**FOREIGN LANGUAGES UNIT**
**ENGLISH PREPARATORY PROGRAMME**
**2020-2021 ACADEMIC YEAR FALL SEMESTER**
**REMOTELY PROCTORED ONLINE DÜİYES GUIDELINES**

1. The first session of DÜİYES, which consists of 80 multiple-choice questions, aims to assess the students' Listening, Reading, Grammar and Vocabulary skills and will be administered on September 21st 2020 between **11:00-13:30** on douonlineydb.dogus.edu.tr.

2. The exam will be accessible for **150 minutes** on the system, but the exam duration (the time allocated for students to answer the questions) will be limited to **120 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 contact their instructors for the exam preparations.

3. The second session of DÜİYES, which assesses the Writing skill, will be accessible for **90 minutes** between **15:00-16:30** 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 **15:00 pm**, which means the students who start late won't be allowed to sit the exam. At **14:30**, the students are required to attend the classes on **Teams** which they have been placed in and contact their instructors for the exam preparations.

4. All students must try to log in to the Moodle (douonlineydb.dogus.edu.tr) system **at least 48 hours prior to the exam,** and inform the Foreign Languages Department (at dflu@dogus.edu.tr or BIM email addresses) beforehand if they experience any problems.

5. All students must pay attention to the below-mentioned points regarding the DÜİYES exam to be held on 21st September 2020 Monday on douonlineydb.dogus.edu.tr :

   - You are to enter your username and password to login to the exam platform.
        Username: **Student Number**
        Password: **Identity Number**
   - You must **keep your camera on** and **steady** during the whole exam. The exam of the students who do not comply with the specified rules (based on the agreement) will be cancelled / considered void or be subjected to Disciplinary Regulations.
   - You can only access the exam during the period between exam start and end time.
   - You are permitted to attempt the exam **only once**.
   - During the exam, you are not allowed to go back to the previous pages.

- You must have your ID card (student ID card, driving licence, an ID card, and Passport). In case you attempt to have someone else sit for the exam or you take the exam in place of another person, your exam will be considered void and a disciplinary procedure will be initiated in compliance with Higher Education Institutions Student Disciplinary Regulations.
- You are not allowed to leave Teams or turn off your camera even if you finish or submit the exam early. This means that you will need to wait till the end of the exam with your camera on.
- You are not permitted to leave your **desk** under any conditions during the exam. No restroom break is allowed. You need to have your water ready on your desk before the exam starts.
- You are allowed to wear headphones **<u>only</u>** during the listening section.
- In the writing exam, the authenticity of the students' essays will be checked via "Turnitin", a plagiarism detection software. As a result of the checks carried out, if it is detected that your essay submitted in the writing exam shows a resemblance to any online text sample and/or a student's paper, your exam paper will be considered void, and the student who has submitted it will not get a score for their paper, and disciplinary proceedings will be initiated about those students in accordance with the relevant articles of the Student Disciplinary Regulations of Higher Education Institutions.
- In case you experience any technical problems (internet/ power-cut / device failures), you can use your phone or two personal laptops/ computers for the exam. Besides, you can log in to the system again until the end of exam period and continue taking the exam within your remaining time.
- All activities of the participants accessing the exam system will be recorded. (successful and / or unsuccessful logins and reasons, device information, IP information, scrolling through pages and questions, marked answers, and so on)
- You must ensure you have followed the instructions at the end of the exam**: "When you have finished answering all questions, click on the button "Finish Attempt" and then the button "Submit All and Finish."**