İSU FOREIGN LANGUAGES DEPARTMENT ENGLISH PREPARATORY DIVISION GUIDELINES FOR ONLINE TESTS

1) Please follow our website regularly for announcements.

Class lists will be announced in the Announcements section of our website (https://yabancidiller.istinye.edu.tr/tr and https://foreignlanguages.istinye.edu.tr)

Check the lists and make sure that your name is on the list. An announcement will be made the day before the tests which will provide the Zoom link for each class. You will use this link on the test day.

2) 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 (istinye.almscloud.com), using your computer. You will use the other device to participate in the Zoom meeting. Your test will be proctored through Zoom. Details of this are presented below.

3) During the test you will need to attend the Zoom session. The Zoom meeting link for this session will be posted on our website along with the test lists. If you do not connect to the Zoom meeting, your test will not be evaluated. For each test, you will attend the Zoom meeting at the times specified in Article 5 below.

4) You will do the test on the ALMS system (istinye.almscloud.com). Before the test date, make sure that you are able to log in to your ALMS system. Please see Item 10 for information about how you can login to your ALMS account. 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 test day.

5) The tests you will take are as follows:

- SAMPLE TEST (16 SEPTEMBER 2020)
  You will see examples of both PLACEMENT and ISTEP questions in the sample test. The results of this test will not be announced. The purpose of the sample test is for you to learn how to do the online test and test your system before taking the actual tests. It is imperative that you participate in the sample test so that you will not have problems in the actual tests (i.e., PLACEMENT and ISTEP).

- PLACEMENT TEST (SEPTEMBER 22, 2020)
  The PLACEMENT test will proceed as follows:
    - Student ID check over ZOOM + login to ALMS system, and read and approve the APPROVAL forms (11: 00-12: 00)
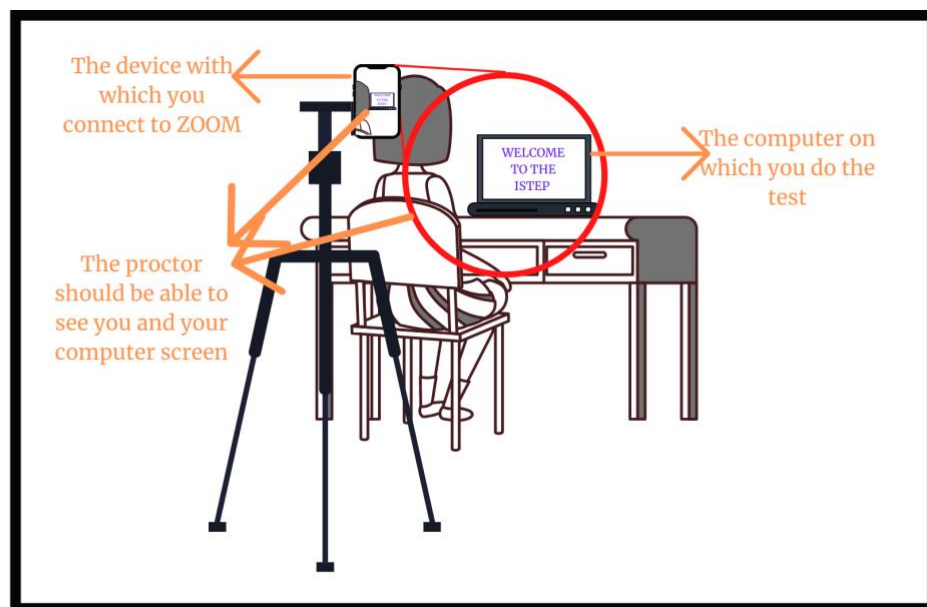   - PLACEMENT Test (12: 00-13: 30)

The PLACEMENT test is a multiple-choice test consisting of 100 questions. Students who get 75 points or above from the PLACEMENT test will be eligible to take ISTEP (English Proficiency Test). The list of the eligible students will be announced on our website before ISTEP. Only these students will see the ISTEP test on their ALMS accounts.

- ISTEP (English Proficiency Test) (25 SEPTEMBER 2020)
  ISTEP (English Proficiency Test) will proceed as follows:
  - Student ID check over ZOOM + login to ALMS system, and read and approve the APPROVAL forms (10: 00-11: 00)
  - ISTEP READING 1 (11: 00-11: 40)
  - ISTEP READING 2 (11: 45-12: 25)
  - BREAK (35 minutes)
  - ZOOM Student ID check + login to ALMS system (13: 00-13: 30)
  - ISTEP WRITING (13: 30-15: 10)

Those who get 60 or above from ISTEP will be exempted from English preparatory education. Those who get under 60 will start their English preparatory education from the highest level.

6) Do not leave Zoom before your invigilator ends the Zoom meeting for all students.

7) 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.
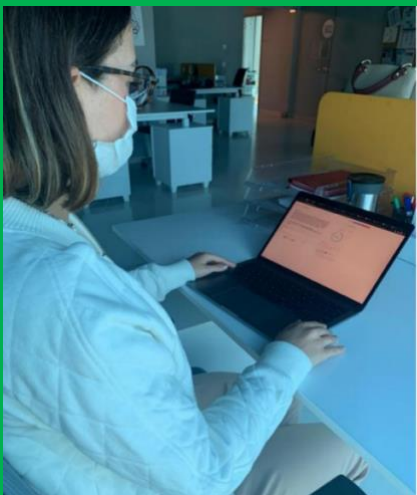

You can use a tripod if you have one; but it is not essential. You can put your device on a shelf, a table or anything that is convenient for you. The important thing is that the device remains steady and shows you and your computer screen throughout the test.

	This is not appropriate; because the student blocks the computer screen.
	This is not appropriate; because the light blocks the computer screen.
	This is appropriate; because both the student and the computer screen are clearly visible.

8) 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 a test setting for yourself, you can come to our university on the test day and take ISTEP in our computer lab. If you are planning to take the test at the university, you should send an email to foreignlanguages@istinye.edu.tr for each test on the dates stated below. If you send an e-mail after the specified dates, we will not be able to arrange a seat for you in the computer lab.

The deadlines you can email to take the tests from the university lab are:

SAMPLE TEST	14.09.2020 / 2 p.m.
PLACEMENT TEST	17.09.2020 / 2 p.m.
ISTEP	23.09.2020 / 2 p.m.

In your e-mail, you must indicate which test(s) you will take at the university. An example is provided below.

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

9) Before the test begins, the invigilators will check your ID on Zoom. Therefore, you must have your student ID or national ID with you on the test day.

10) You will log into the ALMS system (**istinye.almscloud.com**) with your student number and ID number. You should write your student number in the username section and your identity number in the password section.

If the language of your ALMS system 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.

11) All your actions will be recorded while you are on the test. 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.

12) 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.

13) You cannot leave the Zoom meeting before the test is over. You must follow your supervisor's instructions on the test day. Stay in the Zoom meeting until your supervisor has finished the meeting.

14) 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 test day.

15) If you cannot make the necessary arrangements in your home, you can take the test at our university lab. Above (Item 8), details of what you have to do to take the test at the university laboratory are provided.

16) If you do not complete the test 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.