

INSTRUCTIONS FOR THE ONLINE ISTEP

31.05.2023

This document is intended to help you understand how the online ISTEP will proceed. Please read the instructions below very carefully. All students must follow the indicated rules very carefully. Failing to follow these steps will result in the cancellation of the students' exam.

- On the test day, you must join the Zoom meeting for ID checks.
- All students who are eligible to take ISTEP must join Zoom the meeting on time (the timing of the exam will be announced later).
- 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 to join the Zoom meeting and 1 computer/laptop to solve the exam.)
- 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 right away and join the Zoom meeting again as soon as possible.

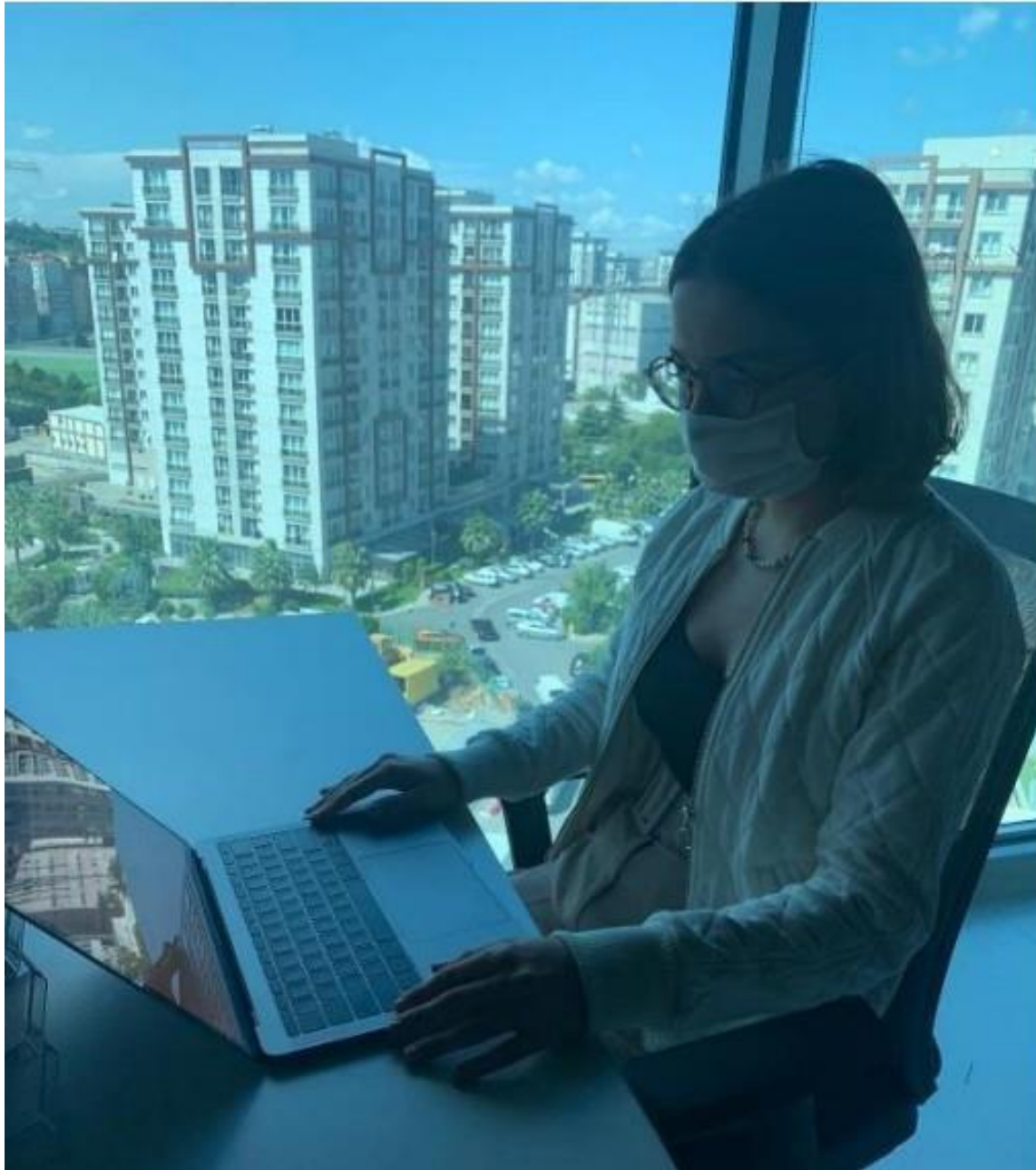
EXAM SETTING

- 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 camera 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

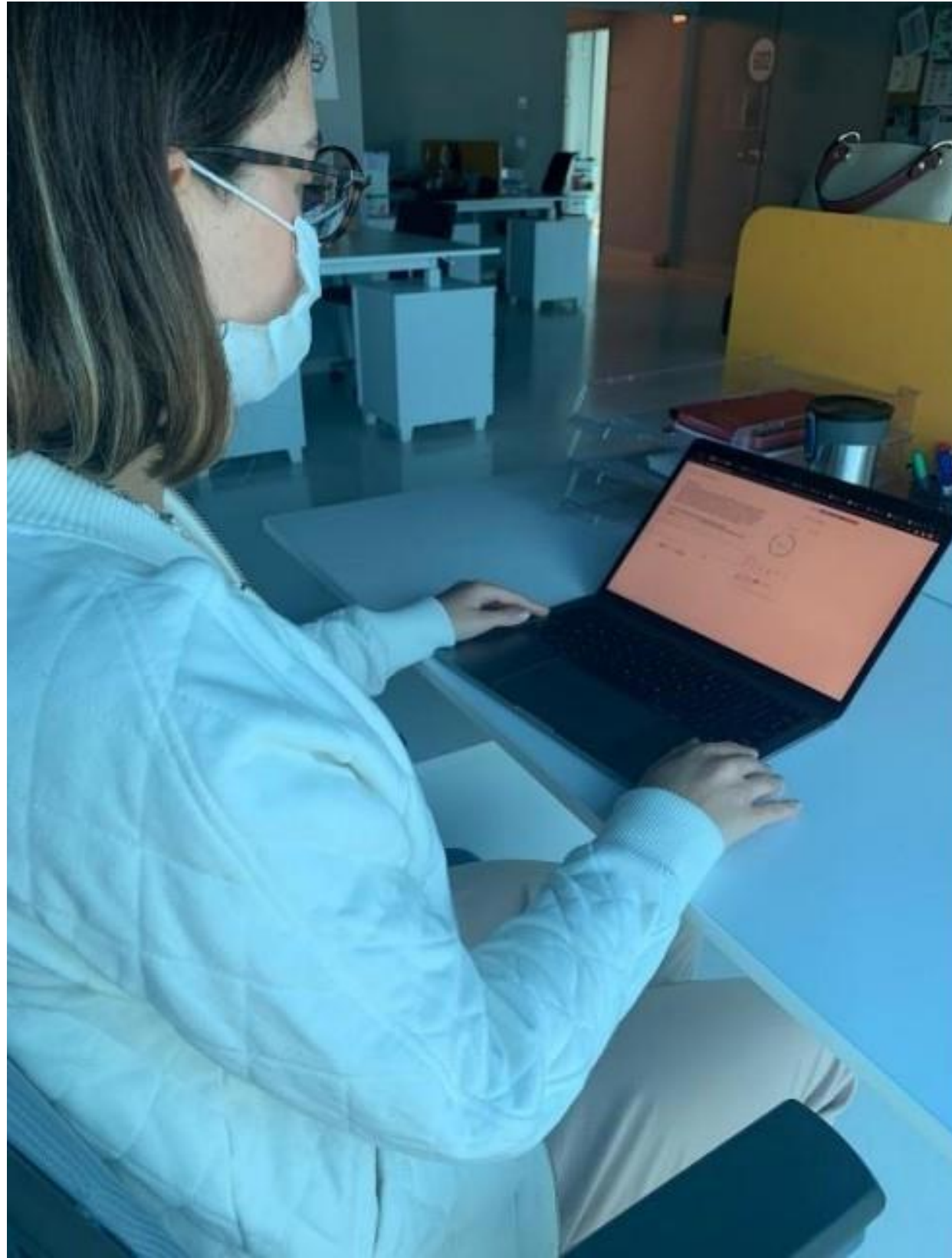
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Unacceptable

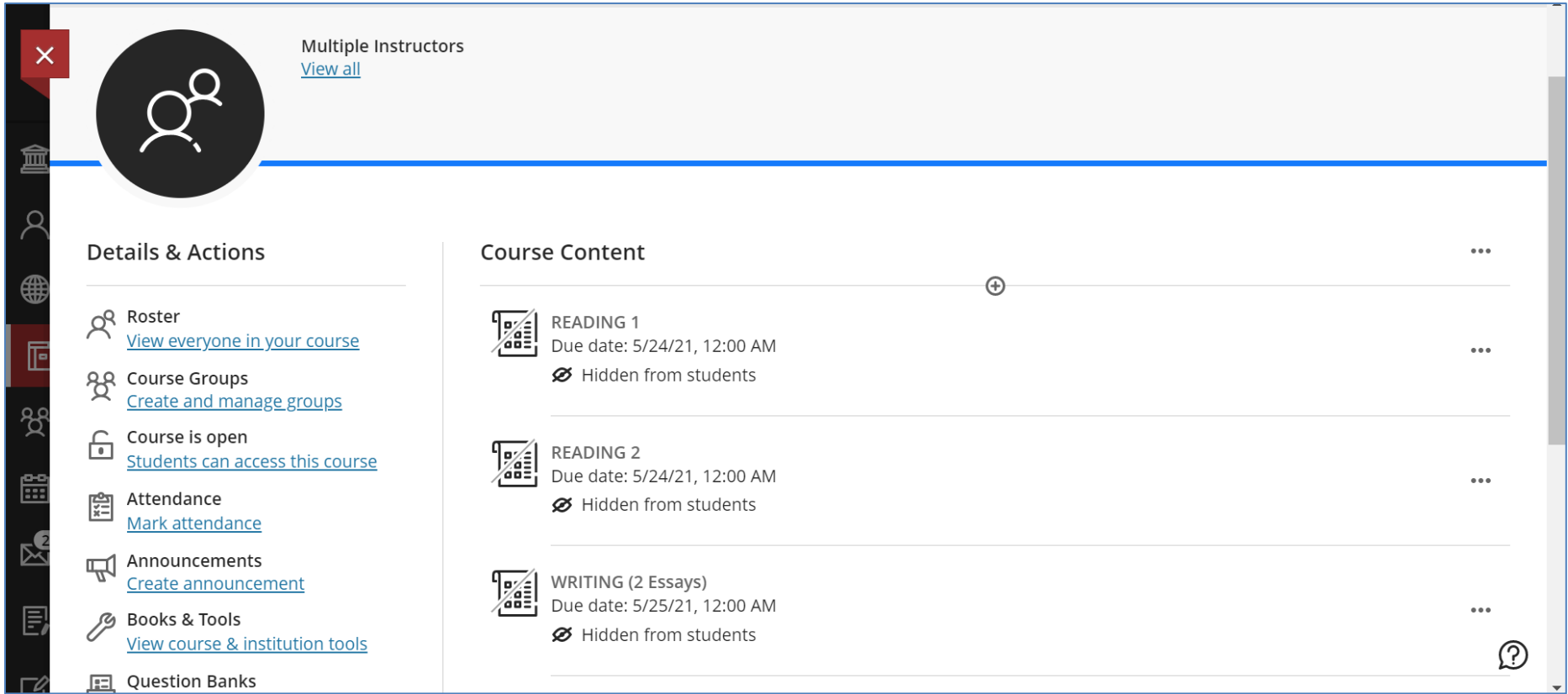
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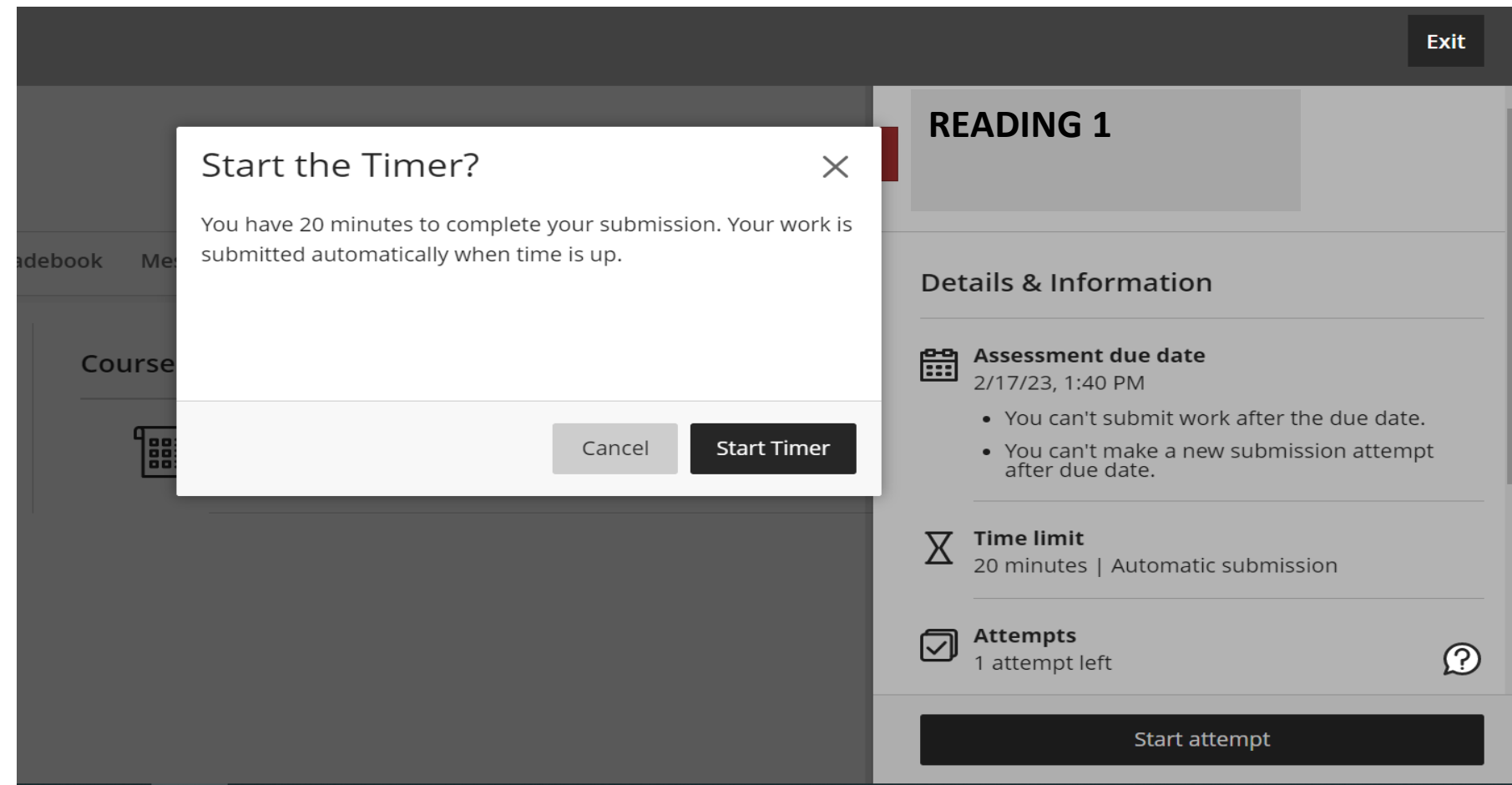


Acceptable 

- 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 titled ISTEP JUNE 2023. In Course Contents, you will see three sections: ISTEP READING 1, ISTEP READING 2, and ISTEP WRITING.



- The exam will begin with ISTEP READING 1. When it is time for ISTEP READING 1 (the proctor will notify you when), click on 'ISTEP READING 1' and 'View Assessment.' 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.

2022-2023

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V

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V

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✕

🔄 20 minutes remaining ⌛

9 OF 10 QUESTIONS REMAINING

Financial Security

Generation Z is affected by the growing income gap and the shrinking middle class. They were able to either witness this directly from their families with the Great Recession of 2007-2009 or indirectly from witnessing the impact of the recession on others (i.e., through acquaintances or the media). This caused stress in the home for some. However, these events also positively impacted Generation Z, causing them to want to help others in difficulty and make a contribution to society. From the Great Recession in 2009, people thought Generation Z would be more involved in their communities. With the increase in technology, it is easier to **do just that** because of the power of online communities used to publicize and donate to charities.

In the text, the phrase “do just that” refers to Blank 1

Blank 1

Add your answer

Last saved 4:25:12 PM

Questions Filter (10) ▼

Maximum points

100 points

Save and Close

Submit

9

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

20 minutes remaining

9 OF 10 QUESTIONS REMAINING

Financial Security

Generation Z is affected by the growing income gap and the shrinking middle class. They were able to either witness this directly from their families with the Great Recession of 2007-2009 or indirectly from witnessing the impact of the recession on others (i.e., through acquaintances or the media). This caused stress in the home for some. However, these events also positively impacted Generation Z, causing them to want to help others in difficulty and make a contribution to society. From the Great Recession in 2009, people thought Generation Z would be more involved in their communities. With the increase in technology, it is easier to **do just that** because of the power of online communities used to publicize and donate to charities.

In the text, the phrase “do just that” refers to Blank 1

Blank 1

Last saved 4:25:12 PM

Questions Filter (10)

Maximum points

100 points

Save and Close

Submit

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)

READING 1

58 minutes remaining

0 OF 1 QUESTIONS REMAINING

Financial Security

Generation Z is affected by the growing income gap and the shrinking middle class. They were able to either witness this directly from their families with the Great Recession of 2007-2009 or indirectly from witnessing the impact of the recession on others (i.e., through acquaintances or the media). This caused stress in the home for some. However, these events also positively impacted Generation Z, causing them to want to help others in difficulty and make a contribution to society. From the Great Recession in 2009, people thought Generation Z would be more involved in their communities. With the increase in technology, it is easier to **do just that** because of the power of online communities used to publicize and donate to charities.

In the text, the phrase "do just that" refers to Blank 1

Blank 1

Add your answer

Details & Information

Assessment due date

2/15/23, 12:00 AM (UTC+3)

Time limit

60 minutes | Automatic submission

Attempts

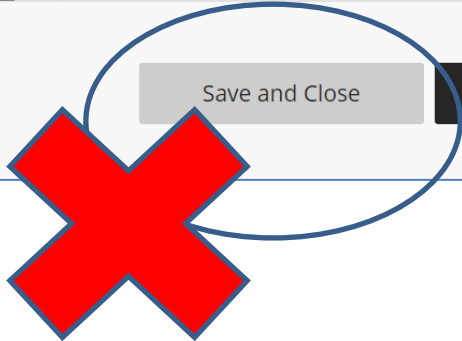
1 attempt left

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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 sidebar on the left containing navigation links like '2022', 'L', 'Conte', 'Cour', 'Deta', and icons for 'R', 'V', 'A', 'V', 'G'. The main area displays a question titled 'Financial Security' with a paragraph of text about Generation Z. Below the text is a prompt: 'In the text, the phrase “do just that” refers to Blank 1'. A text input field labeled 'Blank 1' contains the placeholder 'Add your answer'. At the top right, a table shows 'Maximum points' as 100. A progress bar at the top indicates '20 minutes remaining' and '9 OF 10 QUESTIONS REMAINING'. At the bottom, there is a 'Questions Filter (10)' dropdown, a 'Last saved 4:25:12 PM' timestamp, and two buttons: 'Save and Close' and 'Submit'. The 'Submit' button is circled in blue, and a large red arrow points to it from the right.

Maximum points	100 points

20 minutes remaining 9 OF 10 QUESTIONS REMAINING

Financial Security
Generation Z is affected by the growing income gap and the shrinking middle class. They were able to either witness this directly from their families with the Great Recession of 2007-2009 or indirectly from witnessing the impact of the recession on others (i.e., through acquaintances or the media). This caused stress in the home for some. However, these events also positively impacted Generation Z, causing them to want to help others in difficulty and make a contribution to society. From the Great Recession in 2009, people thought Generation Z would be more involved in their communities. With the increase in technology, it is easier to **do just that** because of the power of online communities used to publicize and donate to charities.

In the text, the phrase “do just that” refers to Blank 1

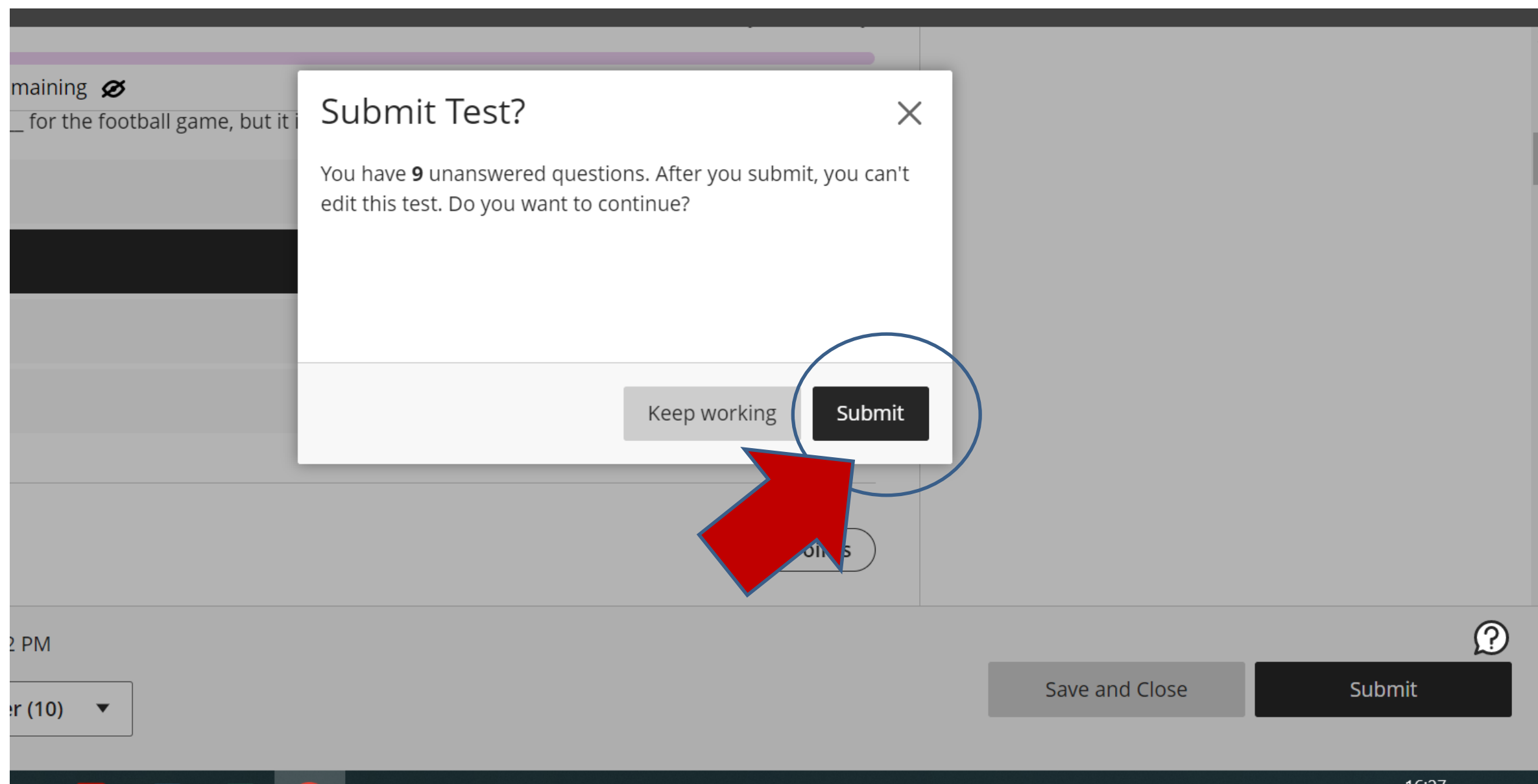
Blank 1

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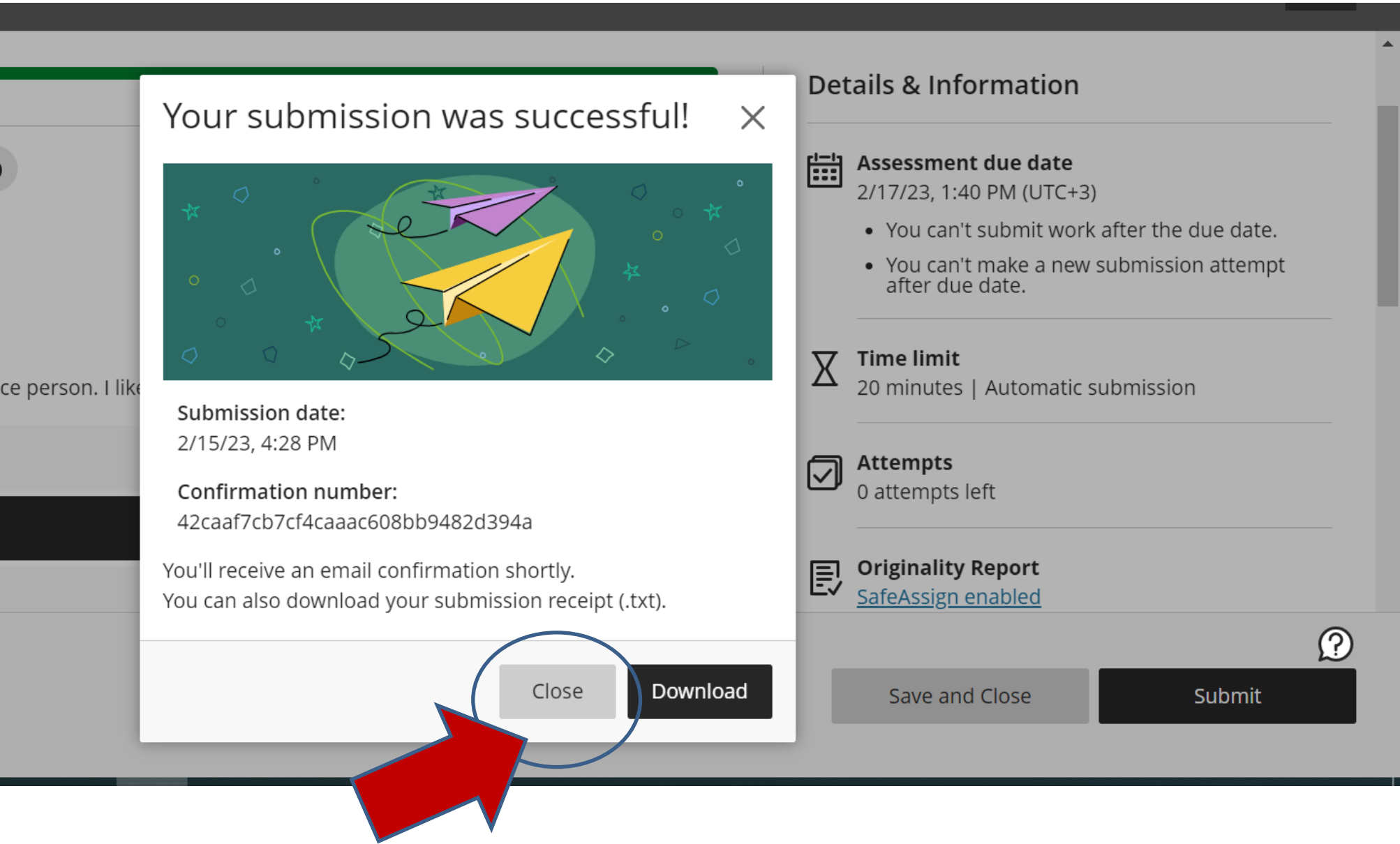
Questions Filter (10) ▼

Save and Close Submit

- 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.



- Next, you will begin the second section, ISTEP READING 2. When it is time for ISTEP READING 2, click on 'ISTEP READING 2' You will follow the same procedures as in ISTEP READING 1.
- **Please remember that you cannot leave the meeting after finishing READING 2.** You must wait for instructions for the break time from the proctors.
- After the break, you will have a second attendance process and you will take the Writing exam.
- When it is time for ISTEP WRITING, click on 'ISTEP WRITING'.
- In the Writing Section, you will need to write one essay. You need to write your essay in the text box below the essay topic. When you finish the writing essay, inform the proctors and wait for their instructions. Inform the proctors only via chat, not verbally.

- 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 during the Reading part even if they finish their exams early. They can leave the Zoom meeting after finishing the writing part. **However, even then, they must get the invigilators' approval. If they leave the Zoom meeting before informing the invigilators, their exam will be invalid.**
- We would also like to remind our students that any attempt of cheating, copying or sharing the answers are completely forbidden. Therefore, students are not allowed to take notes, pictures, or recordings of the questions. Any attempt to do these things will result in the cancellation of the students' exams and a disciplinary investigation.