



BİLKENT UNIVERSITY ENGLISH LANGUAGE PREPARATORY PROGRAM

PROFICIENCY IN ACADEMIC ENGLISH EXAM (PAE) STAGE 1 AND 2

prep.bilkent.edu.tr

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The Proficiency in Academic English Exam (PAE) given by the English Language Preparatory Program is administered in two stages. This guide provides detailed information about Stage 1 and 2. Contact information is given below for your questions.

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IMPORTANT INFORMATION RELATED TO PRECAUTIONS TAKEN DURING THE COVID 19 PANDEMIC

The exam rooms have been set up to ensure that there is enough space between each student. However, in order to maintain the highest level of safety, it is essential that you follow the rules given below:

All students taking the PAE exam are required to have a rapid antigen test (Diagnovir). The test will be carried out during the registrations by Bilkent University free of charge. Current Preparatory Program students will be sent the dates they can have the test via e-mail.

- Social distancing must be maintained.
- In order to avoid a crowded atmosphere, you should come alone to the exam - do not bring family members or friends with you.
- Make sure you keep a distance of 1.5 meters from others at all times.
- Because of social distancing there will be long queues to enter the exam buildings - please be patient. You may be directed by the security guards to use another entrance.
- You must not bring a bag with you - there are no facilities for storing your bag. This is very important and must be strictly followed. The University cannot take responsibility for bags that are left unattended outside the building. No exceptions will be made.
- You must not bring a mobile phone with you - there are no facilities for storing your mobile phones.
- Metal detectors are in use and any mobile phone you try to bring into the building will be detected. You cannot enter the exam if you have a mobile phone. This rule is very important and must be followed. No exceptions will be made. If you bring a mobile phone with you, it will have to be left unattended outside the exam building. This rule will be strictly enforced.
- Masks must be worn at all times.
- Masks must not left on the tables or on the floor in the exam rooms.
- Masks must be disposed of in the appropriate waste bins outside the exam buildings.

PROFICIENCY IN ACADEMIC ENGLISH EXAM (PAE) STAGE 1

PAE Stage 1	Date	Time	Place
Announcement of Stage 1 Exam Places	Saturday, 11 September 2021	18:00	The internet*
Stage 1 Exam	Sunday, 12 September 2021	10:10-11:55	Main Campus building and room information will be provided during the registration and on SRS
Announcement of Stage 1 Exam Results	Sunday, 12 September 2021	18:00	The internet*

* <https://stars.bilkent.edu.tr/srs>

IMPORTANT INFORMATION FOR STUDENTS TAKING PAE STAGE1

- Students are required to sit both stages of the PAE Exam. Those who do not take the exams will not be assigned to classes in the English Language Preparatory Program.
 - PAE Stage 1 is a multiple choice exam consisting of 200 questions of different levels of difficulty. The questions are designed to test a student's knowledge of grammar and vocabulary.
 - Each question has five alternatives to choose from. Four wrong answers cancel out one correct answer.
 - Students code their answers onto the optic form provided. Answers written on the question booklet are not acceptable.
 - Students are expected to arrive at the exam building by 09.30 a.m. at the latest
 - Students are not allowed to leave the exam room during the first 30 minutes - 10.10-10.40
 - Students are not allowed to leave the exam room during the last 10 minutes - 11.45-11.55
 - There are no toilet breaks given during the exam
 - Students who arrive later than 10.20 a.m. will not be allowed to take the exam.
 - Students should bring the following documents with them:
 - Exam entrance slip issued during registration (for 2021 entry students only);
 - The exam entrance slip given during the antigen test is for 2021 registered students.
 - Bilkent University Student IDs issued during registration;
 - An official ID card (the National ID Card, Driver's License, or Passport)
 - Students are NOT allowed to enter the exam building with cell phones, electronic devices, watches, or personal belongings like bags. Students are advised not to bring any of these articles with them.
 - A pencil, eraser and sharpener will be provided by the university. Therefore, students do not need to bring their own stationery.
 - Students who pass PAE Stage 1 are eligible to sit PAE Stage 2 Part A
- PAE Stage1 results will be announced on the internet*at 18:00 on the day of the exam.**

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PAE STAGE 2 PART A AND PART B

PAE Stage 2 Part A consists of the following sections: Reading, Grammar, Vocabulary and Listening.

PAE Stage 2 Part B consists of Writing and Speaking exams.

PAE Stage 2 Part A and B exams are administered on different days. Detailed information is given below.

PAE Stage 2 Part A and Part B	Date	Time	Place
Announcement of Stage 2 Part A Places	Sunday, 12 September 2021	18:00	Information about the campus, building and room number will be on the internet*
Stage 2 Part A Exam	Monday, 13 September 2021	09:30-12:25	Information about the campus, building and room number will be on the internet*
Announcement of Stage 2 Part A Exam Results	Monday, 13 September 2021	19:00	The internet*
Announcement of Stage 2 Part B (Writing and Speaking) Places	Monday, 13 September 2021	19:00	Information about the campus, building and room number will be on the internet*
Stage 2 Part B Writing Exam	Tuesday, 14 September 2021	09:30-11:10	Information about the campus, building and room number will be on the internet*
Stage 2 Part B Speaking Exam	September 14, 15, 16 2021	-	Information about the campus, building and room number will be on the internet*
Announcement of Stage 2 Part B Exam Results	16 September 2021	-	The internet*

* <https://stars.bilkent.edu.tr/srs>

IMPORTANT INFORMATION FOR STUDENTS TAKING PAE STAGE 2 PART A

- Students who pass PAE Stage 1 are eligible to sit PAE Stage 2 Part A.
- Stage 2 Part A consists of four sections (Reading, Grammar, Vocabulary and Listening). The exam is designed for students at B2 level in English.
- All the sections contain multiple-choice questions. Each multiple choice question has five options. Four wrong answers cancel out one correct answer.
- Students code their answers onto the optic form provided. Answers written on the question booklets are not acceptable.
- Students are expected to be in the exam room at 09.15 at the latest.
- Students who arrive later than 09.45 will not be allowed to take the exam.
- Students should bring the following documents with them:
 - Bilkent University Student IDs issued during registration;
 - An official ID card (the National ID Card, Driver's License, or Passport)
 - Exam Entrance Slip (for 2021 entry students only)
- Students are NOT allowed to enter the exam building with cell phones, electronic devices, watches, or personal belongings like bags. Students are advised not to bring any of these articles with them.
- A pencil, eraser and sharpener will be provided by the university. Therefore, students do not need to bring their own stationery.

IMPORTANT INFORMATION FOR STUDENTS TAKING PAE STAGE 2 PART B

- Students who pass PAE Stage 2 Part A are eligible to sit PAE Stage 2 Part B.
- Stage 2 Part B consists of two sections (Writing and Speaking).
- Students are expected to be in the exam room at 09.15 at the latest for the writing exam.
- Students who arrive later than 09.45 will not be allowed to take the writing exam.
- Students should bring the following documents with them:
 - Bilkent University Student IDs issued during registration;
 - An official ID card (the National ID Card, Driver's License, or Passport)
 - Exam Entrance Slip (for 2021 entry students only)
- Students are NOT allowed to enter the exam building with cell phones, electronic devices, watches, or personal belongings like bags. Students are advised not to bring any of these articles with them.
- Students should only bring a pen with them to the exam.

INFORMATION ABOUT PAE STAGE 2 PART A

PAE Stage 2 Part A consists of four sections: Reading, Grammar, Vocabulary and Listening.

Reading, Grammar and Vocabulary Exam (1 hour and 45 minutes):

The reading exam has three parts made up of a number of reading texts and all questions are multiple-choice. The reading texts vary in length. The aim of the reading exam is to assess the students' ability to comprehend main ideas, read for supporting detail, specific information, follow text coherence, make inferences and guess the meaning of vocabulary from context.

The grammar exam consists of two texts and all questions are multiple-choice.

The vocabulary exam consists of two texts and all questions are multiple-choice.

The answers are coded directly onto the optic form.

Listening Exam (55 minutes):

The listening exam has two sections. Each listening text is listened to once only. In the first section, the aim is to assess students' ability to understand supporting information, and specific details and make inferences while listening. Students are expected to answer multiple choice questions as they listen to different dialogues. In the second section, the aim is to assess students' ability to understand main ideas, supporting detail and specific information, and make inferences. Students take notes while listening to a lecture and then are given 15 minutes to answer multiple-choice questions which are distributed after the lecture has finished.

Time is given at the end of the listening section to transfer answers to the optic form.

INFORMATION ABOUT PAE STAGE 2 PART B

PAE Stage 2 Part B consists of two sections: Writing and Speaking.

Writing Exam - Tasks 1 and 2 (1 hour and 35 minutes):

In the first part of the writing exam, students are given a reading text and a prompt based on the text. They are expected to write a paragraph of approximately 150 words responding to the prompt.

In the second part of the writing exam, students are given two topics and asked to choose one and write a 350-word essay on the topic they have chosen.

Speaking Exam (approximately 7 minutes)

The speaking exam consists of a conversation between the student and the assessor. The exam is recorded.

For further information on the speaking exam and practice materials for the other sections of the PAE exam, please visit: <https://busel-moodle.bilkent.edu.tr/pae>

Bilkent University reserves the right to modify PAE Stage 1 and 2 exams without prior notice.

PAE STAGE 2 PART A
Monday, 13 September 2021

EXAM SCHEDULE

Students who arrive later than 09.45 will not be allowed to take the exam.

08:30-09:15	ID check at the entrance to the building(s)
09:15-09:25	-ID check in the classroom -Distribution of the Reading, Grammar and Vocabulary optic forms
09:25-09:30	-Distribution of the Reading, Grammar and Vocabulary booklets -Explanation of the Reading, Grammar and Vocabulary sections
09:30-11:15	Reading, Grammar and Vocabulary Exam (1 hour and 45 minutes) (The answers are coded directly on the optic form)
11:15-11:20	Collection of the Reading, Grammar and Vocabulary booklets and the optic forms
11:20-11:25	-Distribution of the Listening booklets -Explanation of the Listening section
11:25-12:20	Listening Exam (55 minutes)
11:25-11:40	Students answer while listening (Listening 1)
11:40-11:55	Students listen and take notes (Listening 2)
11:55-12:10	-Distribution of the Listening question booklets -Students answer Listening 2 questions
12:10-12:20	-Distribution of the Listening optic forms -Students transfer Listening 1 and 2 answers to the optic form
12:20-12:25	Collection of the Listening booklets, question booklets and the optic forms
12:25	End of the exam

Exam results will be available on the following website on **Monday, 13 September 2021 at 19:00**<https://stars.bilkent.edu.tr/srs>

PAE STAGE 2 PART B
Tuesday, 14 September 2021

WRITING EXAM SCHEDULE

Students who arrive later than 09.45 will not be allowed to take the exam.

08:30-09:15	ID check at the entrance to the building(s)
09:15-09:25	ID check in the classroom
09:25-09:30	-Distribution of Writing Part 1 and Part 2 booklets -Explanation of Writing Part 1 and Part 2
09:30-11:05	Writing 1 and 2 Exam (1 hour and 35 minutes)
11:05-11:10	Collection of Writing Part 1 and Part 2 booklets
11:10	End of the exam

Exam results will be available on the following website on **16th September 2021**<https://stars.bilkent.edu.tr/srs>

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PAE STAGE 2 PART B SPEAKING EXAM
September 14, 15, 16, 2021

Proficiency in Academic English Exam (PAE) Stage 2 Part B Speaking Exam	Date	Time	Place
Speaking Exam Announcement of place, time and date	Monday, 13 September 2021	19:00	Information about the campus, building and room number will be on the internet*

* <https://stars.bilkent.edu.tr/srs>

**IMPORTANT INFORMATION FOR STUDENTS TAKING
PAE STAGE 2 PART B SPEAKING EXAM**

- Students who pass the Proficiency in Academic English Exam (PAE) Stage 2 Part A are eligible to sit Stage 2 Part B Speaking exam.
- Students should bring the following documents with them:
 - Bilkent University Student IDs issued during registration;
 - An official ID card (the National ID Card, Driver's License, or Passport)
 - Exam Entrance Slip (for 2021 entry students only)
- Only those students who have their Bilkent University ID Card can enter the speaking exam.
 - Students who do not have a Bilkent University ID card are required to obtain a 'Student Identification Document with Photograph' from the Registrar's Office before the exam date in order to be eligible to take the speaking exam.
 - Students who do not have their Bilkent University Student ID card, or a 'Student Identification Document with Photograph' 'issued by the Registrar's Office will not be permitted to take the speaking exam.
- Students who do not take the speaking exam will receive a 'ZERO' for the speaking part of the PAE Exam.
- Students are required to be present in front of the speaking exam room 10 minutes before their exam time.

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2021-2022 ACADEMIC YEAR PERIOD 1 INFORMATION

Students are required to sit both stages of the Proficiency in Academic English Exam (PAE). Those who do not take the exams will not be assigned to classes in the English Language Preparatory Program.

Students who are not successful in the PAE Stage 1 and Stage 2 will be enrolled in the English Language Preparatory Program.

Below are the scheduled announcement dates for the levels and courses of those students enrolled in the English Language Preparatory Program, as well as the start date of classes.

Announcement of level and course information over the internet*:

19 September, 2021 (18:00)

*<https://stars.bilkent.edu.tr/srs>

Period 1 course start dates and times:

PREP 111 (Elementary) PREP 121 (Pre-intermediate) PREP 131 (Intermediate) PREP 141 (Upper-intermediate)	20 September 2021 (08:30)
PREP 155 (Pre-faculty)	20 September 2021 (08:30)

Students are required to attend 100% of their courses in the English Language Preparatory Program. Students may be absent up to a limit of 10% of their classes. No absence, for whatever reason, is accepted beyond the 10% limit, with or without documentation. Attendance records are kept as of the first class hour.

For further information about the English Language Preparatory Program, please go to <http://prep.bilkent.edu.tr>