

**T.C. Istanbul Arel University**

**School of Foreign Languages**

**English Preparatory School Online Proficiency Exam Guidelines**

- The first session of the Proficiency test will be held on **Wednesday, 30th of September, 2020**. Students those passes this exam will be entitled to take the Speaking test that will be held on **Friday, 2nd of October, 2020**. **Students who fail from the written test can not take the Speaking Test.**
- Written exam starts at 11:00 and ends at 13:40.
- The exam consists of 3 parts:
  - 11.00-11.40: Use of English / 40 points
  - 12.00-12.40: Use of English / 40 points
  - 13.00-13.40: Writing (Essay) / 20 points
- Exam will be conducted online on Zoom.
- 2 instructors will serve as online supervisors during the exam.
- A whatsapp group will be created for each class by the instructors responsible for them for further information and guidance.
- Students can see their groups and responsible instructors from the attached file that will be sent to them.
- Students with missing mobile phone numbers will send their mobile phone information to the supervisor's e-mail address which is written above the group list.
- On the exam day, it will be done through a computer or similar device with a broadband internet connection, sound and camera system. In addition, these devices must have '**zoom**' and '**Microsoft word**' programs.
- Questions will be sent to the students via e-mail. Students are required to send back the answers at the end of each session.
- **Passing grade for the written test is 70. Students who score below 70 will be considered as unsuccessful and can not take the speaking test. These students will continue the English prep class for 1 year. Students who do not take the speaking test can not be exempt from the prep class.**
- Passing grade for the speaking test is also 70.
- Speaking test will be conducted online on Zoom.
- Speaking exam will be conducted by an instructor as a Q&A session for 10 minutes. Students are expected to answer B2 level questions fluently.
- Detailed information about the Speaking test will be given after the written test.
- ID control will be done before each test.
- During the test, student cameras will not be turned-off and the students will not be allowed to leave the screen.
- Students will not be allowed to use extra devices during the exam.
- It is mandatory to be alone during the test and all students have to do the test individually.
- In any case of doubt or violation of the rules, the test will be cancelled by the group supervisor.
- In any case of cheating or any problem during the ID control...etc. the test will be cancelled and the management will take action about the student according to the disciplinary regulations.
- All test will be recorded by the 'Group Supervisor'.