



<b>Meeting Type</b>	<b>Level Head Meeting</b>	<b>Date</b>	February 13, 2024
<b>Venue</b>	SDU SFL Testing Office	<b>Time</b>	13.15
<b>Attendees</b>	Prep School Level Head Instructors of C level & Testing Office Coordinator	<b>Missing Attendees</b>	None
<b>Moderator</b>	Testing Office Coordinator Y [ ] K [ ]	<b>Next Meeting</b>	
<b>Agenda</b>	<ul style="list-style-type: none"> <li>Procedures to foster the reliability and validity of 3<sup>rd</sup> Midterm Exam</li> </ul>		
<b>Decisions/ action steps</b>	<ul style="list-style-type: none"> <li>Identification of main members of the courses – based on the course hours they have in each course. LS: G [ ] (12), Dr. C [ ] (12), E [ ] (6), M [ ] (8) - (*E [ ] has also 6 hours in A LS and 4 hours in C GR) GR: E [ ] (12), E [ ] (4), S [ ] (4) - (* Selma Çiçek has also 10 hours in A LS) RW: B [ ] (18), G [ ] (16), C [ ] (6) MC: A [ ] (16), Y [ ] (12), K [ ] (12)</li> <li>Involvement of all main members within the committee for question preparation and control.</li> <li>Cross-checks within the committee conducted by the committee head instructors and cross-checks among committees conducted by Testing Office.</li> <li>Submission of the questions to Testing Office until the [ ] 2024.</li> <li>Preparatory exercises including question types to be conducted in advance during class (Reading, listening, grammar, vocabulary practices– and demo exams for speaking and writing).</li> <li>Sharing of the exam content (number of questions, topics and question instructions) with students by the class instructors before the exam.</li> <li>Fair and balanced distribution of all covered exam topics -preparation of the specification table.</li> <li>Balanced distribution of question difficulty levels (B2+): Very Easy, Easy, Moderate, Difficult, Very Difficult. Ensuring diversity of question types.</li> <li>Sending question writing format to Head Instructors via email by Testing Office.</li> <li>If AI is used, specifying profile details such as student level and age in the prompt.</li> <li>Single blank per question in sentence-based questions. (Providing sufficient context)</li> <li>Conducting benchmarking studies for Speaking and Writing. Receiving feedback on Rubric.</li> <li>Explanation of exam materials by Writing and Speaking Head Instructors to raters through a meeting. (online or face to face)</li> <li>Listening exam: Silent reading time before each listening section.</li> <li>Classification of common mistakes during Speaking (Vocabulary, Grammar, Pronunciation)</li> <li>Aligning the speaking exam feedback on the rubric with the given grade.</li> <li>Giving writing exam feedback in the classroom after the exam week.</li> </ul>		
<b>Minute Taker</b>	Y [ ]		