

USER MANUAL



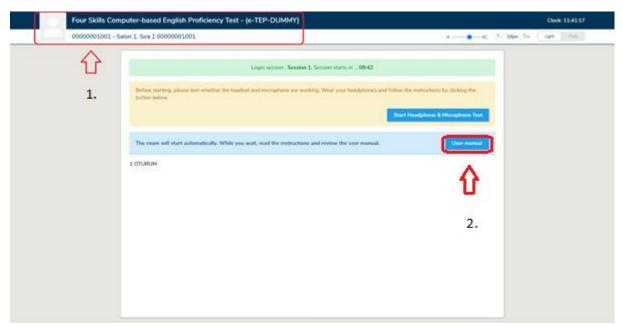




USER MANUAL

ATTENTION: This user manual consists of screenshots from previous pilot exams. The aim of the manual is to provide candidates with information about the exam interface. It does not serve as a sample exam. Some features may differ slightly from those in the actual exam.

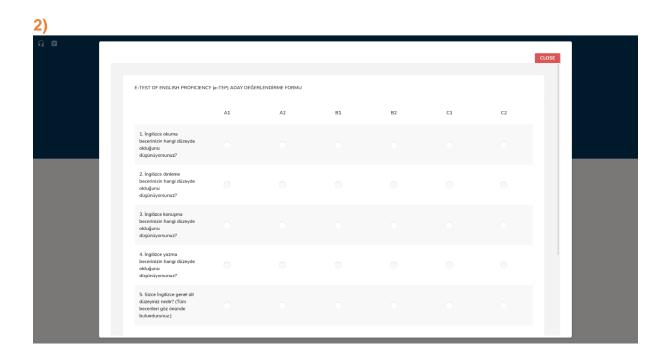
1)



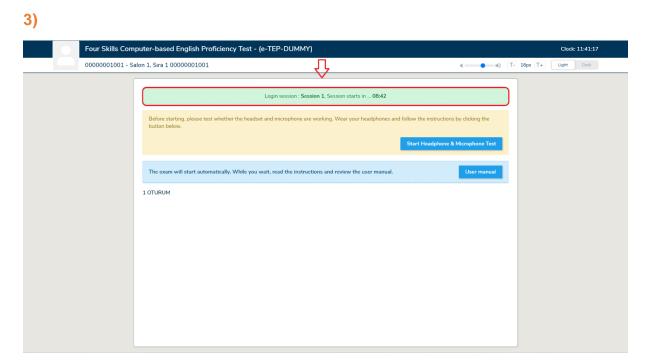
1. In this section you can see your photo, name-surname, and T.C./Y.U. number. You need to log in to the system by **taking your photo** and **entering your T.C./Y.U. number**.

ATTENTION: You must log in with your T.C./Y.U. number when moving to the second session.

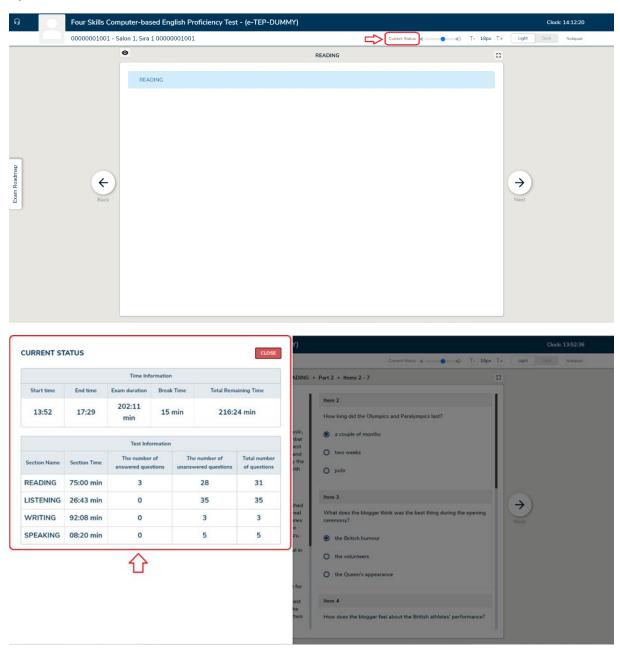
2. You can review the user manual by clicking the button.



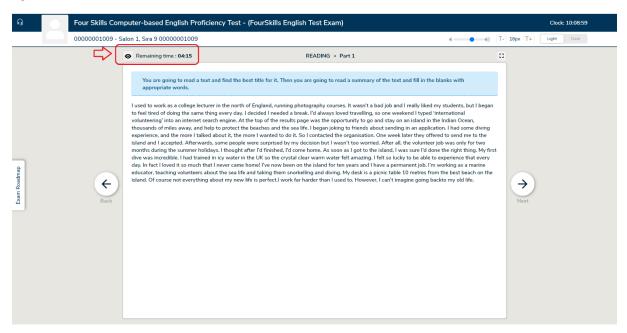
You can participate in the **pre-survey** and **post-survey** from this section. There is also a comment section where you can add your reviews regarding the exam after you finished all sessions.



In this section you can see all the information about the **time** and **session** of your exam.

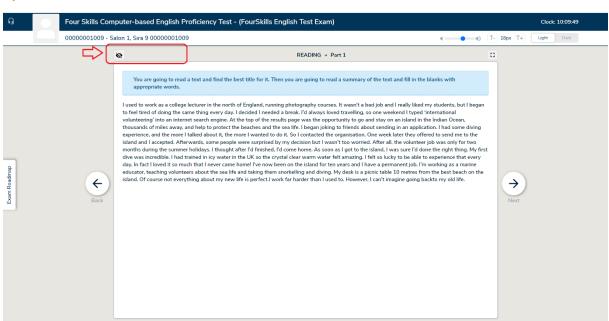


You can access your current status information during the exam with the **'Current Status'** button.

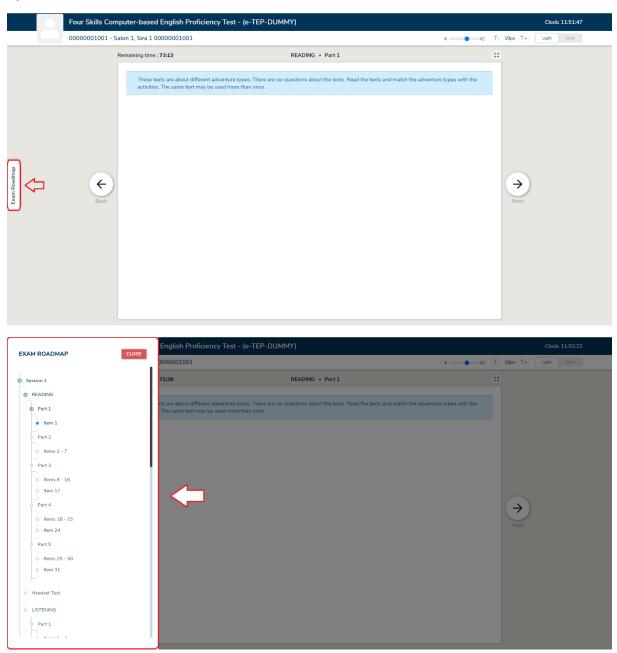


You can see your **remaining time** from this section.

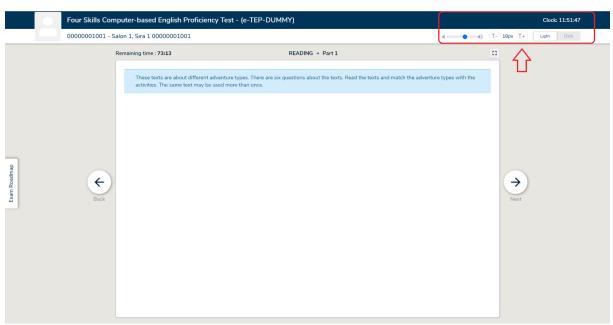




You can click this button **to hide** remaining time in the red box.

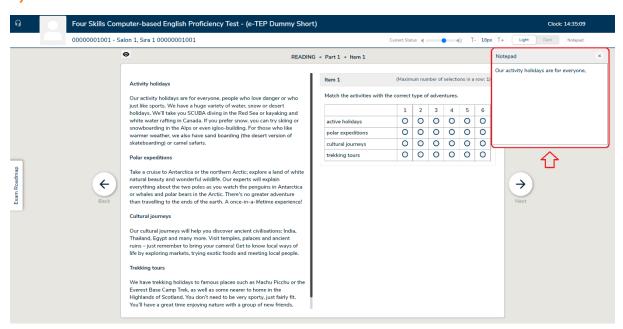


By clicking this button, you can use the **exam roadmap tool to view your progress** in the exam.

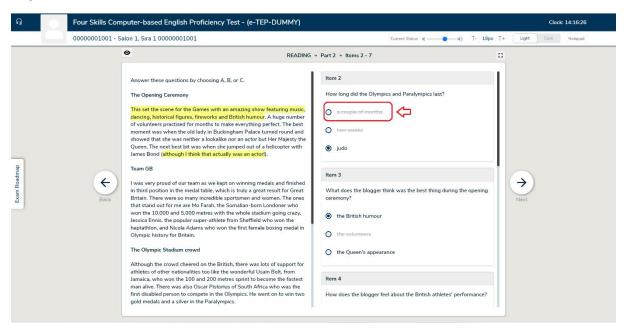


In this section, you can **adjust the volume** according to your preference. You can **increase** or **decrease** the font size of the question section. You can also switch between two different design modes of the application which are **light** and **dark**. You can test the design changes by clicking on them.

9)

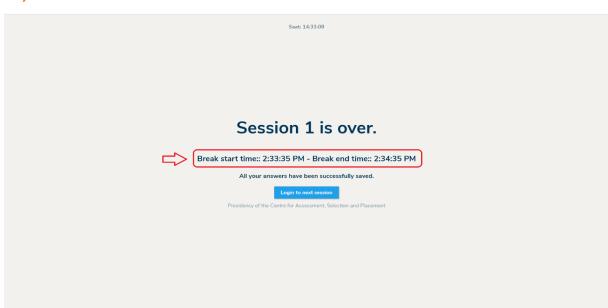


You can use the **notepad tool** to take notes.

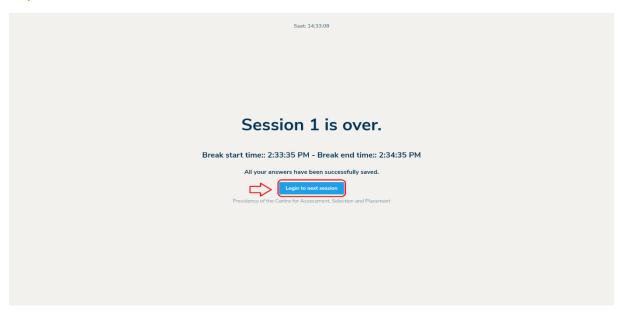


The right-click feature allows you to eliminate options you think are incorrect.

11)

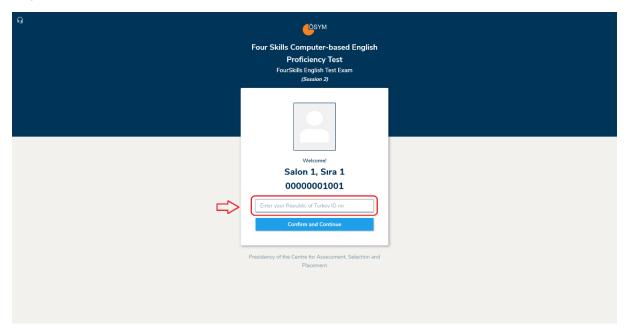


This is the screen that appears when the first session ends.



To move on to the next session, press the marked button, which will take you to a login screen where you can access Session 2.

13)



This is the section you need to enter your ID number to log in to Session 2.

The exam is over. We wish you a nice day.

All your answers have been successfully saved.

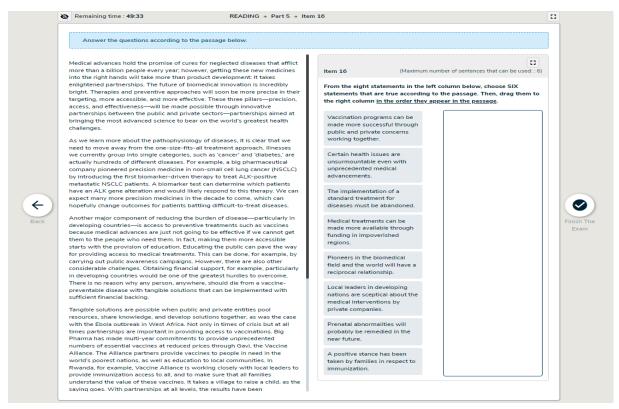
Presidency of the Centre for Assessment, Selection and Placement

This screen indicates that you have completed the exam.

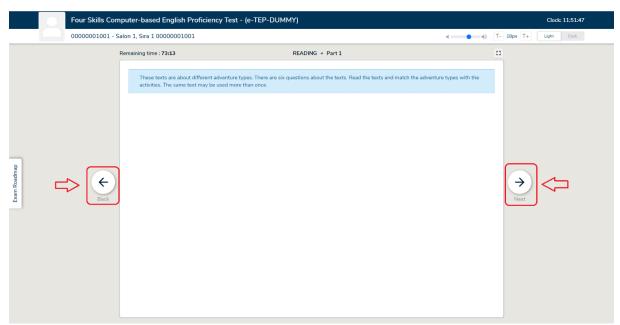
EXAM INTERFACE

READING SECTION

1)

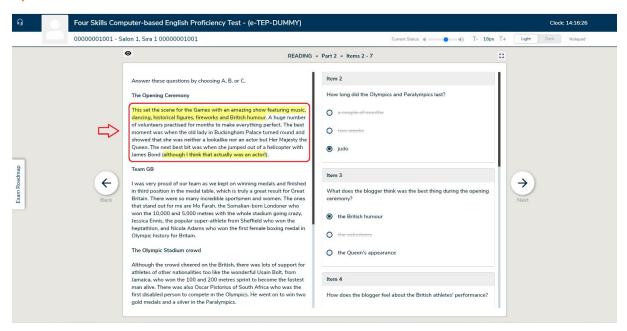


In this section, you need to drag the sentences from the **left part** of the item section and drop them to the **right part** to form your answer.



You can move between the previous and next questions **ONLY IN THE READING SECTION** using the marked buttons in the image. Please note that you **cannot** move between previous and next questions in **any other sections**.

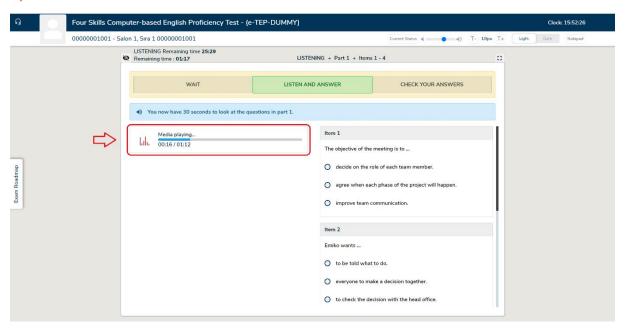
3)



You can mark the words or sentences to highlight by selecting them **from right to left** with yellow colour tool.

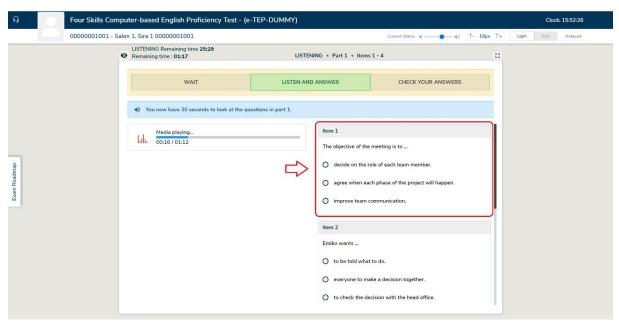
LISTENING SECTION

1)

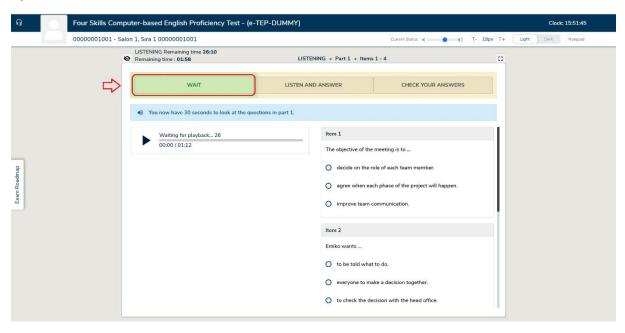


In the Listening Section, the red box shows the remaining time of the audio recording you need to listen to.

2)

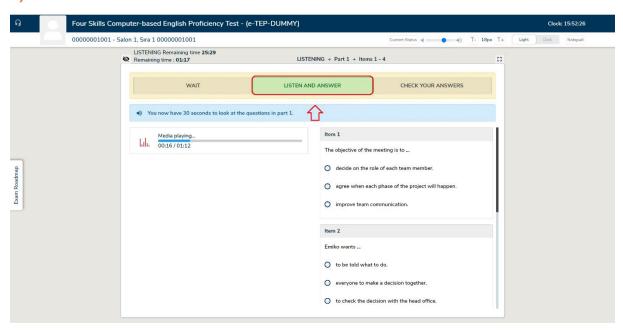


The red box here is the section with the definitions that need to be selected according to the audio recording.

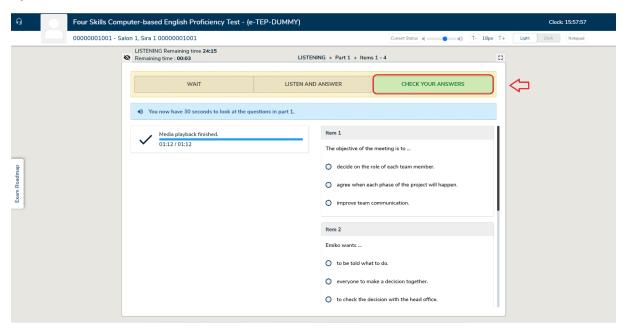


This is a warning indicating that you need to wait in the Listening section.

4)



This is a warning that tells you **to listen and answer** the questions in the Listening section.



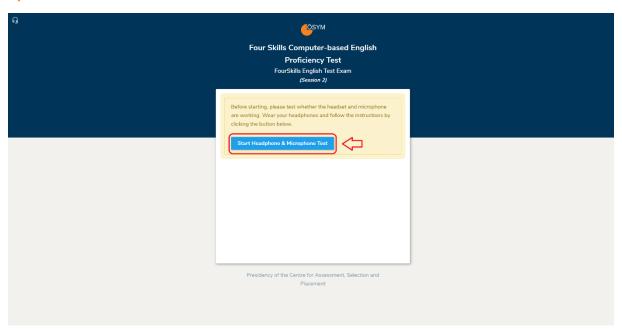
This is a warning reminding you to **check** your answers in the Listening section.

SPEAKING SECTION

ATTENTION: You must log in with your T.C./Y.U. number when moving to the second session of the exam.

This process is the sole responsibility of candidate and the candidate will be responsible for any loss of time that may occur if this process is not carried out on time. Please <u>make sure</u> that you are logged in to avoid any time loss.

1)

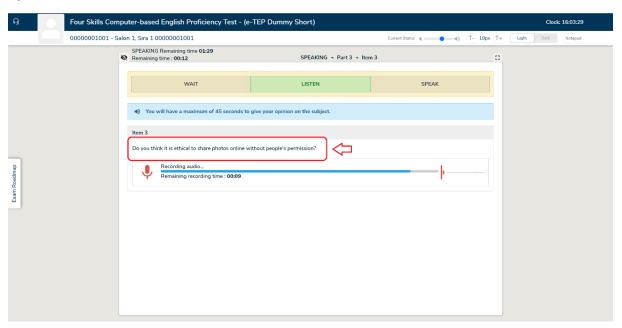


In this section you can test the microphone and headset you are going to use for Session 2.

2)

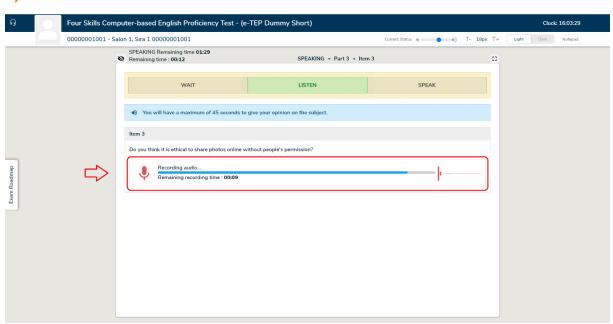


You can check whether the sound level is appropriate.

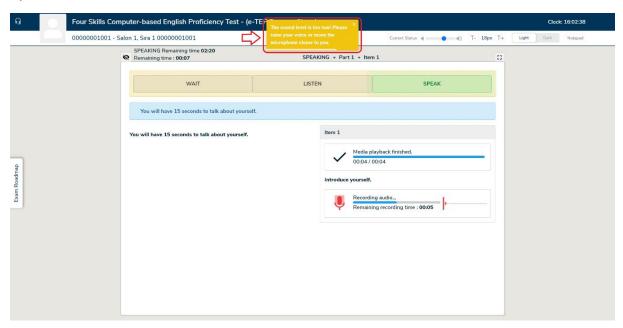


In this section you can see the question that you need to answer.

4)

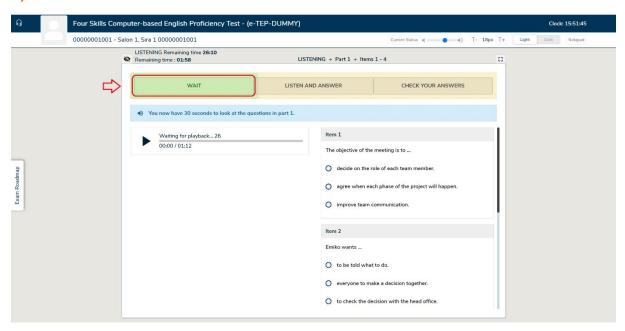


This section allows you to monitor the response you are currently recording.



This is a warning indicating that the sound volume is below the required level.

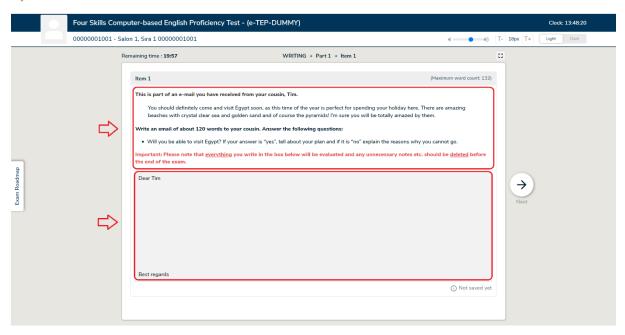
6)



This is a warning indicating that you need to wait in the Speaking Section.

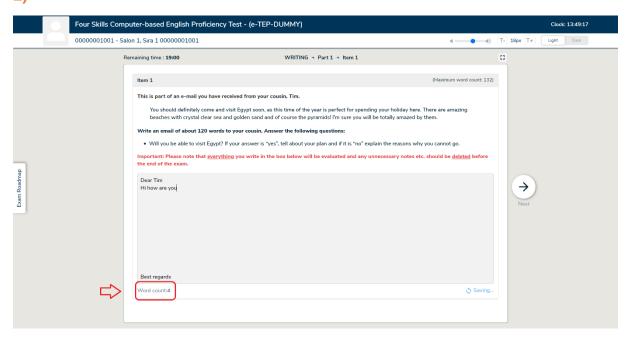
WRITING SECTION

1)

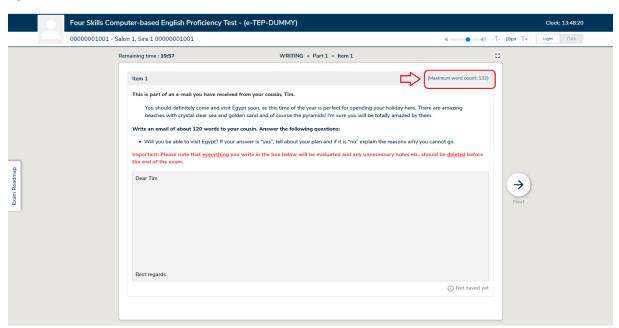


Here you can see the **writing space** provided for you in the writing section and the **topic** of this task.

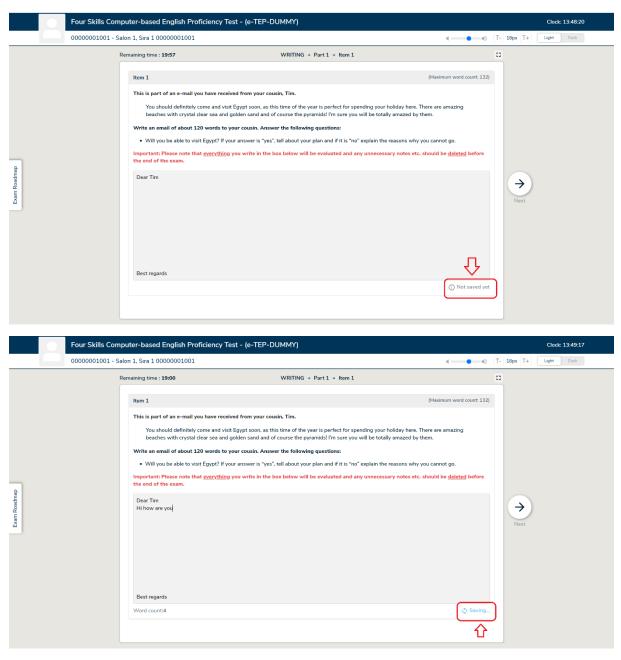
2)



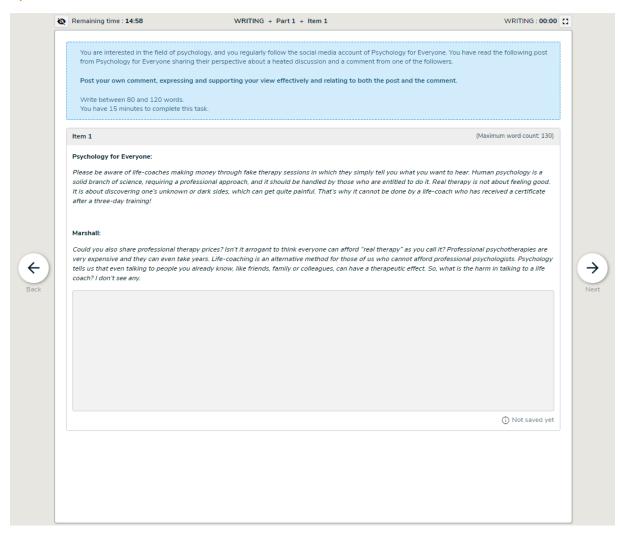
The red boxes here show the **number of words** you have used.



The red boxes here show the **maximum number of words** you can use.



The red box is the field that shows whether the text you have written has been **saved** or **not**.



Once you click to the **next button on writing Task 1**, you **cannot go back to the previous question**. Therefore, make sure you have finished answering before clicking this button.