



DISTANCE LERNING AND INFORMATION  
TECHNOLOGY CENTER

&

EDUCATION UNIT  
ENGLISH LANGUAGE TESTING UNIT

# **E-EXAM GUIDELINES**

(EXAMINEES' VERSION)

## **Guidelines about exam procedures**

1. You need to be present in front of the designated PC lab **30 minutes** before the exam time.
2. You can not enter the exam room after the first 10 minutes of the start time. You can not leave the exam room before the first 10 minutes after the exam has started.
3. The duration of the exam is **90 minutes**.
4. You will be asked to present a photo ID when the attendance is being taken.
5. It is strictly forbidden to have any electronic/smart devices or written materials with you during the exam.
6. Any suspicious act (looking away from the screen, talking to others, violating exam rules,...etc.) will be investigated by the proctor. The proctor has the right to end your exam if suspected of any act of exam rules violation.
7. The exam will be held via the e-exam platform. To log in to the e-exam platform, use your student number as the username and password (for both).
8. Switch the page to English as soon as you log in.
9. Choose the **ENGLISH PREPARATORY SCHOOL** file once you are logged in.
10. Then choose **'ENGLISH PROFICIENCY EXAM'**.
11. Click on **'Enrol me'**.
12. Choose the matching date for the exam.
13. Enter the password that will be announced by the proctor.
14. 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.
15. Once the duration of the exam finishes, the system will automatically close itself regardless of whether you have finished answering or not.
16. Once you answer a question, move on to the next question by clicking on **'NEXT PAGE'**. Otherwise, your answer will not be saved.
17. 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.

18. 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.
19. 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.
20. The results will be announced on the English Preparatory School webpage (<https://prep.neu.edu.tr/>). The results will NOT be emailed to you.

**GOOD LUCK**

