



ISTANBUL AYDIN UNIVERSITY  
ENGLISH PREPARATORY SCHOOL

2019 – 2020 ACADEMIC YEAR ASSESSMENT & EVALUATION GUIDELINE  
(UPDATED DUE TO THE COVID-19 PANDEMIC)

**This Document Has Got Two Parts (Part 1 & Part 2)**

## **PART 1**

In the face of the current COVID-19 pandemic, the English Preparatory School decided to suspend face to face method of instruction and opted for Distance Learning via Adobe Connect. One of the offshoots of this decision has warranted the overall adjustment of the Testing and Evaluation components and method of exam administration.

- At the end of this Academic Year (2019 – 2020), a Proficiency Exam will be administered **as a substitute for TOEFL exam**. The date of the Proficiency Exam is **09.06.2020**. Under normal circumstances (during the regular academic year), students would take the IBT TOEFL Test and 30% and 20% of the achieved converted scores for Degree and Non Degree **respectively** would be added to the overall GPA. For this Academic Year 2019 – 2020, after the Proficiency exam, the same percentage value of the score achieved by the students will be calculated (30% - Degree and 20% - Non-Degree) and added to the student's GPA.
- At the end of the Fourth Track, (**lessons of which are currently being conducted Online**), an ELAT exam will be administered. The date for the ELAT is **05.06.2020**.
- Due to the unpredictable trend of the effect of the Pandemic (COVID-19), both examinations (**Proficiency Exam** and **ELAT**) will be prepared in two formats so as to allow for two methods of administration; one that could be administered inside a classroom and one that could be administered via computer (Online).
- The ELAT that will be administered on 05.06.2020 will consist of items or materials that have been covered via Distance Learning. The main sections of the ELAT exam are Grammar, Reading, Vocabulary and Listening.
- Due to the abrupt ending of Track 3, the evaluation components of Track 3 and Track 4 will be merged. The Percentage Score Value (weight) of each assessment component is as indicated below;
  - **Quiz 1: 10%**
  - **Mid-Term: 25%**
  - **Writing Portfolio: 10%**
  - **Project: 10%**
  - **ELAT: 35%**
  - **CLMS: (Cambridge Online Assignment): 10%**

- The already announced **Track 3 Projects** for each group (the ones assigned to students in their various groups before the abrupt ending of Track 3) **remain valid**. Closely considering the Scoring/Assessment Criteria of the already assigned/announced TRACK 3 Project, each student is required to **video-record** his/her presentation and then send the video to his/her Class Advisor (**Track Three Class Advisor**). All video presentations (projects) must reach the Advisor Teachers by **22.05.2020**. Early submission of Project is acceptable. The Percentage Score Value of **TRACK 3 PROJECT** is 10% of the overall evaluation of Track Three (3).
- Writing Portfolio for **Track Three** will have a percentage score value of 10%. The content of the Writing Portfolio will be the materials of the first four (4) weeks of Track 3 (10.02.2020 – 07.03.2020) that the students must have already submitted to their Track Three Advisor Teachers (before the pandemic)
  - ❖ **For this Track 4**, students will be assigned **2 more** Writing Activities. **The Due date for submission is 22.05.2020.**

## PART 2

### POINT BY POINT SUMMARY

#### About The Proficiency Exam & TOEFL

- a. TOEFL exam has been cancelled. As a substitute for the IBT TOEFL, an End of Year Proficiency Exam will be administered.
- b. The date of the Proficiency Exam has been set for 09.06.2020. If there is need to change this date (to a later date) due to the situation of the pandemic at that time, students will be informed a week before this date.
- c. 30% and 20%, (Degree Group & Non-Degree Group respectively) of the achieved score from the PROFICIENCY EXAM will be taken and added to the GPA of the student.
- d. The items tested in the Proficiency Exam will be mainly, but NOT limited to the learning materials covered in the classroom during three tracks (before the breakout of the pandemic). In other words, some of the items/content materials covered via Distance Learning will also be tested.
- e. The sections of the Proficiency Exam will be Grammar, Reading, Vocabulary and Listening.
- f. The Proficiency Exam will be all Multiple Choice Question. There will be 100 questions in total.
- g. Depending on the trend of the pandemic, the Proficiency Exam will be administered either in a classroom setting or on a computer. Students will be informed accordingly.

### About Track 3

a. Due to the abrupt ending of Track Three (3), the Assessment Components have been re-adjusted to as follows;

- **Quiz 1: 10%:**  
Only one of the two quizzes for Track 3 was administered. That one quiz will have a Percentage Score Value of 10% (Track 3).
- **Mid-Term: 25%: (Track 3 Mid-Term)**  
The Percentage Score Value of the Mid-Term (**Written**) exam administered on 13.03.2020 is 25%
- **Writing Portfolio: 10%:**  
Each student will be assessed/scored based on the Writing Portfolio materials that he/she submitted to the Class Advisor Teacher in the first four (4) weeks of TRACK 3 – (10.02.2020 – 07.03.2020).  
**For this Track 4**, students will be assigned 2 more Writing Activities. **The Due date for submission is 22.05.2020**. The Percentage Score Value of the Writing Portfolio is 10%.
- **Project: 10%:**
  - ❖ Project topics were announced at the beginning of Track 3.
  - ❖ The details of the already announced Project topics (Track 3) **remain the same for all group**. For obvious reasons, there will not be any In-class presentations.
  - ❖ EVERY student is required to make a **video recording** of his/her Project Presentation and send the recorded presentation to his/her Track 3 Advisor Teacher.
  - ❖ The duration of the video recording (presentation) must not exceed 6 minutes.
  - ❖ All project recordings must reach the Class Advisor Teacher by 22.05.2020. Any project submitted after this date will not be graded.
  - ❖ The Percentage Score Value of the Project is 10%.
- **ELAT: 35%:**
  - ❖ Track 4 will end on 29.05.2020.
  - ❖ The ELAT Exam to cover both Track three (3) and Track four (4) will be administered on 05.06.2020.
  - ❖ The content of the ELAT exam will comprise mostly of topics or learning content covered during the Distance Learning period which started on 23.03.2020.
  - ❖ The Percentage Score Value of this ELAT is 35%.
- **CLMS: 10% (Cambridge Online Assignment):**
  - ❖ All LMS homework (Online Practice) were assigned at the beginning of Track 3.
  - ❖ The due date of ALL Online (LMS) assignments was recently extended to 30.05.2020.
  - ❖ The already assigned content on the platform are the topics that were taught in the first five (5) weeks of Track 3. On this date (30.05.2020), the platform will be locked and all averages will be retrieved.
  - ❖ The Percentage Score Value of CLMS assignment is 10%.

## OVERALL EVALUATION SECTIONS FOR THE ACADEMIC YEAR 2019 – 2020

Track 1



25%

Track 2



25%

Track 3

Merged

50%

Assessment Components

- Quiz 1: 10%
- Mid-Term: 25%
- Writing Portfolio: 10%
- Project: 10%
- ELAT: 35%
- CLMS: 10%

+

**Proficiency Exam Score**

- Degree = 30%
- Non-Degree = 20%

**PASSING GRADE: 70%**