NEAR EAST UNIVERSITY

DISTANCE LERNING AND INFORMATION TECHNOLOGY CENTER

E-EXAM GUIDELINES

(EXAMINEES' VERSION)

Guidelines about exam procedures

**Before you access the online exam room, please be sure that you fulfill all of the following requirements

1. You need to have a laptop/desktop computer with an integrated mic and camera in working condition.

2. Please be sure to check-in 30 minutes before the start time.

3. Duration of the exam is **150 minutes.**

4. Have your ID or passport with you since you will be required to show them before the exam.

5. You need to be alone in a room while taking the exam. Make sure your face can clearly be seen by the proctor and free of any accessories like a hat. If deemed necessary, the proctor will ask you to show around the room by using your camera.

6. Make sure you do not have any other devices working next to you, including your phone.

7. You can not leave your seat during the exam. Any suspicious act (looking away from the screen, or talking to yourself in a loud way) will be investigated by the proctor.

8. Your mic should be kept on during the exam.

9. Be sure that you have downloaded and installed the Safe Exam Browser **(SEB)** and it's ready to use.
   Otherwise, you will not be able to access the exam.

10. In order to access the exam, start SEB from the start menu of your computer. That will directly lead you to the e-exam platform.

11. To log in to the e-exam platform, use your student number as the username and password (for both).

12. Choose the **ENGLISH PREPARATORY SCHOOL** file oce you are logged in.

13. Then choose **'ENGLISH PROFICIENCY EXAM'.**

14. **Click on 'Enrol me'or 'Beni kaydet'.**

15. Choose the matching date for the exam.

16. Click on the option that says 'open the exam with the safe exam browser' OR if you see two options as 'LAUNCH SAFE EXAM BROWSER' or 'DOWNLOAD CONFIGURATION' you can click on either of them. (these might change according to the settings of your computer).

17. Enter the password that will be announced by the proctor when all the steps are completed.

18. Once you start the exam, the duration of the exam starts counting down. Since you will be given only ONE attempt to do the exam, be sure to submit your answers before logging out.

19. Once the duration of the exam finishes, the system will automatically close itself regardles of whether you have finished answering or not.

20. If you experience any kind of technical problems like connection problems during the exam, you are expected to join again in 8 minutes. Otherwise, you will not be admitted to the exam room again.

21. You can navigate between the questions by using the next page or previous page buttons. If you would like to skip a question and answer it later, you can use 'flag question' button.

22. Your grade will be calculated on the basis of the correct number of questions. You will not be penalized for the wrong answers. Therefore, be sure to chose an answer for each question.

23. At the end of the exam, you need to submit your answers by clicking on 'Finish and Submit'. Otherwise, your score will not be recorded.

IMPORTANT!!! -Safe Exam Browser (SEB)-

24. Once you start the exam through Safe Exam Browser, you can not quit without entering a password. When you finish, you will be given the password to log out. You can not continue the exam once you log out.

25. If your virus protection program blocks the installation of Safe Exam Browser, you can either disable the web shield temporarily until you finish the exam or uninstall the virus protection program to be able to install SEB.

26. When SEB starts running, you will not be able to use any applications on the computer including the Task Manager. PLEASE BE SURE THAT ALL THE APPLICATIONS ON YOUR COMPUTER ARE CLOSED BEFORE STARTING THE SAFE EXAM BROWSER.

GOOD LUCK