DOĞUŞ UNIVERSITY

FOREIGN LANGUAGES UNIT
ENGLISH PREPARATORY PROGRAMME
2020-2021 ACADEMIC YEAR FALL TERM
REMOTELY PROCTORED ONLINE DÜİYES EXAM ANNOUNCEMENT

- Students who have completed the Upper-intermediate level successfully are eligible to sit DÜİYES.

- DÜİYES exam will be administered on Monday, **February 15th,** between **11:00-15:20** on douonlineydb.dogus.edu.tr and be overseen on **Microsoft Teams.**

- Students who do not want to sit remotely-proctored online DÜİYES are able to take a face-to face invigilated exam without a camera and microphone in the Computer Laboratory B101 located in our Çengelköy Campus. Those students must state their exam preferences by sending an e-mail to dflu@dogus.edu.tr address via their student e-mail address by **February 12th, 6 pm.**

- Students must log in to the exam platform douonlineydb.dogus.edu.tr and approve PDP INFORMATION and EXPLICIT CONSENT TEXT on the platform prior to the start of their exam.

- Students are to enter their username and password to login to the exam platform:
  Username: **Student Number**
  Password: **Identity Number**

- The first session of DÜİYES, which consists of 80 multiple-choice questions, aims to assess the students' Reading, Listening, Grammar and Vocabulary skills, will be administered between **11:00-13:05.**

- The exam will be accessible for **125 minutes** on the system, but the exam duration (the time allocated for students to answer the questions) will be limited to **105 minutes**. All students must start the exam at **11:00 am**, which means the students who start late won't be allowed to sit the exam. At **10:30**, the students are required to attend the classes on **Teams** which they have been placed in and wait for the invigilator's call.

- The second session of DÜİYES, which assesses the Writing skill, will be accessible for **80 minutes** between **14:00-15:20** on the system, but the exam duration (the time allocated for students to answer the questions) will be limited to **60 minutes**. All students must start the exam at **14:00 pm**, which means the students who start late won't be allowed to sit the exam. At **13:30**, the students are required to attend the classes on **Teams** which they have been placed in and wait for the invigilator's call.

- The students' cameras will be on during the exam and they are to sit in front of their cameras on Microsoft Teams. If there is no camera on the computer, an external one is to be connected.

- Microsoft Teams and the cameras will be active throughout the exam. If the cameras are turned off or the students are disconnected from the application, their exams will not be evaluated.

- Each student can take the exam **only once**.

- The exam can be accessible only within the starting and ending time.

- Students are supposed to keep their identity cards with them during the exam. The exams of the ones who take another student's exam or who allow someone else to take the exam for them will not be evaluated and legal disiplinary action will be taken based on the Higher Education Institutions Diciplinary Regulations.

- Students are not allowed to leave Teams or turn off their cameras even if they finish the exam early. It means they need to wait till the end of the exam with their cameras on.

- Students are not allowed to leave their desks under any conditions during the exam. No restroom break is allowed. Students need to have their water ready on their desks before the exam starts.

- Students are allowed to wear headphones **only** during the listening section.

- The application 'Turnitin' will be used to check the originality of the written texts for DÜİYES second session (Writing). In case of identifying any signs of plagiarism, those students' writings will not be scored and legal disiplinary action will be taken based on the Higher Education Institutions Diciplinary Regulations.

- In case of any technical problems (internet/ power-cut/ device failures), students are allowed to use their phones or two personal laptops/ computers for the exam. Besides, students can re-enter and continue their exams during the exam time in case of any technical problems. They will continue the exam from the point they get disconnected and they will have the exact amount of time left after they have been disconnected from the exam.Taking necessary precautions to avoid technical problems before the exam is the student's responsibility.

- All actions of the students during the exam are recorded and saved by logging. (Attempts to access the exam, unsuccessful attemps by their reasons, computer information, IP information, marked answers, monitoring next page and next question)

- Students must click '**Finish Attempt**' and '**Submit All and Finish'** button at the end of the exam.