

## **INSTRUCTIONS FOR THE ONLINE ISTEP FOR NEW-COMING INTERNATIONAL STUDENTS**

- 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**: 1 smartphone and 1 computer/laptop. The students will take the exams on the computer and join a Zoom meeting with their smartphones.
- 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 the necessary equipment and arrangements, their exam will be invalid.**

### **BEFORE THE EXAM**

Make sure

- your electronic devices (computer, smartphone, and headphones) are fully charged.
- you have **GOOGLE CHROME** on your computer to take the exam.
- you have your **ID** with you.
- you open the following websites: <https://www.metritests.com/metrica/> and <https://istinye.blackboard.com>
- you have your username and password to log into **Blackboard**<sup>1</sup> since the writing exam will be held on Blackboard.
- you are **ALONE** in the exam room, the exam room is quiet, and your cameras, headphones, and microphones work properly.
- 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 (please check the last page for the mandatory seating arrangement).
- 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.
- your desk is empty.
- you attend Zoom with your **FULL NAME**. Check your name before the meeting.
- your mobile phone is on **THE FLIGHT MODE, and the wi-fi is turned on.**

### **DURING THE EXAM**

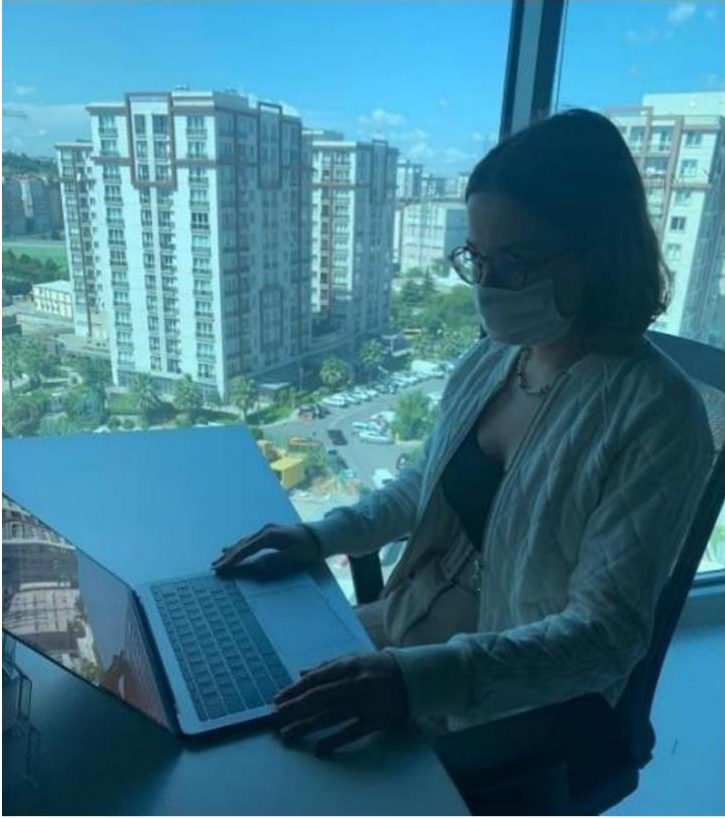
- Do **NOT** mute yourself on Zoom. Your audio will be periodically checked by the hosts during the exam.
- **Speaking is strictly prohibited once the exam starts.** If you have a problem during the exam, write them on the chat **directly to the host, not to everyone.**
- You are **NOT** allowed to use pencils or paper during the exam.
- Check your cameras (smartphones) every 5-10 minutes to make sure your camera is still working, and you are still in the meeting. If you drop out of the Zoom meeting and cannot come back within the first five minutes because of a connection loss, 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.
- We will administer two exams. You will first take an online Cambridge Placement Test (CEPT Reading and Listening) at <https://www.metritests.com/metrica/>. Then, you will take a writing exam on <https://istinye.blackboard.com> to prove your Academic Writing skills. In the Writing Exam, you will be asked to write an academic essay.
- Your proctors will guide you through both exams. For the CEPT, please follow the instructions during the exam to complete the exam without any problems. CEPT is an adaptive test, and it gives you new questions depending on your performance. During the exam, the system can log you out if you spend too much time on one question. That is totally normal, and your answers will have been saved. Please follow the necessary steps on the screen to continue your exam. You will be asked to answer the last question you answered again.
- For the writing exam, when you log into your Blackboard account (<https://istinye.blackboard.com/>), go to your course page. In Course Contents, you will see a test. When the invigilators tell you to start, click on it. A small page will show up. Click on <<Start Attempt>> at the bottom right of the page. When you click on <<**Start Attempt**>>, a warning will pop up asking, "Start the timer?". Click on <<**Start Timer**>>, and the exam will start. When you finish your writing, do **NOT** click on <<**SAVE AND CLOSE**>>; click on <<**SUBMIT**>>. When you click on SUBMIT, your exam will be saved, and the exam page will be closed.
- Keep in mind that all your actions will be saved by both systems during the exam, as long as your computer is connected to the Internet.
- Please click on anywhere outside the text box to save your Writing answers from time to time.

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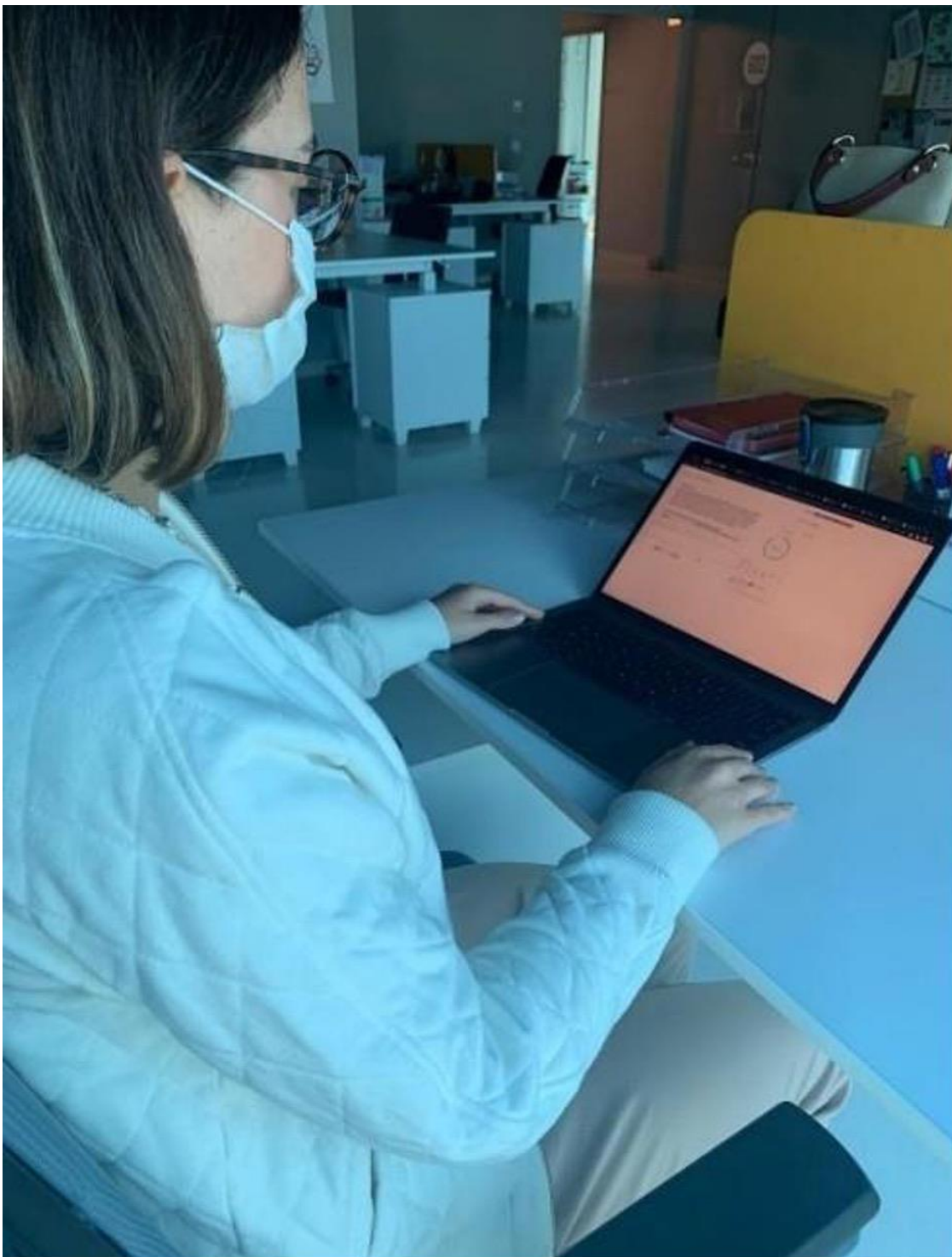
<sup>1</sup> You must log in to the blackboard system with the following information and address.  
Website: <https://istinye.blackboard.com>  
Username: [yourStudentNumber@stu.istinye.edu.tr](mailto:yourStudentNumber@stu.istinye.edu.tr)  
Password: OIS or email password  
You can access the Blackboard system user guide here: <https://youtu.be/a74IvoHvtFM>

**MANDATORY SEATING ARRANGEMENT**

**Unacceptable X**



**Unacceptable X**



**Acceptable ✓**



## **RULES TO BE FOLLOWED IN THE EXAM**

To ensure compliance with the examination regulations, students are required to take their exams on the specific date and time that has been announced, while carrying their respective student ID cards. The exam instructions that have been provided to them in advance shall outline the procedures to be followed, which may include the need for identification verification at any given time during the exam.

It is essential that students ensure their electronic devices are fully charged before the commencement of the exam, to avoid any disruptions during the assessment. If the battery life of the electronic device is expected to be insufficient for the duration of the exam, students are required to connect their devices to an electrical outlet or power source to ensure uninterrupted usage during the assessment.

**The following are AGAINST the rules of the exam:**

- a. The presence of someone other than the student in the room during the exam,
- b. Leaving seats before the end of the Zoom session,
- c. Using dictionaries, auxiliary tools that serve as a dictionary, looking at and/or taking notes on any written paper and/or book, keeping documents, books, files, notepads, etc. on their desks,
- d. After the exam starts, talking, asking questions to your proctor, eating, smoking, and behaving in a manner that disrupts the order of the exam.

**THE FOLLOWING WILL BE CONSIDERED AS CHEATING ATTEMPTS:**

- Leaving the Zoom meeting before the exam ends or without the Proctor's approval,
- A connection cable other than the power cable and mouse cable connected to the computer where the student takes the exam,
- If the student does not sit in a position so that all of his/her desk cannot be seen at a wide angle from shoulder height; if the student insists on clothes or movements that prevents the supervisor to follow the student's movements,
- If the visibility of the screen is blocked by changing the light (increasing or decreasing) and clarity settings of the Zoom connection and/or exam screen,
- If, upon the request of the supervisor, the student does not quickly, closely, and clearly show the room, exam screen, and/or Zoom device or acts slowly,
- Detection of remote access connections to the exam devices during the exam,
- Detection that the student is not alone in the room where the exam is taken,
- Opening another web page other than the exam page on the computers,
- Turning off the camera and/or sound settings even for a moment after entering the Zoom session; detecting that the sound setting is turned off while it is visible as open,
- If the student leaves their place from the beginning till the end of the Zoom session.

**Engaging in any form of cheating during exams, including attempting to cheat or aiding in cheating, is strictly prohibited. If exam proctors detect any attempt by a student to cheat, a report will be immediately filed without any prior warning issued to the student. The Assessment and Evaluation Board will review the report, along with any recorded video evidence of the student's conduct during the exam, and provide its written opinion to the Dean's Office. Any student found to have cheated will be given a score of zero on the exam and will be subject to disciplinary action in accordance with both the "Istinye University Education and Training Regulation" and the "YÖK Student Discipline Regulation."**

**IF YOU FAIL TO COMPLY WITH THE INSTRUCTIONS EXPLAINED IN THIS DOCUMENT,**

**YOUR EXAM WILL BE INVALID.**