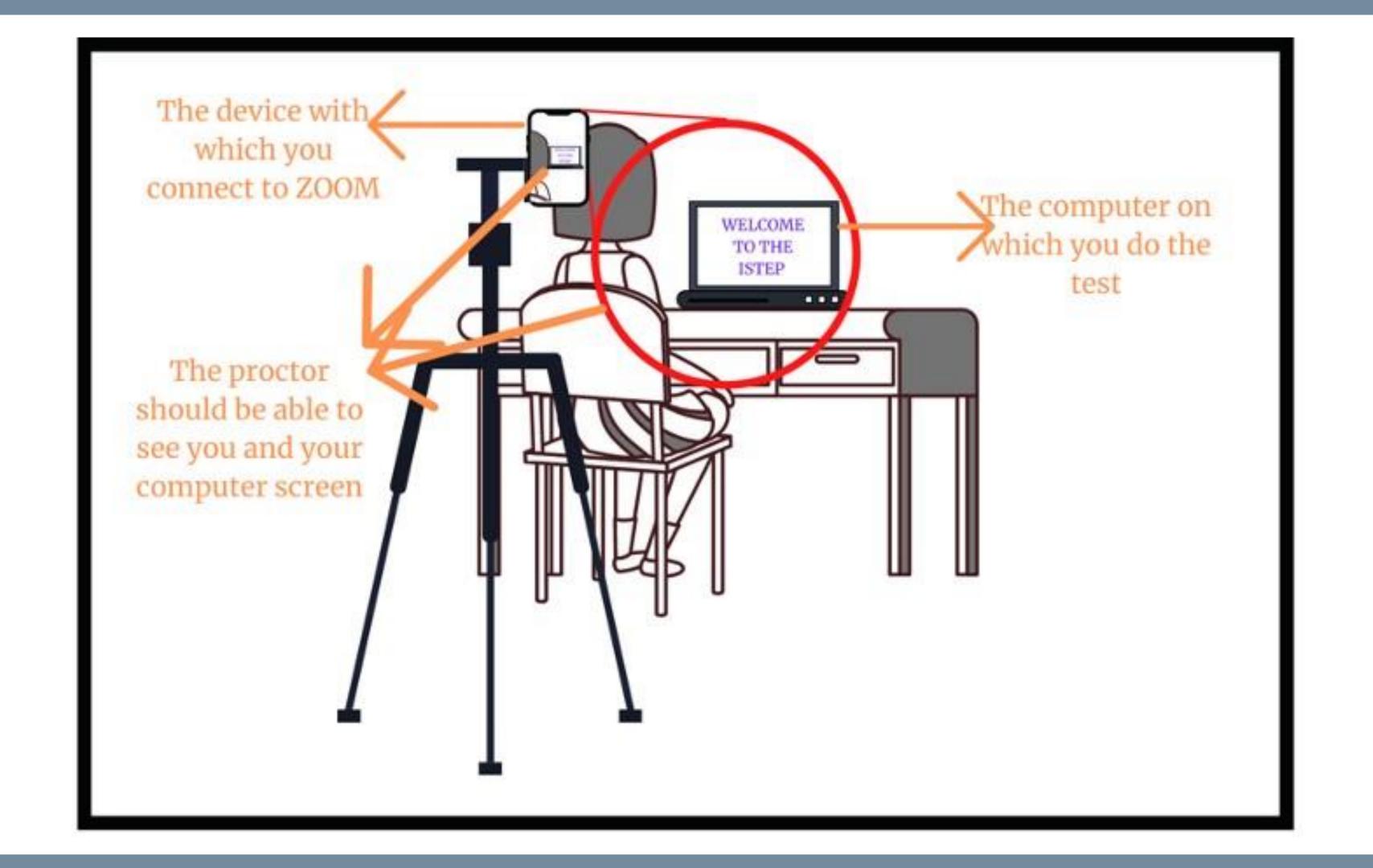
ABOUT ZOOM

- You will need a computer to run the test and a second device (a computer, tablet or mobile phone) to connect to the ZOOM app.
- Please download the ZOOM app and create an account with your name and surname before the exam to avoid any problems. The ZOOM link you will attend during the exam will be announced on our website, along with the exam lists, the day before the test date.
- Make sure you attend Zoom with your FULL NAME.
- Use the GOOGLE CHROME browser on your computer to run the test.
- Check our website regularly for announcements.
- DO NOT mute yourself on Zoom. Your audio will be periodically checked by the hosts during the exam.
- If you use your mobile phone for ZOOM, make sure that it is on THE FLIGHT MODE and wifi is turned on.
- DO NOT TALK to the proctor *during* the test. Read the "during the exam" section below to learn how you will contact us for exam-related problems.

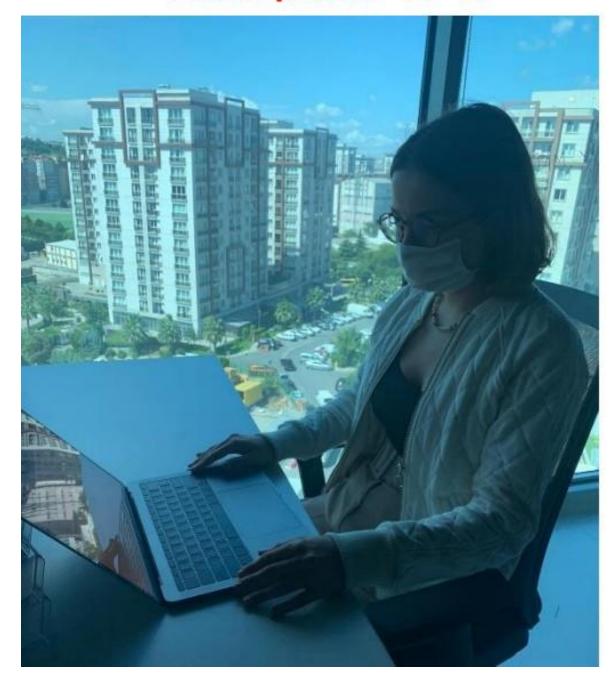
DURING THEEXAM

- 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.

- 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. You, your screen, and your table should be seen from a close and appropriate distance.
 DO NOT position the camera right at the back since your own body will block the screen.
- Makesure you do not sit with the computer facing the window because the light makes it too bright for the instructor to observe you.
- IF YOU DO NOT COMPLY WITH THE INSTRUCTIONS EXPLAINED HERE, YOUR EXAM WILL BE INVALID.

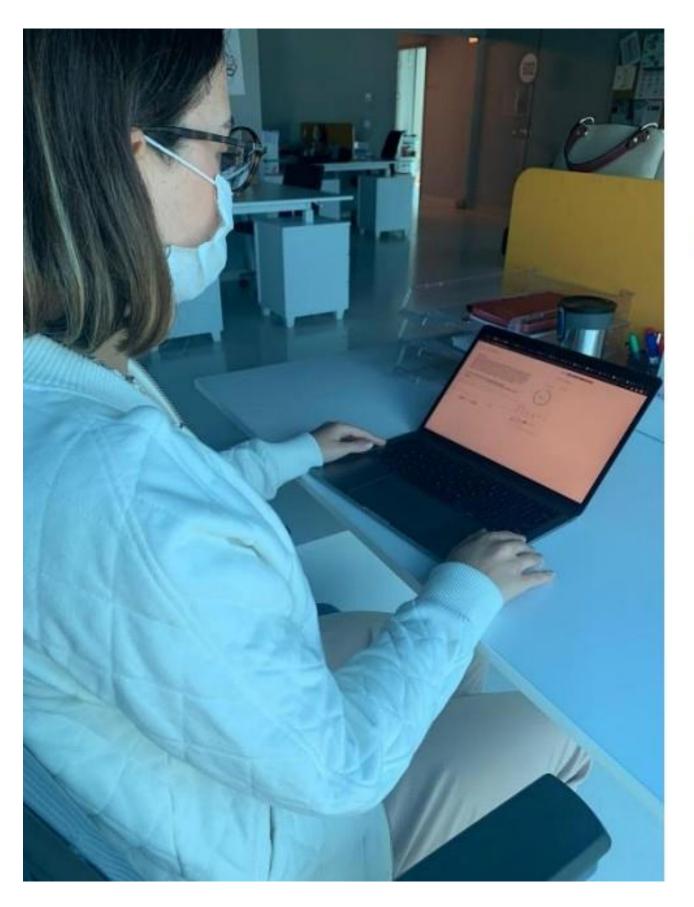


Unacceptable X



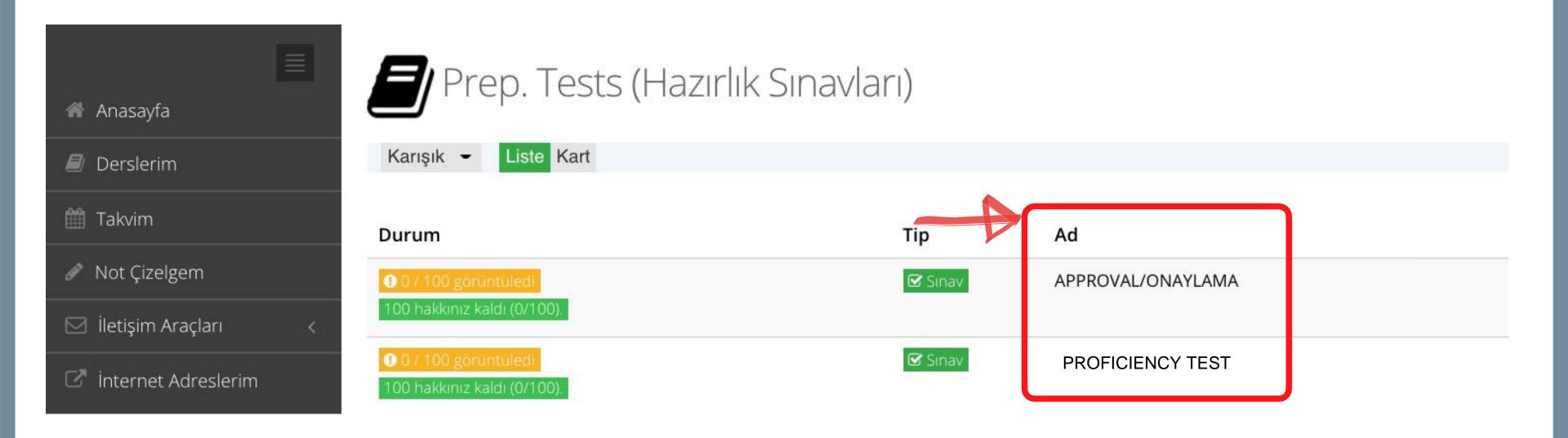
Unacceptable X



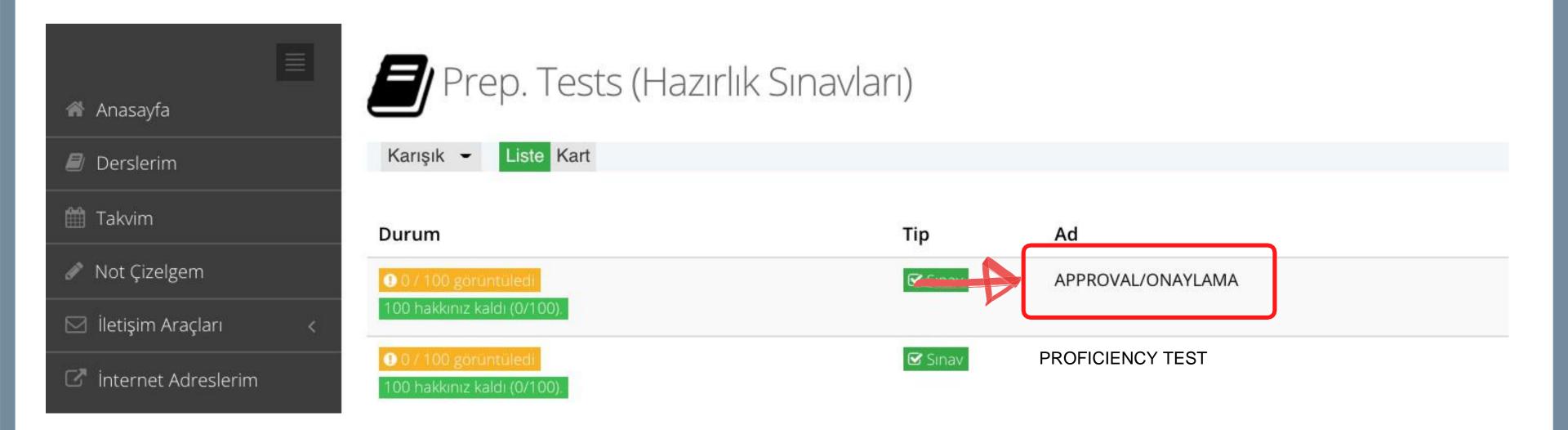




On the test day, when you log into your ALMS account (istinye.almscloud.com), you will see 'APPROVAL/ONAYLAMA' and 'PROFICIENCY TEST'



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 next click on 'Start/Başla'.

APPROVAL/ONAYLAMA (SAMPLE)

Dear Student,

In this application, before the ISTEP, you will see two different texts; Explicit Consent Text and Clarification Text. After reading these texts very carefully and understanding them, if you press the I APPROVE button, your exam will be valid. If you press I DON'T APPROVE button, your exam will not be 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 sınavınız geçersiz olacak ve değerlendirmeye alınmayacaktır.

IApprove





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

APPROVAL/ONAYLAMA

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)

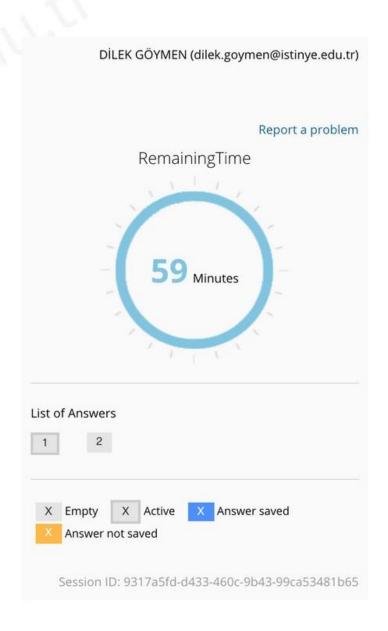
In Face to Face Exam Process;

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 | APPROVE/ONAYLIYORUM. Click on Next/Sonraki.

KVK Kanunu kapsamında "Veri Sorumlusu" sıfatıyla bildiririz.

Saygılarımızla,

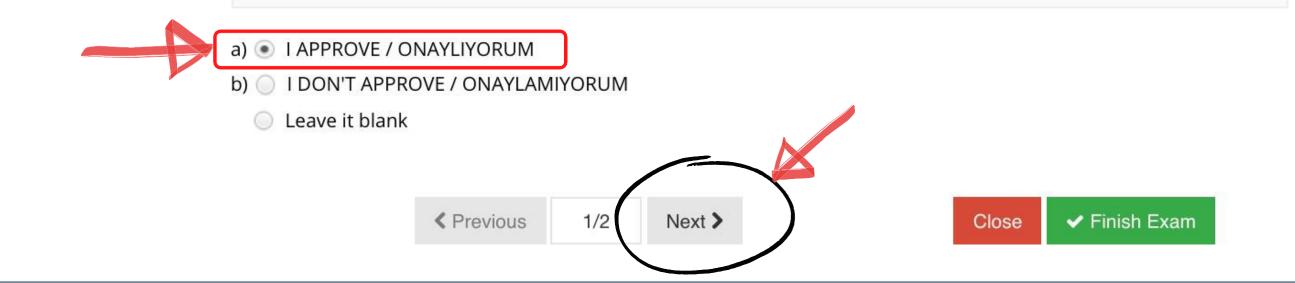
İstinye Üniversitesi

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

Tel: 0 850 263 00 00

E-Posta: kvkk@istinye.edu.tr

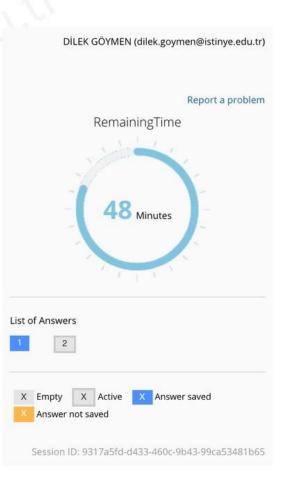
6698 Sayılı Kişisel Verilerin Korunması Mevzuatı Uyarınca İngilizce Hazırlık Sınavı İlgili Kişi Aydınlatma Metnini Okudum ve Anladım.



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

APPROVAL/ONAYLAMA







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

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):

ISTINYE UNIVERSITY TEST OF ENGLISH PROFICIENCY

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

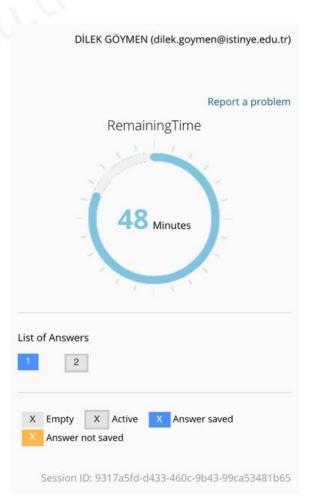
6698 sayılı Kişisel Verilerin Korunması Kanunu (bundan böyle "KVK Kanunu" olarak ifade edilecektir) kapsamında İstinye Üniversitesi (bundan böyle "ÜNİVERSİTE" olarak ifade edilecektir) olarak, Veri Sorumlusu sıfatıyla, KVK Kanunu kapsamında yer verilen diğer işleme şartlarına uygun olan (örneğin kanunlarda 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.

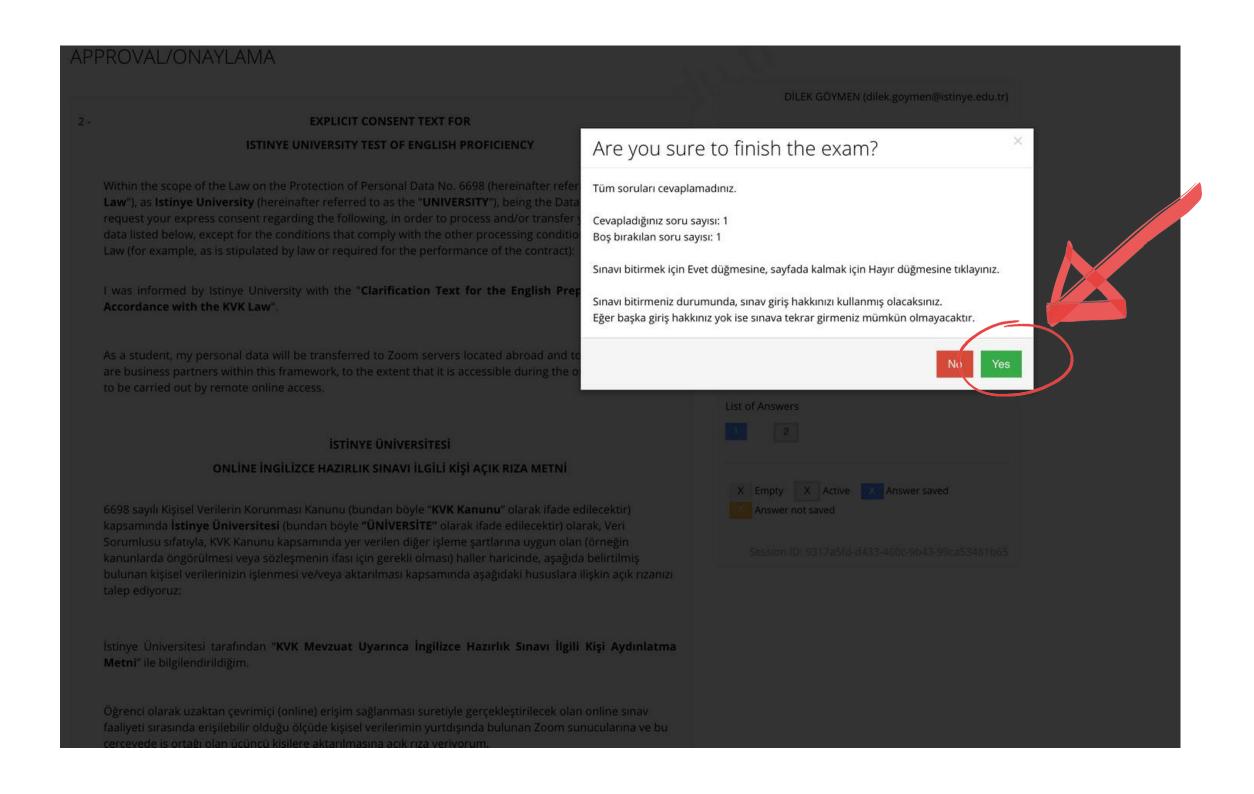
- a) O I APPROVE / ONAYLIYORUM
- b) O I DON'T APPROVE / ONAYLAMIYORUM
- Leave it blank



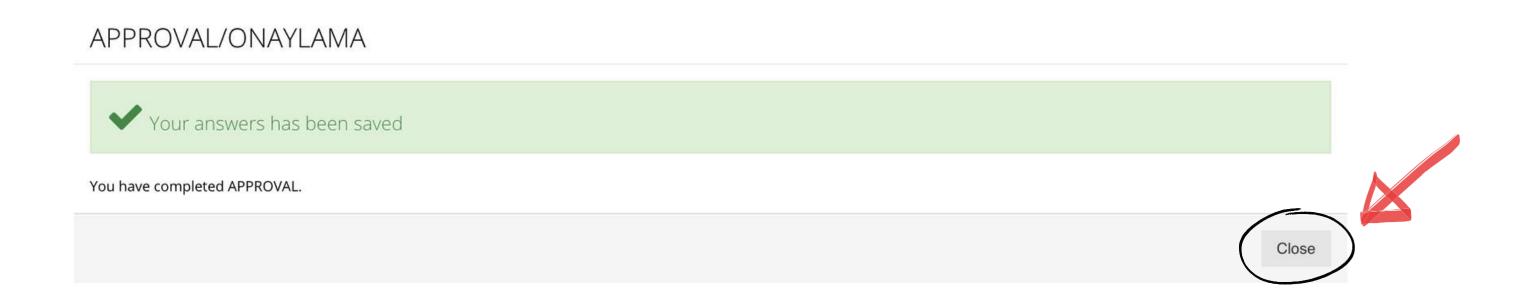


✓ Previous 2/2 Next 2

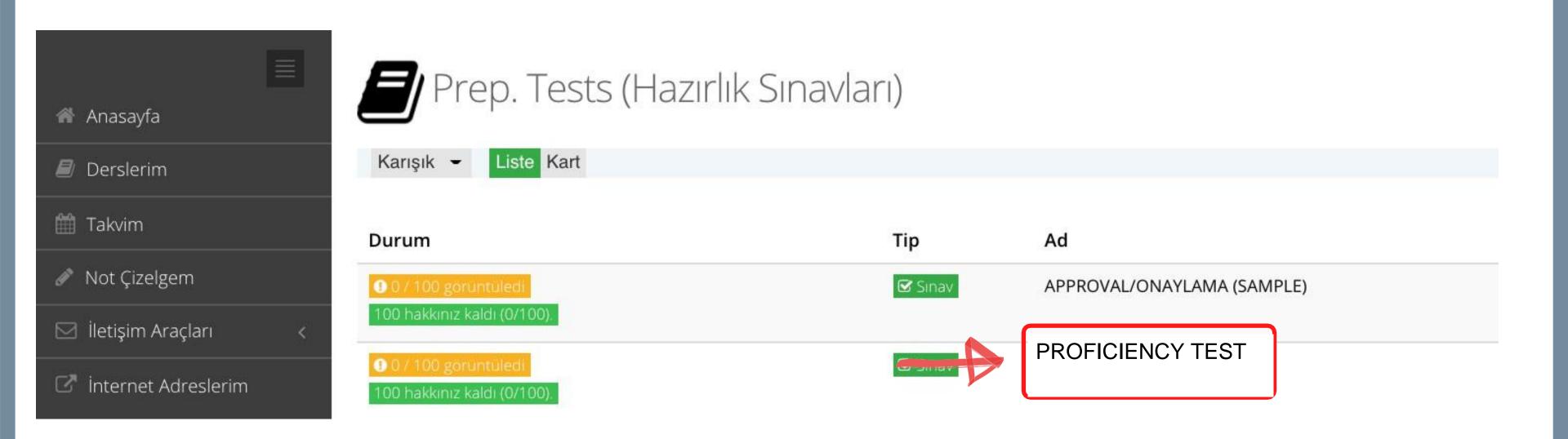
A warning will pop up asking "Are you sure to finish the exam?.. ("Sınavı bitirmek istediğinize emin misiniz?..). To complete the APPROVAL section, click on "Yes.. ("Evet..).



You have completed the APPROVAL section. Click on Close/Kapat.



Next, you will begin the actual test. When it is time for the exam (11:30), click on PROFICIENCY TEST.



You will see the instructions for the test. You need to select al Approve/Onayliyorum and click on "Start/Başla" to begin the test.

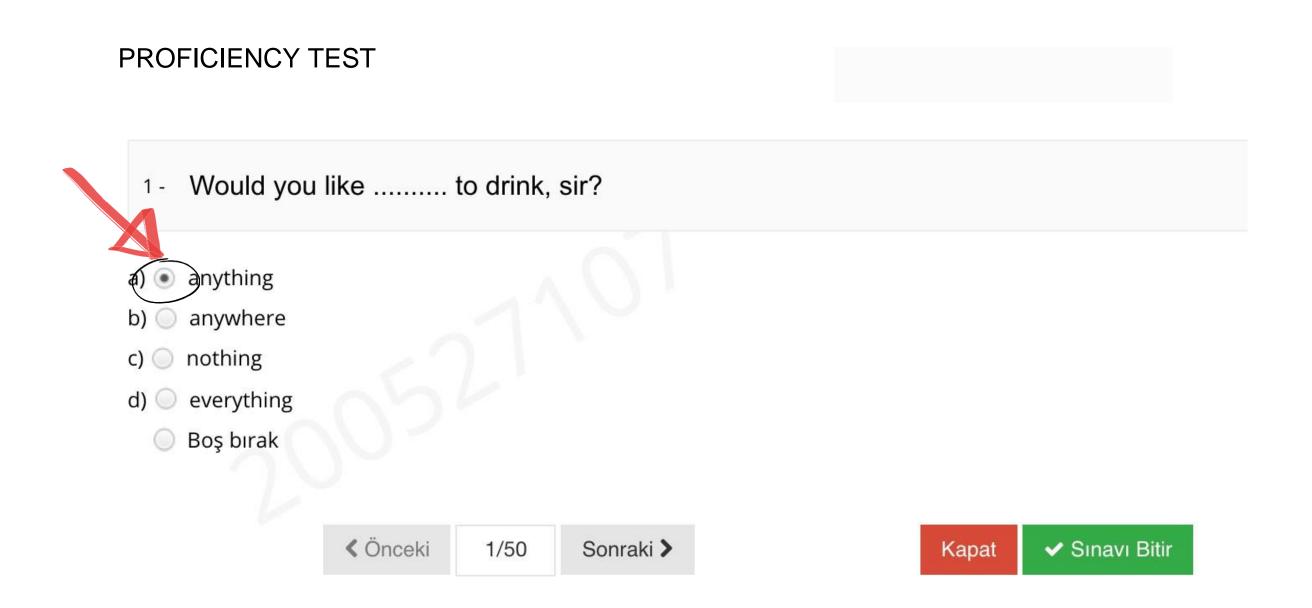
You will see the questions one by one. You need to select the correct answer.

PROFICIENCY TEST





To select the answer, click on the circle next to the answer choice.



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

PLACEMENT TEST (SAMPLE)

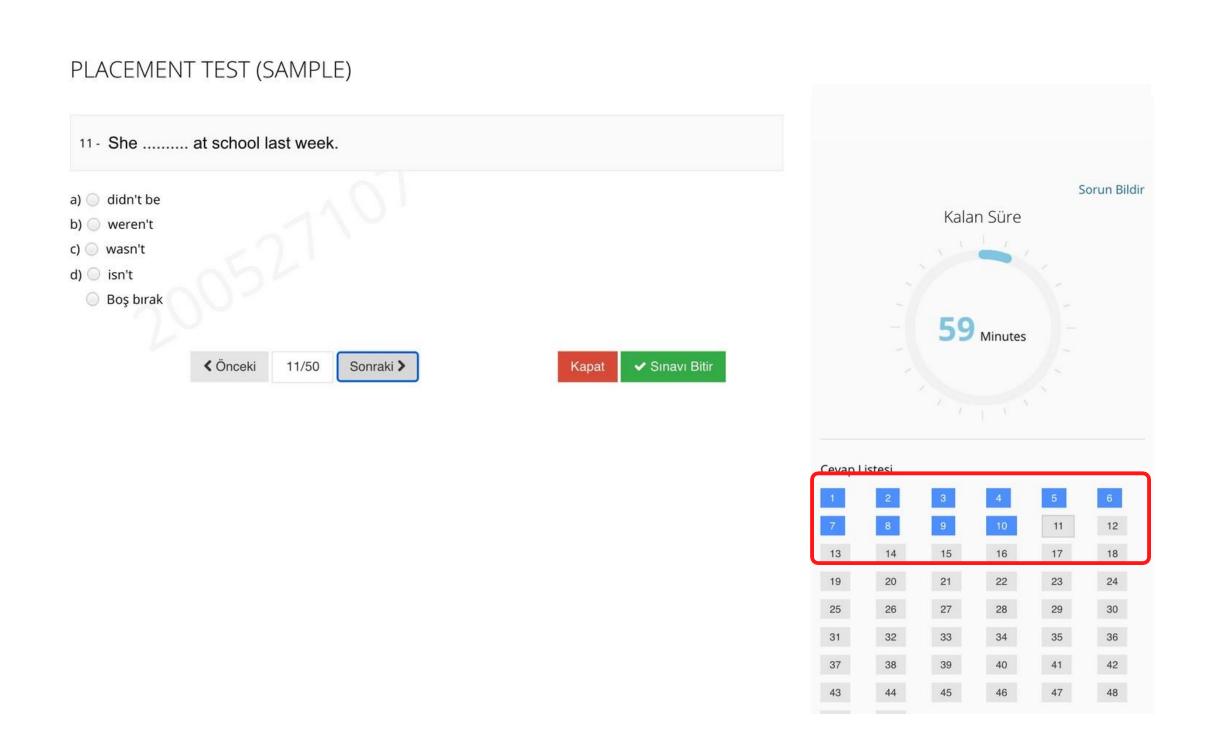




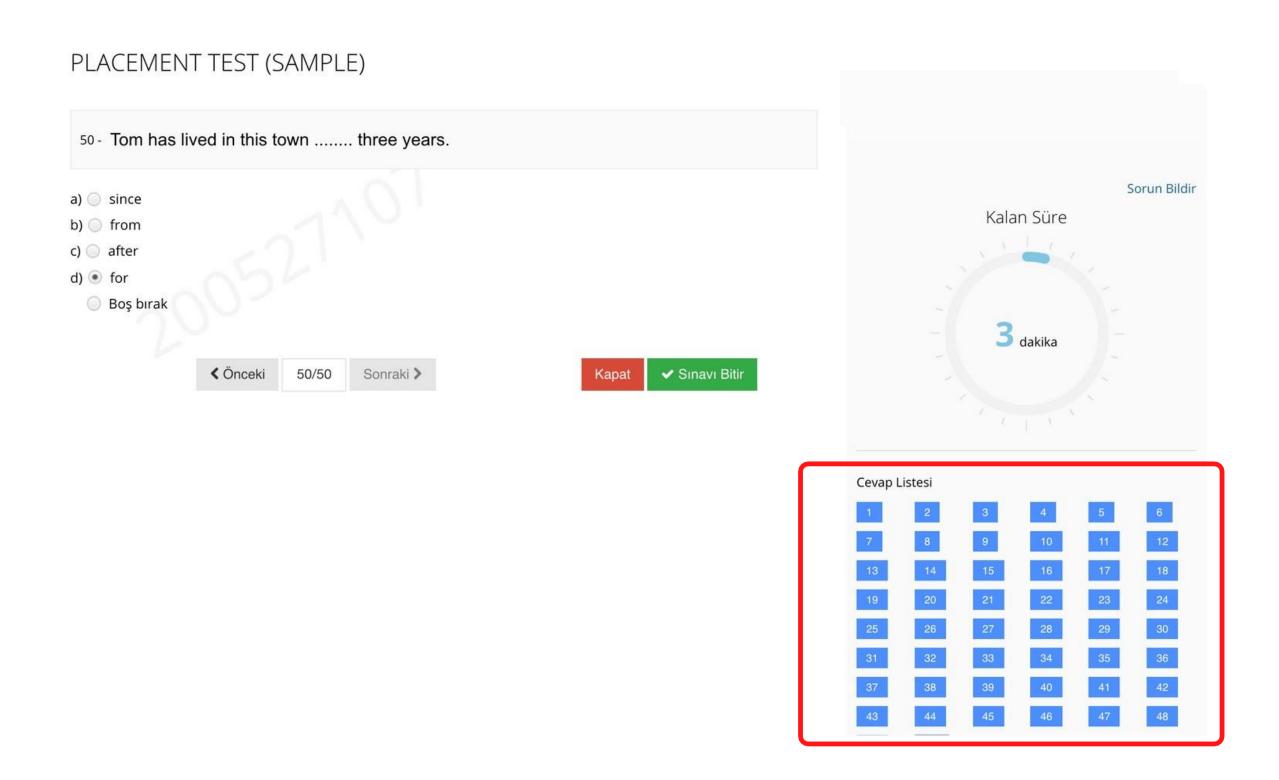
You will see how much time is remaining on the right side of the screen.

PLACEMENT TEST (SAMPLE) 11 - She at school last week. Sorun Bildir a) Odidn't be Kalan Süre b) weren't c) wasn't d) isn't Boş bırak 59 Minutes ✓ Sınavı Bitir Sonraki > Cevap Listesi X Boş X Aktif X Cevap kaydedildi Cevap kaydedilemedi

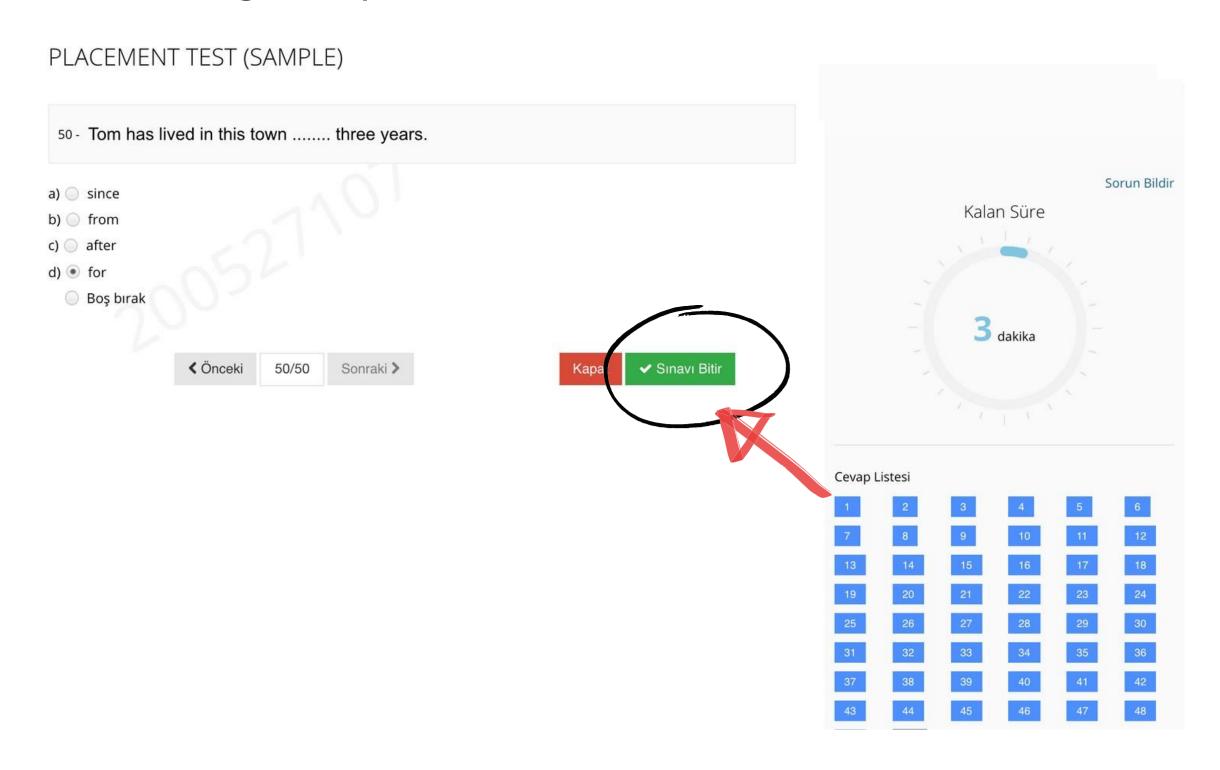
If you have answered a question, it will be marked in blue. You can see which questions you have answered (marked in blue), and which ones you have not answered yet (marked in gray). You can also navigate between the questions by clicking on the question number.



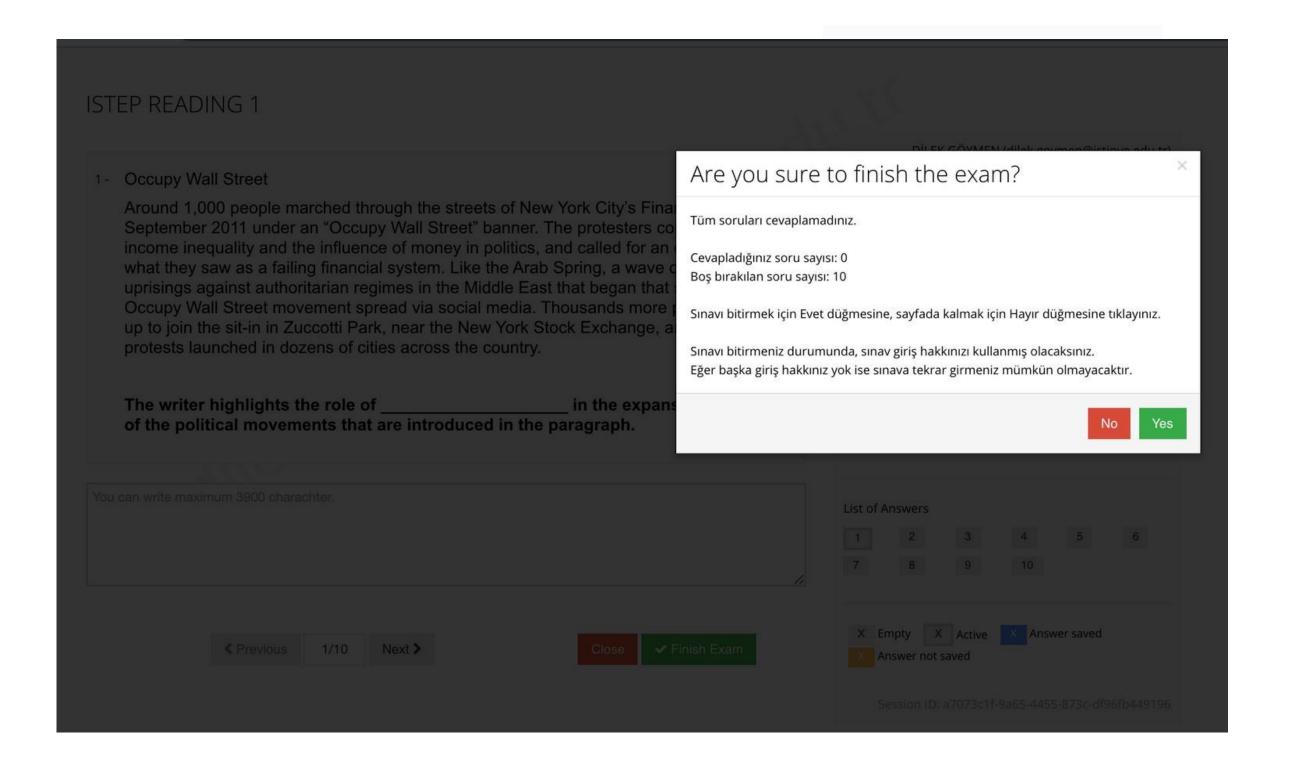
When you have finished answering questions, all your answers will be marked in blue.



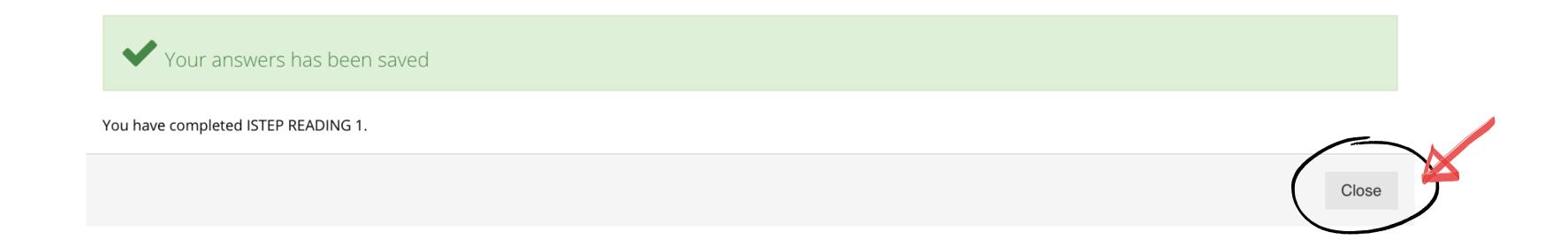
Make sure you have answered all questions before you click on "Finish Exam/Sınavı Bitir... DO NOT click on "Finish Exam/Sınavı Bitir... before you finish answering the questions.



When you click on "Finish Exam/Sınavı Bitir., a warning will pop up asking "Are you sure to finish the exam? ("Sınavı bitirmek istediğinize emin misiniz?..)... To finish the exam, click on "Yes/Evet...



You have completed the PROFICIENCY TEST. Click on Close/Kapat.



- Keep in mind that all your actions will be saved by the ALMS system during the exam, as long as your computer is connected to the Internet.
- If you experience problems (e.g., if the test screen closes because of connection problems), try to enter the test again. You will be able to continue from where you left off.
- The test will be automatically closed when the time is up. Even if you do not click on "Finish Exam/Sınavı Bitir., all your answers will have been recorded on the system.