

	BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKTT/YDYO/0 1
		İlk yayın tarihi	9.10.2025
	A2 SEVİYE TOPLANTISI-1	Rev. No / Tarih	00/...
		Sayfa sayısı	1/4

BANDIRMA ONYEDİ EYLÜL UNIVERSITY
School of Foreign Languages
Basic English Department
2024-2025 Academic Year
A2 LEVEL
LEVEL MEETING AGENDA 1

Date: 03.09.2024

Time: 16:00

Missing: Tolga Akar Çay

Chairperson: Naciye Nur Ekşi

Place:H3

Participants: A2 Instructors

Minute Taker: Kübra Yazkan

1. 2024-2025 ACADEMIC YEAR OPERATIONAL PLAN

It's a very detailed lesson plan for the fall semester. It will be shared with the teachers via Google Drive later. It includes weekly map and important dates for the exams.

There are 3 **Revision and Reinforcement Weeks** in OP. Instructors will cover *extra materials file* in those weeks.

2. ADVISOR AND TESTING AND ASSESSMENT DUTIES

Advisors:

One of the most important things for the teachers this year is that they won't share their mobile phone numbers with the students. Communication will be provided via emails.

Advisors must follow OP strictly and inform level coordinator if there is a question or problem about pacing etc.

Testing Unit Responsibilities:

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Cihad Aydın Şube Müdürü Yabancı Diller Yüksekokulu Kalite Birim Sorumlusu	Öğr. Gör. Fatma İrem Ocaktan Kurgan Yabancı Diller Yüksekokulu Müdürlüğü Müdür Yardımcısı	Öğr. Gör. Türkan Yılmaz Yabancı Diller Yüksekokulu Müdürü

5070 sayılı Elektronik İmza Kanunu çerçevesinde, bu DEB elektronik imza ile imzalanarak yayımlanmış olup, güncelliği elektronik ortamda " Kalite Doküman Yönetim Sistemi (KDYS)" üzerinden takip edilmelidir.

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- Establishing a reliable and valid assessment system to determine students' language proficiency levels accurately at the beginning of the program, aimed at understanding and placing students appropriately (including writing test specifications, CEFR alignment checks, content validity checks, etc.).
- Organizing standardization meetings before the exam to enhance the reliability of constructed response items through the Benchmarking (Comparative Assessment) technique.
- Documenting exam materials before and after the exam.
- Comparing post-exam results with test specifications to analyze which outcomes were achieved or not, discussing possible reasons with the level coordinator, and preparing a report.
- Ensuring that writing exams are assessed by two independent instructors as Assessor / Interlocutor and verifying that Content Validity Index calculations are correctly conducted.
- Securely transmitting exam files in encrypted form to the responsible unit.
- Properly archiving exams.
- Conducting continuous planning, implementation, monitoring, and preventive actions in assessment and evaluation through analyses and reporting based on Test Specifications, Content Validity, and Classical Test Theories.

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3. BOOKS & ONLINE HOMEWORK APPS.

There is only online version of workbooks. Workbook is a self-study option for students.

Sts are responsible for EXTRA ACTIVITY PART of digital book as portfolio.

There is no omission part except for writing. In main course lessons, teachers do not have to cover writing parts. They will give review parts (at the end of the units) as an assignment and check them by showing answer key in class before passing next unit.

4. STUDENT CONTACT

No mobile phone or whatsapp group.
LMS and E-mails will be used

5. GRADES & ABSENTEEISM

All the rules are almost same with the last year.

*Just Portfolio grades will be like; 1 Online homework
1 Wext-AI

*Presentations will be like; 1 presentation in class
1 Movie Project

** Presentation will be graded by advisor instructors.

(New Info) Passing grades for previous year's students: 60
for Translation department: 85
for this year's students: 75

You should let the student come in to the class but you may write down as PRESENT only until 9.00 o'clock.

6. EXTRA MATERIALS

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They will be shared with the teachers soon.

Some of the materials such as cultural activities are optional. If teachers have time, they can do them in class or benefit from them.

Teachers need to use ICE-BREAKER ACTIVITY FILE in their first day.

Teachers have to cover EXTRA MATERIALS FILE in Revision and Reinforcement Weeks.

7. RULES FOR THE UPCOMING YEAR

Standardization is so important for this year. Teachers must stick to the weekly lesson plans. If they want to do any extra activity or worksheet they must first consult to the level coordinators.

8. MOVIE PROJECT

It will be conducted next term. Detailed explanations will be shared later.

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