

## International Language Examinations Centre & Courses Coordination Office: Role Description

Our School is authorised to administer PTE Academic and TOEFL iBT examinations, which are internationally recognised and deemed equivalent to foreign-language examinations administered by the Council of Higher Education (YÖK). The International Language Examinations Centre & Courses Coordination Office primarily undertakes the planning, preparation, test administration and course-programme services required for these examinations to be conducted at our School.

### Duties and Responsibilities of the Office

1. Conduct correspondence and maintain all communication with the examination providers and relevant officials.
2. Create and monitor the examination calendar.
3. Oversee and maintain all computers in the test centre, the CCTV security system and the auxiliary devices used during testing (webcams, palm-scan devices, electronic signature pads).
4. Carry out periodic security and system updates for all test-centre computers via Pearson VUE and the TC Portal.
5. Promptly notify the relevant provider of any technical issues that may arise on test-centre computers before, during or after a test session, and take the actions required for resolution.
6. Renew, at specified intervals, the test administrator/proctor authorisations of staff assigned to the test centre by ensuring completion of the providers' online certification assessments.
7. Offer courses within our School (e.g., General English, YDS-YÖKDİL Fundamentals, Academic Speaking and Presentation Skills, English for Children, etc.).
8. Record meetings held within the Office and inform the SFL Directorate of the decisions taken.

### Pre-exam Responsibilities

9. Arrive at the test centre at least one hour before the scheduled examination time and prepare the test room and test computers.

10. Admit candidates individually to the check-in area, observing all security procedures; verify identity and test details; and complete biometric verification (taking a photograph, palm scan and electronic signature).
11. Provide candidates with general information about the examination and explain the rules to be observed.
12. Escort candidates to the test room and complete on-terminal identity verification at the workstations.

#### Responsibilities During the Examination

13. Continuously monitor the test-room security cameras.
14. Assist candidates with any technical issues and, where necessary, contact the examination provider.
15. Re-perform biometric verification when candidates take breaks.

#### Post-exam Responsibilities

16. Re-perform biometric verification for candidates who have completed the examination.
17. Run the required programmes and procedures on the administrator workstation at the end of the session and ensure successful upload of candidates' examinations to the system.
18. Prepare incident reports on any issues encountered during the examination and promptly submit them to the relevant examination provider.
19. Record and archive the documents signed by candidates prior to the examination.