INSTRUCTIONS FOR THE ONLINE PROFICIENCY TEST

ISTEP will be held on 11 August 2020 as an ONLINE test. Read the instructions below very carefully.

We will also have a SAMPLE ONLINE ISTEP on 05 August 2020. The sample exam will be identical to the actual test in terms of format and implementation. It is highly important that you attend the sample test so that potential issues can be identified and solved before the actual test. It will also be a great opportunity for you to experience the online ISTEP. You can also see if there are any problems with your devices at home.

BEFORE THE EXAM DAY:
Follow our website regularly for announcements.

The class lists will be announced on our Website (https://foreignlanguages.istinye.edu.tr/home)

Check the lists and make sure that your name is on the list. Learn your class number. An announcement will be made the day before the Proficiency test which will provide the Zoom link for each class. You will use this link on the exam day.
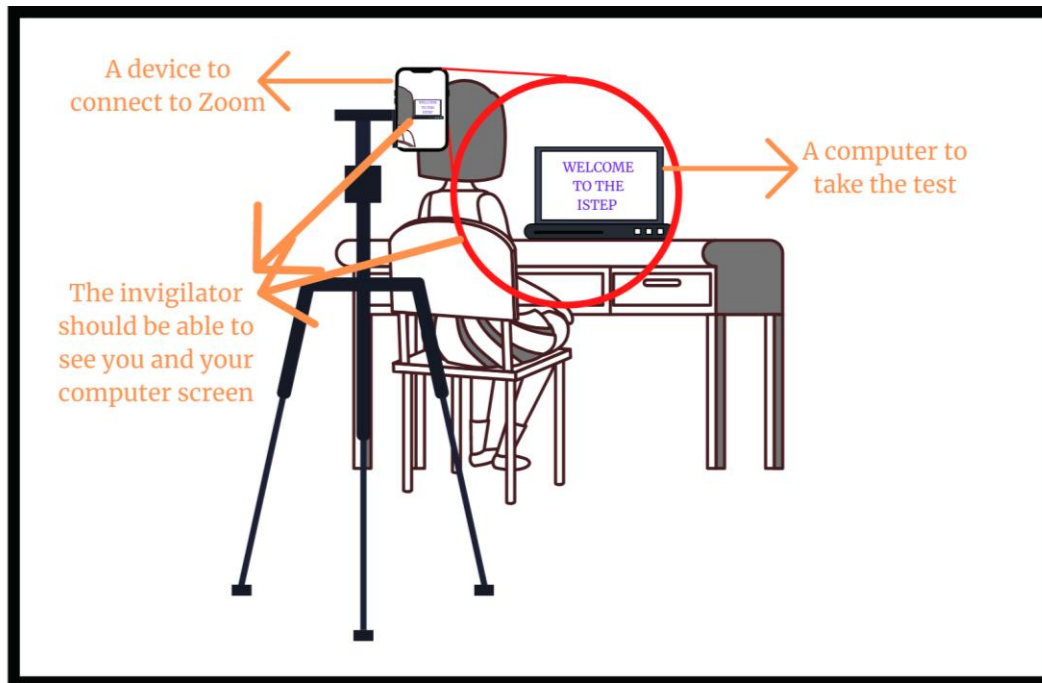
ON THE EXAM DAY:
- You will need a computer (to do the test) and another device to connect to Zoom. You will do the test on the ALMS system, using your computer. You will use the other device to participate in the Zoom meeting. Your exam will be proctored through Zoom.
- You will have to attend a Zoom session before the test. A Zoom meeting invitation will be sent to you before the test. If you do not connect to the Zoom meeting, your test will not be evaluated. You will attend the Zoom session 30 minutes before the test begins (at 10:30 a.m).
- You will do the test on the ALMS system. Before the exam date, make sure that you are able to log in to your ALMS system (istinye.almscloud.com). If you have trouble logging in to ALMS, please send an e-mail to uzaktan.egitim@istinye.edu.tr explaining your problem. Please do this in advance so that you will not have trouble accessing the system on the exam day.
- The test will proceed as follows:
  - ZOOM ID check + Log in to the ALMS system (10:30-11:00)
  - ISTEP READING 1 (11:00-11:40)
  - ISTEP READING 2 (11:45-12:25)
  - BREAK (35 minutes)
  - ZOOM ID check + Log in to the ALMS system (13:00-13:30)
  - ISTEP WRITING (13:30-15:10)

(In the reading section, even if the ID check of all students in your class cannot be completed between 10:30-11:00, you will begin ISTEP READING 1 at 11:00. In this case, your invigilator will continue with ID check after 12:25.

In the writing section, even if the ID check of all students in your class cannot be completed between 13:00-13:30, you will begin ISTEP WRITING at 13:30. In this case, your invigilator will continue with ID check after 15:10.

Therefore, do not leave Zoom before your invigilator ends the Zoom meeting for all students.)

- You will need to place the second device, with which you connect to Zoom, in a way that will allow the invigilator to see you and your computer screen.

You can use a tripod if you have one; but it is not essential. You can put your device on a shelf, a table or anything that is convenient for you. The important thing is that the device remains steady and shows you and your computer screen throughout the test.

- Make sure that you have a stable Internet connection. Also make sure that the devices that you will use have enough battery. If you think you will not be able to arrange an exam setting for yourself, you can come to our university on the exam day and take ISTEP in our computer lab. If you are planning to take the test at the university, you should send an e-mail to foreignlanguages@istinye.edu.tr by 04 August, 17:00. If you send an e-mail after this date, we will not be able to arrange a seat for you in the computer lab.

Your e-mail should be as follows:

SUBJECT: ISTEP AUGUST – UNIVERSITY LAB
My student number is _____. I would like to take ISTEP in the university's computer lab. *(Write your name and surname here)*

- Before the test begins, the invigilators will check your student ID on Zoom. Therefore, you should have your student ID card with you on the exam day.
- You will log into the ALMS system (istinye.almscloud.com) with your student e-mail and password. The test will be assigned to your system. If the language of your ALMS sytem is not English, to make the language English, click on the world icon next to your name on the upper right side of the screen, and choose English.

Click on MY COURSES. On the new screen, you will see "ISTEP". Click on ISTEP.

You will see three sections: ISTEP READING 1, ISTEP READING 2, and ISTEP WRITING. You will take the sections in the following order:

1) ISTEP READING 1 (11:00-11:40)
2) ISTEP READING 2 (11:45-12:25)
3) ISTEP WRITING (13:30-15:10)
(Note that you need to connect to the Zoom meeting at 10:30 for the Reading section and at 13:00 for the Writing section)

- The sections will be held in the specified hours. You will not be able to start a test section before the specified time for this particular section. You will not be able to access a test section after the specified time for this particular section. In other words, each section will be accessible only during the specified hours. You can take each section only once; if you finish a section, you cannot take it again.
- When you click on a section, you will see the instructions for this section. You need to select "I approve" (or "Onaylıyorum" if the language of your computer is Turkish) and click on "Start" ("Başla" in Turkish) to begin the test.
- In the Reading Sections, you will see the questions one by one. You need to write your answer in the text box below each question. To see the next question, click on "Next" ("Sonraki" in Turkish). To return to a previous question, click on "Previous" ("Önceki" in Turkish).
- In the Writing Section, you will need to write two essays. You need to write your essay in the text box below the essay topic. To see the next essay topic, click on "Next" ("Sonraki" in Turkish). If you feel that you need to make changes on your first essay, you can click on "Previous" ("Önceki" in Turkish). In other words, you can move between the essays if you need to.
- Make sure you have answered all questions before you click on "Finish Exam". If you click on "Finish Exam" ("Sınavı Bitir" in Turkish), 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"). DO NOT click on "Finish Exam" before you finish the test.
- All your actions will be recorded while you are on the test. The section will be automatically closed when the time is up. Even if you do not click on "Finish Exam", all your answers will have been recorded on the system.
- If you experience problems (e.g., if the test screen closes because of connection problems), try to enter the test section again. You will be able to continue from where you left off.
- If the ALMS system or your invigilator detects that you have attempted to engage in any behavior/actions that are not allowed in the test, your test will be invalidated. If

a particular action is identified to be an attempt at cheating, it will be investigated by the disciplinary committee.

The following actions are strictly forbidden in the test:
- opening a new tab or window on your browser,
- leaving the test screen,
- opening or using any online or offline documents/tools that are not allowed in the test,
- using any extensions in your browser that give you an unfair advantage over other test takers (e.g., extensions that provide the meaning of words or provide feedback on your writing),
- having someone else take the test for you,
- getting help from someone else during the test,
- using any remote access control software,
- taking a screenshot,
- muting yourself or turning off your camera on Zoom,
- talking during the test,
- moving out of the sight of the invigilator,
- having any other devices on your desk.

Note that during the test, all your actions on the computer will be recorded by the ALMS system. The test will be proctored by invigilators on Zoom and Zoom recordings will be kept on our system.

- You cannot leave the Zoom meeting before the Reading (12:25) and the Writing (15:10) sessions end. You need to follow the instructions of your invigilator on the exam day. Stay in the Zoom meeting until your invigilator ends the meeting.
- You are responsible for following the announcements and making sure that you have read and understood them as well as preparing the necessary equipment that you will need on the exam day.
- You can take the test at our university if you will not be able to make the necessary arrangements at your home. If you are planning to take the test at the university, you should send an e-mail to foreignlanguages@istinye.edu.tr by 04 August, 17:00. If you send an e-mail after this date, we will not be able to arrange a seat for you in the computer lab.
- If you do not complete the exam for reasons that can be traced to your failure in complying with the instructions or in making the necessary arrangements, you cannot request to retake the test.