

Dear Students,

You can find the information about the dates and the content of **English Proficiency Exam** below.

Online Platform Where The Exam Will Take Place

English Proficiency Exam will be held on **Microsoft Teams**. Please make sure that you **download the Microsoft Teams application** to your device that you will use during the exam (computer/laptop/smartphone).

- **1 day before** the exam, an instructor will add you to the group on **Microsoft Teams** where you will take your exam.
- When you are added to your exam group, you will receive an e-mail notification and a **link for the exam** in your school e-mail.
- When you click the exam link, you will be able to enter the exam group. (You can also see the group you were added when you open the Microsoft Teams app and login to your Teams account.)
- That's why using **your school e-mail** actively and checking your e-mails regularly is very important.

Exam Dates and Content

September 15 Tuesday 2020 / September 16 Wednesday 2020 / September 17 Thursday 2020

1. Reading & Short Listening & Speaking Parts

- English Proficiency Exam reading & short listening & speaking parts will be held on 15th, 16th and 17th of September, 2020.
- **1 day** before the exam, the **exam link** will be sent to your **school e-mail**.
- Some students will take the exam on 15th of September, some will take it on 16th of September and some will take it on 17th of September.
- Please check the date and hour you will take the exam and login to the system on time.
- These 3 parts of the exam will approximately take **30 minutes**.
- Students will take these 3 parts of the exam individually on the assigned appointment time.

Reading Part

- The exam will **start with a reading part**
- When the exam starts, 1 reading text will be sent to the student via Microsoft Teams chat box.
- Student will download the text to their device and open it.
- Student will have 8 minutes to read the text and take notes on a blank piece of paper.
- When the reading time is over, the instructor will orally ask some questions about the text.
- When answering the questions about the reading text, **reading** the answers directly from your notes or from the text will affect your grade negatively. You need to answer the questions using your own sentences.

Short Listening Part

- After the reading part, **short listening part** will start.
- In the short listening part you will listen to an approximately 1 minute long recording. You will listen to the recording 2 times.
- You can take notes on a blank piece of paper while listening.
- After the recording ends, the instructor will ask the student 1 question about the recording.

Speaking Part

- The **last part** of the exam is the **speaking** part.
- You will answer 3 questions in this part. The first question asks for general information about yourself. Then you will answer to two separate questions about what you think about some general subjects. You need to speak for 2 minutes for each question.

September 18 Friday, 2020

2. Writing part

- Writing part will start at **09:30 a.m. on 18th of September. The exam will take 60 minutes.**
- There will be 3 subjects to write about. The student will choose **1 of them** and write an essay of 300-350 words.
- Please check your e-mails regularly and login to the system at least 5 minutes before the exam time.

3. Long Listening Part – Lecture Part (1st Group: 11:30) / (2nd Group: 12:30)

- Long listening-Lecture part will be held on **September 18th, Friday.**
- Half of the students will start the exam **at 11:30 a.m.** and the other half will start **at 12:30 p.m.**
- **1 day before** the exam, the student will receive an e-mail in their **school e-mail** about which session they will be in.
- Please check your e-mails regularly and login to the system **at least 5 minutes before** the exam time.
- In this part, you will listen to a lecture two times and take notes on a blank sheet of paper.
- As soon as the listening ends, you will answer the questions sent to your school e-mail by looking at your notes.

Important Reminders and Exam Rules

We will need to see an ID card of you which has your name, surname and your photograph (student card, ID card, passport or driver licence). So, you need to make sure that you have one of these ID cards with you for the exam. The ones who doesn't show an ID card with a photograph **won't be able to take the exam.**

- One day before the exam you will be added to your exam class on **Microsoft Teams**. When you are added to the exam class, you will receive an e-mail that has the exam link **in your school e-mail**. One day before the exam, please login to the system on **Microsoft Teams** and check your exam class.
- You must be **alone in a room** during the exam. Under suspicious circumstances, **ABU SOFL has the right to render your exam invalid.**
- You must have a strong internet connection for the exams.
- Unless your instructor says otherwise, **you must keep your camera and microphone on** during the exam.
- Make sure that your camera angle is appropriate for the exam. Camera angle must show your upper body, both of your hands and your paper. To be able to set the correct angle, your laptop/computer/phone should be positioned **60 cm** away from you.
- If you use a mobile phone, **click on the auto-rotate option** and fix your phone on a horizontal position 60 cm away from you. Make sure that the camera angle shows your upper body, both of your hands and your exam paper.
- If possible, using a **desktop computer or a laptop** is recommended.
- If you use a desktop computer or a laptop, you must have a **fully charged smart phone with a separate internet connection ready** in case there is a problem with your other device.
- At the end of the exam, you will take a photo of your exam paper and send it to the provided e-mail address. **If you use a mobile phone**, as you must keep your camera on until the end of the exam, you need to have **a second phone to take the photo of your exam paper** ready. (You can use one of your family members' phone)
- **If you turn off your camera during the exam, your exam will be considered invalid.**
- **If you send your answer sheet late at the end of the exam, your exam will be invalid.**
- **Check your e-mails regularly** to learn on which day and time you will have your exams.
- In case there is a power cut in your area on the exam day, **have a fully charged back up mobile phone with internet connection.**
- Login to **Microsoft Teams** at least 5 minutes before the exam. **Latecomers will not be able to take the exam.**
- **If any violation during or after the exam (when sending the answers), cheating or attempting to cheat, helping others to cheat or having someone else take the exam for them is detected, the candidate's exam will be considered invalid.**

We wish success for all of our students taking the exam,

Stay healthy.