

	BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKTT/YDYO/0 7
		İlk yayın tarihi	9.10.2025
	A2 SEVİYE TOPLANTISI-7	Rev. No / Tarih	00/...
		Sayfa sayısı	1/3

BANDIRMA ONYEDİ EYLÜL UNIVERSITY
School of Foreign Languages
Basic English Department
2024-2025 Academic Year

LEVEL MEETING AGENDA 7

Date:20.05.2025

Place: A2 Level Coordinator's Office

Time: 12:15

Participants: A2 Level Instructors

Missing: Haithem Mbaraka (having a class), Ayça Çelik (in another meeting), Cansu Dinç Ayaz (in another meeting), Türkan Yılmaz (in another meeting)

Chairperson: Naciye Nur Ekşi

Minute Taker: Ayşe Nur Kapıcı

1. EVALUATION OF PT 4

* The instructors stated that there was no problem regarding the PT4. They agreed that, as students do very few practices, they might have had difficulty in the progress test.

* For the proctor duties of speaking exams, some proctors had two classes while others had only one. Specifically, the last speaking exam took at least 5 hours, which was somewhat tiring for those. The instructors talked about the possibility of a future arrangement for that issue.

2. NUMBER OF WRITING TASKS TO BE EVALUATED

* As several instructors could not complete Task 16 in the Reading & Writing class, the last task may not be evaluated even if students had written it. The feedback should be given, and

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students should not be informed about that issue. The last decision will be of the administrative staff.

3. PROCEDURE FOR INFORMING STUDENTS ABOUT THEIR ATTENDANCE & GRADES

* Normally, students need to take notes of their announced grades or attendance status.

However, since there has been no online system yet, the instructors can inform them about that stuff regularly.

4. SHORT MOVIE CONTEST DAY PROCESS

* The instructors are supposed to get ready on the campus at 9.45 a.m. on the contest day. The attendance will be taken in the conference hall.

5. FINAL EXAM DETAILS

* The final exam will be similar to the mock exam, consisting of 3 listening audios and 3 reading texts, unlike the progress tests. Each skill will last for 45 minutes.

6. FURTHER SUGGESTIONS

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* The attendance status of those who were on the volleyball team was asked by the instructors.

Türkan Hoca informed that instructors are supposed to write them as absent, and they are going to exclude these days from their absenteeism themselves.

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