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| **Date / Time** | **Exam**  | **Content** | **Explanation** |
| 19 April 2023, Wednesday 1st session: 9:00 (A2 level starters) 1st session: 09:30 (B1 and B2 level starters) 2nd session: 10:00 (A2 level starters) 2nd session: 10:30 (B1 and B2 level starters) 3rd session: 13:30 (all levels) | Progress Test III | 1st session: Listening2nd session: Reading, Writing 3rd session: Speaking  | 1st session:25 mins. (LMS) 2nd session: 60 mins. (Google forms) 3rd session: LMS / 5 mins for each student |

MAKE-UP PROGRESS TEST 3:

 **Rules and Explanation about the Exam:**

1. The aim of the exam is to evaluate the students’ knowledge of listening, reading, writing and speaking skills. This exam covers all courses.
2. Students must log into their LMS accounts 10 minutes before the starting time of the exam and make sure that they can see the exam. In the first session **2 audio files will be loaded into the LMS system as a document 10 minutes before the exam starts.** You can download the audio files to your device and listen until the exam time. View the exam and answer the questions about the audio files when it starts.
3. There is no “back” among the questions in the exam, so students should answer their questions considering this situation while answering them.
4. For the second session of the exam, Google forms will be sent to the students via announcements on the School of Foreign Languages website as a link.

WARNING: Make sure you connect to the correct link according to your level.

1. In the second session of the exam (Google forms), exams submitted later than deadline will be cancelled.
2. TURNITIN will be used while grading the writing part of the exam, so if you have a plagiarized answer, your exam will be cancelled.
3. In the third session of the exam, students have to turn on the camera and microphone. During the exam, no questions can be asked to the instructors about the questions, no explanation can be asked.
4. Students must obey the instructions of the instructors.
5. If you have problems with the system during the exam, you can apply to the secretariat with a petition with evidence of your technical problems. If your petition is approved by the director, you can take a make-up exam.

**How can I start my exam on LMS?**

**Method 1**

1. Log in to the LMS system

2. On the login page of the LMS system, “Click for Exam Login=Sınav Girişi İçin Tıklayınız” and enter your LMS username and password.

3. On the active exam list “Progress Test 3” will be displayed.

4. Click on the “Actions” button and then click “view” the exam.

5. Mark the phrase “I have read/confirm=Okudum/ onaylıyorum” on the screen and click the “Start” button.

6. Proceed by marking your questions.

7. At the end of the exam, click “Finish the exam= Sınavı bitir”.

**Method 2**

1. Log into the LMS system.

2. View week 7 from the My Courses tab.

3. Progress Test 3 will appear on the screen as a purple card.

4. Click “view from actions” or double-click the Exam (purple) card.

5. Mark the phrase “I have read/confirm= Okudum/ onaylıyorum” on the screen and click the “Start” button.

6. Proceed by marking the questions.

7. At the end of the exam, click “Finish the exam= Sınavı bitir”.