

FIRAT UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ASSESSMENT AND EVALUATION POLICY

Purpose

The Firat University School of Foreign Languages Assessment and Evaluation Committee adopts as a fundamental principle the fair, transparent, reliable, and valid assessment of students' knowledge, skills, and competences in foreign language education in accordance with scientific principles of assessment and evaluation. The Committee aims to conduct assessment and evaluation processes in alignment with national and international standards and to contribute to the continuous improvement of the quality of education and instruction.

Basis

This policy has been prepared on the basis of the following principal frameworks and regulations:

- Council of Higher Education (YÖK) quality assurance and assessment and evaluation principles in higher education,
- Turkish Higher Education Quality Council (YÖKAK) Institutional Accreditation and Program Evaluation criteria,
- Common European Framework of Reference for Languages (CEFR), Companion Volume (2020),
- Turkish Qualifications Framework for Higher Education (TYYÇ),
- Firat University Regulations on Associate and Undergraduate Education, Teaching and Examinations, and the relevant directives and implementation principles of the School of Foreign Languages.

Core Principles

The Firat University School of Foreign Languages Assessment and Evaluation Committee operates in accordance with the following principles:

1. Validity and Reliability

All examinations and assessment instruments are developed to be aligned with the intended learning outcomes, compliant with scientific principles of assessment and evaluation, and valid and reliable.

2. CEFR-Based Assessment

Program learning outcomes and examination content are prepared on the basis of the proficiency descriptors of the Common European Framework of Reference for Languages (CEFR). Students' language proficiency is assessed in a manner comparable with international standards.

3. Alignment with Learning Outcomes

All examinations are prepared in line with program outcomes, course learning outcomes, and instructional objectives. Each skill assessed is expected to represent the program objectives.

4. Balanced Assessment of the Four Language Skills

Assessment instruments are designed to assess the following skills:

- Reading,
- Listening,
- Writing,
- Speaking,

as well as grammar, vocabulary, and pronunciation in a balanced manner.

Achievement in the Preparatory Program shall be assessed as follows:

Module	Assessment Type	Weight	No.	Content
Pre-A1	Progress Test (Midterm)	%30	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	End-of-Course Test (Final)	%40	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	Online Portfolio	%10	1	This includes assignments prepared on the basis of the learning outcomes for each unit in the coursebook-based online platform. A submission deadline will be set for the assignments, and the assessment result will be obtained through the system at the end of the module.

	Speaking Portfolio	%10	1	Students will be given an assignment in the 4th and 8th weeks of the module to assess oral communication skills determined in accordance with the learning outcomes. These assignments, which will be specified and announced in the syllabi, will be prepared by students and submitted to the instructor. They will be assessed by the instructor responsible for the course using a rubric.
	Writing Portfolio	%10	1	This assessment will be carried out by the instructor responsible for the course with support from an online AI application. The writing activity at the end of each unit in the coursebook will be completed in class under the instructor's supervision. The resulting work will be uploaded to the application, stored as part of the portfolio, and assessed using the rubric in the application.
A1	Progress Test (Midterm)	%30	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	End-of-Course Test (Final)	%40	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	Online Portfolio	%10	1	This includes assignments prepared on the basis of the learning outcomes for each unit in the coursebook-based online platform. A submission deadline will be set for the assignments, and the assessment result will be obtained through the system at the end of the module.

	Speaking Portfolio	%10	1	Students will be given an assignment in the 4th and 8th weeks of the module to assess oral communication skills determined in accordance with the learning outcomes. These assignments, which will be specified and announced in the syllabi, will be prepared by students and submitted to the instructor. They will be assessed by the instructor responsible for the course using a rubric.
	Writing Portfolio	%10	1	This assessment will be carried out by the instructor responsible for the course with support from an online AI application. The writing activity at the end of each unit in the coursebook will be completed in class under the instructor's supervision. The resulting work will be uploaded to the application, stored as part of the portfolio, and assessed using the rubric in the application.
A2	Progress Test (Midterm)	%30	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	End-of-Course Test (Final)	%40	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	Online Portfolio	%10	1	This includes assignments prepared on the basis of the learning outcomes for each unit in the coursebook-based

				online platform. A submission deadline will be set for the assignments, and the assessment result will be obtained through the system at the end of the module.
	Speaking Portfolio	%10	1	Students will be given an assignment in the 4th and 8th weeks of the module to assess oral communication skills determined in accordance with the learning outcomes. These assignments, which will be specified and announced in the syllabi, will be prepared by students and submitted to the instructor. They will be assessed by the instructor responsible for the course using a rubric.
	Writing Portfolio	%10	1	This assessment will be carried out by the instructor responsible for the course with support from an online AI application. The writing activity at the end of each unit in the coursebook will be completed in class under the instructor's supervision. The resulting work will be uploaded to the application, stored as part of the portfolio, and assessed using the rubric in the application.
B1	Progress Test (Midterm)	%25	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	End-of-Course Test (Final)	%35	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	Online Portfolio	%10	1	This includes assignments prepared on the basis of the learning outcomes for each unit in the coursebook-based

				online platform. A submission deadline will be set for the assignments, and the assessment result will be obtained through the system at the end of the module.
	Presentation	%10	1	The presentation will be delivered once in the 6th week of the module and will be based on the topics specified in the syllabus. It will be assessed by the instructor responsible for the course using a rubric.
	Writing Portfolio	%10	1	This assessment will be carried out by the instructor responsible for the course with support from an online AI application. The writing activity at the end of each unit in the coursebook will be completed in class under the instructor's supervision. The resulting work will be uploaded to the application, stored as part of the portfolio, and assessed using the rubric in the application.
	Speaking Exam	%10	1	This assessment will be administered in the final week of the module and aims to assess students' speaking skills. It will cover the learning outcomes of all units studied throughout the module and will be scored using a rubric.
B1+	Progress Test (Midterm)	%25	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	End-of-Course Test (Final)	%35	1	This assessment will be administered in the fourth week of the module and aims to measure students' proficiency in listening, reading, and writing, as well as vocabulary and grammar, based on the coursebook. The assessment will cover the learning outcomes of the units studied during the first four weeks.
	Online Portfolio	%10	1	This includes assignments prepared on the basis of the learning outcomes for each unit in the coursebook-based

				online platform. A submission deadline will be set for the assignments, and the assessment result will be obtained through the system at the end of the module.
	Presentation	%10	1	The presentation will be delivered once in the 6th week of the module and will be based on the topics specified in the syllabus. It will be assessed by the instructor responsible for the course using a rubric.
	Writing Portfolio	%10	1	This assessment will be carried out by the instructor responsible for the course with support from an online AI application. The writing activity at the end of each unit in the coursebook will be completed in class under the instructor's supervision. The resulting work will be uploaded to the application, stored as part of the portfolio, and assessed using the rubric in the application.
	Speaking Exam	%10	1	This assessment will be administered in the final week of the module and aims to assess students' speaking skills. It will cover the learning outcomes of all units studied throughout the module and will be scored using a rubric.

5. Fairness and Transparency

All examination processes are conducted in accordance with the following principles:

- equality,
- impartiality,
- ethical principles,
- confidentiality,
- accountability.

All stages of the process are carried out in compliance with these principles.

6. Standardization

Regular standardization meetings are held, particularly for writing and speaking examinations, to increase consistency among raters; rating scales (rubrics) are used.

7. Continuous Improvement

Examination results are analyzed not only to determine achievement grades, but also for the following purposes:

- improving the curriculum,
- updating materials,
- improving teaching methods,

- identifying students' learning needs.

The results are also used to support these improvement processes.

8. Data-Based Decision-Making

Item analysis, achievement distributions, discrimination indices, difficulty indices, and other statistical analyses are conducted regularly to monitor examination quality.

9. Digitalization and Innovation

Where appropriate, digital assessment tools, online assessment systems, and secure examination technologies are used in assessment and evaluation processes.

10. Inclusiveness and Accessibility

Equality of opportunity is ensured in assessment and evaluation practices; necessary accommodations are made for students with special needs in accordance with applicable legislation.

Core Responsibilities of the Committee

The Assessment and Evaluation Committee is responsible for:

- developing the Preparatory Program and Exemption/Proficiency Examinations according to scientific criteria,
- preparing examination specifications,
- ensuring the content and construct validity of assessment instruments,
- developing rating scales for writing and speaking examinations,
- creating and updating an item bank,
- ensuring examination security,
- statistically analyzing examination results,
- organizing in-service training on assessment and evaluation for academic staff,
- working in coordination with curriculum development activities,
- regularly reviewing assessment and evaluation processes within the quality assurance system.

The Committee is accountable for carrying out these responsibilities.

Quality Assurance

The Committee conducts assessment and evaluation processes within the Plan–Do–Check–Act (PDCA) cycle. Feedback from students, academic staff, and stakeholders is regularly evaluated, and examination processes are continuously improved in light of the data obtained. In this context, evidence-based decision-making is adopted in accordance with the YÖKAK quality assurance approach.

Ethical Principles

Committee members perform their duties in accordance with the following principles:

- academic integrity,
- confidentiality,
- impartiality,
- transparency,
- accountability,
- protection of personal data.

They perform their duties in adherence to these principles.

Final Provision

This policy constitutes the fundamental framework for all activities of the Firat University School of Foreign Languages Assessment and Evaluation Committee. The policy is reviewed at regular intervals in light of national and international developments and quality assurance practices in higher education and is updated when necessary.

Key References

1. **Council of Higher Education (YÖK)** – Principles of quality and education and instruction in higher education.
2. **Turkish Higher Education Quality Council (YÖKAK)** – Institutional Accreditation Program Criteria.
3. **Council of Europe (2020)**. *Common European Framework of Reference for Languages (CEFR): Companion Volume*.
4. **Turkish Qualifications Framework for Higher Education (TYYÇ)**.
5. **European Association for Language Testing and Assessment (EALTA)**. *Guidelines for Good Practice in Language Testing and Assessment*.
6. **Association of Language Testers in Europe (ALTE)**. *Principles of Good Practice*.

Beyond serving merely as a policy document, this text has been prepared in language consistent with the quality assurance terminology expected in YÖKAK external evaluation and institutional accreditation processes and is aligned with current international principles of language testing and assessment.