



**TDS**<sup>®</sup>

*Authorized ExamCenter  
General Implementation  
Training*





---

What are the Requirements to Become an Authorized Exam Center?

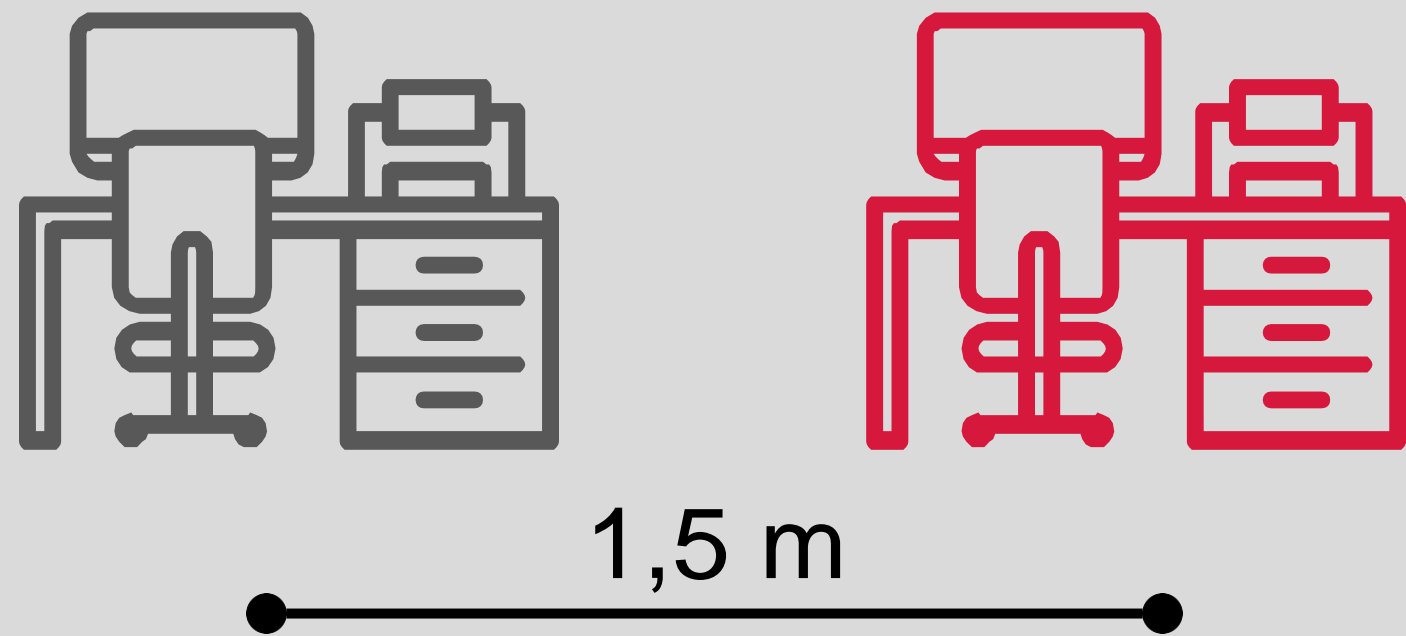




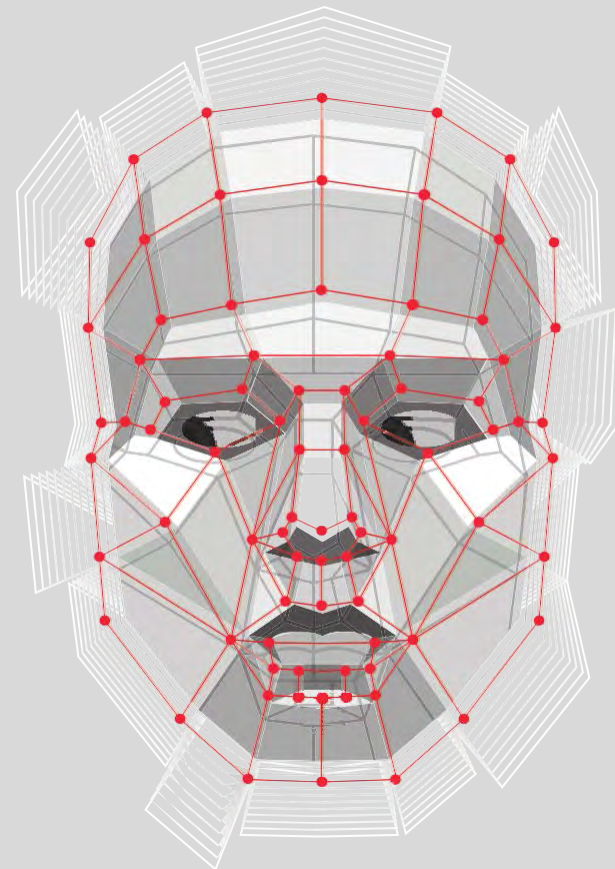
- TDS<sup>®</sup> is an online exam system implemented in a computerized environment. Photographs of the exam center from various angles should be taken and presented to us.
- The inside environment of the exam center should be inspected by controlling it on regular basis.
- It should be ensured that the cameras are mounted correctly with bird's-eye view and the cameras IP numbers are shared for instant follow-up. Also, the exam session should be recorded from the beginning to the end of exam.



- In order to carry out the exam in a correct way, the computers should be compatible with today's technology.
- The exam center should contain at least 6 desktop/laptop computers.
- As hardware, the computers should be assembled/connected with camera, microphone and headphone. The internet speed should not fall below 16Mbps.



- In the exam salon (classroom, laboratory, room etc), there should be a distance of at least 1.5 m between the computer stations and their locations in the environment should be determined appropriately in order to prevent abuse attempts.
- The authorized exam center and the Headquarters should simultaneously exchange information before, during and after the exam and ensure that the exam is conducted properly.



- Applications of the exam candidates should be received utilizing effective communication tools in line with the exam dates determined by the headquarters.
- In the applications received through the authorized exam center, the candidate must fill in the 'TDS<sup>®</sup> Registration Form' and obtain the identity information in accordance with the regulations mentioned in 'Personal Data Protection Law'.
- Candidates should be registered in the system in accordance with the Face Scan feature after reading the 'Registration Instructions' shared by the headquarters.





### (1) GİRİŞ BİLGİLERİ:

Kişisel e-postanızı kullanarak ve kendi şifrenizi oluşturarak kayıt sistemde kayıt yapacaksınız. Bu bilgileri saklayın çünkü daha sonra sisteme ve sınava girmek için kullanacaksınız. Güvenliğiniz için, bu bilgileri başkalarıyla paylaşmayınız. Bunu tamamladıktan sonra 'İleri'ye tıklayınız.

### (2) KİŞİSEL BİLGİLER:

Bu aşamada, hesabınızı sisteme kaydetmek için kişisel bilgilerinizi gireceksiniz. Kaydettiğiniz kişisel bilgiler, pasaport, ulusal veya yabancı kimlik ve benzeri resmi bilgilerinizle aynı olmalıdır.



### (3) İLETİŞİM BİLGİLERİ:

İletişim bilgilerinizi ilgili alanlara giriniz.

### (4) ONAY:

TDS® Sınav Sistemine kaydınızı tamamlamak için aşağıdaki kutuyu tıklayarak "Kullanım Koşulları ve Gizlilik Politikası"nı kabul etmeniz gerekir.

### E-POSTA AKTİVASYONU:

Son aşama olarak, kayıt yaptığınız e-posta hesabınıza gönderilen aktivasyon bağlantısına tıklayınız. Hesabınız sistem tarafından doğrulandığında, kayıt sırasında kullandığınız e-posta ve şifreyi kullanarak hesabınıza giriş yapabilirsiniz.



### (3) İLETİŞİM BİLGİLERİ:

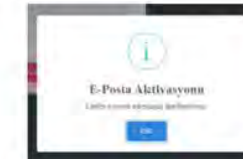
İletişim bilgilerinizi ilgili alanlara giriniz.

### (4) ONAY:

TDS® Sınav Sistemine kaydınızı tamamlamak için aşağıdaki kutuyu tıklayarak "Kullanım Koşulları ve Gizlilik Politikası"nı kabul etmeniz gerekir.

### E-POSTA AKTİVASYONU:

Son aşama olarak, kayıt yaptığınız e-posta hesabınıza gönderilen aktivasyon bağlantısına tıklayınız. Hesabınız sistem tarafından doğrulandığında, kayıt sırasında kullandığınız e-posta ve şifreyi kullanarak hesabınıza giriş yapabilirsiniz.



# Registration Instructions



---

Communication with Headquarter, Exam Content, Cautions





- Candidates who have been referred by headquarter or whose applications have been received through the authorized exam center are informed about the 'exam regulations' before the exam.
- The candidate should be informed about the 'exam code', and it should be conveyed that the code is for one-time use and unique to the relevant exam.



- TDS<sup>®</sup> measures the four language skills at the same exam session having a strong system structure in the background.
- At the start of the exam, the candidate is informed about the exam implementation with short informative video.
- In order to conduct a subjective and transparent measuring for the four language skills, the candidate is further informed with various information during the exam session.



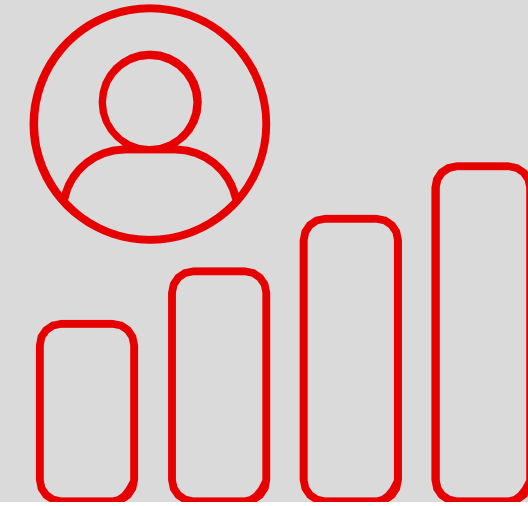


- Information provided to the exam candidate include giving the necessary permissions for the camera and microphone before the exam, the order of the four skills in the exam, the number of questions, informative images, recordings and things to be considered for answering the questions during the exam.



# Placement Test (Level Determination Exam)

Number of Questions and Skill Measurement Sequence

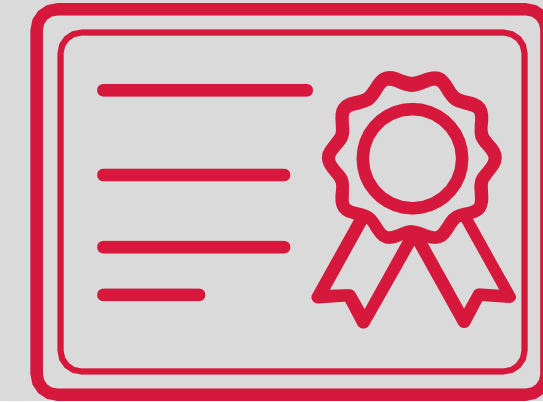


Skill	Number of Questions	Duration
Reading	10 Questions from each level	90 Minutes in Total
Listening	10 Questions from each level	90 Minutes in Total
Writing	2 Tasks from each level	50 Minutes in Total
Speaking	2 Tasks from each level	20 Minutes in Total

The number of questions and the sequence of skill measurement are important information for the exam candidate and needs to be clarified before entering the exam.

## Certificate Exam

Number of Questions and Skill  
Measurement Sequence



Skill	Number of Questions	Duration	Points
Reading	40 Questions	60 Minutes	25 Point
Listening	20 Questions	30 Minutes	25 Point
Writing	2 Tasks	50 Minutes	25 Point
Speaking	2 Tasks	20 Minutes	25 Point

It is the responsibility of the exam center to convey to the exam candidates subjects like **the number of questions and the sequence of skill measurement** in addition to the warnings messages that appear during the exams which are important items for the students.

## Level Completion Exam

Number of Questions and Skill  
Measurement Sequence



Skill	Number of Questions	Duration
Reading	10 Questions	15 Minutes in Total
Listening	10 Questions	15 Minutes in Total
Writing	2 Tasks	50 Minutes in Total
Speaking	2 Tasks	20 Minutes in Total

The process of providing exam candidates with information about the types of exams and the distribution of questions in TDS<sup>®</sup> belongs to the authorized exam center. During the exam process, the candidate should be provided with transparent and effective communication.





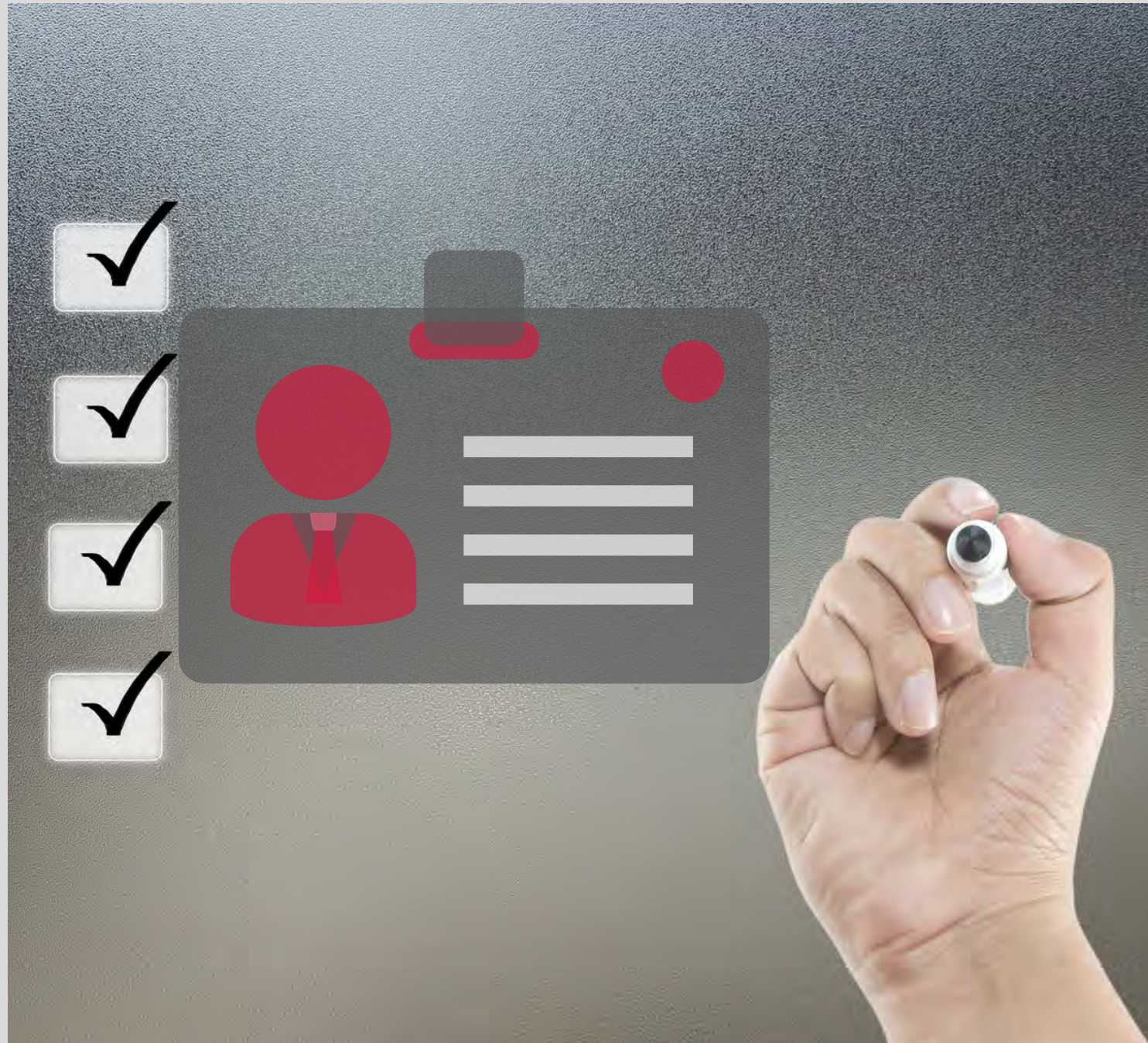
- In speaking skill, answering period starts after the warning sound 'beep sound'.
- It should be shared with the student that when he desires to take notes during the exam that he/she can use the allocated section in the exam interface to take the notes.
- Such information is to be shared before the exam. During the exam, the 'supervisor/proctor' is **not allowed** to intervene unless there is a technical problem.



---

## Supervisors and their Duties





- The supervisor, who is determined by the authorized exam center and notified to the headquarters, should be present at the exam date and time in order to check the equipment.
- Before the exam, the exam center should check the identity information of the exam candidates and matches them with the exam application list shared by the headquarters.





- The exam candidate should be present at the exam center at least 45 minutes before the exact exam time
- The supervisor should inform the exam candidates that entering personnel belongings and materials such as (paper, pens, smart phone, tablet, etc.) into exam center is prohibited it will be subject to be confiscated.

**TDS®**  
TÜRKÇE DİL SINAVI

www.onlinedts.org  
www.turkcedilsinavi.com

Üniversite - Kurum Adı :  
Sınav Tarihi - Saati :

	Adı - Soyadı	Cep Telefonu	E-Posta	Uyruk	Gireceği Sınav Türü	Açıklama
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						
15)						
16)						
17)						
18)						
19)						
20)						

Gözetmen Adı - Soyadı  
İmza



- The information of the exam candidate who is entering the exam in the exam center should be added to the '**Identity Checklist**' and shared with the headquarters before the exam.
- From the moment the exam starts, and except for hardware and technical issues, it should not to interfere with the exam flow in any way, also, it should not to make communication with the exam candidate.
- All positive and negative developments during the exam should be reported to the headquarters at the end of the exam.



*The First and Only Patented  
Online Turkish Language Exam  
in Turkey*