

## INSTRUCTIONS FOR THE ONLINE ISTEP

05.06.2023

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. Please have your student ID cards at hand.
- **All students who are eligible to take ISTEP must join Zoom the meeting until 09:20 for the Reading parts and 11:20 for the Writing part. Latecomers will not be accepted.**
- 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](mailto:yabancidiller@istinye.edu.tr) right away and join the Zoom meeting again as soon as possible.

**The test will proceed as follows:**

- Attendance 1 → 09:00-09:30

**(You have to attend the Zoom until 09:20. You will not be admitted into the Zoom meeting after 09:20)**

- Reading 1 → 09:30-10:10

- Reading 2 → 10:15-10:55

- **Break → 10:55-11:10**

- Attendance 2 → 11:10-11:30

**(You have to attend the Zoom meeting until 11:20. You will not be admitted into the Zoom meeting after 11:20)**

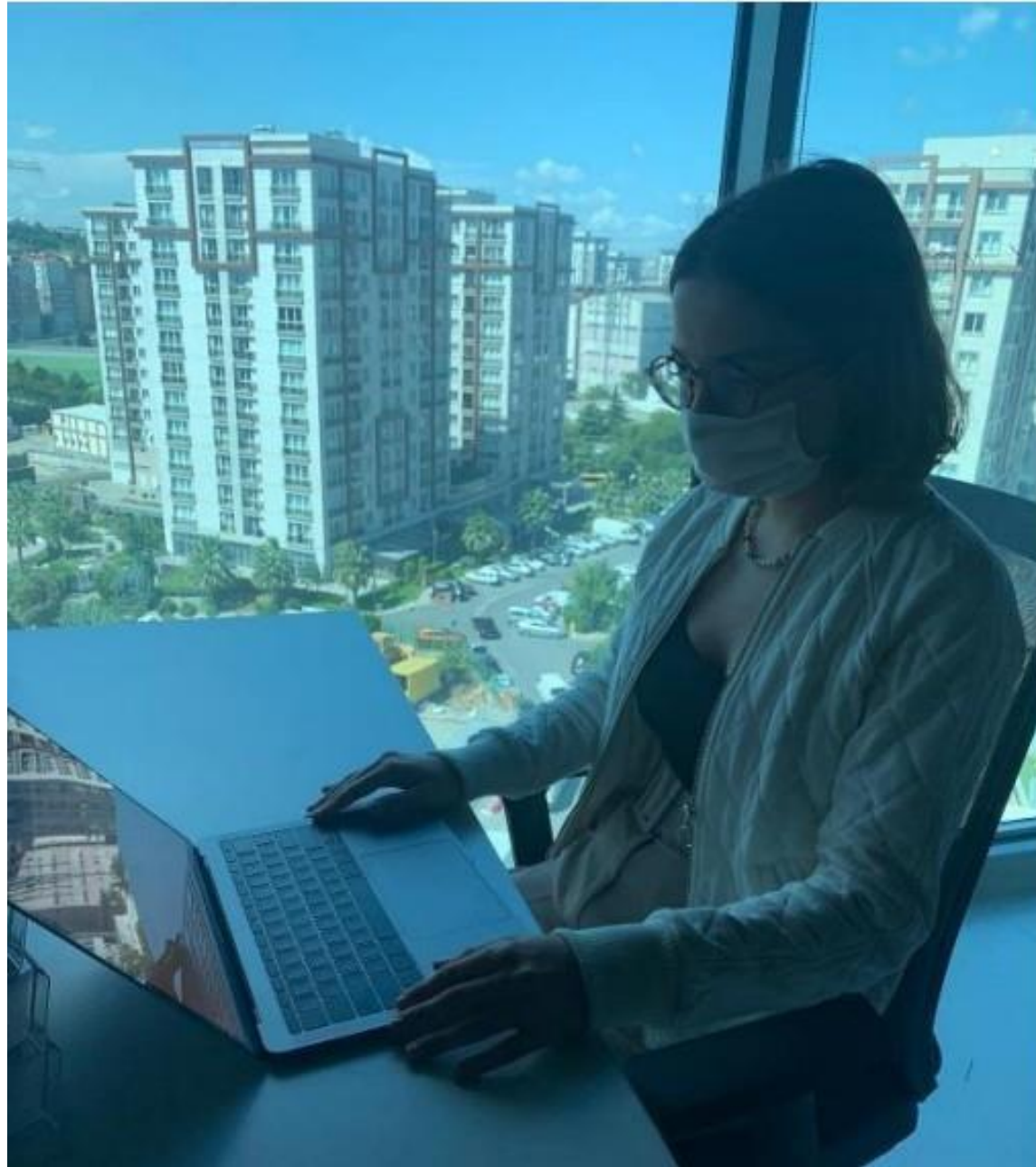
- Writing → 11:30-12:15

## 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.

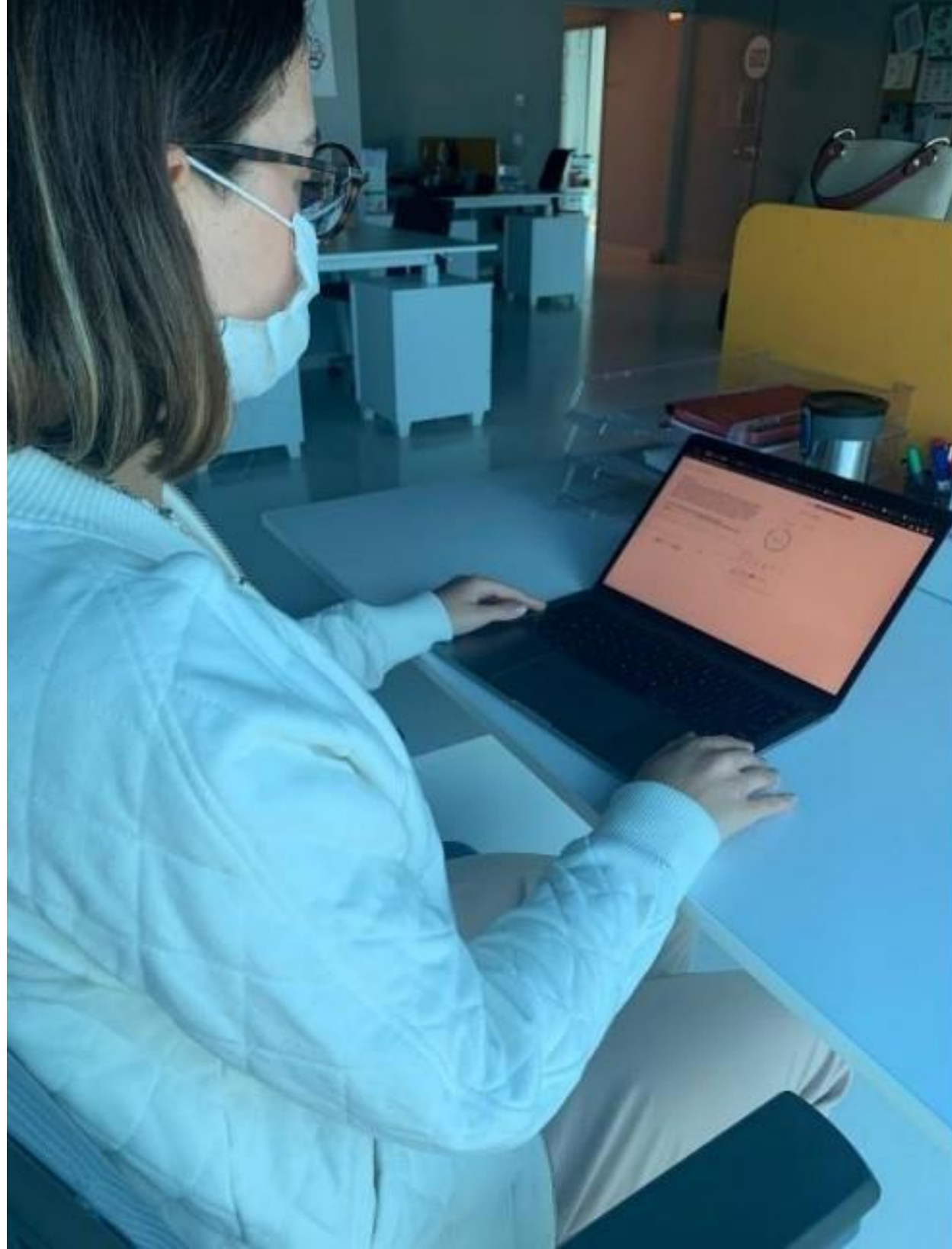
**IF YOU DO NOT COMPLY WITH THE INSTRUCTIONS EXPLAINED HERE, YOUR EXAM WILL BE INVALID.**

Unacceptable X



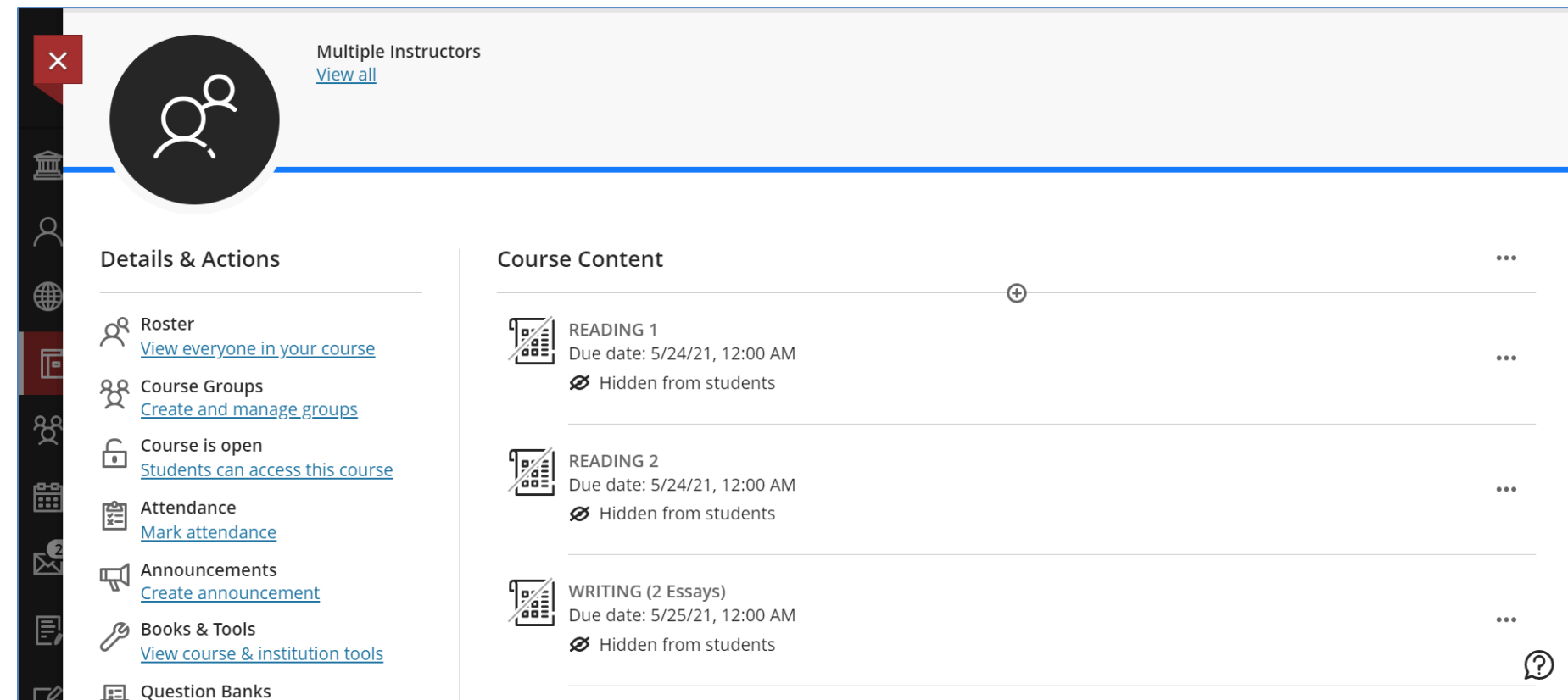
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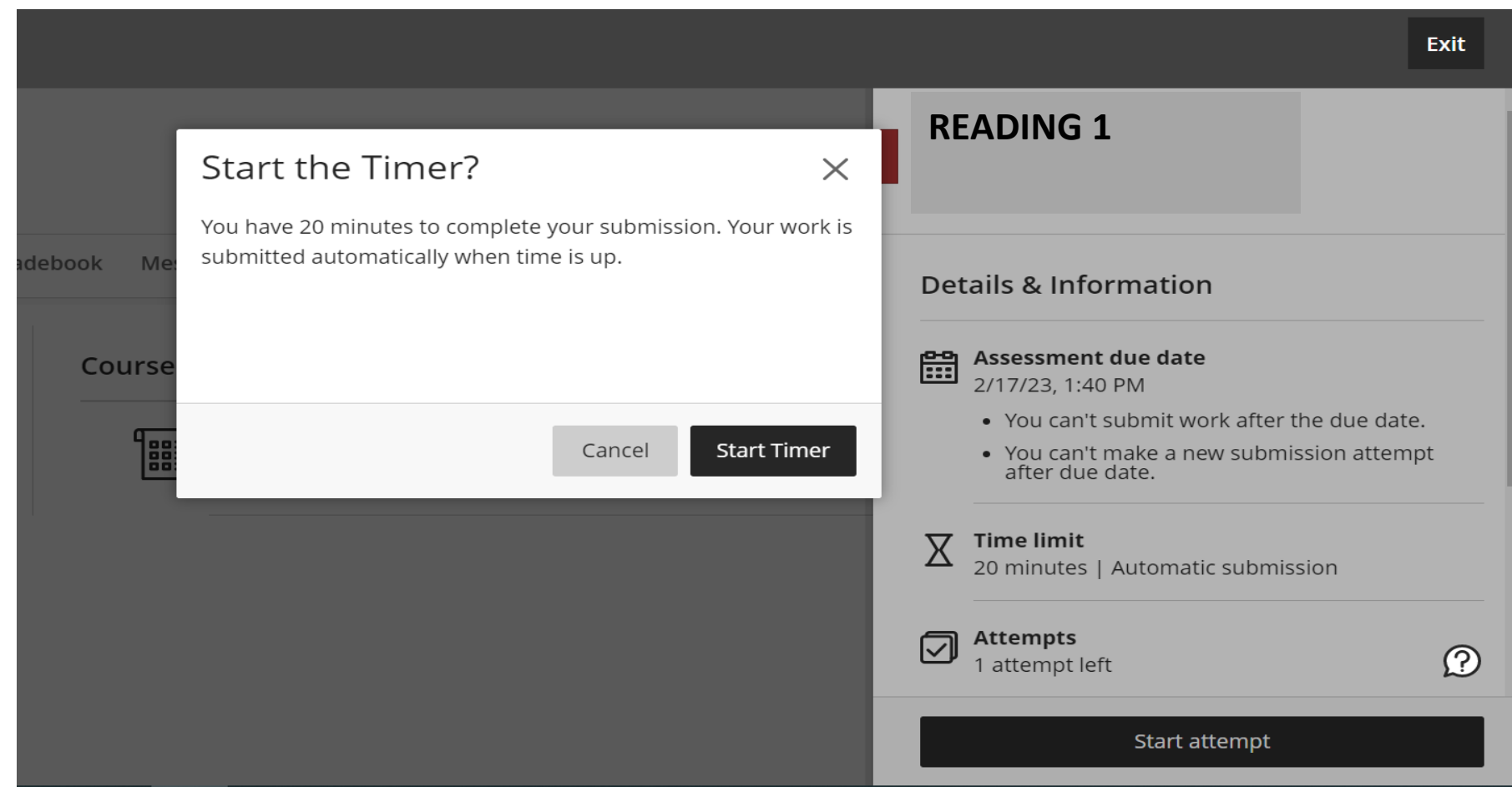
Acceptable ✓

- 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 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.

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

The main content area features a reading passage titled "Financial Security". The text discusses Generation Z's experiences with the Great Recession of 2007-2009, noting that while it caused stress, it also positively impacted them, leading to a desire to help others. It mentions that with the increase in technology, it is easier to "do just that" due to online communities used for publicizing and donating to charities.

Below the passage, a question is posed: "In the text, the phrase 'do just that' refers to Blank 1". A text input field labeled "Blank 1" contains the placeholder text "Add your answer".

At the bottom left, it says "Last saved 4:25:12 PM" and "Questions Filter (10)" with a dropdown arrow. At the bottom right, there are two buttons: "Save and Close" and "Submit". A help icon (question mark) is also visible.

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 several key elements highlighted by red arrows:

- Remaining Time:** A purple progress bar at the top left shows "20 minutes remaining" with a refresh icon.
- Remaining Questions:** A box at the top center displays "9 OF 10 QUESTIONS REMAINING".
- Maximum Points:** A box at the top right shows "Maximum points" and "100 points".
- Last Saved:** A box at the bottom left indicates "Last saved 4:25:12 PM".
- Questions Filter:** A dropdown menu at the bottom left is set to "Questions Filter (10)".
- Buttons:** "Save and Close" and "Submit" buttons are located at the bottom right.

The main content area displays a question titled "Financial Security" with a paragraph of text and a blank answer field labeled "Blank 1".

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.**

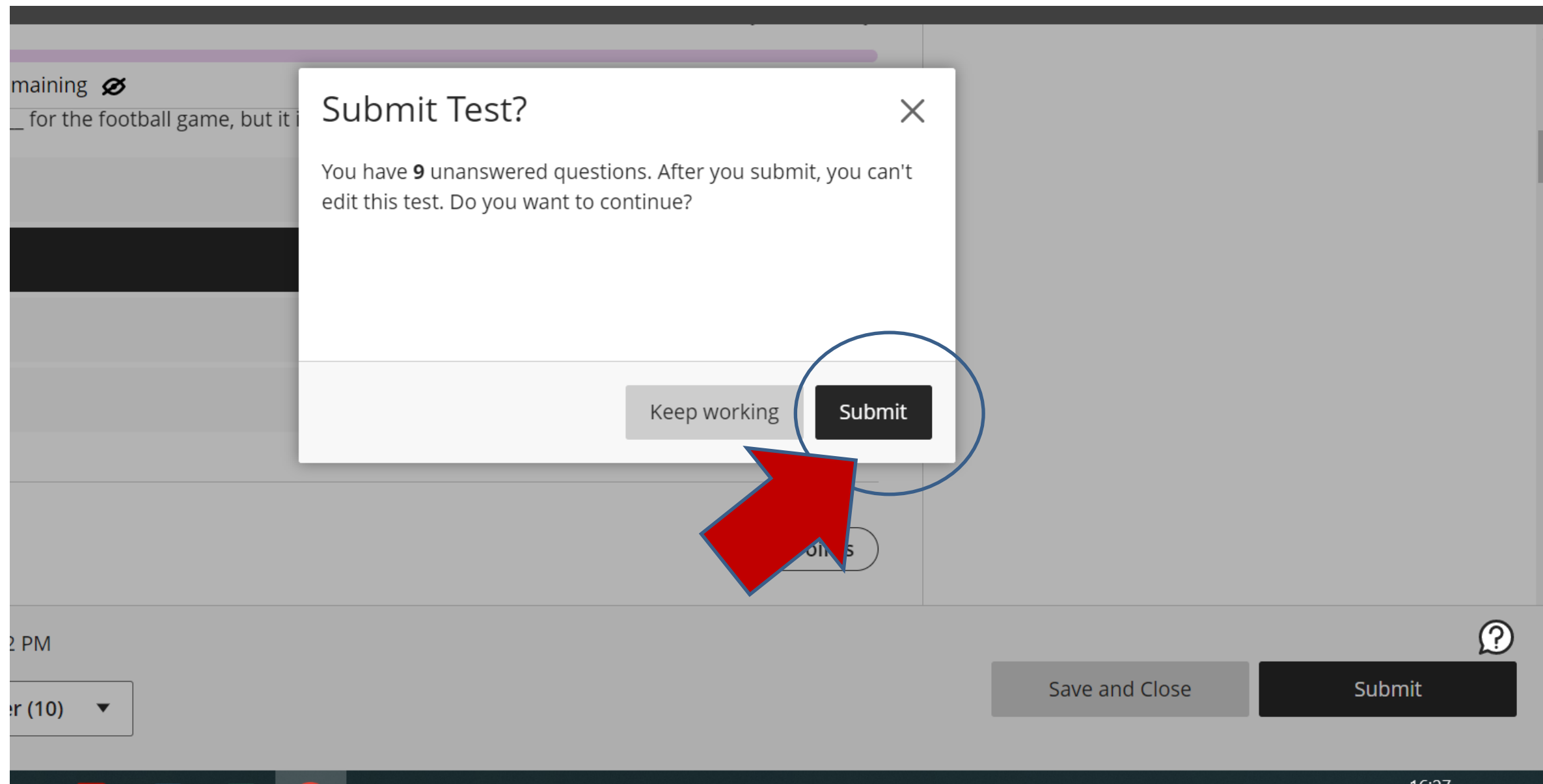
The screenshot shows a student exam interface. At the top, it says "Student Preview" and "Exit". The exam title is "LM - Mid Level (02)" and "READING 1". A progress bar shows "58 minutes remaining" and "0 OF 1 QUESTIONS REMAINING". The question text is about "Financial Security" and asks for a blank answer. The "Details & Information" section shows the assessment due date as "2/15/23, 12:00 AM (UTC+3)", a time limit of "60 minutes | Automatic submission", and "1 attempt left". At the bottom, there is a "Questions Filter (1)" dropdown, a "Save and Close" button circled in blue, and a "Submit" button. A large red "X" is placed over the "Save and Close" button to indicate it should not be clicked.

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. On the left, a sidebar contains navigation options: '2023', 'L', 'Conten', 'Cour', 'Deta', 'R', 'A', 'G'. The main content area displays a question titled 'Financial Security' with a paragraph of text. Below the text, it asks 'In the text, the phrase "do just that" refers to Blank 1' and provides an input field labeled 'Blank 1' with the placeholder 'Add your answer'. At the top right, a box indicates 'Maximum points 100 points'. At the bottom right, a 'Submit' button is circled in blue and pointed to by a large red arrow. Other buttons include 'Save and Close' and a help icon. A timer shows '20 minutes remaining' and '9 OF 10 QUESTIONS REMAINING'. A 'Questions Filter (10)' dropdown is visible at the bottom left.

- 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 image shows a screenshot of a web application interface. In the foreground, a white dialog box with a green border is displayed. The dialog box has a title bar that says "Your submission was successful!" with a close button (X) on the right. Below the title bar is a decorative image of two paper airplanes (one purple, one yellow) flying against a dark green background with stars and geometric shapes. Below the image, the dialog box contains the following text:

**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).

At the bottom of the dialog box, there are two buttons: "Close" and "Download". A blue circle highlights the "Close" button, and a large red arrow points towards it from the bottom left.

In the background, a sidebar titled "Details & Information" is visible. It contains the following sections:

- 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](#)

At the bottom of the sidebar, there are two buttons: "Save and Close" and "Submit". A help icon (question mark in a circle) is located in the bottom right corner of the sidebar.

- 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. **The break time ends at 11:10 and all students must join the Zoom meeting again until 11:20. Latecomers will not be accepted.**
- 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. **Do not leave the Zoom meeting.**



- 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 exam. **If they leave the Zoom meeting other than the break time, 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.