



UNIVERSITY OF  
**BAKIRÇAY**

SCHOOL OF  
FOREIGN LANGUAGES



# TESTING AND ASSESSMENT UNIT

# TESTING AND ASSESSMENT UNIT

The Testing and Assessment Unit is responsible for planning and communicating all assessment and evaluation procedures at İzmir Bakırçay University SFL. The unit works in cooperation with the administration, other units and instructors to ensure that all examinations run smoothly and effectively. The TAU works closely with the Curriculum and Material Development Unit to ensure that exams are designed, implemented, graded, and stored in accordance with the program's objectives. It guarantees that processes such as exam preparation, assignment, testing, and evaluation for the exams conducted at the SFL comply with information security standards. At the end of each academic year, the unit analyzes students' achievement levels using statistical methods and prepares reports. It organizes meetings at regular intervals as determined by its functions and submits the relevant minutes and documents to the SFL.

## Duties and Responsibilities

- Designing test specifications aligned with CEFR objectives and the learning outcomes of the SFL curriculum,
- Developing exams and answer keys,
- Designing writing and speaking assessment criteria,
- Photocopying, organizing, securing, and archiving exams,
- Informing instructors and students about assessment procedures and exam schedules,
- Assigning invigilation and grading duties,
- Conducting standardization sessions with instructors before the evaluation of writing exams,
- Drafting exam guidelines for exam administration and evaluation procedures,

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- Re-examining student papers in the event of a grade challenge or appeal,
- Analyzing students' achievement levels using statistical methods and preparing reports accordingly.



## Unit Members

Coordiantor	Instructor Nurpınar KAZIMLAR
Member	Instructor Çisem ÖZTÜRK
Member	Instructor Gizem AKÇOR
Member	Instructor F. Bilge KEYVANOĞLU

# ASSESSMENT TYPES

## Proficiency and Exemption Exam

The Foreign Language Proficiency and Exemption Exam is administered three times: at the beginning of each academic year (September), at the beginning of the Spring Semester (February), and at the end (June). Newly enrolled students take the proficiency exam held at the beginning of the academic year (September) on the specified dates without any additional procedures. Students who failed in the previous year apply with a petition on dates determined by the School of Foreign Languages to take this exam. Students who failed in the previous year have the right to take the foreign language proficiency and exemption exam held at the beginning of the academic year (September), even if they do not meet the attendance and in-year average success requirements.

The Foreign Language Proficiency and Exemption Exam consists of four stages. Each stage is evaluated out of 100 points. These stages, which cover four language skills, aim to measure the language skills specified in Table 1.

Table 1. Stages of the Foreign Language Proficiency and Exemption Exam

Stages	Knowledge and Skills
First Stage	Basic grammar, vocabulary knowledge, and reading skills
Second Stage	Writing skills
Third Stage	Listening skills
Fourth Stage	Speaking skills

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The proficiency exam score average is calculated by taking 40% of the first stage exam, 20% of the second stage exam, 20% of the third stage exam, and 20% of the fourth stage exam. According to this calculation, for a student to be successful in the foreign language proficiency and exemption exam, the average of all stages of the exam must be 70 (seventy) points or above, and the student must have taken all stages of the relevant exam.

Written part of the exam consists of Use of English, Reading, Listening and Writing skills. It aims to assess the students' proficiency in these areas, ensuring they have the necessary language abilities to succeed in their academic studies. The exam is designed to measure both the understanding and application of English in various contexts, focusing on grammar, comprehension, and communication.

The speaking part of the exam aims to measure and evaluate our students' oral communication skills in a foreign language. This exam is an important component of students' language proficiency. The exam is usually conducted with two students and two assessors. The exam duration is approximately 10-15 minutes. The exam consists of three parts: Introduction, Individual Conversation and Interactive Task. Students are generally assessed on the following criteria: Fluency and Coherence, Vocabulary and Usage, Grammatical Accuracy and Variety, Pronunciation and Intonation, Interaction Skills. Exam results are evaluated together with the results of other language skills and form part of the student's overall language proficiency score.

## *Placement Test*

This is an exam administered at the beginning of the fall semester to place students in classes appropriate to their level in English preparatory education. Students are placed in level classes based on the Common European Framework of Reference for Languages according to their performance in this exam. Students who do not participate in this exam start their education in the lowest level classes. No make-up exams for proficiency and placement are given to students who are unable to take these exams for any reason. Proficiency and

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exemption exams are conducted on announced dates for students admitted through Additional Quota, Horizontal/Vertical Transfer, or as International Students.

## **Quizzes**

Quizzes are conducted four times in each semester, in both semesters, within the date ranges specified in the academic calendar. The purpose is to prepare students for midterm exams and to help them identify their weaknesses. There are no make-up/excuse exams for these quizzes.

## **Midterms**

In these exams, which are held twice in each semester, grammar and vocabulary knowledge, reading comprehension, listening comprehension, and writing skills are measured and evaluated according to the content of the courses. These exams, which are conducted separately for each skill, are prepared and evaluated in line with predetermined criteria. Students who cannot participate in the midterm exams due to health reasons and have a medical report approved by the Chief Physician are given a make-up exam.

## **Writing Portfolio**

In each academic term, students are required to complete multiple writing tasks, four of which will be included in their portfolio. These tasks aim to track their progress in writing throughout the course. For portfolio evaluation, students will complete both a first and a final draft. Instructors will provide detailed feedback on the content and language in the first draft, which students must revise for their final submission.

At the end of each term, the testing unit will select two of the four writing tasks for grading. The final portfolio grade will be calculated based on the scores of these two writing tasks and portfolio completion, with points allocated for the presence of both drafts of each task.

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## ***Make-up Exam***

Students who miss mid-term exams due to health reasons may be eligible for a make-up exam if they provide a valid medical report, approved by a hospital's head physician. The report must be submitted to the school administration within five business days after the report period ends. Make-up exams are available only for mid-terms; there are no make-up exams for placement exam and quizzes. Additionally, for students who fail the final proficiency exam, a Resit exam is offered during the "Resit Exam" period, providing a second chance to pass.

## ***Resit Exam***

Resit exams provide students who fail the Year-End Proficiency Exam with an additional opportunity to pass. These exams are typically scheduled after the final exam period and are designed to assess the same language skills as the Year-End Proficiency Exam, including Listening, Speaking, Reading, and Writing. Students must have fulfilled all coursework and attendance requirements to be eligible to take the Resit exam. The results are announced according to the academic calendar, and passing the Resit exam allows students to complete their preparatory year successfully.

# YEAR-END SUCCESS GRADE

The Year-End Success Grade for students in the English Preparatory Program is calculated by combining the average of the Fall and Spring semester grades (60%) and the Year-End Proficiency Exam score (40%). To successfully pass the preparatory program, students must achieve a minimum Year-End Success Grade of 70 out of 100. Students who meet the attendance requirement (85%) and have a two-semester average of at least 85 (for lower levels) or 80 (for higher levels) may be exempt from taking the Year-End Proficiency Exam, as their semester average will be considered their final grade. Students who fail to meet the minimum required score must take the Year-End Proficiency Exam.

Table 2. The Year-End Success Grade

Assessment Type	Details	Weight (%)
Year-End Proficiency Exam		40%
	General Test (Grammar, Vocabulary, Reading)	40% of 40%
	Writing	20% of 40%
	Listening	20% of 40%
	Speaking	20% of 40%
Semester Grade Averages (Fall & Spring)		60%
	1 <sup>st</sup> Semester Average	50% of 60%
	2 <sup>nd</sup> Semester Average	50% of 60%
Total Grade Required to Pass		70 out of 100



# TESTING AND ASSESSMENT PROCESSES

## *Exam Preparation Procedure*

The Testing and Assessment Unit follows certain procedures in order to prepare valid and reliable exams, as outlined below:

1. Unit members first create test specifications (see Test Specifications) aligned with the curriculum outcomes and syllabus. Based on these specifications, unit members design tests that clearly define the skills and language areas to be assessed. The test specifications include:
  - time allocated for the exam,
  - the skills and/or the units to be tested in each part of the exam,
  - the text and task types,
  - instruction for each part,
  - number of items to be asked in each part,
  - point allocated for each part,
2. The unit shares the test specifications with the Curriculum and Material Development Unit.
3. Upon the feedback given by the CMDU, unit members revise/adjust the test specifications and finalize it.
4. Unit members write items for each exam and prepare answer keys according to the test specifications and exam preparation guideline.
5. Each exam undergoes an initial review by another unit member, who provides feedback based on the exam checklist, allowing the exam's writer to make any necessary adjustments.
6. The unit coordinator conducts a final review and shares it with the exam writer.
7. The exam writer finalizes the exam based on the feedback received.

## *Exam Administration Procedure*

1. The TAU coordinator meets the instructors in the meeting room to distribute the exam packs.
2. The coordinator briefs the instructors and proctors on key points regarding the exam.

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3. The coordinator reminds the instructors to thoroughly review the exam administration guidelines (see the Prof. Exam Procedure for each level) included in the exam packs and to communicate the necessary information to students.
4. The floor monitor, typically a TAU member, ensures that all classes begin the exam simultaneously and manages any adjustments needed in the classrooms.
5. The unit and proctors maintain communication via WhatsApp to address any issues that arise during the exam.

## **Proficiency and Exemption Exam**

1. The TAU prepares an exam specification at least three weeks before the start of the academic year, assessing four basic language skills (reading, writing, speaking, listening), grammar, and vocabulary in accordance with the European Common Framework B1+ level.
2. Based on the exam specification, the unit prepares the exam questions (see *Checklist for Test Preparation and Proofreading*) no later than one week before the exam and makes them ready for printing.
3. Three days before the exam date, the unit copies the exam and organizes exam packs according to the rooms.
4. At least two days before the exam, the unit shares the invigilation and grading duties (see *Invigilation and Grading Duties*) with responsible instructors via email.
5. On the exam day, the unit delivers the exam packs to the exam proctors.
6. After each exam session, the unit collects the exam packs from the exam proctors in exchange for signatures.
7. The unit evaluates the multiple-choice exam questions using an optical reader and reports the results to the relevant Assistant Director.
8. The unit distributes the writing skill exam papers to the responsible instructors for evaluation and compiles the results into a single file for the relevant Assistant Director.

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9. The unit collects the speaking skill exam scores into a single file and reports them to the relevant Assistant Director.
10. The unit keeps the exam papers for five days from the announcement of the exam results and then stores them in the archive.

## **Placement Exam**

1. The TAU prepares an exam specification at least three weeks before the start of the academic year.
2. Based on the exam specification, the unit prepares the exam questions no later than one week before the exam and makes them ready for printing.
3. Three days before the exam date, the unit copies the exam and organizes exam packs according to the rooms.
4. At least two days before the exam, the unit shares the invigilation and grading duties with responsible instructors via email.
5. On the exam day, the unit delivers the exam packs to the exam proctors.
6. After the exam session, the unit collects the exam packs from the exam proctors in exchange for signatures.
7. The unit evaluates the answer sheets using an optical reader and reports the results to the relevant Assistant Director.
8. The unit keeps the exam papers for five days from the announcement of the exam results and then stores them in the archive.

## **Quizzes**

1. The unit prepares exam specifications in accordance with the outcomes and objectives specified in the course outlines.
2. It delivers the relevant documents to the instructors before each exam.
3. At the end of each semester, the unit retrieves and archives the exam documents from the instructors.

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## *Midterm Exams*

1. The unit prepares an exam specification in accordance with the outcomes and objectives specified in the course outlines.
2. Based on the exam specification, the unit prepares the exam questions no later than one week before the exam and makes them ready for printing.
3. Three days before the exam date, the unit copies the exam and organizes exam packs according to the classes.
4. At least two days before the exam, the unit shares the invigilation and grading duties with responsible instructors via email.
5. On the exam day, the unit delivers the exam packs to the exam proctors.
6. At the end of each semester, the unit retrieves and archives the exam documents from the instructors.

## *End-of-year Proficiency Exam & Resit Exam*

1. The unit prepares an exam specification in accordance with the outcomes and objectives determined by the Curriculum and Material Development Unit.
2. Based on the exam specification, the unit prepares the exam questions no later than one week before the exam and makes them ready for printing.
3. Three days before the exam date, the unit copies the exam and organizes exam packs according to the classes.
4. At least two days before the exam, the unit shares the invigilation and grading duties with responsible instructors via email.
5. On the exam day, the unit delivers the exam packs to the exam proctors.
6. After each exam session, the unit collects the exam packs from the exam proctors in exchange for signatures.
7. The unit evaluates the multiple-choice exam questions using an optical reader and reports the results to the relevant Assistant Director.
8. The unit distributes the writing skill exam papers to the instructors for evaluation and compiles the results into a single file to report to the relevant Assistant Director.

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9. The unit collects the speaking skill exam scores into a single file and reports them to the relevant Assistant Director.
10. The unit keeps the exam papers for five days from the announcement of the exam results and then stores them in the archive.

## *Make-Up Exam*

1. The unit prepares an exam specification in accordance with the outcomes and objectives determined by the Curriculum and Material Development Unit.
2. Based on the exam specification, the unit prepares the exam questions no later than one week before the exam and makes them ready for printing.
3. Three days before the exam date, the unit copies the exam and organizes exam packs according to the classes.
4. At least two days before the exam, the unit shares the invigilation and grading duties with responsible instructors via email.
5. On the exam day, the unit delivers the exam packs to the exam proctors.
6. After each exam session, the unit collects the exam packs from the exam proctors in exchange for signatures.
7. The unit evaluates the multiple-choice exam questions using an optical reader and reports the results to the relevant Assistant Director.
8. The unit distributes the writing skill exam papers to the instructors for evaluation and compiles the results into a single file to report to the relevant Assistant Director.
9. The unit collects the speaking skill exam scores into a single file and reports them to the relevant Assistant Director.
10. The unit keeps the exam papers for five days from the announcement of the exam results and then stores them in the archive.