



**DEPARTMENT OF BASIC ENGLISH
RULES FOR ONLINE APEX**

I. BEFORE THE EXAM

During online exams, you **NEED to have:**

- a laptop or PC,
- a mobile phone with camera (must be fully charged or plugged in before the exam.)
- fast, and reliable internet connection. You must not use internet connection that frequently disconnects or has any other issues.
- a VALID photo ID (your passport) that has your name and photo on the same side.

IMPORTANT: The name on the passport must match the full name you use in your Atılım University email account. Please show your passport to the invigilator during the security check.

A. The computer/laptop you use to take the exam:

- The computer you are using to take the exam **MUST NOT have more than one display** or monitor.
- You are not allowed to **use any programs or applications during the exam.** Only browser software is allowed to work on your computer. Use of other software (Anydesk, teamviewer and the like) is strictly forbidden and will be considered as cheating.
- You are responsible to keep sufficient power / electricity backup.

B. The phone you use to take the exam must be:

- on vibrate mode with Wi-Fi/cellular internet connection on,
- connected to the Zoom ID of your Exam Class,
- be plugged in and fully charged during the exam.

WARNING:

- You must not leave Zoom Exam Class or your seat in the room in your house until our invigilator tells you to do so- even if you finish early.
- Exam must be completed in one SESSION.
- Exam has a specific amount of time allotted and a specific number of questions, which is clearly stated in the exam module.
- Exam must be submitted within the time allotted, before the online exam timer expires. Once the timer expires, your exam is automatically submitted and your exam will be graded only out of the questions you have answered.

- Once you submit your exam results and/or the time allotted for the exam expires, the exam is considered complete and cannot be restarted.
- The system will automatically prevent you from retaking the exam.
- Your exam session will be recorded.

II. EXAM ENVIRONMENT RULES

You are responsible to provide the following conditions in your exam environment.

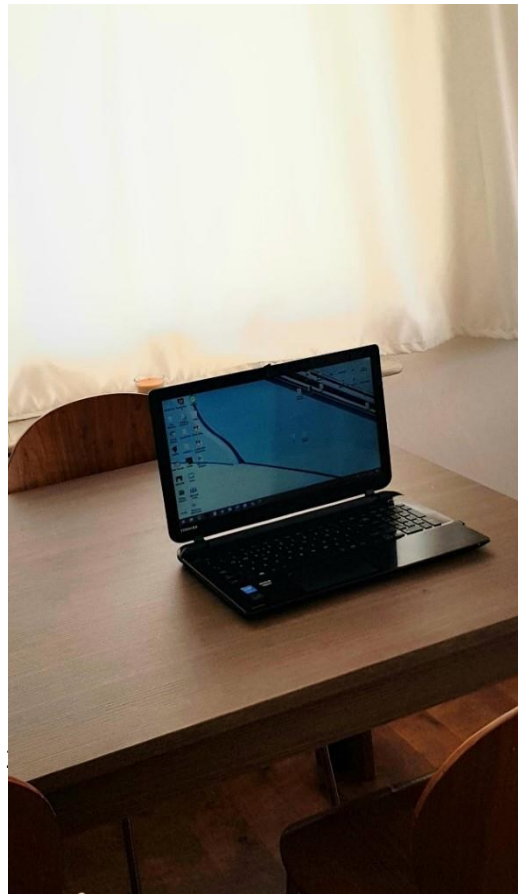
- **You must place your desk/table against a wall. You cannot take the exam unless you comply with this condition.**
- You must connect to Zoom Exam room 30 minutes before the exam time sent to you via email (see quick connection guide).
- For the online exam, you must scan your room with your cell phone connected to Zoom (see Security Check video). You must take the exam in the same room that you scanned. You must be alone in the room.

While you are scanning the room, please follow these steps:

- Scan your desk the wall behind your desk closely with your cell phone camera.
- Show the space under your table.
- Show that your door is closed.
- Show the other walls, curtains and the ceiling.
- Show other furniture, including your desk/table and chair.

[CLICK HERE FOR A SAMPLE VIDEO](#)

- Once the security check is completed, place your cell phone behind you in a 45-degree angle so that your desk and screen is clearly seen by the invigilator. **(See the images below)**



ONLINE EXAM CLASSROOM (ON ZOOM)

- You must be present and ready in the Zoom exam room 30 minutes before the exam starts with the necessary conditions implemented.
- **IMPORTANT: If you arrive later than this, you will not be granted extra time because you have not get logged in on time for when the exam starts.**
- You must be connected to your Zoom Exam room for the whole duration of the exam. If you get disconnected for any reason, you must immediately reconnect. If you are disconnected for more than a total of 5 minutes (in one or multiple disconnections) of the entire exam duration, your exam will be cancelled.
- The online exam cannot be changed, postponed or extended in any condition except for forced reasons.
- If you do not show up for the exam, you will get a 0 for the exam score.

DRESSING

- No headwear (caps/hats/berets etc.) is allowed during the exam, except for religious purposes.
- **You are not allowed to wear a watch, headphones or earplugs during the exam.**

III. CHEATING AND OTHER RULE VIOLATIONS

You must not cheat or attempt to cheat in the exam. Cheating is a serious offence and is subject to disciplinary action under **Exam Regulation: Article 20**: Students who cheat; let someone cheat or attempt to cheat in the exam get a “0” (zero) as a score and disciplinary investigation is conducted as well.

The following will be considered as cheating:

- Any recording of the exam screens, including taking screenshots, pictures, or video,
- Copying the exam questions or answers,
- Use of shared connection software (Anydesk, teamviewer, skype and the like),
- Leaving other mobile devices/smartphones, web browsers, software applications, or computers on during the exam,
- Using resource materials such as books, notebooks, notes, dictionaries.
- Allowing other individuals (other than the examinee) to attend, to answer the exam questions, come in and out of the room or be present during the task.
- Accessing resources other than exam related ones during the exam. You cannot access any resources during the task (including websites, communication programs, software applications, or any other hard copy resources which all mentioned above). All other electronic devices other than the ones necessary for the exam must be turned off during the exam. It is necessary for both the student and the invigilator to adhere to this rule.

CONSEQUENCE OF VIOLATION OF RULES

- If you violate the online exam rules, you will automatically receive a score of 0 for the exam.
- Cheating, and attempts at cheating, will immediately be reported to the Administration. Consequences of proven cheating or attempts at cheating will be dealt with separately by the University Disciplinary Commission.
- The exam is confidential; you cannot copy, print, save, record, or reproduce and take a photo of the exam questions and answers in any manner at any time. The exam questions and answers cannot be disclosed or disseminated to anyone before, during, or after the exam under any circumstances.

IMPORTANT: You are responsible for reading and fully understanding all the details and instructions. You are expected to ask all details to your instructor to clarify. If you fail to do so Atılım University, School of Foreign Languages, Department of Basic English will not be liable of any issues you will face during your exam.