



BİLKENT UNIVERSITY ENGLISH LANGUAGE PREPARATORY PROGRAM

PROFICIENCY IN ACADEMIC ENGLISH EXAM (PAE)

STAGE 1 AND 2 GUIDE

prep.bilkent.edu.tr

SEPTEMBER 2023

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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GENERAL REMINDERS

- You must not bring a bag or any other personal belongings with you; there are no facilities for storing your personal belongings. This is very important and must be strictly followed. The University cannot take responsibility for personal belongings that are left unattended. No exceptions will be made.
- You must not bring a mobile phone with you; there are no facilities for storing your mobile phones. This is very important and must be strictly followed. The University cannot take responsibility for mobile phones that are left unattended. No exceptions will be made.
- Metal detectors are in use and any mobile phone you try to bring into the exam building will be detected. You cannot enter the exam building if you have a mobile phone. This rule is very important and will be strictly enforced. There are no facilities for storing your mobile phones. If you bring a mobile phone with you, it will have to be left unattended. The University cannot take responsibility for mobile phones that are left unattended. No exceptions will be made.
- Only those students who have their Bilkent University ID Card can enter the PAE 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 dates in order to be eligible to take the 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 admitted to the exam.

PROFICIENCY IN ACADEMIC ENGLISH EXAM (PAE) STAGE 1

PAE Stage 1	Date	Time	Place
Announcement of Stage 1 Exam Places	Sunday, 3 September 2023	18.00	The webpage*
Stage 1 Exam	Monday, 4 September 2023	10.10-11.55	East Campus Information about the building and room number will be provided during the registration and on the webpage*.
Announcement of Stage 1 Exam Results	Monday, 4 September 2023	18.00	The webpage*

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

IMPORTANT INFORMATION FOR STUDENTS TAKING PAE STAGE 1

- 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 options. Penalty for guessing is 0.25 points for each wrong 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 2023 entry students only);
 - Bilkent University student ID card 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 personal belongings such as mobile phones, electronic devices, watches or bags. Students are advised not to bring any of these articles with them.
- A pencil, eraser and sharpener will be provided by the University. 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 Stage 1 results will be announced on the webpage* at 18.00 on the day of the exam.

PAE STAGE 1
Monday, 4 September 2023

EXAM SCHEDULE

Students who arrive later than **10.20** will not be allowed to take the exam.

- 09.00 - 09.55** ID check at the entrance to the building(s)
- 09.55 - 10.05** -ID check in the classroom
-Distribution of the optic forms
- 10.05 - 10.10** -Distribution of the exam booklets
-Explanation of the exam
- 10.10 - 11.55** **Exam (1 hr 45 min)**
(The answers are coded directly on the optic form)
- 11.55 - 12.00** Collection of the exam booklets and the optic forms
- 12.00** **End of the exam**

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 Exam Places	Monday, 4 September 2023	18.00	Information about the building and room number will be on the webpage*.
Stage 2 Part A Exam	Tuesday, 5 September 2023	09.30-12.25	East Campus Information about the building and room number will be on the webpage*.
Announcement of Stage 2 Part A Exam Results	Tuesday, 5 September 2023	19.00	The webpage*
Announcement of Stage 2 Part B Writing Exam Places	Tuesday, 5 September 2023	19.00	Information about the building and room number will be on the webpage*.
Announcement of Stage 2 Part B Speaking Exam Places, Dates and Times	Tuesday, 5 September 2023	19.00	Information about the building and room number will be on the webpage*
Stage 2 Part B Writing Exam	Wednesday, 6 September 2023	09.30-11.10	East Campus Information about the building and room number will be on the webpage*.
Stage 2 Part B Speaking Exam	Wednesday, Thursday and Friday 6, 7, 8 September 2023	Information about the time of the exam will be on the webpage*.	East Campus Information about the building, room number, date and time will be on the webpage*.
Announcement of Stage 2 Part B Exam Results	Monday, 11 September 2023	09.00	The webpage*

* <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. Penalty for guessing is 0.25 points for each wrong 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 09.40 will not be allowed to take the exam.
- Students are not allowed to leave the exam room during the exam.
- There are no toilet breaks given during the exam.
- Students should bring the following documents with them:
 - Exam entrance slip issued during registration (for 2023 entry students only);
 - Bilkent University student ID card 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 personal belongings such as mobile phones, electronic devices, watches or 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 2 Part A are eligible to sit PAE Stage 2 Part B.

PAE Stage 2 Part A results will be announced on the following website on Tuesday, September 5, 2023 at 19.00:

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

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).

Writing Exam

- Students are expected to be in the exam room at 09.15 at the latest for the writing exam.
- Students who arrive later than 09.40 will not be allowed to take the exam.
- Students are not allowed to leave the exam room during the first 30 minutes (09.30-10.00)
- Students are not allowed to leave the exam room during the last 10 minutes - 10.55-11.05
- There are no toilet breaks given during the exam.
- Students should bring the following documents with them:
 - Exam entrance slip issued during registration (for 2023 entry students only);
 - Bilkent University student ID card 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 personal belongings such as mobile phones, electronic devices, watches, or bags. Students are advised not to bring any of these articles with them.
- Students should only bring a pen with them to the exam.

Speaking Exam

- Students are expected to be present in front of the exam room 10 minutes before their exam time.
- Students should bring the following documents with them:
 - Exam entrance slip issued during registration (for 2023 entry students only);
 - Bilkent University Student IDs issued during registration;
 - An official ID card (the national ID card, driver's license, or passport).

PAE Stage 2 Part B results will be announced on the following website on Monday, September 11, 2023 at 09.00:

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

INFORMATION ABOUT PAE STAGE 2 PART A

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

All the sections contain multiple-choice questions as indicated below. The answers are coded directly onto the optic form.

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 students' ability to understand main ideas, supporting details and 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.

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 details and specific information 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 details 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
Tuesday, 5 September 2023

EXAM SCHEDULE

Students who arrive later than **09.40** 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 2 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

PAE Stage 2 Part A results will be announced on the following website on Tuesday, September 5, 2023 at 19.00:

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

PAE STAGE 2 PART B
Wednesday, 6 September 2023

WRITING EXAM SCHEDULE

Students who arrive later than **09.40** 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

PAE Stage 2 Part B results will be announced on the following website on Monday, September 11, 2023 at 09.00:

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

2023-2024 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 on the webpage*:

12 September 2023

*<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) PREP 155 (Pre-faculty)	13 September 2023, Wednesday (08.30)
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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>