



YEDİTEPE UNIVERSITY

**ENGLISH PREPARATORY SCHOOL
2022-2023 ACADEMIC YEAR
STUDENT HANDBOOK**



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Dear Yeditepe Students,

Welcome to our University!

We sincerely congratulate you all for your success at the end of a challenging exam and graduation period. We are extremely happy and proud to be providing you with the necessary language skills that will help you in your university education.

Since its establishment in 1996, Yeditepe University has gained a respectable place in the international community of academia. The mission of the university is to strive to achieve a higher standard in tertiary education and provide its students with the best educational opportunities. Yeditepe University Preparatory School should be considered as the first significant step of this endeavor. The education you will receive at Yeditepe University Preparatory School will undoubtedly provide a sound basis in order for you to be able to follow scientific developments and fulfill the requirements of your profession in a modern way.

This handbook has been designed to guide you through issues regarding the English Preparatory School and its curriculum. We hope that the information in your handbook will answer any questions you may have in the first step of your university life.

We would like to take this opportunity to remind you that we will provide all the support you may need in this learning process in the first year of your university life, which we will spend together, and to wish you success in the new academic year.

Yeditepe University English Preparatory School Administration

EDUCATION AT THE ENGLISH PREPARATORY SCHOOL

DURATION OF THE PREP SCHOOL

The English Preparatory Program consists of three academic semesters: Fall, Spring, and Summer. (Summer school is optional.)

Students who are successful in their level qualify to continue to the next level; otherwise, they will have to repeat their studies in the same level.

ENGLISH LEVELS IN THE LANGUAGE PREPARATORY PROGRAM

Education in the English Preparatory Program is carried out in the following three levels:

Level A (Common European Framework of Reference Levels A1-A2): Students who are successful in group A continue to the next group, B1.

*** Students of Graphic Design, Fashion and Textile Design, Plastic Arts and Painting, Theater Departments of the Faculty of Fine Arts, and the School of Applied Sciences who successfully complete Group A begin their undergraduate program.

Level B1 (Common European Framework of Reference Level B1): Students who are successful in level B1 continue to the next level; B2.

Level B2 (Common European Framework of Reference Level B2): Students who are successful in level B2 begin their undergraduate program.

Each level is 1 (one) semester. If students starting at A level move to a higher level at the end of each semester, they can take B2 level at the optional summer school.



English Preparatory Programs of the students in Translation and Interpreting Studies, English Language and Literature, and English Language Teaching programs are made up of fall and spring semesters; summer school may be arranged for these programs.

Academic Semesters

Fall

Spring

Summer (optional)

Lessons at the English Preparatory School

Lessons at the English Preparatory School are conducted in a way that students can acquire four language skills (Reading, Listening, Writing, and Speaking). To this end, lessons are planned in a way that allows these skills to be taught in an integrated manner. In addition to four language skills, lessons help students acquire other components of the language, such as grammar and vocabulary. Our main objective is to ensure that the skills learned in all lessons can be used both in academic studies and in real life.

Courses are taught at 3 levels at the English Preparatory School:

Students in **A** level take Main Course and Reading & Writing.

Students in **B1** level take Main Course and Reading & Writing.

Students in **B2** level take Main Course and Reading & Writing.

Reading & Writing lessons in the B2 level are planned and conducted in the form of *English for Specific Purposes* lessons that will prepare the students for faculty courses.

Lessons in the Preparatory Program for Translation and Interpreting Studies, English Language and Literature, and English Language Teaching

Lessons in the Preparatory Program for Translation and Interpreting Studies, English Language and Literature, and English Language Teaching are conducted in a way that students can acquire four language skills (Reading, Listening, Writing and Speaking). In addition to four language skills, lessons help students acquire other components of the language, such as grammar and vocabulary. Our main objective is to ensure that the skills learned in all lessons can be used both in academic studies and in real life.

Assessment

In order for students to pass to the next level, they have to fulfill the attendance requirement, receive at least 50 points out of 100 in the Final Exam and have at least 60 points as their GPA (Grade Point Average).

Calculation of the GPA: The GPA is calculated as follows:

I. 30% Mid-term

II. 20% In-Class Studies

(10% of the Writing Tasks, 10% of the Book Assignments)

III. 10% Participation

IV. 40% Final Exam

Sample Calculation 1:	GRADE	PERCENTAGE	
Participation :	60	% 10	= 6
In-Class Studies :	70	% 20	= 14
Mid-term :	70	% 30	= 21
Final Exam :	50	% 40	= 20
			+ _____
			GPA: 61
FINAL: 50 GPA: 61			
RESULT: SUCCESSFUL			

Sample Calculation 2:	GRADE	PERCENTAGE	
Participation :	30	% 10	= 3
In-Class Studies :	40	% 20	= 8
Mid-term :	60	% 30	= 18
Final Exam :	60	% 40	= 24
			+ _____
			GPA: 53
FINAL: 60 GPA: 53			
RESULT: The GPA is below 60. UNSUCCESSFUL-RETEST			



ATTENTION: For GPA Calculations of ELT Translation and English Literature, see pages 17-19.

IMPORTANT REMINDER:

*The period of objection to the FINAL EXAM is 3 (three) working days after the announcement of the results.

* It is of utmost importance that you check your attendance every day, actively participate in class activities and complete your assignments regularly.

End-of-semester Retest Exam

Students who fail the final exam are eligible to take the retest exam. In order to pass the retest exam, a student must receive at least 50 points out of 100, and the GPA must be at least 60. Students with a grade of 49 or lower and/or a GPA of lower than 60 fail and have to repeat the same level.

Mid-term and Make-up Exams

In each level, the number of midterm exams held within each semester are set by the English Language Preparatory Program Administration.

Students who fail to take the Mid-term Exam for a reason accepted by the Administration of the English Language Preparatory Program can take the Make-up Exam if they apply to the Preparatory School Student Affairs with the required document within 3 (three) working days from the date of the exam and submit their petition based on the template in **Appendix 1**. There is no substitute for a missed make-up exam.

IMPORTANT REMINDER:

No excuses are accepted for the Proficiency, Make-up, and Retest Exams. These exams are not repeated.

Attendance:

Attendance is compulsory at the English Preparatory School. Students are obliged to monitor their attendance via **Akademik7** or **Yeditepe Mobile** app. Any errors must be reported to the Preparatory School Student Affairs within 48 hours.

Students whose (excused – unexcused) absence exceeds 20 % of the total course hours within the semester cannot take the final or retest exams and repeat their studies at the same level.

The English Language Proficiency Exam

An English Proficiency Exam for newcomers is held prior to the beginning of every academic year, in accordance with the date, time and venue announced by the Rector's office.

***Students already enrolled in the Preparatory Program have the right to take the Proficiency Exam and in case they fail, they can take the Placement Exam held prior to the beginning of every academic year.**

Students who score a minimum of **60** out of **100** in the Proficiency Exam go to their faculties.

The English Language Proficiency Exam is valid for **'2' (two)** years.

There is no make-up for the English Language Proficiency Exam.

Students who score the minimum score **79** from the TOEFL IBT test or **550** from the TOEFL PBT are considered exempt from the English Preparatory Program (TOEFL scores are valid for 2 years.) Students who take the TOEFL exam are required to enter 7050, **the TOEFL institution code for Yeditepe University**, for direct reporting of scores to the English Preparatory School. Students who want to submit a TOEFL score are expected to take the test at the institutions listed below*. Exam results from other institutions are not accepted.

Students who prove that they have received **66** points or more in **YDS / (e)YDS / YOKDİL** exams are exempt from the Proficiency Exam. The validity of the exams mentioned here is **'2' (two)** years.



TOEFL IBT HOME EDITION and IELTS test scores are not valid at our institution.

***ACCEPTED TOEFL EXAMINATION CENTERS:**

- 1. YEDİTEPE UNIVERSITY, ISTANBUL - Center Code: STN20056A**
- 2. ISTANBUL TECHNICAL UNIVERSITY, ISTANBUL - Center Code: ITTR153A**
- 3. MIDDLE EAST TECHNICAL UNIVERSITY, ANKARA - Center Code: STN10463A**



***Students from the Faculty of Fine Arts Graphic Design, Fashion and Textile Design, Plastic Arts, and Theater Departments and the School of Applied Science have to score at least **50** out of **100** to pass the English Language Proficiency Exam.

***Students from the Translation Studies, English Language and Literature and English Language Teaching Departments have to score at least **65** out of **100** to pass the Foreign Language Proficiency Exam. In addition, students in English Language Teaching, English Language and Literature and Translation Studies must score at least **60** out of **100** from the speaking and writing skills sections in this exam. Students from these programs are exempted from only the multiple-choice stage of the Proficiency Exam if they document that they have scored **66** and above in the YDS / (e) YDS / YÖKDİL exams. However, they must take the Writing, Listening and Speaking components of the exam and obtain the required score for exemption.

Placement Exam

Students who have not achieved the specified minimum score on the Proficiency Exam or have failed to take the exam are required to take the Placement Exam.

Students who are already enrolled at the English Language Preparatory Program and have taken and failed the Proficiency Exam are also eligible to take the Placement Exam.

The levels of the students are determined according to the score they receive in the exam, and they are placed accordingly.

There is no make-up for the Placement Exam.



***English Language Literature, English Language Teaching and Translation Studies programs do not have a Placement Exam. These students are allocated to their respective groups according to their scores on the English Language Proficiency Examination.

REMINDER FOR STUDENTS WHO HAVE FAILED TO PASS THE ENGLISH PREPARATORY PROGRAM IN 2 (TWO) YEARS:

Students who do not successfully complete the Preparatory School levels in two years or pass the last Proficiency exam after the two years have the right to defer their registration for **1 (one)** year free of charge. Registration deferment regarding this issue should be submitted to the English Preparatory School Student Affairs.

Students who have deferred their registration after the two years are eligible to take the Proficiency Exam held for all students at the beginning of the academic year and the subsequent ones given during the academic year.

THE ADMINISTRATIVE AND ACADEMIC ORGANIZATION OF THE ENGLISH PREPARATORY SCHOOL

ACADEMIC COORDINATOR	ACADEMIC ADMINISTRATOR
The Academic Coordinator is responsible for the formation, development, evaluation and implementation of the curriculum of the English Preparatory School.	The Academic Administrator is responsible for the administrative operation of the English Preparatory School.

COORDINATORS

Along with the Academic Coordinator, they are responsible for the programs of different levels at the English Preparatory Program.

ASSISTANT COORDINATORS

Assistant Coordinators help students who need academic support every day between 16:00 – 16:45 except Wednesdays.

ACADEMIC ADVISOR

The Academic Advisor is responsible for monitoring the special conditions of students and directing them to the right channels including the counseling service when necessary.

ADMINISTRATIVE COORDINATOR

The Administrative Coordinator follows the implementation of the regulations of education, examination, and discipline at the Preparatory School. They also provide the necessary information and guidance on the rights and responsibilities of students.

TESTING OFFICE

The Testing Office is responsible for the preparation of the Proficiency Exam and the Placement Exam in addition to Mid-terms, Final Exams, Make-up and Retests for each academic year/semester.

MATERIALS OFFICE

Coursebooks and supplementary books used all throughout the year are stored in the Materials Office, and the material is distributed from this office. Furthermore, the office organizes and maintains the traffic of lending reading books to willing students.

STUDENT AFFAIRS

Preparatory School Student Affairs is responsible for correspondence with students, monitoring students' attendance, and providing them with the necessary information.

PSYCHOLOGICAL GUIDANCE AND COUNSELING SERVICE



Psychological Guidance and Counseling Service provides students with guidance and counseling service during their education at the English Preparatory School in order to help them with their academic, social, and personal development by means of *Academic Consultancy, Individual Counseling, Seminars and Workshops*.

The Consultancy Service is provided under the principle of confidentiality. Unless the counselee requests otherwise, the talks in the sessions will remain between the counselee and the counselor.

The Service is open to all students between 09:15-17:00.

ACADEMIC ALLOCATION FOR THE 2022-2023 FALL SEMESTER

ACADEMIC COORDINATOR	ACADEMIC ADMINISTRATOR
Arzu AKBA	Fatma YALÇINKAYA GÖKSU

LEVEL	COORDINATOR	ASSISTANT COORDINATOR	PSYCHOLOGICAL GUIDANCE AND COUNSELING
A LEVEL			
Main Course	Oğuz KIRER	Elif EDİN DİNÇ	Ayşegül TEYFUR
Reading & Writing	Neslihan EKİL	Seden CAN	Ayşegül TEYFUR
B1 LEVEL			
Main Course	Esra ÖZÜŞEN	Birgöl KASAP	Remziye KOZACIOĞLU
Reading & Writing	Şenay SOYLU KUŞKANAT	Esra KARA	Remziye KOZACIOĞLU
B2 LEVEL			
Main Course	Çiğdem ATILLA HİÇYILMAZ	Nurdan ÖZTAŞ	Hülya ÖZKAN
Reading & Writing	Dicle EKİNCİ Gkioulai OUZOUN	Sevgi S. CERTEL Zümran DURGUN	Hülya ÖZKAN
ELT GROUPS			
ALL LEVELS & ALL SKILLS	Selda DEMİRYÜREK UYGUN	Filiz ÖZDEMİR	Ayşegül TEYFUR

TESTING OFFICE COORDINATOR

Hüseyin BUĞDAY

ACADEMIC ADVISOR

Serap İÇDEN

ADMINISTRATIVE COORDINATOR

Serap LEVENTOĞLU

RULES FOR THE ENGLISH PREPARATORY SCHOOL STUDENTS

1. Students are given an email address std.yeditepe.edu.tr on registration. Students are required to do all their communications and in-class and remote learning activities using this email address including remote learning.
2. The English Preparatory School is subject to the Disciplinary Regulations of the Council of Higher Education.
3. It is compulsory to attend classes with books and required material.
4. **It is obligatory to use original books with "Activation Code" required to access "Book Assignments" that will constitute 10% of the GPA scores.**
5. **Within the scope of Law No. 5846 on Intellectual and Artistic Works, the use of pirated or photocopy books is strictly forbidden. Students are individually responsible for any liability arising from the use of pirated or photocopy books.**
6. It is strictly forbidden for students to use part or all of the work prepared by a third person; in other words, to plagiarize, to use online materials as their own work, or to use any existing information in a misleading manner. Assignments of such students are marked zero, and legal action is taken against them.
7. Technical equipment and the fixtures in classrooms should not be tampered with.
8. Students coming to the classroom after the lesson starts are marked absent. However, if the student wants to follow the lesson despite being marked absent, s/he may do so, with permission from the teacher.
9. Students can leave the classroom only in the event of an emergency, with permission from the teacher.
10. Disciplinary action is taken against students who disrupt the class environment and the learning environment. Except for the learning objectives determined by the teacher, talking or playing games on the phone, answering an incoming call or message during the lesson, and sleeping are regarded as disruptive behavior.
11. Students in the English Preparatory School Program are marked “absent” if they attend any kind of conference, seminar, panel, and show and/ or similar activities taking place within the campus during class hours (except for the activities organized and announced by the Preparatory School Administration). However, those students attending these organizations arranged by a faculty may be excused as long as they can provide a document signed by the relevant faculty before the event.

- 12.** Exams start at the time announced in the exam calendar. Students must be in the exam rooms before the exam time. In accordance with the regulations, legal action is taken against students who do not comply with the rules regarding the examination process and the exams of such students shall be considered invalid.
- 13.** Identity check will be carried out before the exams. Students who do not have an ID card and who do not present an ID or a passport will not be admitted to the exam. Signatures will be taken from students during identity check. After the exam, the exam papers will be collected by checking the student's name. Exams papers without student signatures will be deemed invalid.
- 14.** Students are not allowed to come to the exam rooms with their smartphones, smart watches, and earbuds. If they do so, they are expected to turn their phones off and give them to the proctors before the exam begins. Students' mobile phones, smart watches, and earbuds are handed over at the end of the exam. The exams of students whose mobile phones are found to be on or with them shall be considered invalid.
- 15.** It is not allowed to leave and come back to the exam room (to smoke, go to the WC, etc.) Students with special needs should report to the Testing Office at the beginning of the semester so that certain arrangements can be made.
- 16.** Exams start when proctors distribute the exam papers. All the exam papers must have the names, surnames, and numbers of students on them. Exam papers without names and/ or student numbers will not be graded.
- 17.** Attempted cheating is considered cheating. Talking or whispering with other students, trying to see another student's paper, looking at a source and trying to share tools such as pencils or erasers with other students are considered as attempted cheating.
- 18.** It is forbidden to talk to proctors and/or ask them questions during the exam. All the necessary explanations are provided on the exam paper given at the beginning of the exam.
- 19.** All warnings made by proctors must be carefully listened to by students. Students who do not consider the warnings during the exam do not have to be warned again, and the exams of such students shall be considered invalid.
- 20.** The violation of one or more than one examination rule can be regarded as a disciplinary offense, and the student may be subject to reprimand and/or suspension in accordance with the Article 54 of the Higher Education Law No. 2547.
- 21.** It is forbidden to smoke inside the building and in smoke-free zones.

REMOTE LEARNING PROGRAM AT THE ENGLISH PREPARATORY SCHOOL

During the temporary break given to formal education within the scope of combating coronavirus in Turkey, special programs suitable for distance education have been prepared for each course at all levels, in order to carry out educational activities remotely by the English Preparatory School. Thus, our students are given the opportunity to follow their lessons interactively through live classroom applications. In addition to the online courses, additional materials to support academic success are offered to our students and psychological counseling and guidance services continue.

Rules and Regulations at the English Preparatory School in Cases Remote Learning Takes Place

1. email addresses

Students are given an email address (std.yeditepe.edu.tr) on registration and they are required to do all their communication and in-class and remote learning activities using this email address. Therefore, students need to activate their email accounts as soon as they receive their email addresses.

2. Students should find their classes using the **Akademik7** or **Yeditepe** mobile applications. Afterwards, they should reach their teachers' email addresses by clicking the link provided on the school's website. All students are expected to inform their teachers by sending them an email. Each class has two instructors.

3. Compulsory Attendance

- Attendance is compulsory during the remote or blended learning program. Students who fail attendance will not be able to take the final exam.
- Attendance will be taken at the beginning and end of each lesson. When your instructors ask you questions during the lesson, if they don't get an answer, they will mark you "absent" after a warning.
- Your camera must be on during the lesson. If the camera is not on, the student is warned by the teacher and if the camera is not turned on, the student will receive a "0" as participation grade.
- Attendance is recorded daily. Students are responsible to follow their attendance using the **Akademik7** or **Yeditepe** mobile applications.
- If you have a question about your attendance, please contact Jale OĞUZTÜRK AYGÜN (jale.oguzturk@yeditepe.edu.tr) from the Student Affairs Office in the Main Building and Burcu SARI (bbesen@yeditepe.edu.tr) from the Student Affairs Office in the Annex.

4. Students are responsible for obtaining the original books to be covered in their classes. Otherwise, as the access code for the "Book Assignments" will not be attained, it will not be possible to benefit from the score that will contribute 10% to the "GPA.

5. Participation Grade

- Participating in the lesson is compulsory. The participation grade of a student who has attended the class but never participated will be recorded as "0".
- Class participation grade is determined by the students' homework and class participation. Coming to class prepared will increase participation grades.

6. Rules and Regulations for Online Exams

- The exam session takes place in your online class.
- We suggest that you take the exam on a computer with a camera. If your computer does not have a camera or you are taking the exam using an IPAD or mobile phone, PLEASE USE A SECOND MOBILE PHONE. Use one device to access the exam via the exam link. With the second device, access the online class so that the teacher can see you. We must be able to see you during the exam. Otherwise, your exam will be invalid.
- At the announced time for the exam, you will join the meeting using the same link which is provided for joining the lessons.
- Your teacher will take attendance and a screenshot before the exam.
- Your teacher will share the exam link with you after the ID check is done and attendance is taken. After clicking this link, you are expected to write your email address, name and surname as well as your school number on the spaces provided and wait for your teacher to start the exam.
- When your teacher tells you to "start the exam", you can start the exam by clicking the "NEXT" button.
- When your exam is over, don't forget to click the "SUBMIT" or "SEND" button. Unless you go through this process, your exam will not be delivered to us and it will be invalid.



IMPORTANT REMINDER:

In case you have special needs, please inform the administration beforehand so that we can provide assistance in your classes or exams. The entire Preparatory School Administration is ready to assist you in your academic success.

We wish you a healthy and successful academic year...

FREQUENTLY ASKED QUESTIONS

1. My book's "Activation Code" does not work. What should I do?

Get in touch with the Group Coordinator (see page 11)

2. I would like to get a certificate of enrollment from the English Preparatory School.

Go to the Preparatory School Student Affairs. (Rectorate Building, 2nd Floor)

3. I would like to get a certificate of enrollment from the University.

Go to the Student Affairs Office. (Rectorate Building, Ground Floor)

4. I could not take the Mid-term exam and I have a valid excuse. (Medical report etc.)

Apply to the Preparatory School Student Affairs with a petition. (See Appendix I)

5. I would like to object to an exam result.

Apply to the Preparatory School Student Affairs with a petition. (See Appendix II)

6. I have a question, a need and/or a complaint about an academic subject.

Go to the Academic Advisor (Rectorate Building, 2nd Floor) or to the Group Coordinator.

7. I have a question, a need and/or a complaint or need detailed information on an administrative subject.

Go to the Administrative Coordinator. (Rectorate Building, 2nd Floor)

8. I would like to learn the status of my attendance.

See the Attendance Section on Page 7.

9. I have completed two years at the Preparatory School and have been unsuccessful. What do I need to do?

Go to the Academic Advisor or to the Administrative Coordinator. (Rectorate Building, 2nd Floor)

10. I need assistance and extra material to improve my English.

Go to the Assistant Coordinators of your level. (Assistant rooms on the floors)

11. I would like to borrow storybooks.

Go to the Materials Office (Rectorate Building, 2nd Floor /Annex 6th Floor)) or to the Knowledge Center. (Rectorate Building, 1st Floor)

12. I would like to receive support on exam anxiety, effective studying methods etc.

Go to the Psychological Guidance and Counseling Unit responsible for your group. (See Page 11)

13. I lost a relative and could not come to school.

Go to the Academic Advisor or to the Administrative Coordinator. (Rectorate Building, 2nd Floor)

THE CALCULATION OF GPA IN ENGLISH LANGUAGE TEACHING, ENGLISH LANGUAGE AND LITERATURE, AND TRANSLATION AND INTERPRETING STUDIES PROGRAMS, AND SAMPLE EVALUATIONS

For English Language Teaching, English Language and Literature, and Translation and Interpreting Studies programs, the GPA is calculated by adding 50 % of achievement exams, 25 % of student portfolios, 15 % of quizzes and 10 % of participation grades.

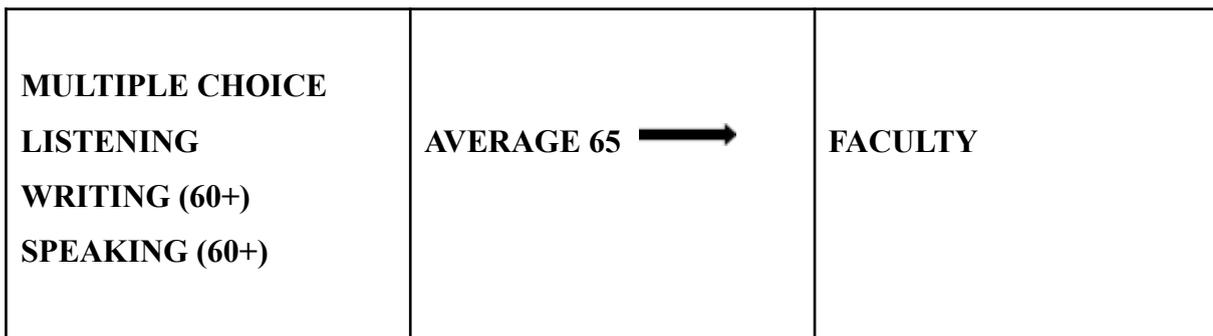
In order for a student in any teaching group in these programs to have the right to take the Proficiency Exam at the end of each semester, his/ her GPA must be at least 60 out of 100.

<p>Mid-term 1 - 25 % (Achievement exam 1)</p> <p>Mid-term 2 - 25 % (Achievement exam 2)</p> <p>Quiz - 15 %</p> <p>Portfolio - 25 %</p> <p>Participation - 10 %</p>	<p>= 60 + </p>	<p>PROFICIENCY EXAM</p>
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PROFICIENCY EXAM IN ENGLISH LANGUAGE TEACHING, ENGLISH LANGUAGE AND LITERATURE, AND TRANSLATION AND INTERPRETING STUDIES PROGRAMS

Students whose final GPA is at least **60** have the right to take the Proficiency Exam at the end of the semester. The exam is made up of four sections: multiple-choice exam, writing exam, listening exam and speaking exam.

In order for students to go to their faculties, the average of these four exams must be at least **65 out of 100**; their grades in **writing** and **speaking** sections must be **AT LEAST 60**.



Students whose grades are 64 or less shall be placed in a suitable level in accordance with their grades.

The right to take the Retest is given to those taking 60-64 out of 100 in the Proficiency Exam and to those who have not been able to get 60 in Writing and Speaking Exams despite having taken 65 out of 100.

Sample Evaluation 1:

	<u>GRADE</u>	<u>PERCENTAGE</u>	
Mid-term 1 - 25 % (Achievement exam 1)	60	25 %	= 15
Mid-term 2 - 25 % (Achievement exam 2)	70	25 %	= 17.5
Quiz - 15 %	60	15 %	= 9
Portfolio - 25 %	70	25 %	= 17.5
Participation - 10 %	60	10 %	= 6
GPA			65
RESULT: THE STUDENT HAS THE RIGHT TO TAKE THE PROFICIENCY EXAM			

<u>PROFICIENCY EXAM</u>	<u>GRADE</u>	<u>AVERAGE</u>
Multiple Choice	70	65
Listening	70	
Writing	60	
Speaking	60	
RESULT: SUCCESSFUL - GO TO FACULTY		

Sample Evaluation 2

	<u>GRADE</u>	<u>PERCENTAGE</u>	
Mid-term 1 - 25 % (Achievement exam 1)	40	25 %	= 10
Mid-term 2 - 25 % (Achievement exam 2)	50	25 %	= 12.5
Quiz - 15 %	50	15 %	= 7.5
Portfolio - 25 %	60	25 %	= 15
Participation - 10 %	50	10 %	= 5
GPA			50
RESULT: UNSUCCESSFUL			

Appendix 1

Sample Make-up Exam Petition

To Yeditepe University English Preparatory School

I was not able to take the following exam/ exams due to

Attached you can find the document of my excuse. I would like to take the Make-up Exam

taking place on

Name Surname:

Student Number:

Level and Class:

Signature:

Attached:

Appendix 2

Sample Objection Petition

To Yeditepe University English Preparatory School

I kindly request the reevaluation of my exam papers.

To be filled in by the student:

Name Surname	:	
ID No	:	
Class	:	
Phone	:	
E-mail	:	
SIGNATURE	:	

MC	Writing
_____	_____

To be filled in by the Objection Committee:

	<u>MC</u>	<u>Writing</u>
<u>Final Results:</u>		
<u>Signature:</u>	_____	_____