

## INSTRUCTIONS FOR THE ONLINE MOCK-UP LEVEL ACHIEVEMENT TEST

This document is intended to help you understand how the online Level Achievement Test (LAT) will proceed. Please read the instructions below very carefully.

- On the test day, you must join the Zoom meeting for ID checks.
- If you do not attend the ZOOM meeting at the time indicated, **your exam will be invalid.**
- All students must join the exam **with 2 electronic devices**. One to solve the exam and one to join the Zoom meeting. (Preferably 1 smartphone and 1 computer/laptop)
- Students have the sole responsibility for providing the necessary equipment and conditions to take the exam (i.e. fully charged electronic devices, internet connection, seating arrangement, etc.) If they attend the online exam without having necessary equipment and arrangements, their exam will be invalid.

## 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 wi-fi turned on.**
- Make sure that your electronic devices are fully charged.
- **Speaking is strictly prohibited once the exam starts.** If you have a problem during the exam, write them on the chat **directly to the host, not to everyone.**

## DURING THE EXAM

- Make sure you use **GOOGLE CHROME** to solve the exam.
- The Blackboard 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, everything you have typed will have been saved by the system. Refresh your exam page and go on.
- If you drop out from the Zoom meeting and cannot come back within the first five minutes because of a connection lost, send an email to [yabancidiller@istinye.edu.tr](mailto:yabancidiller@istinye.edu.tr) right away and join the Zoom meeting again as soon as possible.

- Make sure you are **ALONE** in the exam room and do not talk to anybody including the examiner during the exam. Headphones, smart watches, and Bluetooth devices are strictly **FORBIDDEN**.
- Make sure the exam room is quiet, and your cameras and microphones work properly.
- Make sure you and your computer screen are clearly visible to the camera. Your screen, your desk, your keyboard, your hands and you should be seen from a close and appropriate distance.
- You can check the pictures on the next page to see the acceptable seating arrangements. Make sure to make these arrangements before the Zoom meeting.
- Your desk should be empty. There should not be lesson notes lying around.
- You are **not allowed to** use pencils or papers during the exam.
- Do not position the camera right at the back since your own body blocks the screen. Make sure your computer screen does not face the window because the light makes it too bright or too dark for the proctor to see your screen.
- Check your cameras and your zoom accounts every 5-10 minutes to be sure your camera is still working.

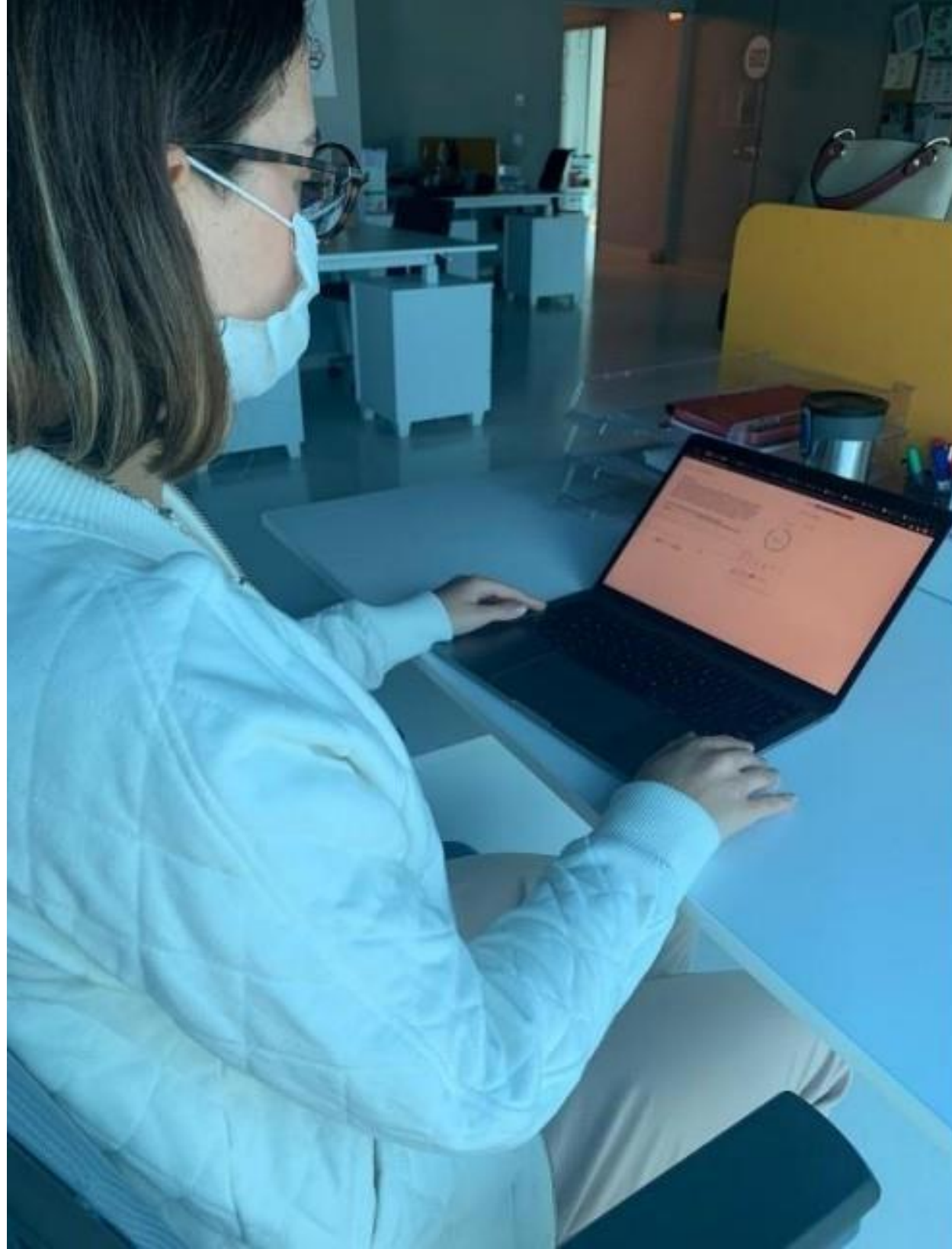
**IF YOU DO NOT COMPLY WITH THE INSTRUCTIONS EXPLAINED HERE, YOUR EXAM WILL BE INVALID.**

Unacceptable X



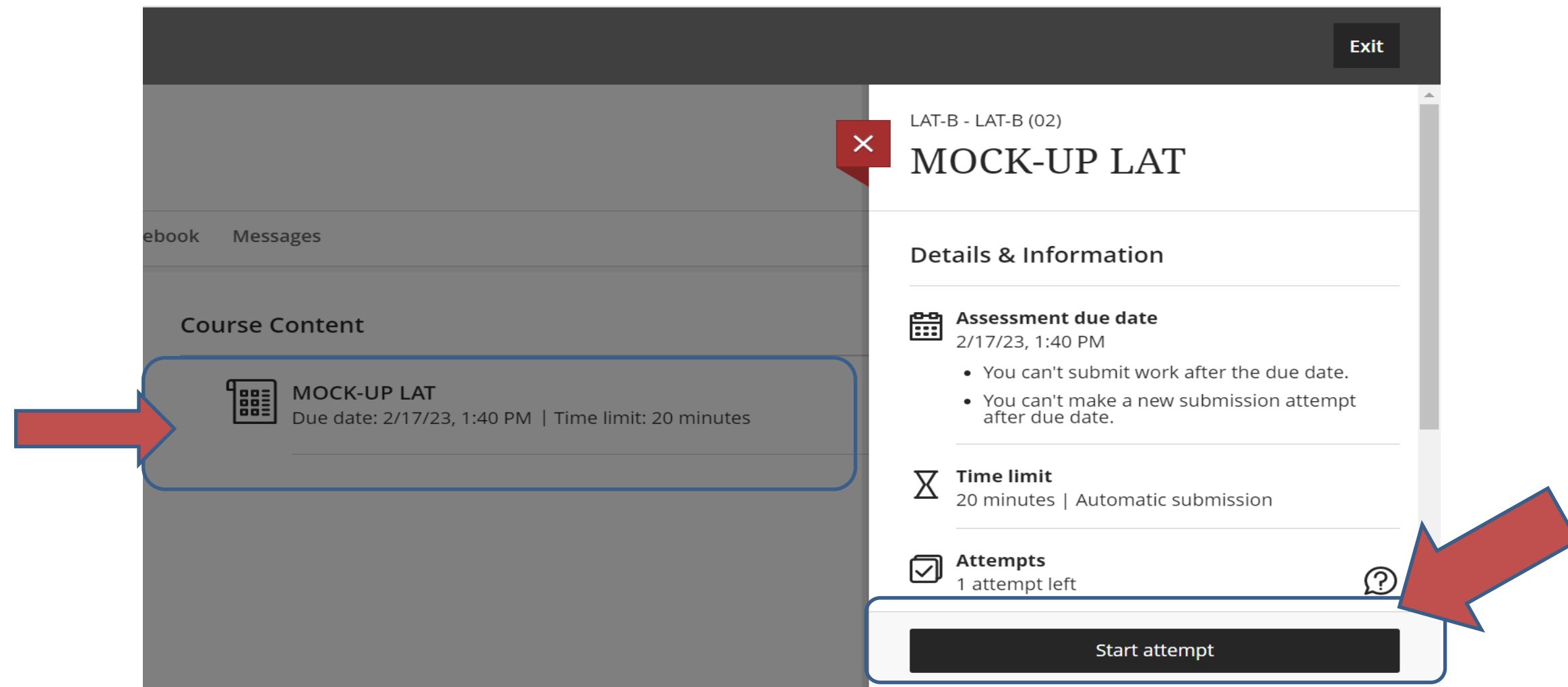
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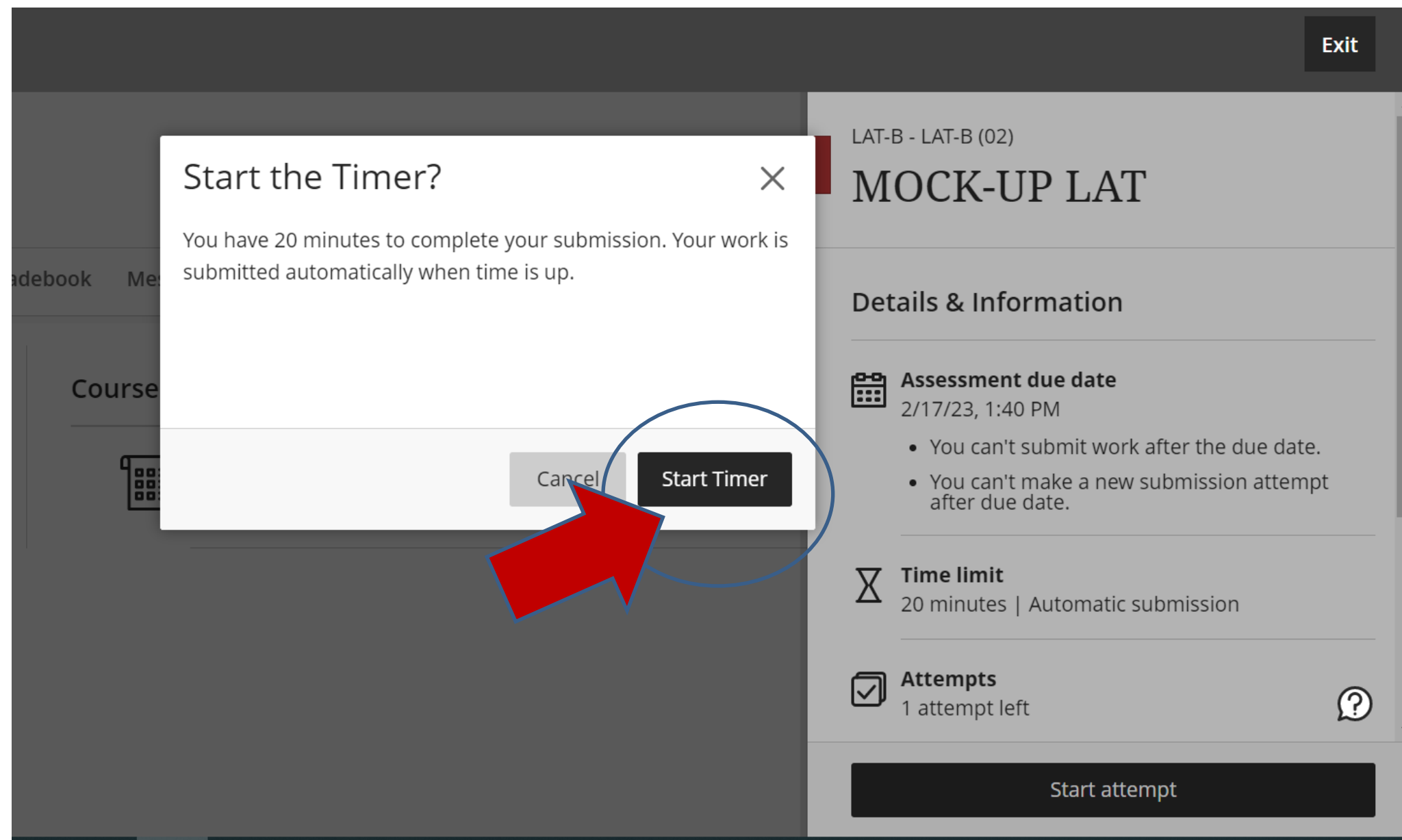


Acceptable ✓

- Before the exam, make sure that you have your username and password to log into Blackboard since the exam will be held on Blackboard.
- On the test day, when you log into your Blackboard account (<https://istinye.blackboard.com/>), go to your course page. In Course Contents, you will see a test named <<**Mock-up LAT**>>. When the invigilators tell you to start, click on it. A small page will show up. Click on <<Start Attempt>> at the right bottom of the page.



- When you click on <<**Start Attempt**>>, a warning will pop up asking “Start the timer?”.
- Click on <<**Start Timer**>> . The exam will start.





The exam page will open, and you will be able to view all the exam questions.

All your questions will be saved automatically by the system.

The screenshot displays an online exam interface. At the top, a purple progress bar is partially filled. To its right, a clock icon indicates "20 minutes remaining" with a refresh icon, and "9 OF 10 QUESTIONS REMAINING" is shown. On the far right, a table shows "Maximum points" as "100 points".

The main content area features "Question 1" with a "10 Points" label. The question text is "I want to buy a \_\_\_ for the football game, but it is really expensive!". Below the text are four multiple-choice options: (A) money, (B) pencil, (C) paper, and (D) ticket. Option (B) is selected, highlighted with a black background.

At the bottom left, it says "Last saved 4:25:12 PM" and "Questions Filter (10)". At the bottom right, there are "Save and Close" and "Submit" buttons, along with a help icon.

You will be able to see the remaining time, remaining questions, and when your answers are last saved on the screen.

The screenshot shows a quiz interface with the following elements:

- Top Bar:** A purple progress bar is visible. On the right, it displays "Maximum points" and "100 points".
- Time and Questions:** A notification box shows "20 minutes remaining" with a refresh icon. Another box shows "9 OF 10 QUESTIONS REMAINING".
- Question 1:** Titled "Question 1" with a value of "10 Points". The text reads: "I want to buy a \_\_\_ for the football game, but it is really expensive!".
- Options:** A list of four options: (A) money, (B) pencil (highlighted in black), (C) paper, and (D) ticket.
- Bottom Bar:** A notification box shows "Last saved 4:25:12 PM". To the right are "Save and Close" and "Submit" buttons. A "Questions Filter (10)" dropdown is also present.

Three red arrows point to the "20 minutes remaining" box, the "9 OF 10 QUESTIONS REMAINING" box, and the "Last saved 4:25:12 PM" box.

During the exam, please **DO NOT CLICK ON <<SAVE AND CLOSE>>**.

Choosing this option will not complete your exam.

And **you will still lose the remaining time.**

Student Preview Exit

2023 LM - Mid Level (02)

## SAMPLE LAT

58 minutes remaining 0 OF 1 QUESTIONS REMAINING

Test Content

Question 1 1 Point

What is the synonym of the word "attempt"?

A) attack

B) try

Last saved 12:27:55 PM

Questions Filter (1)

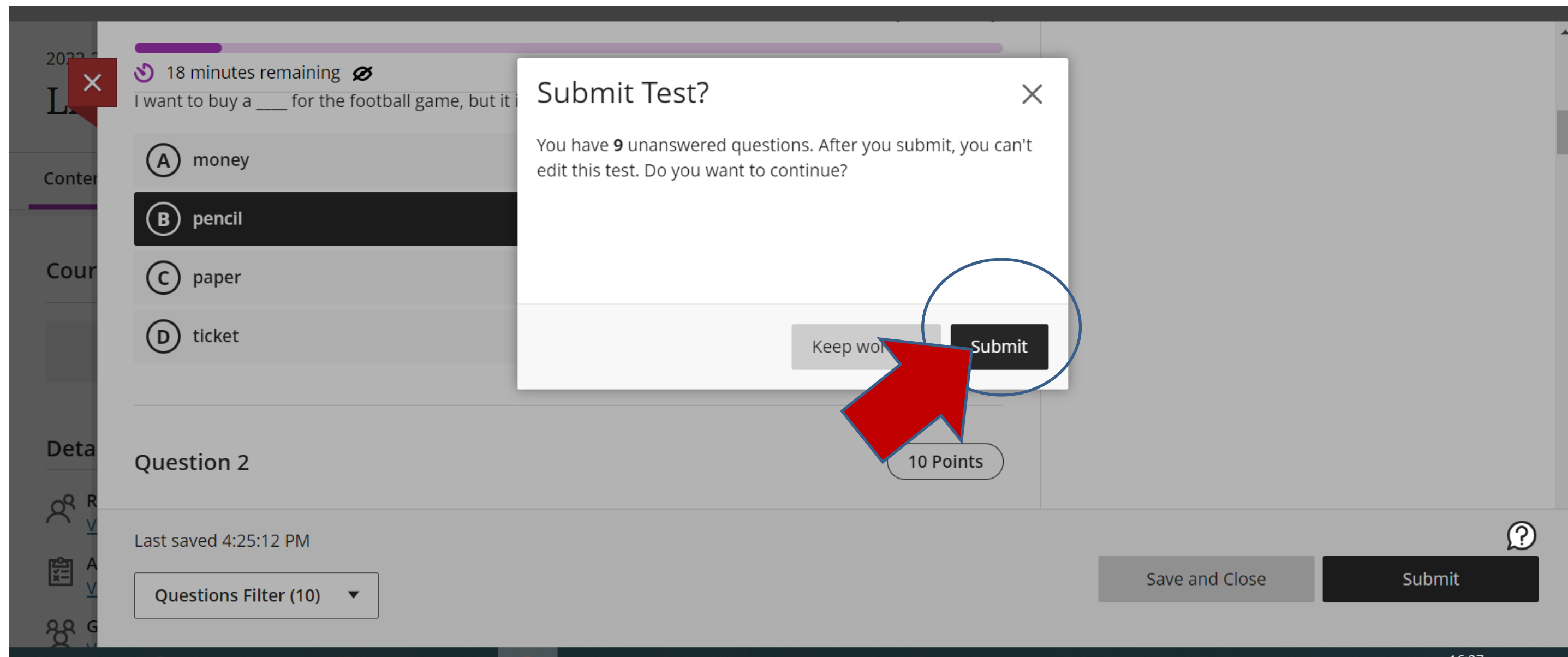
Save and Close Submit

When you finish answering all the questions, click on <<SUBMIT>>.

**DO NOT click on <<Submit>> before you finish answering the questions.**

The screenshot shows a quiz interface with a purple progress bar at the top. A timer indicates 20 minutes remaining, and a status bar shows 9 of 10 questions remaining. The current question is 'Question 1' worth 10 points. The question text is 'I want to buy a \_\_\_ for the football game, but it is really expensive!'. The options are: (A) money, (B) pencil, (C) paper, and (D) ticket. Option (B) is selected. At the bottom right, the 'Submit' button is circled in blue and pointed to by a red arrow. Other buttons include 'Save and Close' and a help icon. The interface also shows a 'Questions Filter (10)' dropdown and a 'Last saved 4:25:12 PM' timestamp.

- When you click on <<**Submit**>>, a warning will pop-up, asking you if you are sure to <<**Submit Test?**>>.
- If you click on **SUBMIT**, your exam will be saved, and the exam page will be closed.



After submission, you will receive an automated message. Close the message and wait for further instructions from the proctors.

The screenshot shows a quiz interface with a success message overlay. The background interface includes a timer showing 16 minutes remaining, a list of questions with 'Question 3' selected, and a 'Details & Information' panel on the right. The success message overlay is a white box with a green border, containing a paper airplane illustration, submission details, and 'Close' and 'Download' buttons. A red arrow points to the 'Close' button.

**Your submission was successful!**

**Submission date:**  
2/15/23, 4:28 PM

**Confirmation number:**  
42caaf7cb7cf4caaac608bb9482d394a

You'll receive an email confirmation shortly.  
You can also download your submission receipt (.txt).

**Close** **Download**

**Details & Information**

**Assessment due date**  
2/17/23, 1:40 PM (UTC+3)

- You can't submit work after the due date.
- You can't make a new submission attempt after due date.

**Time limit**  
20 minutes | Automatic submission

**Attempts**  
0 attempts left

**Originality Report**  
[SafeAssign enabled](#)

**Save and Close** **Submit**

- Keep in mind that all your actions will be saved by the Blackboard 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 refresh the exam page. You will be able to continue from where you left off.
- Click anywhere outside of the text box to save your Writing answers from time to time.
- The exam page will be automatically closed when the time is up. Even if you do not click on <<Submit>>, all your answers will be recorded on the system.
- **Students are not allowed to leave the Zoom meeting even if they finish the exam early.** If they leave the Zoom meeting, their exam will be invalid.