

BAHÇEŞEHİR UNIVERSITY ERASMUS PROFICIENCY EXAM

Dear Candidates,

We would like to remind you that the BAU Proficiency Exam is administered online and that you need to be present on **TWO PLATFORMS** on **TWO WINDOWS** on your computer until the end of the exam.

- **Microsoft Teams (MS Teams)** is the platform where you will (1) **present your ID** with a picture to the invigilator, (2) have your **cameras and speakers on** throughout the exam to be monitored and (3) do the speaking part (PART 3) of the exam.
- **Itslearning** is the platform where you will **take the PROFICIENCY EXAM**.
- You can check the link below for the sample exams:
<https://bau.edu.tr/content/3984-prep-school-sample-exams>
- For technical support, please send an email to telu@sfl.bau.edu.tr

INFORMATION ABOUT THE PROFICIENCY EXAM (PARTS & SCORES)

PART 1	NUMBER OF Questions	Tasks
Vocabulary	10 questions	Answer 10 multiple choice questions.
Use of English	15 questions	Answer cloze test and rewrite questions.
Reading	25 questions	Read 4 passages (one long and three short ones) from academic texts and answer questions.
DURATION: 65 mins.		SCORE: 50x2: 100 pts.

HOW TO JOIN THE EXAM ROOM IN MICROSOFT TEAMS

- Please watch the video on how to download and log on to MS Teams and itslearning through the link here: <https://youtu.be/kUIZwaWkJDM>
- To join the meeting, click on the link provided on itslearning.
- Once you join the meeting, **turn on your camera and speakers**. Make sure you **have your camera and speakers on during the exam**.

HOW TO LOG INTO Itslearning:

- Go to <https://buei.itslearning.com/>
- You can find your itslearning username and password on our webpage: <https://bau.edu.tr/blogs/en/15238-exam-information>

STEPS TO FOLLOW FOR THE PROFICIENCY EXAM

- Go online as of 09:45.
- Go to **BAU SFL ONLINE TEST CENTRE** homepage on one window.
- Go to the relevant MS Teams exam room by clicking on the link on the test centre to join the meeting.
- Turn on your camera and speakers** while you are on MS Teams.
- Click on your test room at 10:00. **If you click on the room early, it will not open.**
- The tests on itslearning are **password-protected**. Our invigilators will **share the password** with you **on MS Teams** after the ID check. You have to **be online on MS Teams at least 15 minutes before** the exam with your **camera on**.
- If your test room does not open, **go back on the browser** to see the test centre home page, and **click on your exam room again**.
- After you start the test, stay on the test page.
- If you have a problem/question, turn on your microphone to contact your invigilator on Microsoft Teams.
- After you finish answering the questions, press **“Complete test”** button on itslearning **before the deadline**.

GOOD LUCK 😊