



**DISTANCE EDUCATION AND INFORMATION
TECHNOLOGIES CENTER**

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**EDUCATION UNIT ENGLISH EXAMINATION
UNIT**

E-EXAM GUIDELINES
(FOR CANDIDATES)

1. You are required to be present in the designated computer laboratory **30 minutes before** the scheduled start time of the examination.
2. You will not be permitted to enter the examination room after the first **10 minutes** of the examination, nor will you be allowed to leave the room within the first **10 minutes**.
3. The examination duration is **90 minutes**.
4. Please bring your **national ID card or passport**, as identity verification will be conducted.
5. It is strictly prohibited to have any electronic devices or written materials with you during the examination.
6. Throughout the examination, you must remain seated at your assigned place and refrain from any suspicious behaviour (such as looking away from the screen, talking to others, or ignoring the invigilator's instructions). If deemed necessary, the invigilator is authorized to terminate your examination.
7. The examination will be administered through the **E-Exam System** (<https://esinav.neu.edu.tr/>). To log in to the E-Exam System, enter your **username** and **password**. **Both your username and password are your student number**.
8. Select the **"ENGLISH PREPARATORY SCHOOL"** folder.
9. Select **"ENGLISH PROFICIENCY EXAM."**
10. Click **"SAVE ME."**
11. Select the examination corresponding to **the current date**.
12. Enter the password announced by the examination supervisor.
13. Your examination time will begin once you start the examination. As you have **ONLY ONE ATTEMPT**, do not exit the system before completing the examination.
14. When the examination time expires, the system will automatically save your answers and close, even if you have not completed the examination.
15. After answering each question, you must click **"NEXT PAGE"** to proceed. Otherwise, your answers **will not be saved**.
16. You may begin answering the examination from any question and navigate freely between questions (**using the Previous Page and Next Page buttons**). If you wish to skip a question, you may click **"Flag the Question"** and return to answer it later.
17. The examination will be evaluated based **only on the number of correct answers**. Incorrect answers will **not** affect your score. Therefore, it is recommended that you answer every question and do not leave any questions unanswered.
18. At the end of the examination, you must click **"FINISH and SUBMIT"** to submit your examination, view your result, and exit the system. Otherwise, your result **will not be recorded**.
19. Examination results will be published on the **English Preparatory School** website (<https://prep.neu.edu.tr/>). **Results will NOT be sent to you via e-mail**.

WE WISH YOU SUCCES.



