**Do’s and Don’ts in the Online Progress Tests**

1.GOOGLE MEET ACCOUNT

* Students have to log in to gg meet with mobile phone camera turned on, not with the laptop camera. The phone has to be located (as illustrated in the images below) so that teachers can see the students’ computer screens clearly. So make sure that your cellphone is fully charged.
* When teachers have already checked all students' screens properly, only they provide the password.
* Also, students shall use his/her own laptop to take the test, not with the cellphone. Again, cellphone is only used as a camera not for answering the test.

2.CAMERA OFF or BLURRY

* If student’s camera is off or blurry, teachers may consider as offense and that may lead to deduction of scores.

3.OPENING OTHER WEBSITES OR TABS

* Students are strictly NOT allowed to open any other tabs or websites other than LMS throughout the test.

4.TALKING TO OTHERS

* Do not talk to anyone or even make another call. Headsets or earphones are not allowed during the test.

5.LEAVING WHILE THE TEST IS ON GOING

* Attend all your needs before the start of the test. You are not supposed to leave while you are doing the test.

6. SAVE/SCREENSHOT YOUR ANSWER

* There are some circumstances that your answers won't be saved in LMS. In this case, you have to screenshot your answers before submitting them. You can ask your teacher to check the status of your test whether it is saved or not. If problems occurred, you should send your screenshot answer to your teacher’s email immediately after the test.

8.OFFENSE / REMINDER

* If you regret to comply with all the above rules during the test, your teacher will deduct or even give you a zero score.
  + - 1st offense – minus 0.5 point
    - 2nd offense -minus
    - .0 points
    - 3rd offense - automatic zero score

7.WRITING TEST

* Sentences copied from any sources without citation are considered plagiarism and will also gain 0 (zero) score.

