



KHAS SFL – ONLINE ENGLISH PROFICIENCY EXAMINATION (LPPE STAGE 2) Student Information

This document consists of 6 pages. Please carefully read all of it.

ONLINE LPPE STAGE 2 – <u>23 September 2020</u>		
	Starting time	Duration
Disclaimer (for Writing and Reading)	09:00	30 mins
Planning	09:30	15 mins
WRITING (30%)	09:45	50 mins
Break:	10:40	Break: 30 mins
Skimming (15%)	11:10	25 minutes
Detailed R (25%)	11:40	80 mins
Lunch Break:	13:00	1hr 30 mins
Disclaimer	14:30	30 min
Grammar (15%)	15:00	40 min
Break:	15:40	Break: 15 mins
Vocabulary (15%)	15:55	35 min
Finishing: 17:00 approx		

Please be aware that if you are late for any part of the exam, you will not be given any extra time.

Important Reminders for Students:
<ul style="list-style-type: none"> - You need to have Lock Down Browser (LDB) installed on your computer in order to be able to take LPPE STAGE 2. - You will need a device (smart phone/tablet etc.) with a working camera and microphone to be able to take LPPE STAGE 2. - You need to have a Zoom account downloaded onto the smart phone that you will use for the camera. - You will NOT be allowed to use headphones during the exam. - You must use Zoom with your FULL NAME (NAME SURNAME). - Have your National Identity Card or another ID on which your picture is identifiable (<i>driver's license, passport</i>) with you. - Make sure that before the session starts, information regarding the zoom session you will join is easily accessible on your mobile phone/tablet. - Make sure that your devices are connected to a charger. - You need to take the LPPE STAGE 2 on a computer. Make sure your laptop or PC is connected to the internet via cable. - Khas SFL will not be held responsible if any of the points above are NOT met.
You will need to contact learn@khas.edu.tr if you cannot connect to Learn and Zoom sessions.

Before the Exam:

1. Please, carefully read all the necessary documents related to the LPPE STAGE 2 which have been shared with you (i.e. Zoom meeting information document, and any other documents or emails)
2. The details regarding the Zoom session name will be announced on the WEB PAGE. Check the information and ensure you note the correct information that appears next to your Khas ID number.
3. The day before the exam day, the document containing the Zoom Exam meeting LINK, ID and Password information will be uploaded onto Learn. Check this list and carefully save the information next to your Khas ID number onto your smart phone/tablet. (you will use this device as your camera for the exam)
4. On your smart phone/tablet log onto your designated Zoom exam session using the ZOOM ID and PASSWORD you saved from the document on Learn.
5. You have to wait in the Zoom “waiting room” until the invigilator admits you to the session.

Here are the steps you will follow:

- You will show your National ID to the camera properly so that you confirm your identity and after the exam is over, you may be identified while the recording is being reviewed if need be.
 - i. You are responsible for having your ID available during the exam.
 - The invigilator may ask you for another ID (*driver’s license, national/international ID card*).
6. The invigilator will check your exam environment.
 - You are responsible for making necessary arrangements before the exam.
 - i. Remove books or any type of revision notes.
 - ii. Remove any unused devices from your reach.
 7. Check if your camera and microphone work properly.
 - Once you join the Zoom session, you must never turn your camera off or leave the camera angle.
 - Make sure you remain within the camera angle at all times during the exam.
 - Disable a virtual background if there is one.
 - Your **participant name** on Zoom must your full name (NAME SURNAME).
- See the images below for an appropriate CAMERA ANGLE:



8. Log on to Khas Learn on your computer using your Chrome and open “2020 LPPE STAGE 2 (23 SEPTEMBER)” page.
9. Follow the **Lock Down Browser** process at the end of this document and start the DISCLAIMER by double clicking on it.
10. The invigilator will inform you when the exam is visible on LEARN. If you cannot see it, please refresh the page. If it doesn’t work, inform the invigilator on the Zoom chat box and log out and log in to Learn once again using Lock Down Browser, and report to the invigilator.
11. When the Instructor announces it, refresh the page, and click on “Attempt Quiz Now”. If “Attempt Quiz Now” doesn’t appear, inform the invigilator via Zoom and log out and log in to LEARN once again using the Lock Down Browser.

If you **can't see the 'start attempt'** button, try doing the following:

1. Refresh your page
2. Update Chrome

In case your **screen freezes** try doing the following.

1. Refresh your page
2. Exit the page and come back
3. Log out of Khas Learn & log in again
4. If you still have problems, tell your teacher

12. Once you click on the **"START ATTEMPT"** button, the timer starts to count down.

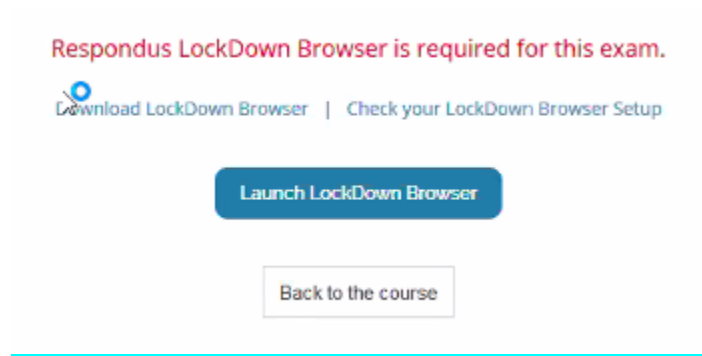
DURING THE EXAM

1. !!! If you are late, you can still take the exam, but you will **NOT** have the full amount of time available. You will only have the remaining until the time limit has finished to complete the exam. For example, if the exam is 40 minutes and starts at 13:00 and you enter at 13:20, you will only have 20 minutes to complete the exam, not 40 minutes.
2. ONCE the exam starts, make sure:
 - You remain within the camera angle.
 - You do not turn your camera off.
3. **You will be allowed to use an empty sheet of paper throughout the exam. This may be useful when doing the SKIMMING & DETAILED reading sections of the exam.**
4. **You will be allowed to move between pages of the exam using the "next page" and "previous page" buttons.**
5. **After you click "finish the attempt" you will see a list of explanations next to all the questions. BEFORE you click on "Submit all and Finish" carefully read the explanations on the page. If next to any question it says "incomplete answer" or "not yet answered" please click "return to attempt" and go back to those questions to check and complete your answers one last time.**
6. In the last 5 minutes, you will be reminded that if you do not submit your answers before the exam time is over, only the answers automatically saved will be graded.
7. **For your answers to be fully saved and submitted to the system you must click on the "Submit all and Finish" button before the exam time is over** (please refer to the screenshots provided at the end of this document). If you don't click on the "Submit all and Finish" button before the ending time of the exam, there is a possibility your answers will not be saved.
8. Once the exam is over, the invigilator will remind you:
 - The session is over.
 - The skill that will take place next. You are responsible for making necessary arrangements beforehand.
 - You have to return to the Zoom session to be able to take the next section of the LPPE STAGE 2 at XX:XX the latest.
 - You can leave the session.

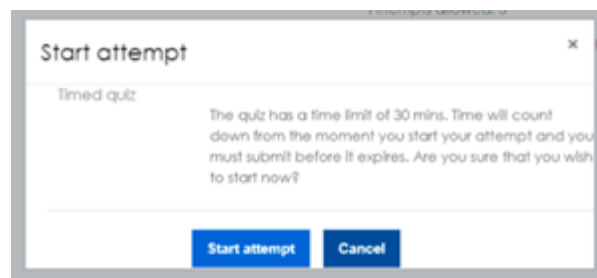
LOCKDOWN BROWSER / STARTING THE DISCLAIMER & THE EXAM PROCESS:

1) Go to Khas Learn > 2020 LPPE STAGE 2 > DISCLAIMER for [name of exam section]

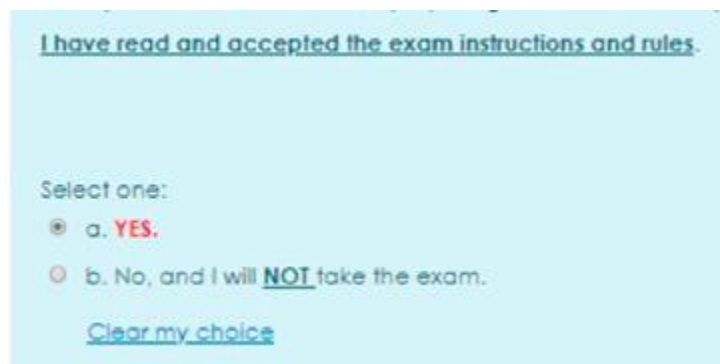
2) Launch Lockdown Browser



3) Start Quiz: click **START ATTEMPT**. The exam will start automatically.



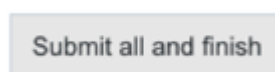
4) After reading the Rules & Instructions, choose **YES**.



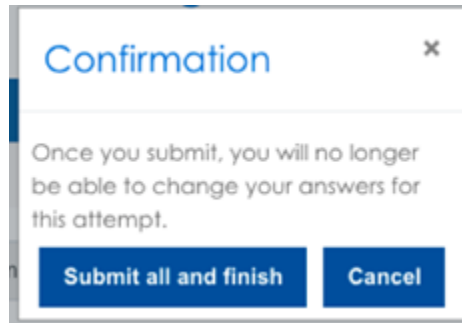
5) Then click **FINISH ATTEMPT**



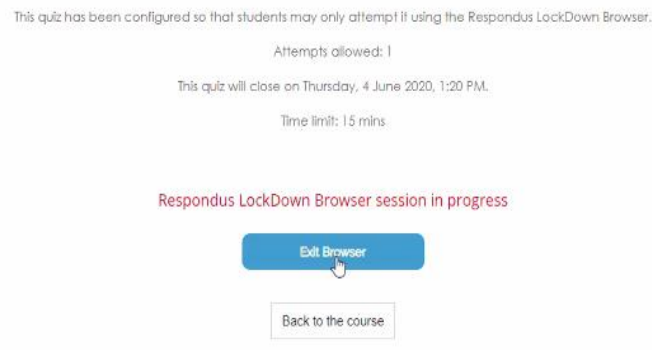
6) After clicking FINISH ATTEMPT, you will be taken to a new page where you should click **SUBMIT ALL AND FINISH**.



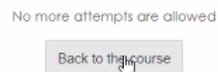
7) Next, a confirmation page will pop-up:



8) Click **SUBMIT ALL AND FINISH**. After this, you must exit your Lockdown Browser session:



9) Click **'BACK TO COURSE'**



Session I: Start the relevant session/section

- Listen carefully to your teacher's instructions and wait for your teacher to tell you it is time to start the related section.

1) Go to Khas Learn > 2020 LPPE STAGE 2 >[EXAM SECTION NAME]

2) Launch Lockdown Browser

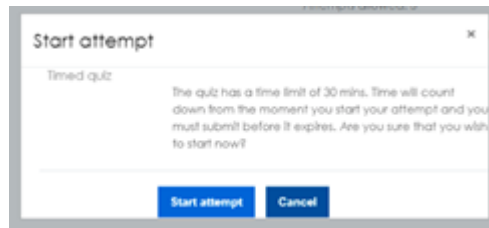
Respondus LockDown Browser is required for this exam.

 Download LockDown Browser | [Check your LockDown Browser Setup](#)

Launch LockDown Browser

Back to the course

3) Start Quiz: click **START ATTEMPT**. The exam will start automatically.



4) When you have answered all the questions in the grammar section and are ready to submit your quiz, click on **FINISH ATTEMPT**.

Finish attempt ...

5) You will be taken to a new page where you should click **SUBMIT ALL AND FINISH**.

Submit all and finish

6) **Close/Exit Lockdown Browser and click 'Back to Course'**

This quiz has been configured so that students may only attempt it using the Respondus LockDown Browser.

Attempts allowed: 1

This quiz will close on Thursday, 4 June 2020, 1:20 PM.

Time limit: 15 mins

Respondus LockDown Browser session in progress

Exit Browser

Back to the course

No more attempts are allowed

Back to the course

We wish you success

GOOD LUCK