

METU NCC SFL
EPE 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 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, check that SEB works properly. SEB may not work if there are updates waiting to be installed.**
- you have **Safe Exam Browser Version 2.4.1** installed on your computer (Device 1) and set the Start URL to the URL address announced on [METU NCC SFL](https://metu-ncc-sfl.com) web page or emailed to you.
 - You can download SEB from the following links:
Windows: https://safeexambrowser.org/download_en.html#Windows
MAC: https://safeexambrowser.org/macosex/mac_usermanual_en.html
- 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, 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: Her zaman); Phone (Telefon) > Allow calls from: No one (Arayabilecekler: Hiçkimse)

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- you have turned off the ringtone of your mobile phone but **DO NOT** turn off the MEDIA volume so that you can hear your 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 a place 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 the pictures below.



- Device 2 is stable and does not move.
- you have your METU 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 09:00

- Log on to your Webex session (with the link sent to your email SFL) using Device 2, which you will use for its camera. (You will learn the address for your Webex session in an email you will receive from the SFL administration one day prior to the exam.)
- 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 user name does not match your "real name" on the official student list.
- Wait in the Webex "Lobby" until the proctor admits you to the actual test session.
- Once you are accepted to the session, you will be asked to show your METU ID to the camera properly so that the proctor can confirm your identity.

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- The proctor may ask for another ID (e.g. driver's license, national/international ID) apart from your METU ID. You must have both IDs 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:
 - Remove books or any type of revision notes from your reach.
 - 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 (Turkish, 'sanal arka plan').
- Once ID verification is over for all test takers, listen carefully to the proctor's announcements.

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

During the Exam ~10:00

You must follow the rules below. If you fail to follow these rules, your exam may be **cancelled** after the exam reports have been 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 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 on 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.
 - **Make sure that you check your Webex connection (camera view) on Device 2 frequently (i.e. every 5-7 minutes).** Your proctors may have sent you a text message in Webex chatbox. In case of a serious

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problem, first try to fix the problem without leaving the camera view, and if the problem persists, please contact your proctor via Webex Chat (in order not to disturb anyone during the exam). If you notice you have lost Webex connection, try to reconnect immediately and continue with your exam after you have made contact with your 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/join/NCC-SFL-HELP>

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”**, exit SEB.
- Then turn to Device 2 (camera) and show the screen of your computer in your camera to show that you have exited the SEB.
- Write in the chatbox “I have finished”.
- Do not wait for a response from the Proctor.
- Leave the Webex session.

WARNING!

Make sure that you have applied to Engelsiz Odtü (with a medical report) if you need to use any medication during the exam or if you have any medical problems that might affect the way you take the exam.