ACIBADEM
UNIVERSITY

ASOS | STUDENT GUIDELINE FOR COMMON EXAMS

Guidelines and Rules of Online Exams Conducted on ASOS (Acıbadem Exam Automation System)

> ⚠ Please read the following instructions and rules carefully before taking the exam on ASOS.
> You must read and approve this text before the online exam begins.

ABOUT THE EXAM

- Exam rules are important and unchangeable, they should be taken seriously. No negligence is acceptable.

- Since you will receive important information about the exams (exam codes, etc.), please make sure that your .... **@ live.acibadem.edu.tr e-mail account is active.**

- In this exam, which is held through ASOS, you are entirely responsible for your internet connection; your computer, tablet or mobile phone working properly. Our university is not responsible for any problems such as power/internet outages etc. It is your responsibility to take the necessary precautions. Also make sure that your laptops/ mobile phones are fully charged and will not run out of batteries during the exam.

- It is recommended that you use Google Chrome or the Firefox so that you do not have a browser-related problem with the quiz. Make sure your browser is up to date before starting the test. Firefox 78 and above, Chrome 86 and above, Microsoft Edge 83 and above, Safari 13.1 and above can be used to log in to exams. If you are using a MAC, you should check it before logging in to the exam.

- If you live in Istanbul, ACU will provide you with Internet Access on Campus for remote exams. You must contact **ege.cone@acibadem.edu.tr** via e-mail at the latest 3 days before the exam date.

- All times notified to you are Istanbul Standard Time (GMT + 3) and please CHECK YOUR COMPUTER'S TIME! Since the exams will start automatically according to this time, it is very important that you check the time so that you do not face any problems!

BEFORE THE EXAM

Registration Steps:

1) **First e-mail:** You will receive an e-mail from asos@acibadem.edu.tr to register for each exam. You will be given a different URL for each exam. Entrances are for single use only. It will be automatically disabled after the exam is over.

2) **Confirm my registration:** By clicking the confirmation link in the email KAYDIMI ONAYLAYIN (CONFIRM MY REGISTRATION), you will confirm your registration for the exam

3) **Second email:** You'll receive a second email after you confirm your registration. This second email includes the link to EXAM (CONNECT TO EXAM) and an EXAM CODE (security code) to enter. (We tested all EXAM CODES before submitting. Avoid EXAM CODE typos; Don't leave extra spaces before or after the code, type correctly, such as UPPERCASE or lowercase letters, Special Characters, etc!)

The link will ONLY be active on the exam day. If you skip any steps during the registration process, you will not be able to take the exam.

5) The Exam Portal ASOS will be activated 60 minutes before the exam start time and will be closed at the time the exam ends.

DURING THE EXAM:

1) Close all programs except your email account. Make sure your exam is on full screen!

2) For technical troubleshooting questions, send a message to egitim.teknolojileri@acibadem.edu.tr and wait!

4)**YOU ARE SUPPOSED TO TAKE THE EXAM ON FULL SCREEN.** The system monitors all screen activity, your screen should be in full screen mode throughout the exam.

5) If you leave the exam page for any reason (internet problem, technical, system based, etc.), do not worry, you can reconnect to the exam. Return to the second email (see above) and continue with the same steps. When you return to the exam page, you will pick up where you left off. It won't be a waste of time.

6) When the exam starts, your remaining time to finish will appear in the top left corner of the screen.

7) You will see the questions one by one. Each question page will have a standard clock in the middle of the screen.

9) You can only take the exam once.

AT THE END OF THE EXAM:

When you have finished your exam, be sure to click on the "FINISH" button to submit your exam. When the time is over, the exam is automatically saved and closed.

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ASOS | UPDATED SYSTEM LOGIN FEATURES

Access to the Program and Entry Process

- Enter the system from the 'asos.acibadem.edu.tr' link.
- After the ASOS homepage is opened, click on the **Giriş yap** (Login) link in the upper right corner of the screen (or the 'Login' link in the upper left corner).

> Your Username when logging into the system: ....@live.acibadem.edu.tr
>
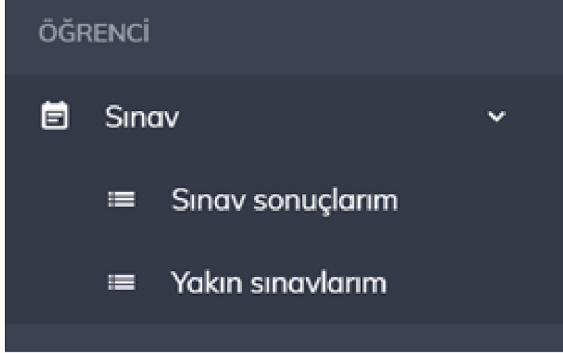> Your Password: Acıbadem User (Bademnet) password ⚠️

- The password must include at least one uppercase and lowercase letter, number and punctuation mark (such as point, comma, exclamation etc.) for security purposes and your password should not be the same as any part of your e-mail address.
- After determining the password, enter the system by typing 'User Name' and 'Password' in the menu that appears on the opening screen.
- After logging in with **'Kullanıcı Adı'** (username) **and 'Şifre'** (password)**, the 'SINAVLAR' (exams)** tab will open in the menu on the left of the screen.
- After logging into the system, you can log out of the system safely by clicking on your name in the upper right corner. You can also go to the profile tab to change your personal information and password, and add a profile photo.
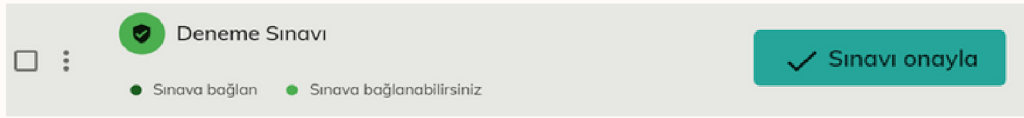-

Exam Steps

I. Entry to the exam through the system

- To enter the exam, click on **'Yakın Sınavlar'** (Upcoming exams) located under the **'Sınavlar'** (Exams) tab on the left of the screen.
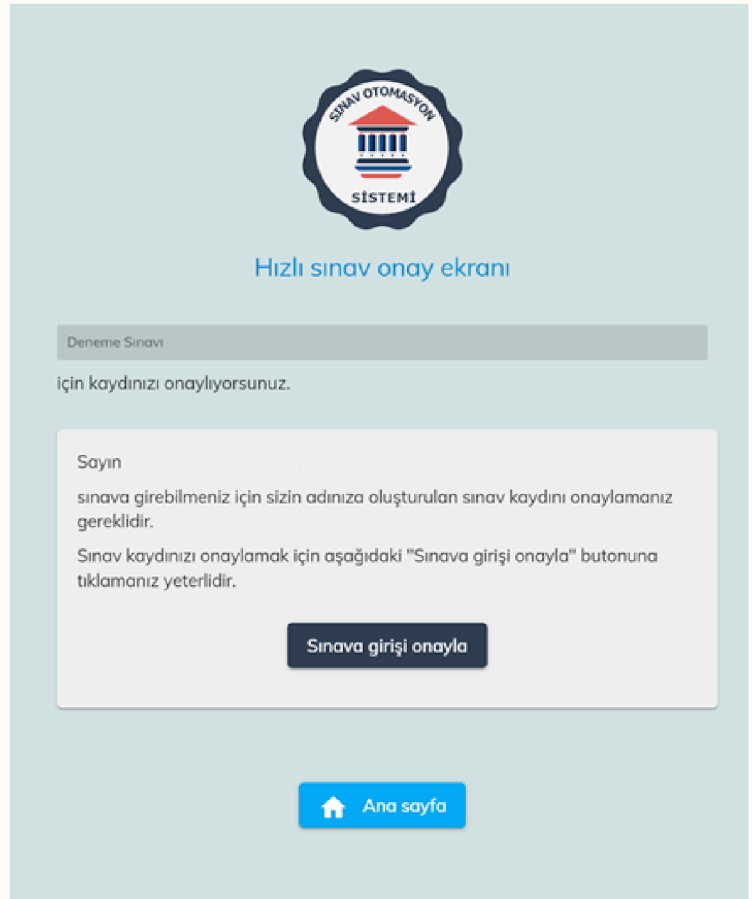
ÖĞRENCİ

📅 Sınav ⌄

☰ Sınav sonuçlarım

☰ Yakın sınavlarım

- The page that opens will list the exams that you are responsible for.

🛡 Deneme Sınavı ✓ Sınavı onayla

● Sınava bağlan ● Sınava bağlanabilirsiniz

- Click on ✓ Sınavı onayla The exam is approved by clicking on **Sınava Girişi Onayla** (Confirm entrance to the exam) link on the page that opens.
- Now you are ready to connect to the exam.

🔗 Sınava bağlan

You can connect to the exam with the above link.

SINAV OTOMASYON SİSTEMİ

Hızlı sınav onay ekranı

Deneme Sınavı

için kaydınızı onaylıyorsunuz.

Sayın

sınava girebilmeniz için sizin adınıza oluşturulan sınav kaydını onaylamanız gereklidir.

Sınav kaydınızı onaylamak için aşağıdaki "Sınava girişi onayla" butonuna tıklamanız yeterlidir.

Sınava girişi onayla

🏠 Ana sayfa

Exam steps

II. Entry to the exam through email

- The system will create a exam record for you and send an email to your system-registered email account to confirm your exam registration.
- After checking the accuracy of your information and the exam information in this e-mail, please click on **Kaydımı Onayla** (confirm my registration) button.
- · A new email will be sent to you after confirming with the **'Sınav Girişi Onayla'** (Confirm exam entry) link on the incoming page: **'Sınav onayınız tamamlandı!'** (Your exam confirmation is done!)
- Please read this email carefully. After clicking on the relevant link and completing your exam registration, be sure to see the **'Hızlı sınav onayı tamamlandı'** (Quick exam approval completed) screen.
- It provides you with brief information on;
  - How long before you can join the exam,
  - When the exam question flow starts
- Paste the security code you copied from the e-mail in the 'Sınava giriş kodu (Exam entry code)' field on the new screen. You are ready to take the exam by clicking on the Sınava Girişi Dene (Try Exam Entry) link.