



SEB – SAFE EXAM BROWSER

A user guide for the locked-down exam browser integrated into the KHAS Learn infrastructure to ensure the security of online exams conducted in laboratory environments.

Center for Excellence in Learning and Teaching (CELT)

KADIR HAS UNIVERSITY LEARNING MANAGEMENT SYSTEM –
KHAS LEARN



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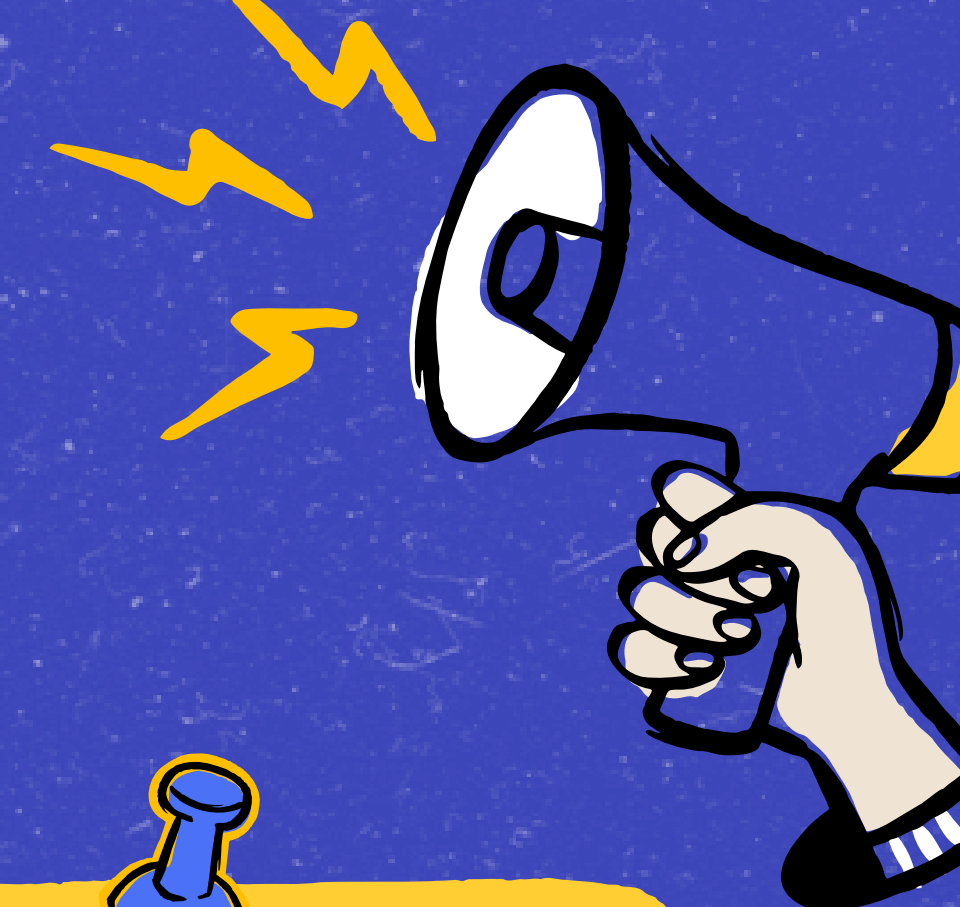
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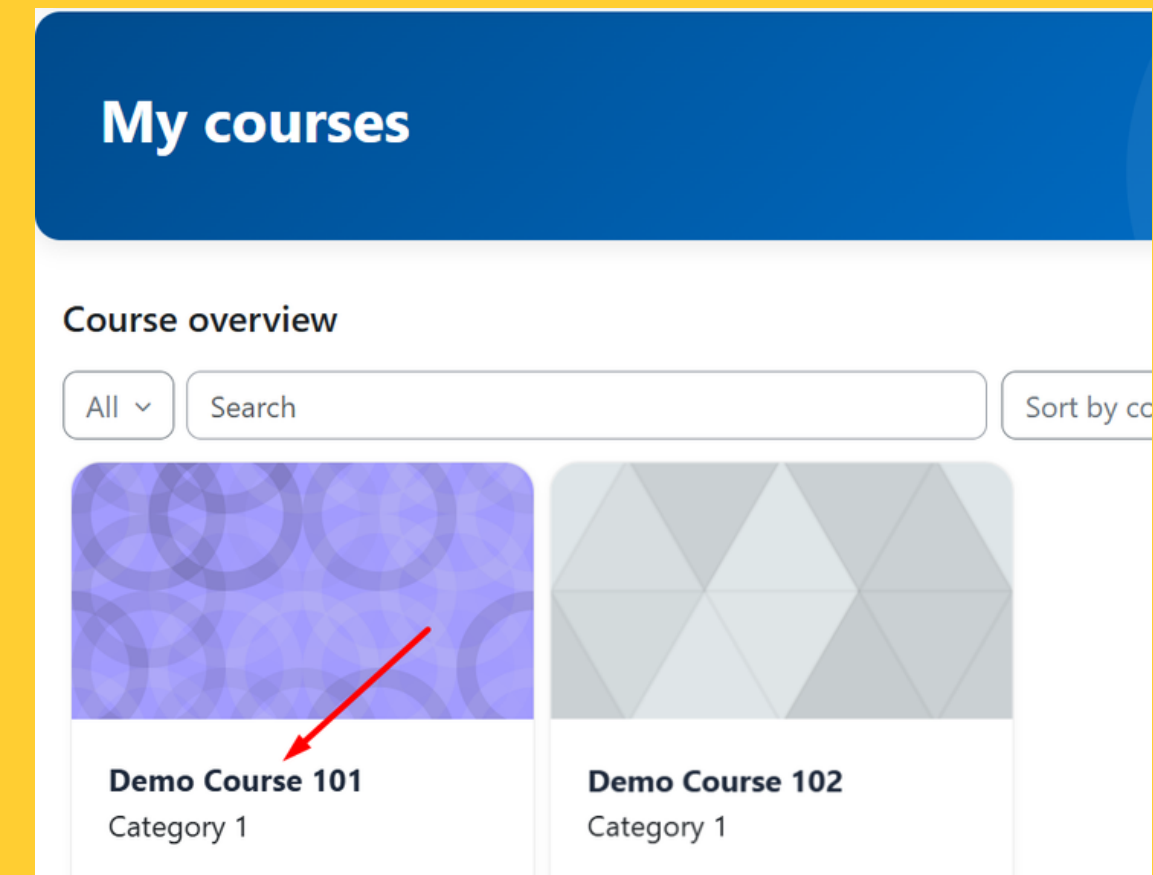
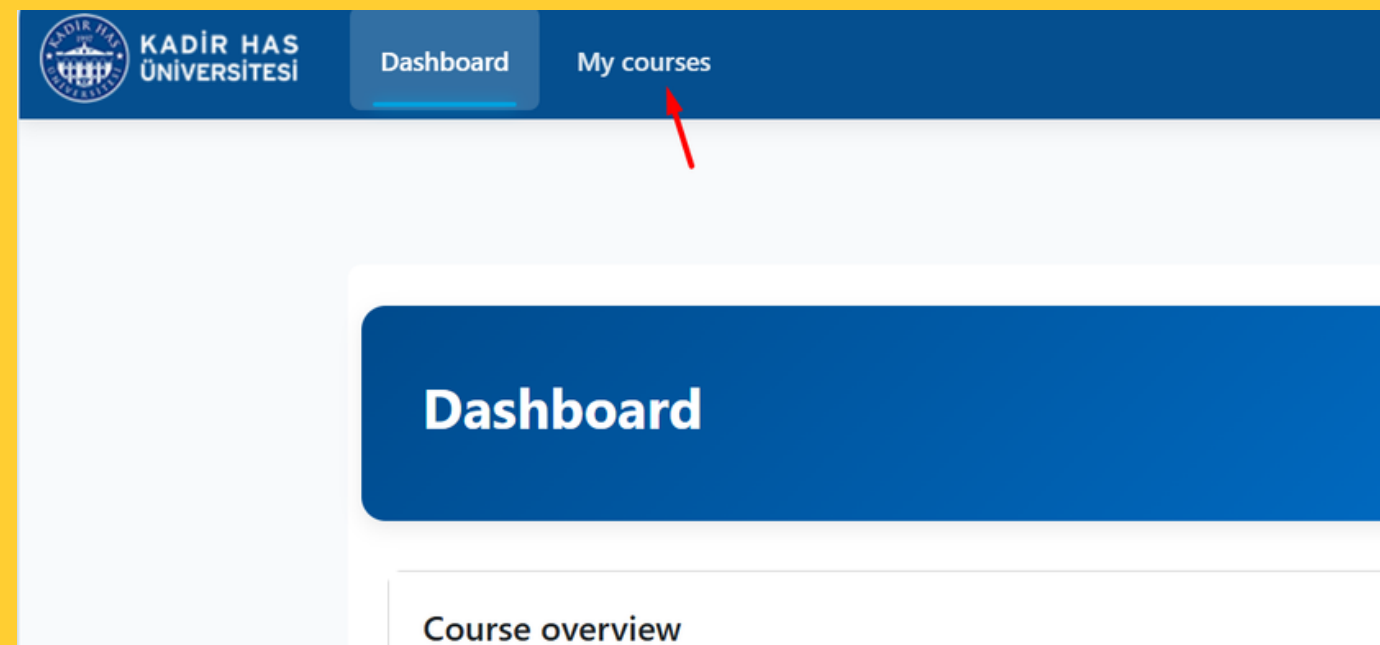
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LOG IN TO KHAS LEARN AND EXAM SCREEN

Step 1: Log in to KHAS Learn and Find Your Exam

Open the web browser (Chrome or Edge) on the lab computer. Type **learn.khas.edu.tr** into the address bar. On the login screen, enter your school email address (**@stu.khas.edu.tr**) and password to log in to the system.

On your homepage or under the **My courses** tab, select your course. Find the Quiz activity created by your instructor on the course page and click on it to access the exam main page.

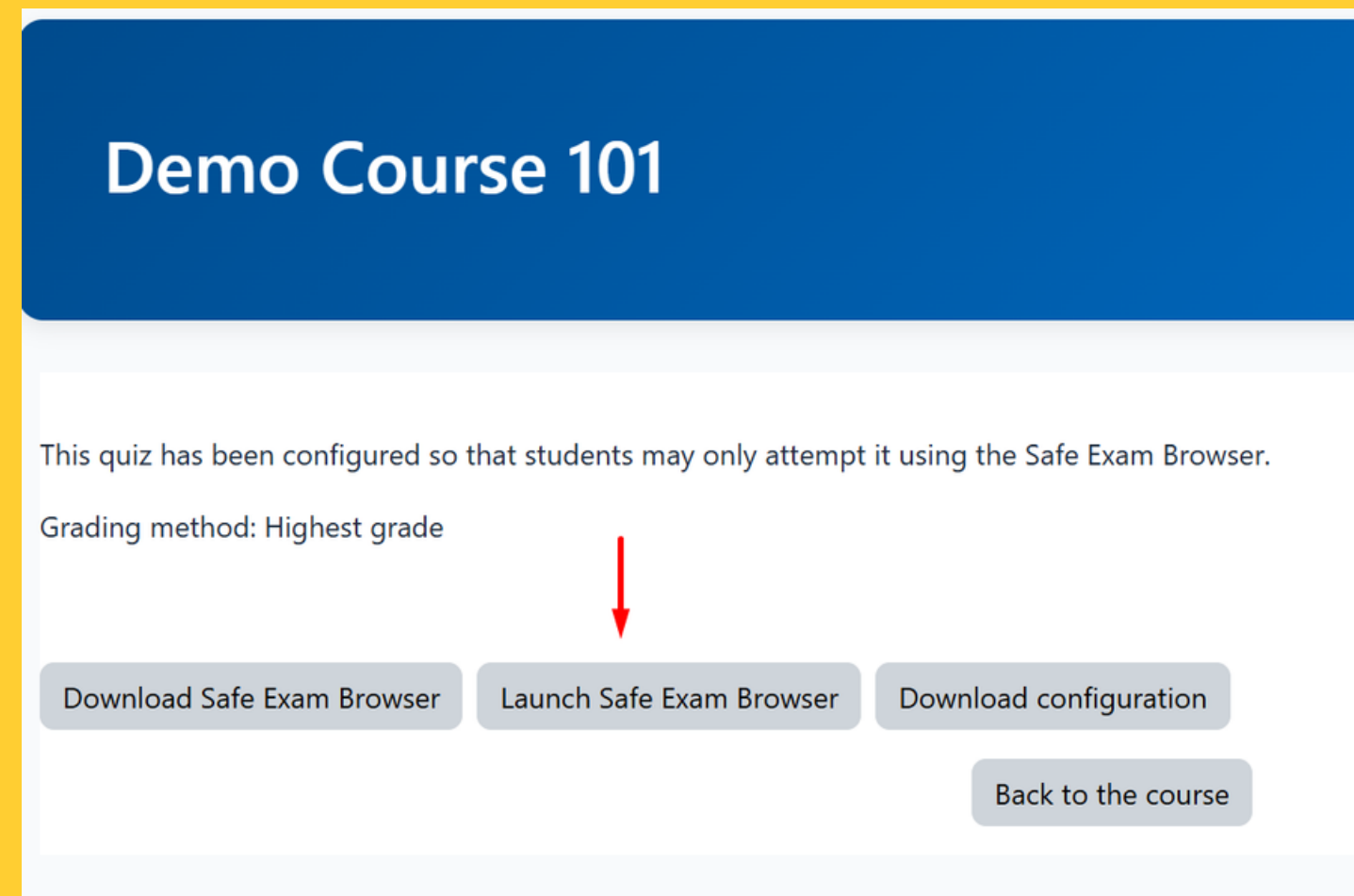


LAUNCH SAFE EXAM BROWSER (SEB)

Step 2: Launch Safe Exam Browser (SEB)

On the exam main page, locate and click the **Launch Safe Exam Browser** button to initiate the secure exam environment.

When you click the button, a security prompt/pop-up window will appear at the top of your browser asking "Open Safe Exam Browser?". Click **Open** or **Allow** in this window to approve the application.



SECURITY VERIFICATION AND COMPLETING THE EXAM

Step 3: Security Verification and Completing the Exam

When the application opens, the system will redirect you to the secure exam environment and will ask you to log in again as an additional security step. Enter your school email address (**@stu.khas.edu.tr**) and password in the Microsoft sign-in window that appears on the screen to verify your identity. Once verified, your exam questions will appear directly.

After completing your exam, click the **Submit all and finish** button located at the very bottom of the page to submit your answers. In the confirmation window that appears, select **Submit all and finish** again to successfully end your exam.



IMPORTANT NOTES

IMPORTANT NOTES FOR STUDENTS

- **Login Credentials:** Make sure your school email address (**@stu.khas.edu.tr**) and password work without any issues prior to the exam day.
- **Secure Exam Environment:** Once the exam starts, the system focuses entirely on exam security; opening a different tab or using other applications in the background is strictly prohibited.
- **Completing the Exam:** Always make sure to click the **Submit all and finish** button to save your responses into the system before your exam time expires or when you finish the questions.
- **In Case of Technical Issues:** Do not panic in case of unexpected situations such as computer shutdown, power outage, or connection loss. Simply restart the computer, go to **learn.khas.edu.tr** via the browser, select your course and exam, and click the **Launch Safe Exam Browser** button again to resume your exam from where you left off with your saved responses intact.





SUPPORT & CONTACT



KYou can reach the Support Team directly for your technical and academic support needs related to **KHAS Learn**.

Through the e-mail address and phone number below, you can get help with **course management, content addition, course design, assignment/quiz settings, and assessment methods**.

Submitting a Support Request via MyKHAS Ticket System

1. Log in to the **MyKHAS** system.
2. From the top menu, click on the **Support** tab.
3. Click the **New (+)** button in the upper-right corner.
4. In the pop-up window, click the '**Learn Support Request**' option under the **Center for Excellence in Learning and Teaching** heading.
5. Fill out the form and describe your issue or request in detail.

E-mail Support

For issues related to KHAS Learn, you can contact us directly via e-mail:

 learn@khas.edu.tr

Phone Support

You can reach the **Educational Technologies Team** by phone:

 **(0 212) 533 65 32 / Extension: 1210**

 **Yunus Akarsu – Educational Technologies Senior Specialist**

 **Working Hours: Weekdays 08:30 – 17:30**