METU SFL
EPEEP PROCEDURES FOR TEST TAKERS

You will use 2 devices during the exam:

Device 1: A computer to do the test (A laptop or desktop, but **NOT** a tablet or a smart phone). There is no need for a camera on Device 1.

Device 2: A device with a working camera and an Internet connection (a mobile phone, tablet, another computer, etc.)

BEFORE THE EXAM

Make sure that

- you have read all exam announcements carefully and made the necessary preparations beforehand. On the exam day, you will **NOT** be given any extra time for downloading any software or making the necessary adjustments on your devices.

  - On the exam day, before 09:00 o'clock, check that Safe Exam Browser (SEB) works properly. Note that SEB may not work if there are updates waiting to be installed.

- you have *Safe Exam Browser Version 2.4* installed on your computer (Device 1) and set the Start URL as shown in the link below in order to be able to take the EPE.

  - you can visit the link below to learn about how to **download and configure** Safe Exam Browser for Windows and MAC

    http://epe.metu.edu.tr

- you have downloaded **Webex** on Device 2,

- you have enabled **screen rotation** on Device 2 (if it is a mobile phone or tablet),

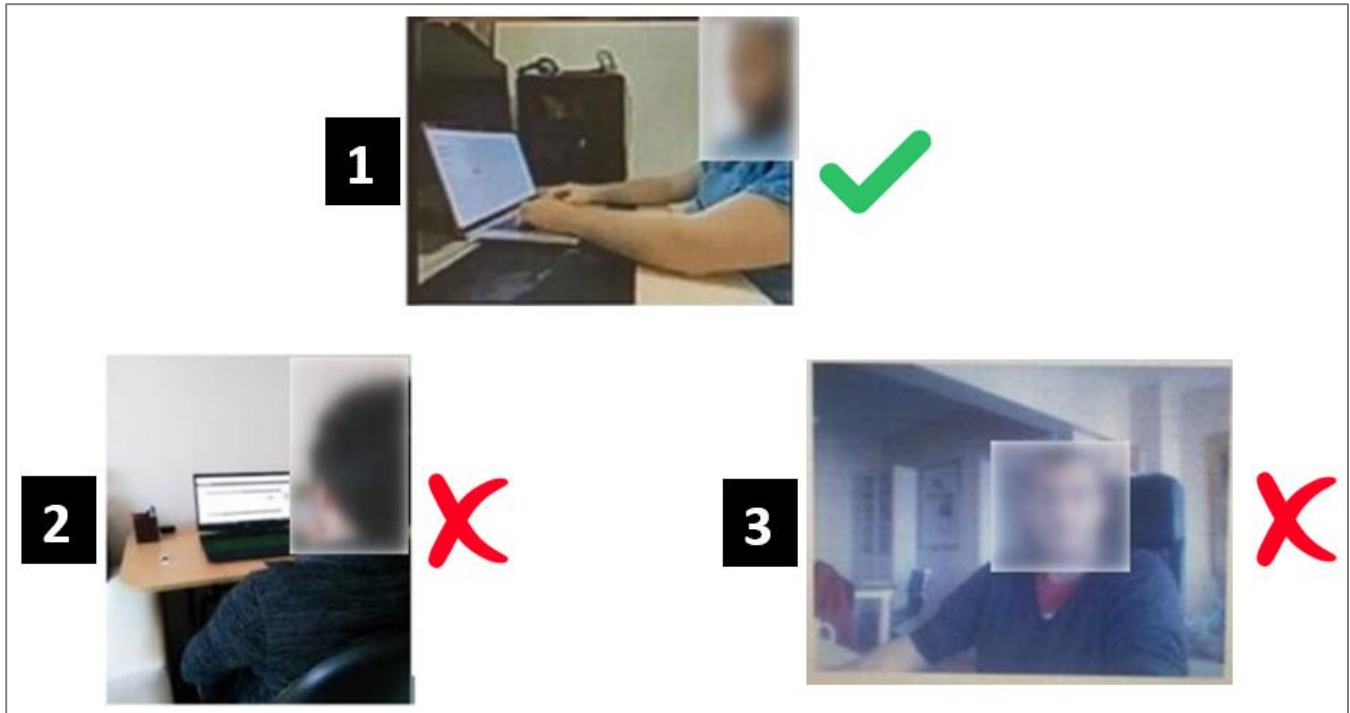|	
Android: Settings (Ayarlar) > Display (Ekran) > Auto-rotate screen (Otomatik döndür) **iPhone:** Slide the screen upwards/downwards and on the menu you see, keep the "key" icon (Düşey Yöne Kilitleme) in the OFF mode.	

- you have put Device 2 into "Do not disturb" or "Flight mode", turned off vibration and prevented Whatsapp notifications. Here is how to enable "Do not disturb mode":

> ➤ Android devices: Settings (Ayarlar) > Sound (Ses) > Do not disturb (Rahatsız Etme)
> ➤ iPhone and iPad: Settings (Ayarlar)> Do not disturb (Rahatsız etme) > Silence: Always (Sessiz: Herzaman); Phone (Telefon) > Allow calls from: No one (Arayabilecekler: Hiçkimse)

- you have turned off the ringtone of your mobile phone but DO NOT turn off the MEDIA volume so that you can hear the proctors. It is your responsibility to adjust the volume of your device to be able to follow the oral instructions of the proctors,

- you have no new system/application updates waiting on Device 2 on the exam day,

- you have placed Device 2 in the horizontal/vertical format so that the camera can capture your face, computer screen (Device 1), the keyboard, the mouse, and both of your hands as shown in picture 1:

- Device 2 is stable and does not move,

- you have your ID **AND** another official ID on which your picture is identifiable (e.g. driver's license, national/international ID) with you,

- you have the link to the Webex session you will join (shared by your teacher/SFL) and it is easily accessible on Device 2,

- your devices are both connected to a charger,

- **you have enough quota for the internet connection you will be using.**

At 9:00

- Log on to your Webex session using Device 2, which you will use for its camera. You can learn the address for your Webex session on the list that will be posted at the link below:

  https://ico.metu.edu.tr/

- Make sure that you sign in using your **real name and surname**. Please note that you will **NOT** be accepted to the session if your Webex username does not match your "real name" on the official student list.

- Wait in the Webex "Lobby" until the proctor admits you to the session.
- Once you are accepted to the session, you will be asked to show your ID to the camera properly and say your full name out loud so that the proctor can confirm your identity.
- The proctor may ask for another ID (e.g. driver's license, national/international ID) apart from your ID. You must have both IDs readily available during the exam so that you can show them to the proctor(s) if requested.
- Once ID verification is over, the proctor may check your exam environment.
  - You are responsible for making the necessary arrangements **before** the exam:
    i. Remove books or any type of revision notes from your reach.
    ii. Remove any unused devices from your reach.
- Check if your camera and microphone on Device 2 work properly.
- Once you join the Webex session, you must stay within the view of the camera and never turn your camera off.
- Make sure you **disable** any virtual background (*sanal arka plan*).
- Once ID verification is over for all test takers, listen carefully to the proctor's instructions.

Students will NOT be accepted into the Webex session after 09:45.

DURING THE EXAM (At 10:00)

- You must follow the rules below. If you fail to follow these rules, your exam may be cancelled after the exam reports are examined.

- You must not use an electronic watch, headphones, ear buds, or any other type of listening equipment.
- Make sure that you use a mousepad, not a piece of paper, newspaper or journal.
- You must not communicate with any other person by any means.
  (Whispering or talking can be detected by proctors on Webex)
- The room must be as quiet as possible.
- No other person is allowed to enter the room when you are taking the proctored exam.
- Only bottled water is allowed on your desk.
- Do not talk to the proctors after the exam starts. Use the Webex chatbox instead.
- Do not use the Webex chatbox to communicate with the proctors unless there is an emergency.
- It is advised to remove any virus program or any other software working in the background in order for SEB to run safely.

- You can try reconnecting to the Webex session or SEB if you have problems related to your internet connection or if there is a power outage (see Troubleshooting for Test Takers).
- You can enlarge the texts in the test by holding down the [Ctrl] key while you turn the mouse wheel or by clicking the [Ctrl] key and the plus (+) / minus (-) buttons.

- Your answers might change while scrolling up and down the page using the mouse. You can solve this problem in two ways:

  - Use the scroll buttons on the keyboard to scroll up and down instead of your mouse.
  - Click on any point on the screen after selecting an option.

AFTER THE EXAM

- When you see the statement **"THIS IS THE END OF THE EXAM. NOW YOU CAN QUIT SEB AND INFORM YOUR PROCTOR VIA WEBEX CHATBOX."**, turn to Device 2. Using the Webex chat box, write "I have finished" and leave the Webex session. Do <u>not</u> wait for a response from the proctors.

If you encounter any kind of problems related to the Safe Exam Browser, the Webex session or Odtuclass that prevent you from taking the exam, please use the link below to get help.

https://metu.webex.com/meet/iyshelp