

Dear Students,

- **Koc University English Proficiency Exam (KUEPE)** will be administered online through Zoom and Blackboard on the following days:

SECTION	DATE
Writing Section	Saturday, September 11, 2021
Test Section (Reading, Use of English and Listening)	Monday, September 13, 2021
Speaking Section	Tuesday-Wednesday, September 14-15, 2021

KUEPE TEST (READING, USE OF ENGLISH & LISTENING) AND WRITING SECTIONS

- You will receive an invitation to join the Zoom session on the exam days at the times indicated below.

ALL TIMES INDICATED BELOW and MENTIONED IN THIS DOCUMENT ARE BASED ON (UTC+03:00) Istanbul, Turkey.

LATECOMERS

- You will NOT be admitted to the exam once the Registration period is over.
 - On Saturday, September 11, 2021, you will NOT be admitted to the WRITING section AFTER 13:30.
 - On Monday, September 13, 2021, you will NOT be admitted to the TEST SECTION AFTER 10:30.

Below is the exam schedule:

DATE	SECTION	DURATION	START	FINISH
WRITING SECTION				
SATURDAY, SEPTEMBER 11	Registration • Joining the Zoom session • Honor Code (10 minutes)	30 mins.	13:00	13:30
	Writing Section 1 essay question - 25 points	65 mins.	13:30	14:35
	You will receive a Zoom invitation to your KU email at 13:00.			
TEST SECTION OF THE EXAM (Reading, Use of English and Listening)				
MONDAY, SEPTEMBER 13	Registration • Joining the Zoom session • Honor Code (10 minutes)	30 mins.	10:00	10:30
	Reading Comprehension & Use of English 40 questions – 40 points	70 mins.	10:30	11:40
	15 min-break (11:40-11:55)			
	While listening 5 questions - 5 points	11 mins.	11:55	12:06
	Note-taking (lecture)	14 mins.	12:10	12:24
	Note-taking (questions) 10 questions - 10 points	10 mins.	12:30	12:40
	You will receive a Zoom invitation to your KU email at 10:00.			

BEFORE THE EXAM

- Your proctors will give instructions before each section of the exam. So, please listen to them **AND** follow the instructions on Blackboard carefully to take the KUEPE on Blackboard.
- You are allowed to take the KUEPE **ONLY** from a desktop computer or a laptop with a webcam.
- You should **NOT** take the exam on mobile devices such as phones and tablets, including iPads, because these devices do **NOT** support Blackboard, which may cause technical difficulties affecting your exam performance.
- In the exam, you **can use your phone ONLY** to
 - ✓ connect to Zoom if there is a problem with the camera of your computer.
 - ✓ set up a **Personal Hotspot** in case your Internet connection fails. Save Hotspot on your computer with a password so that no one else can use it.
- You can check the following links to help you set up **Hotspot**:
 - 1) Android phones: <https://support.google.com/android/answer/9059108?hl=en>
 - 2) iPhone: <https://support.apple.com/en-us/HT204023>
- Use a solid background in the exam so that your proctors can see you clearly. You can choose to use a virtual background, but make sure it is solid.
- Make sure **BOTH** your computer and phone are fully charged **AND** connected to power during the exam.
- Have only an **official ID, a piece of blank A4 size paper, pencil/pen** with you. You will need this paper and pencil to take notes during the **note-taking lecture** section of the listening exam and to brainstorm in the writing section. You can have tissues and water.

DURING THE EXAM

- If you have a question during the exam, use the chat box on Zoom. Send your message **ONLY** to your proctors, **NOT** everyone.
- **ALL** chat messages, including private ones, are recorded. So, do **NOT** use the chat box to communicate with other test takers.
- Do **NOT** speak during the exam in order not to disturb your friends.
- You can use headphones **ONLY** in the **while-listening** and **note-taking lecture** sections of the exam.
- Do **NOT** exit the Zoom session when a section is in progress **OR** during the 15-min-break before the listening section. If this happens, immediately sign back in.

LEAVING THE EXAM EARLY

- You **CANNOT** leave any section of the exam early even if you have completed that section.
- If you want to leave **ANY** section of the exam early, you **CANNOT** come back and continue the exam **OR** take a makeup exam.

DEADLINES FOR MAKEUP REQUEST FOR THE TEST & WRITING SECTIONS

If you experience a technical problem which **takes longer than 10 minutes** to fix and makes it impossible for you to continue a specific section of the exam, you must **send an email to elc@ku.edu.tr**

by 19:00, Monday, September 13, 2021, to **request** a makeup for the **WRITING** section and/or for the part(s) you have missed in the **KUEPE Test Section**.

MAKE SURE YOU READ THE MAKEUP POLICY ON PAGE 3.

SPEAKING SECTION (Tuesday-Wednesday, September 14-15, 2021)

- Please check the **date and time** of your Speaking exam from the list.
- You will receive an invitation to join the Speaking Exam Zoom session at **08:45, on Tuesday, September 14 OR Wednesday, September 15.**
- Make sure you join Zoom **10 minutes BEFORE** your exam time. You will be taken to the waiting room and then admitted to the exam **at your scheduled exam time.**
- You need to present an **official ID** to be admitted to the exam.
- Have **a piece of blank paper and a pencil/pen** with you. You will need them to take notes in PART 2.
- If you are late for the exam due to technical problems, you must **immediately** send an email to elc@ku.edu.tr to request to reschedule the exam.

DEADLINE FOR MAKEUP REQUEST FOR THE SPEAKING SECTION

If you experience a technical problem which takes longer than **FIVE (5) minutes** to fix and makes it impossible for you to continue the speaking exam, you must send an email to elc@ku.edu.tr

by 19:00, Wednesday, September 15, to request a speaking makeup.

MAKE SURE YOU READ THE MAKEUP POLICY BELOW.

MAKEUP EXAM POLICY

- Makeup exam will be given **ONLY** to those who experience a technical problem and **SEND AN EMAIL TO elc@ku.edu.tr by**
 - **19:00, Monday, September 13, 2021,** for the **WRITING** section and/or for the part(s) missed in the **KUEPE TEST** section.
 - **19:00, Wednesday, September 15, 2021,** for the **SPEAKING** section.
- Please note that **the ABOVE DATES are NOT makeup exam days. They are DEADLINES to REQUEST a makeup.**

— The technical problems you have experienced during the exam will also be reported by your proctors. Your proctors' report will be taken into consideration in order for you to be able to take a makeup exam.
— Makeup exam will be given **ONLY** for the section(s) during which the student experienced technical problems.

- If a student does not send an email by the above deadlines, s/he will **NOT** be allowed to take a makeup exam.
- Makeup exam will **NOT** be the same exam.
- There is **NO** makeup for the makeup exam.
- **THOSE WHO QUALIFY TO TAKE A MAKEUP EXAM WILL BE INFORMED ABOUT THE MAKEUP EXAM DATE BY EMAIL.**

AFTER THE EXAM

- KUEPE results will be announced on the **ELC website** at **18:00 on Thursday, September 16, 2021.**