

TESTING OFFICE

STUDENTS of the SCHOOL OF FOREIGN LANGUAGES - BASIC ENGLISH DEPARTMENT (PREPARATORY SCHOOL)

- **Four groups of students are registered at the Basic English Department (Preparatory School).**
 - **Compulsory Education at Prep. School:**
 - Students of Faculty of Agricultural Sciences and Technologies (the mean of the education is 100% English)
 - Students of Faculty of Engineering – Mechanical Engineering and Electrical Electronics Engineering Departments – (the mean of the education is 30% English)
 - Students of Vocational School of Social Sciences – Applied English Translation Program – (the mean of the education is 100% English)
 - **Voluntary Education at Prep. School:**
 - Students of any other faculties, schools or graduate programs (the mean of the education is Turkish). The students of these faculties, programs and schools register at the Prep School on voluntary basis and so they do not have to pass the program at the end of the academic year. Either they pass the Prep school or not, they will register at their departments at the following academic year. For those who have passed the Prep School Program, it will be officially stated in their transcripts that they have successfully completed a one-year English Preparatory program.

ACHIEVEMENT and FAILURE CRITERIA at the SCHOOL OF FOREIGN LANGUAGES

BASIC ENGLISH DEPARTMENT

- Students who have a score at international or national proficiency exams such as TOEFL, IELTS, or YDS equal to 60 will be exempt from the compulsory education in English at the Preparatory School and they will register at their departments. They have to provide the official documents verifying their scores to the School of Foreign Languages by the end of add-drop week which is announced at the university website.
- Students who have successfully passed the prep school program of any other universities will be also exempt from this program on condition that they provide written and official documents that verify this situation. They also have to provide the official documents verifying their scores to the School of Foreign Languages by the end of add-drop week which is announced at the university website.

- Students who take at least 60 scores out of the Proficiency Exam which is administered at the beginning of each academic year (September) will be exempt from the compulsory education in English and they will register at their departments. The proficiency exam is graded out of 100 points and covers mostly B1 and B2 levels on the basis of CEFR.
- Those who cannot pass any of the aforementioned exams will register at the Prep. School and study English for at least one academic term, and at most two academic years. The ones who cannot pass the program either due to absence for over the 20% of their class hours or failure during the terms and at the final and proficiency exams will be deregistered.
 - **The achievements of the students who register at the Prep School will be evaluated on the basis of the following criteria:**
 - **1st Term:** Throughout the first term the students will be tested and evaluated by four main types of assessment. 25% of all these assessment types will be added and the students will have a score out of 100.
 - **Midterm 1 (x 25%)**
 - **Midterm 2 (x 25%)**
 - **Quiz Average (x 25%)**
 - **Portfolio (x 25%)**
 - **2nd Term:** Throughout the second term the students will also be tested and evaluated by four main types of assessment. 25% of all these assessment types will be added and the students will have a score out of 100.
 - **Midterm 1 (x 25%)**
 - **Midterm 2 (x 25%)**
 - **Quiz Average (x 25%)**
 - **Portfolio (x 25%)**
 - **End of Year:** The mean of the two academic terms will be the end of year achievement scores of the students. 60% of this score (which is out of 100) will be included for the ultimate achievement score of the students. Those who have at least or more than 75 scores as the End of the Year grade will not take the Final Exam and they will register at their departments.
 - **Final Exam:** This exam will be administered at the end of the academic year and the students who have not failed due to absenteeism by that time, and the ones who have at least 33 as their End of Year grade will take the exam. The exam is basically parallel to the proficiency exam (out of 100 points) and so, covers mainly B1 and B2 levels on the basis of CEFR. The students should get at least 50 out of 100 for their ultimate scores to be calculated. 40% of this score will be included for the ultimate achievement score of the students.

- **Retake Exam:** The students who could not take the final exam due to a doctor's written order can take this exam. This exam will be administered one week to ten days later than the final exam. It is parallel to the final exam (out of 100 points) and so, covers mostly B1 and B2 levels on the basis of CEFR. 40% of this score will be included for the ultimate achievement score of the students.
 - **The Ultimate Achievement Score:** Minimum score to pass the prep school is 60 (out of 100). It is calculated by adding the 60% of the End of Year score and the 40% of the Final or Retake Exam.
 - **The Testing Office is responsible for preparing and administrating all the aforementioned exams.**

The pen & paper exams the TESTING OFFICE is responsible for

- **Proficiency Exam:** Administered at the beginning of the first and second academic terms. It is graded out of 100 points. It includes **“use of English, vocabulary and four skills – listening, speaking, reading, and writing-”**. It covers mostly B1 and B2 levels on the basis of CEFR. In order to be able to take the Spring Term Proficiency Exam students should not have been failed due to absenteeism by that time and their First Term score should have been at least 80.
- **Placement Exam:** Administered on the next day after the Proficiency Exam at the beginning of the first academic term. It is graded out of 100 points. It includes **“use of English, vocabulary and four skills”**. It covers exactly the same number of questions under four sections namely A1, A2, B1 and B2 levels on the basis of CEFR. The scoring criteria differ from the other exams as the students' exam papers will be scored under the four sections and they will have to get a minimum score out of one section to be placed into the next (higher) level of classroom.
- **Midterms:** 2 Midterm Exams are administered in each term, at the eighth week of the academic terms and at the week following the fifteenth academic week (totally 4 midterm exams throughout the academic year). They are graded out of 100 points. They include **“use of English, vocabulary and four skills”**. They cover the objectives related to the units and topics that have been studied by the exam weeks.
- **Make-up Exams:** The students who could not take the midterm exams due to a doctor's written order can take this exam. This exam will be administered one week to ten days later than the midterm exam. It is parallel to the midterm exam.

- **Final Exam:** Administered at the end of the second academic terms. It is graded out of 100 points. It includes “**use of English, vocabulary and four skills – listening, speaking, reading, and writing-**”. It covers mostly B1 and B2 levels on the basis of CEFR.
- **Retake Exam:** The students who could not take the final exam due to a doctor’s written order can take this exam. This exam will be administered one week to ten days later than the final exam. It is parallel to the final exam (out of 100 points) and so, covers all mostly B1 and B2 levels on the basis of CEFR. 40% of this score will be included for the ultimate achievement score of the students.
- **Pop Quizzes:** 6 to 12 pop quizzes will be administered on a weekly basis throughout the academic year. The time of the quizzes will not be announced to the students. They include “**use of English, vocabulary, reading, and listening and writing respectively, which means one quiz will include listening section and the following one will include writing section instead of listening**”. They will cover the objectives related to the units and topics that have been studied by the quiz date.

The Alternative Assessment Tools the TESTING OFFICE is responsible for

- **Portfolio:** It includes 8 to 10 writing assignments, 1 or 2 oral presentations, and 3 to 6 readers. It will be graded out of 100, and the distribution of the scores is as follows:
 - 1. 8-10 writing assignments:** Writing homework will be assigned during writing classes and the students will write at least three drafts for each, and get feedback for their written work from the instructor. They will file all their assignments at the end of each academic term and deliver the file to their writing class instructor for evaluation-including a cover and a content page. These files will be graded out of **60** points.
 - 2. Reader Activities / Quizzes:** 3 to 6 readers –short, staged, English stories- will be read and the activities / quizzes about them will be administered during classes. Each activity or quiz will be graded out of 100 points. The **20%** of the mean score of these quizzes will be included to the Portfolio Grade.
 - 3. 1-2 oral presentations (individual or small group projects):** Students will be asked to prepare a PowerPoint presentation about a topic they are assigned among the issues they have covered in their classes. They will present their topics orally in an assigned date on weekdays. They may be asked to prepare and present these presentations individually or in a small group. The Presentation will be graded out of **20**.

THE PRESENTATION WILL CONSIST of:

- A PowerPoint presentation
 - ✓ Introduction and explanations
 - ✓ Pictures
 - ✓ Short explanations and comments
- A presentation report:
 - ✓ All information given in the PowerPoint presentation (The report will be handed in before the presentation).

EVALUATION CRITERIA FOR THE PRESENTATION:

- ✓ Prerequisite: If the PowerPoint presentation and the report are missing, the presentation will not be scored.
- ✓ If students take their notes to read throughout the presentation, it will not be scored (The presentation must be ORALLY PRESENTED)

EVALUATION CRITERIA FOR PORTFOLIO:

- Writing Portfolio: 60 points
 - 50 points writing assignments
 - 10 points for the improvement of writing ability and the organization of the portfolio file, including the improvement in all assignments from the first one to the last; and also from the first drafts to the final drafts of each assignment.
- Oral Presentation: 20 points
- Reader Activities / Quizzes: 20 points
 - Totally : 100