

Principles Regarding KUEPE (Koç University English Proficiency Exam) Administered by Remote/Online Proctoring

The KUEPE (Koç University English Proficiency Exam) which carries a fundamental and massive quality of English language proficiency for continuing academic programs is designed in a specific form and content based on English learning competencies every year. The following issues determine the principles of the exam based on remote and secure online infrastructure (Blackboard), taking into account the nature of the KUEPE exam, its massiveness and the format and content required by English learning competencies. The principles of the exam aim to ensure that the exam is administered in an honest, fair and secure manner under equal conditions, and respect for the privacy and protection of personal data during the exam.

All students who agree to take the KUEPE exam, which will be proctored online/remotely, will take the exam under the following conditions:

- Before the exam, students will be asked to approve the “honor code” below, which emphasizes commitment to exam integrity:

“I hereby certify that I have completed this exam on my own without any help from anyone else.

I understand that the only sources of authorized information in this exam are the exam papers available to all other students. I have not used, accessed or received any information from any other unauthorized source in taking this exam. The effort in the exam thus belongs completely to me.”

- The KUEPE will be held on the Blackboard system with an institutional and secure online examination infrastructure.
- Students will take the exam by logging into their personal accounts on the Blackboard system from their computers.

Exam Proctoring:

- Due to the quality, format and content of the exam, two instructors from the English Language Center will proctor via the Zoom program for a highly secure exam administration. (2 supervisors for 20 students)

General Information:

- When students enter Zoom, they will be admitted one by one from the waiting room to the inside (exam room) by the proctors. The proctors will check the identity of the students entering the exam room by asking them to show their Koç University ID card (KU ID) towards the screen. Students who do not have their Koç University ID card (KU ID) with them can also show their Turkish ID card, passport or driver's license.
- The "webcam" application must be open during the exam.
- There will be certain time intervals between the exam parts and you will be notified of these.
- In the Zoom program, students will be asked to use the virtual background or the option to display blurred/solid background, the background of their location will not be visible or displayed, and privacy regarding private and family life will be protected.
- During the exam, students will not be asked to show any unrelated elements related to their rooms, personal belongings, home environments, private and family lives, and similar outrageous practices will not be made.
- The speaking part of the exam will be held on Zoom in the presence and supervision of 2 instructors by giving students an appointment. In this section, camera and sound will be recorded, but in the Zoom program, students will be asked to use the option to display the virtual background or blurred/solid background, the background of their location will not be seen and displayed, and privacy will be protected. This recording is a practice made in students' favor when they have objections to the exam. In addition, the instructors who give the exam will keep a report containing the notes about the exam. These records and minutes will be archived by the ELC administration on a confidential basis. Recording the speaking part of the exam is a common institutional practice used when the exam is held face-to-face on campus.

Technical Problems:

- Students are expected to have prepared technically specified equipment in order to minimize the technical problems that may occur during the exam. Exam information document for this equipment should be read carefully.
- In case of technical problems or breach of the exam, a separate report will be kept by the proctors explaining the situation with evidence.
- Any problems or disruptions experienced during the exam and affecting the flow of the exam will be notified in writing by the student, only to the supervisors, through the "chat" function of the Zoom program. Records of this function will be stored separately.

- A student who is at a disadvantage in any part of the exam due to a technical problem lasting more than 10 minutes or who cannot complete a part of the exam will be given a make-up exam for that part. However, there will be no make-up for the make-up exam.

Violation of the Principles:

- During the exam, using your computer for purposes other than the exam, using another electronic device (mobile phone, tablet, smart watch, etc.), another source, book, document or other notes, etc. using, receiving information from others about the answers to exam questions or providing information will be considered as a violation of the exam rules.

- In case of violation of the exam principles, the relevant student will be informed at the end of the part of the exam in which the violation is detected. In case of violation, necessary disciplinary processes will be followed.