

**ANKARA YILDIRIM BEYAZIT UNIVERSITY**  
**SCHOOL OF FOREIGN LANGUAGES**  
**PREPARATORY CLASS PROGRAM**  
**TEACHING - LEARNING AND EXAM DIRECTIVE**

**Objective**

**Article 1-** (1) The purpose of this Directive is to regulate the principles and assessment and evaluation processes of the practices related to the teaching and learning of preparatory class language courses carried out by the relevant units of the School of Foreign Languages in the foreign languages stipulated by the education and training programs in which the students admitted to the associate, undergraduate and graduate programs of Ankara Yıldırım Beyazıt University are enrolled.

**Scope**

(2) This Directive covers the provisions regarding the teaching, learning, assessment, and evaluation conducted in Ankara Yıldırım Beyazıt University preparatory class.

**Basis**

(3) This Directive has been prepared based on Articles 14, 44 and 49 of the Higher Education Law No. 2547 dated 4/11/1981, the Regulation No. 29662 dated 23/03/2016 on the Principles of Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions, and the Teaching, Learning and Examination Regulation of Ankara Yıldırım Beyazıt University School of Foreign Languages Preparatory Class and Undergraduate Foreign Language Courses.

**Definitions**

(4) In this Directive;

a) Partially foreign language education: Education in which at least 30% of the total credits of the courses given in the program are given in a foreign language,

b) Turkish Higher Education Qualifications Framework: The qualifications framework which is designed to be compatible with the European and Turkish Qualifications Frameworks and includes education and training programs for higher education levels,

c) Education in a foreign language: Education in which the entire curriculum of the program is taught in a foreign language,

d) Placement Exam (PE): The exam at which level the student will continue the preparatory class education and be exempt from compulsory foreign language courses for Turkish departments,

e) Assessment in General English Exam (AGE): Exams that measure whether the student has the foreign language level and proficiency required for the program or whether the student has gained foreign language proficiency,

f) Compulsory preparatory class: Foreign language education that students must attend in programs whose medium of instruction is fully or partially a foreign language,

g) Academic Year Two semesters consisting of fall and spring semesters,

h) Preparatory Class: SFL Preparatory Class,

i) Board of Directors: The Board of Directors of the School of Foreign Languages,

j) School of Foreign Languages (SFL): Ankara Yıldırım Beyazıt University School of Foreign Languages,

k) Senate: The Senate of Ankara Yıldırım Beyazıt University.

## **Placement Exam and Assessment in General English Exam**

### **Article 2 - (1) Placement Exam (PE):**

a) Placement Exam (PE) is administered to determine the Basic English knowledge and skills of students who have enrolled at the University.

b) Undergraduate students enrolled in programs with a compulsory preparatory class take PE to obtain the right to take the Assessment in General English exam (AGE) and / or to determine at what level they will start education in the preparatory class;

c) Students enrolled in programs whose medium of instruction is Turkish take this exam in order to be exempt from compulsory English (ENG101/102/103/104) courses.

d) Students who are placed in programs whose medium of instruction is Turkish with an additional quota take the PE on the date determined by the School Board.

e) Students enrolled in programs whose medium of instruction is Turkish who score 59.5 and above are exempt from ENG 101/102/103/104 courses with a grade of "AA".

f) Undergraduate students enrolled in programs with a compulsory preparatory class who score 59.5/100 or higher in PE are entitled to take AGE. Students who score below 59.5 points in PE and students who do not want to take AGE are placed in preparatory classes at the level specified in the table.

Table-1 Placement according to PE score

<b>PE Score</b>	<b>Level</b>
0-39/100	Preparatory class A level (Basic)
39,5-79/100	Preparatory class A+ level (Basic+)
79,5-100/100	Preparatory class B level (Independent)

## **(2) Assessment in General English Exam (AGE)**

Students who can take the exam;

- a) Students who get 59,5 and above from PE,
- b) Students whose language of instruction is partially or completely in a foreign language who enroll after the PE date,
- c) Students who attended the preparatory program in the previous year but were not exempted, and students who have applied for or have been accepted to graduate programs take the AGE directly.
- d) Students who score 69.5 out of 100 are exempted from the preparatory class, students who score 79.5 are exempted from the compulsory English (ENG 101) course given at the undergraduate level, and students who score 89.5 and above are exempted from ENG 101 and ENG 102 coded courses with a grade of "AA". Those who score below 69.5 in this exam are placed in the preparatory classes at the following levels.

Table-2.1 Exemption Examination Scoring Table

<b>Section of the Exam</b>	<b>Evaluation Score</b>
Listening	25 Points
Reading	25 Points
Writing	25 Points
Speaking	25 Points

Table-2.2 Placement to Levels according to AGE Score

<b>AGE Score</b>	<b>Level</b>
49,5-69/100	Preparatory class B+ level (Independent)
34,5-49/100	Preparatory class B level (Independent)
.....-34/100	Preparatory class A+ level (Basic)

Table -2.3 Exemption Table according to AGE Score

<b>AGE Score</b>	<b>Exemption</b>
69,5 +	From preparatory class
79,5- 89	From ENG101 course
89,5-100	From ENG101 and ENG102 courses

e) The score of the last exam taken is taken into consideration in the placement of students in preparatory classes.

f) Students who have been exempted from the preparatory class with AGE score cannot take this exam again.

g) AGE exam is held on the date determined by the School Board for students who are placed with additional quota in programs whose language of instruction is partially or completely in a foreign language. There is no requirement to take PE for the relevant students.

h) Students who enrolled in programs whose medium of instruction is Turkish after the additional quota placements in the fall semester have the right to take the exam for ENG 101/102/103/104 exemptions, limited to the AGE held at the end of the fall semester.

**(3)** AGE exams are held four times a year: at the beginning of the academic year, at the end of the Fall and Spring semesters and in the summer semester. For students who score between 59.5 and 69 in the AGE exams held at the end of the Fall and Spring semesters, their exemption status is evaluated by including their academic success average in the calculation. (See 5.2) All students can take the AGE held at the beginning of the academic year. Those who have achieved A+ or above during the academic year can participate in the AGE held in the summer semester.

**(4)** In order to take AGE exams held at the end of the Fall and Spring semesters, the students need to fulfill the following conditions:

a) To be successful at the B level with an average of at least 79.5 or to be successful at B+ or higher levels,

b) To have successfully completed the current course as of the date of the exam,

c) Not exceeding the semester or annual absenteeism limit.

**(5)** AGE grades may vary upon the recommendation of the relevant faculty/institute and senate approval, provided that they are not below 69.5.

## Attendance Requirement

**Article 3 - (1)** In the preparatory class;

- a) Students who are newly enrolled in programs whose medium of instruction is partially or completely in a foreign language, students who are in their second year of the preparatory class and students who have not been successful in the exams determined by the University Senate are required to attend the preparatory class. Students are obliged to attend the courses of each level they are in, not less than 80%. Students who do not fulfill the attendance requirement without an excuse accepted by the Board of Directors are considered unsuccessful and deemed to repeat the relevant level.
- b) Students who do not attend the class for any reason are shown as "absent" in the attendance. Attendance to classes is determined by the instructors by taking attendance every hour. The instructor in the classroom does not have the authority to give permission to students. Each student is obliged to keep his/her own attendance record.
- c) Reports submitted to the School and accepted are within the scope of 20% absence. A student's excused (reports) and unexcused absences cannot exceed 20% of the course in total. Students who exceed the relevant absenteeism rate are not taken to the final exam of the relevant course and are considered absent and repeat the course.
- d) In the AGE held at the end of the Fall semester and Spring semester, the total absences in the levels attended until the relevant date are taken into consideration. If the total absenteeism rates of two, three or four levels exceed 20%, the relevant student is not taken to the AGE. Absenteeism records are not taken into account in the AGE held at the beginning of the summer semester and the academic year.

Table-3 Absenteeism limits for levels according to class hours

<b>HOURS OF ABSENCE</b>		
<b>LEVEL</b>	<b>WEEKLY COURSE HOURS</b>	<b>MAXIMUM LIMIT</b>
<b>A/A+</b>	<b>22</b>	<b>31</b>
<b>B/B+</b>	<b>20</b>	<b>28</b>
<b>C/C+</b>	<b>20</b>	<b>28</b>
<b>TOTAL SUM OF 4 LEVELS</b>		<b>124</b>
<b>HOURS OF ABSENCE OF THE BLENDED EDUCATION GROUPS</b>		
<b>BLA+</b>		

<b>BLB/BLB+</b>	<b>12</b>	<b>17</b>
<b>BLC/BLC+</b>		
<b>TOTAL SUM OF 4 LEVELS</b>		<b>68</b>

e) Evening classes are opened for students enrolled in secondary education programs and continuing the Preparatory Program provided that there are enough students at the relevant language level. However, if there are not enough students, the related students are placed in day programs. Absenteeism is not taken into consideration in the exams and success conditions of the relevant students placed in the day program.

### **Measurement and Evaluation**

**Article 4 - (1)** Midterm exams in the preparatory class;

a) The Final Examination may consist of reading, listening, writing and speaking skills as well as vocabulary and grammar sections and is given twice at one level. Students who are late for the first part of the final exam, the listening section, are not allowed to take the exam in the listening section; when the reading section starts, they are admitted to the class and start the exam in the reading section. Students who arrive after the first 40 minutes of the exam cannot take the exam.

b) Objections to the exam results must be made in writing to the administration of the School of Foreign Languages in person within five days at the latest as of the day the exam results are announced.

c) Students who do not take the final exam without a doctor's report from official institutions affiliated to the Ministry of Health or foundation university hospitals or an officially documented valid excuse, or who have a report but whose reports have not reached the SFL secretariat within one week after the end date of the report, will receive a grade of "GR" from the exam in question. Students whose excuse is deemed valid are given a make-up exam at the end of the semester on a date announced in advance. The make-up exam cannot be made up later.

d) In distance education courses, a project may be given instead of the final exam.

### **(2) Unannounced and Announced Quizzes;**

a) The date, time or content of unannounced quizzes are not announced in advance; they are given on any day and during any class time without the students' knowledge. The duration of these exams usually does not exceed half an hour.

b) Announced quizzes are given during any class period on the day they are announced in advance. Unannounced or announced quizzes are given only to students who are in class at the time. Students who are late and do not take the exam within five minutes of the start of the exam are not allowed to take the exam, but this rule may not be applied for online quizzes.

c) Quizzes cannot be made up. Students who do not take these exams will receive a grade of "GR". Reports do not excuse announced and/or unannounced midterm exams.

d) National athletes representing our country or students are excused during their studies in order to represent our University in sports competitions or to prepare for them, and the quizzes given in this period are not included in their averages.

e) In distance education courses, announced quizzes can be administered outside of class hours.

### (3) Student Activity Grade

a) The student activity grade is assigned by the relevant instructor(s). Items such as written assignments, oral presentations, speaking skills, criticism/review assignments, student portfolio and online assignments constitute the student activity grade.

(4) Instructors cannot be asked to make explanations about the questions during the exam. During the exam, except for the listening section, the classroom doors are kept open. The lecturers are authorized to check the identity of the students before each exam, if necessary, to arrange the students' seats, to change their seats during the exam, to give all kinds of instructions and warnings necessary for the exam to pass properly. It is a criminal offense to supply written or verbal assistance, to cheat or attempt to cheat during the exam. The instructor is fully authorized to initiate disciplinary action against students who do not comply with the rules and instructions or who cause difficulties.

### Level Progress

**Article 5- (1)** The levels at which students who will continue the English preparatory class program will be placed according to the PE and/or AGE results at the beginning of the academic year are as follows.

Table-4 Levels

Levels					
Basic	A	Independent	B/BLB	Advanced	C/BLC
	A+BLA+		B+/BLB+		C+/BLC+

a) In order to continue education at the next level, students must attend the courses at the level they are at less than 80% and at the end of the level they attend, they must collect 64.5 points from the evaluation criteria shown in Table-1. Students who do not fulfill the attendance requirements of the relevant level and / or fail to collect enough points repeat the level they are in.

b) Students who fail 3 times at the same level are not allowed to continue in regular classes in order to be successful, and an individual development program may be provided to them

depending on their choice and they may continue their individual studies within the Independent Learning Center.

c) BLA+, BLB, BLB+, BLC, BLC+ levels are attended by students who repeat the preparation and/or within the scope of mixed education.

Table-5 Assessment Criteria for A/A+/ B/ B+/ C/C+ Levels in Preparatory Education

<b>All Levels</b>	
<b>Final exam</b>	% 60
<b>Announced/Unannounced quizzes</b>	% 15
<b>Student activity grade</b>	
Portfolio % 17 Online homework % 8	% 25
<b>Total</b>	% 100

Table-6 Assessment Criteria for BLA+/BLB/BLB+/BLC/BLC+ Levels in Preparatory Education

<b>All Levels</b>	
<b>Final exam</b>	% 40
<b>Announced/Unannounced quizzes</b>	% 15
<b>Student activity grade</b>	
Portfolio % 17 Online homework % 8	% 45
<b>Total</b>	% 100

Table-7 Level Progression Table

ANKARA YILDIRIM BEYAZIT ÜNİVERSİTESİ, YABANCI DİLLER YÜKSEKOKULU, HAZIRLIK SINIFI DÜZEY İLERLEME TABLOSU																			
	GÜZ				YDMS	BAHAR				YDMS	YAZ	AYB**	YDMS	GÜZ				YDMS	
	Düzye	Düzye	Düzye	Düzye		Düzye	Düzye	Düzye	Düzye					Düzye	Düzye	Düzye	Düzye		Düzye
1	A	i	A+	i	-	B	i	B+	i	Y									1. SINIF
2	A	i	A+	i	-	B	T	*B	i	T	Y								1. SINIF
3	A	i	A+	i	-	B	T	*B	i	Y									1. SINIF
4	A	i	A+	T	-	A+	i	*B	i	T	Y								1. SINIF
5	A	i	A+	T	-	A+	i	*B	i	T	T	Y							1. SINIF
6	A	T	A	i	-	A+	i	B	T	T	T	T	B+	T	B+	i	Y		1. SINIF
7	A	T	A	i	-	A+	i	B	T	T	T	T	B+	i	C	i	Y		1. SINIF
8	A	T	A	T	-	A	i	A+	i	-	T	T	B	i	B+	i	Y		1. SINIF
9	A	T	A	i	-	A+	i	B	T	T	T	T	B	T	-		Y		1. SINIF
10	A+	i	*B	i	T	B+	i	C	i	Y									1. SINIF
11	A+	i	*B	i	T	B+	i	C	T	T	Y								1. SINIF
12	A+	i	*B	i	T	B+	T	B+	i	T	-	Y							1. SINIF
13	A+	i	B	T	-	B	i	B+	T	T	Y								1. SINIF
14	A+	i	B	T	-	B	i	B+	i	T	Y								1. SINIF
15	A+	T	A+	i	-	B	T	*B	i	T	T	Y							1. SINIF
16	A+	T	A+	i	-	B	T	*B	i	T	T	T	B+	i	C	i	Y		1. SINIF
17	A+	T	A+	T	-	A+	i	B	T	-	T	T	B+	T	B+	i	Y		1. SINIF
18	A+	T	A+	i	-	B	T	B	T	-	-	T	-	-	-		Y		1. SINIF
19	B	i	B+	i	Y														1. SINIF
20	B	i	B+	i	T	C	T	C	i	Y									1. SINIF
21	B	i	B+	T	T	B+	i	C	i	Y									1. SINIF
22	B	i	B+	T	T	B+	T	B+	i	T	-	Y							1. SINIF
23	B	T	*B	i	T	B+	T	B+	i	T	Y								1. SINIF
24	B	T	*B	i	T	B+	T	B+	i	T	T	Y							1. SINIF
25	B	T	B	T	-	B	i	B+	T	T	Y								1. SINIF
26	B	T	B	T	-	B	T	-	-	-	-	Y							1. SINIF
27	B+	i	C	i	Y														1. SINIF
28	B+	i	C	i	T	C+	T	C+	i	Y									1. SINIF
29	B+	T	B+	i	T	C	i	C+	i	Y									1. SINIF

İ: İlerleme T: Tekrar Y: Yeterli YDMS : Yabancı Dil Muafiyet Sınavı

\*B: B düzeyini en az 79,5 ortalama ile bitirenler YDMS sınavlarına girebilirler.

\*\*AYB: Akademik Yıl Başı

## (2) Calculation of Academic Success Grade and its effect on AGE

Students who score between 59.5 and 69 as a result of the Fall and Spring AGE exams are re-evaluated by taking the average of the AGE exam result (50%) and the semester Academic Success Grade (50%). Students with an average score of 69.5 and above are exempt from the Preparatory Class. The related average result cannot be used for exemption from ENG 101/102 courses. While calculating the Academic Success Grade, the average of the first 2 semesters for Fall AGE and 4 semesters for Spring AGE is taken.

## (3) Students who are in their second year of the Preparatory Education Program;

a) Students who have not been exempted from AGE, who have to continue the Preparatory Program in their second year, and who want to learn a foreign language by their own means may be exempted from the attendance requirement with the condition of being successful in the exams determined by the University Senate and with the approval of the School Administrative Board. The relevant students must submit a petition to the School Administration until one week before the start date of the course specified in the academic calendar.

b) Students who continue the preparatory class in the second year continue the mixed program consisting of 8 hours of theoretical and 15 hours of practical work. The content and form of the application studies are determined by the School. Students attending the preparatory program for the first time do not have the right to participate in this program.

c) Students attending the preparatory program in their second year are required to attend the classes and take the exams by doing the related homework. Students who do not meet the necessary conditions are considered unsuccessful and repeat the course and/or are not allowed to take the AGE exams.

d) Students who are enrolled in associate, undergraduate and graduate programs that provide partially foreign language education or foreign language education and who cannot successfully complete the preparatory class within two years despite continuing the foreign language preparatory class are dismissed from the program. The September Exemption Exam (AGE) at the end of the second year is taken into account in the dismissal of students who fail in the second year of the preparatory class.

### **Class Attendance**

**Article 6 - (1)** In case the instructor is absent from the class;

a) When the instructor is absent, the substitute instructor, if any, continues the class. Attendance is taken by the substitute instructor. Students are obliged to notify the School of Foreign Languages administration if their instructor or substitute instructor is absent.

b) In case the instructor is absent from the class and the class cannot be held due to the absence of a substitute instructor, the relevant instructor makes up the class.

### **Exemption from Preparatory Class**

**Article 7 - (1)** For exemption from the preparatory class, the conditions specified in paragraph 2 of Article 7 of Ankara Yıldırım Beyazıt University School of Foreign Languages Preparatory Class and Undergraduate Foreign Language Courses Teaching-Learning and Examination Regulation are taken into consideration. The results of the international exams that are equivalent to AGE specified in subparagraph (b) of paragraph 2 of Article 7 of the relevant regulation are not accepted as equivalent among the ones held in Turkey if those exams are not held in the buildings belonging to state universities and the results of the exams do not contain information about the place and date of the exam in the result documents.

**Table-8 Equivalence Table**

	<b>AGE</b>	<b>TOEFL IBT</b>	<b>PTE Academic</b>	<b>IELTS Academic</b>	<b>CAE/ CPE</b>	<b>FCE</b>	<b>OTE</b>	
	89,5	105	75	7.5	A	A	C1	Exempt from ENG 101 and 102 with “AA” grade
	79,5	95	68	7	B	B	-	Exempt from ENG 101 with “AA” grade
	69,5	79	60	6.5	C	C	B2	Exempt from Preparatory Education
<b>Turkish Majors</b>	34,5	40	30	4.0	-	-	A2	Exempt from İNG 101-102 or İNG 103- 104 with “AA” grade
<b>Period of Validity</b>	5 Years	2 Years	2 Years	2 Years	For life	For life	5 years	

**AGE** : Ankara Yıldırım Beyazıt University Assessment in General English Exam

**TOEFL- IBT** : Test of English as a Foreign Language

**PTE-A** : Pearson Test of English Academic

**IELTS-A** : International English Language Testing System Academic

**OTE** : Oxford Test of English

**CAE** : Cambridge Certificate in Advanced English

**CPE** : Cambridge Certificate of Proficiency in English

**FCE** : First Certificate in English