

INSTRUCTIONS AND REGULATIONS FOR



EXAM SYSTEM IMPLEMENTATION IN HOME ENVIRONMENT

The TDS® (Turkish Language Exam) online exam system enables you to perform Turkish language exam as a foreign language at home in an internet-based computerized environment. TDS® exam system offers you taking Placement Test and Level Completion Exams from home. Succeeding in the exam will provide you with a recognized Turkish language certificate.

A promotional video is available at the link below:

 [TDS® PROMOTIONAL VIDEO](#)

Make sure to provide and fulfill the following requirements, regulations and procedures so that you are appropriately registered and ready to take the exam at home.

www.onlinetds.org

PREPARATION FOR EXAM

EXAM EQUIPMENT

Be certain that your computer device and the room you are going to perform the exam in it meet the following requirements before registering for TDS® exam. If they do not comply, you will not be able to perform the exam.

Computer

- The exam is done in a computerized environment. Therefore, it is done using a desktop or a laptop computer. Using of tablet or mobile device is not allowed.
- Operating system installed on computer must be Windows® operating system version 10, 8 or 7, or a Mac® computer with Windows installed in it. Use of iOS® and Android® operating systems is not applicable.
- Exam will be taken online, so; be sure to use updated version of Chrome or Firefox web browser. In addition, Java and Adobe Flash Player applications must be updated versions.

Speaker and Microphone

- Must provide built-in or external speakers or headsets connected to the computer.
- Must provide external headsets having microphone connected to the computer or built-in microphone.

Internet Connection

- In order to perform the exam without any interruptions and to perform upload and download processes fast, it is essential to provide an internet connection with speed of at least 15 Mbps.

Kamera

During the exam, in addition to observing the computer screen, a human proctor will monitor your behavior and your voice to ensure that you are complying with exam regulations. Therefore, make sure that:

- The computer should have a built-in camera or is connected to an external separated webcam.
- The camera must be able to be moved to show the proctor a 360-degree view of exam room including your tabletop surface when asked.

EXAM ENVIRONMENT AND TESTING SPACE

Privacy

- Exam must be taken alone in a quiet well-lit room with no one else entering the room during the exam.
- Taking exam in a public place such as a park, internet cafe or restaurant is not allowed.

Appearance and Clothing

- For purpose of authentication, make sure that your face is visible and not concealed by sunglasses or other accessories.
- When not using headsets, your ears must remain visible throughout the exam and not covered by hair, a hat or similar items.
- The exam will be monitored by a proctor using the computer camera. Also, the entire exam session will be recorded and your photo will be taken prior and during the exam. Since your photo will be shared with the entity that requests it for authentication purposes, be sure to be dressed appropriately for your exam.

Tabletop and Seating

- The computer and keyboard must be on a desk or other tabletop surface.
- The tabletop and surrounding area must be empty of all items that are not approved for use during the exam (such as personal belongings or materials and electronic devices with communication and/or storage capabilities).
- You must sit in a standard chair; you may not sit or lie on a bed or a couch.
- The use of recording devices of any kind is strictly prohibited.
- Only consuming beverages are permitted during the exam. Consuming of foods is not allowed.

Taking Notes During the Exam:

- For security purposes, taking notes on regular paper and use of pens are not allowed.
- When needed, taking notes are applicable in the exam system interface.

REGISTRATION FOR EXAM

REGISTERING AND ESTABLISHING TDS® ACCOUNT

- Go to “www.onlinetds.org” website.
- Click on the field named "Exam Participants".
- Register to TDS® exam system by clicking on “Register Now”.
- You will be required to register using your valid personal e-mail and create a password. The registration information must not be shared with third parties.
- Personal information required must be Identical to your official identification document(s) such as passport, national or international ID etc.
- In order to register, you must agree and confirm to “terms of use and privacy policy” on TDS® exam system.
- When approved, you will be able to login into your account using the same e-mail and password you used for register.

APPLYING FOR EXAM

- Contact an authorized TDS® exam center in order to schedule exam date and time.
- Upon agreement with exam center, you will be provided with a unique single-use exam code (voucher) in order to use it for taking the TDS® exam.
- Purchasing the voucher must prior to taking the exam.
- If you need help with your accounts, rescheduling or any other issue related to the exam, you can contact the exam center or send an e-mail to info@onlinetds.org.
- In case of not attending the exam on scheduled date and time without notifying the exam center, the exam will be cancelled and the paid fees will not be refunded.

TAKING THE EXAM

BEFORE THE EXAM

- Make sure that your computer equipment and exam environment are ready thirty minutes prior to taking the exam for sake of check-in procedures.
- Prepare your official ID documentation to show it to exam proctor when asked for authentication. The name on your ID must match the name on your TDS® account.
- Prepare the exam voucher number.
- The proctor may contact you in order to review with you the exam regulations and acknowledging of monitoring purposes.
- The proctor may ask you to use the camera on your computer to show a 360-degree view of the room, including your tabletop surface.

PERFORMING THE EXAM

- When directed by the proctor on the scheduled exam launch time, you will be able to start the exam.
Go to “www.onlinetds.org” website.
- Login to your TDS® account by clicking on "Exam Participants" using the e-mail and password you used during registration.
- In the exam interface click on “new exam” located on right-top section of the screen.
- Click on the proper exam type you are going to take.

A demo video regarding TDS® exam types is available at the link below:



TDS® EXAM TYPES

- Enter the voucher number you have been provided with previously in “Exam Code” field to enter the exam, and then click on “participate in the exam”.
- To start the exam, click on “start exam” button located on right-top section of exam interface, and approve it by clicking on “yes”.
- The exam consists of four language skill sections: reading, listening, writing and speaking, in which each section have limited number of questions and answering time period.
- The exam interface will instruct you how to proceed throughout the entire exam sections for each part.
- A time counter is available on the top of questions to acknowledge you with remaining time for answering the questions.
- When applicable, you may take notes in the left section of exam interface.
- Proceeding from one question to the next one can be done by clicking on “next’ button located in the bottom of exam interface.
- Within the same skill section, you will be able to leave a certain question without answer and return to it later.
- On the right section of exam interface, the answered questions will be marked with color while the unanswered questions will not be marked with color.
- After finishing answering of each skill section, a pop-up window will appear to approve proceeding to the next skill section. You may proceed by clicking on “yes” button on the window or return to the current section by clicking on “no” button. Note that you cannot return to the previous section when entering new section.
- When finishing answering all exam questions, you can end the exam by clicking on “end the exam” button located on the right-top section of exam interface. Do not close the exam window until saving process is completed.
- When the exam is completed without any problems, a notification page will open. You can click 'OK' to exit the exam interface.

A demo video regarding exam implementation is available at the link below:

 **TDS® EXAM IMPLEMENTATION**

www.onlinetds.org

DURING THE EXAM

- Make sure that you can be seen on computer camera by the proctor. Any suspicious movements or actions could nullify your exam.
- Uses of unauthorized materials such as mobile devices, notes, or textbooks are not allowed.
- Visiting other websites during the exam will result in ending and cancelling the exam.
- Communication with others during the exam is not allowed.
- The exam candidate must not receive assistance of any kind during the exam. Any cheating or attempt to cheat will result in ending and canceling the exam.

AFTER THE EXAM

- Exam result and detailed assessment report is to be declared within fourteen days from the date of taking the exam, which can be obtained by contacting the exam center or can be accessed by logging into your personal account on TDS® website.
- Upon succeeding, an official certificate will be provided to you by the authorized TDS® exam center.
- The authenticity of both of assessment report and attained certificate of exam can be validated by using the security number located on them.
- TDS® exam is possible to be taken twice a month.
- For any further issues, you can directly contact the exam center or send an e-mail to info@onlinetds.org.

