

Rector's Order No. 13/2021 (XI.19.)/R
on the procedure of examinations in the 1st (autumn) semester of the academic year
2021/2022

With regard to the state of health crisis declared in Government Decree 283/2020 (17 June) introducing a state of epidemiological preparedness, in accordance with Government Decree 27/2021 (29 January) on the declaration of a state of emergency and the entry into force of emergency measures and Government Decree 484/2020 (10 November) on the second phase of protective measures applicable during the period of state of danger, in compliance with the provisions of Article 32 (1) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), I hereby issue the following order in the interests of the regular and efficient operation of the University:

1. Preamble

1 § This order aims at the elimination of the consequences of the SARS-CoV-2 coronavirus causing massive disease outbreaks endangering life and property, and the protection of health and lives of the university citizens in accordance with the decrees issued by the Government. Considering the state of danger declared for the prevention of COVID-19 pandemic and the “Sectoral recommendation for starting the academic year 2021/2022 during the state of health crisis” issued by the State Secretary for Higher Education, Innovation and Vocational Training of the Ministry of Innovation and Technology, it is the responsibility of all university citizens to comply with the following provisions of the present order issued on the possible ways and methods of examinations and performance assessments in the examination period of the 1st (autumn) semester of the academic year 2021/2022.

2. The Scope of the Order

2 § The order covers all organizational units and citizens of the University including students having student status and persons employed under employment contract or in the form of any other work-related legal relationship.

3. Rules for Organizing and Carrying Out Examinations

3 § The order covers all types and methods of examinations – with the exception of **final examinations** – including oral exams, comprehensive exams and basic examinations.

4 § The current ways and methods of the assessments and examinations, in case of every subject and course offered in the 2. (spring) semester of the academic year 2010/2021, should be announced by the head of the faculty, as defined in Article 60 of the Academic and Exam Regulation, Part III Student's Requirement System of the University's Rules for Organisation and Operation.

5 § According to the accepted Academic Calendar 2021/2022 the examination period is as follows:

18 December 2021 (Saturday) – 5 February 2022 (Saturday)
18 December 2021 (Saturday) – 28 January 2022 (Friday) for doctoral studies

Start of registration for the exams

- Faculty of Humanities and Social Sciences: 26 November 2021 (Friday), 8:00
- Faculty of Law: 29 November 2021 (Monday), 9:00

- Faculty of Pedagogy: 26 November 2021 (Friday), 18:00
- Faculty of Social Studies and Health Sciences: 29 November 2021 (Monday), 11:00
- Faculty of Theology: 29 November 2021 (Monday), 11:00

6 § The head of the faculty shall ensure that all exam dates are to be announced in the Neptun Education Administration System by the deadline given by the faculty, at least 3 weeks before the end of the study period (the study period ends on 18 December 2021), as laid down in Articles 64-65 of the Academic and Exam Regulation. Accordingly, all the exam dates and places, the names of the examiners conducting the exams, the date and method of applying to take the examination, the date, time and location where the results of the examinations are published, the opportunity to retake the examination should be determined in the usual manner applied by the faculty.

7 § The head of the faculty is authorized to make provisions for the eventual postponement of oral examinations or the oral part of complex examinations to be held before an examination board (e.g. comprehensive examinations) to the next semester with careful consideration of the special characteristics of the relevant study programmes. The authorization does not apply to the examinations of the graduating students.

8 § Taking into consideration the current epidemiological situation, all exams – oral or written – may be implemented face-to-face or online. The examinee (student) may participate at the examination exclusively through an electronic device. It is the students' responsibility and obligation to provide the technical conditions (computing devices, internet connection, etc.) necessary for the participation in the online exam. A mobile phone application (app) is available for any oral examination interface, thus the examination can be conducted without a microphone or camera. The rules of the intended application of Microsoft Office 365 provided by the University are prescribed in 7/2020. (VII.1.)/R Rector's Order.

9 § The online examinations – both written and oral – may be conducted by using the following methods specified in the present order:

<i>ASSESSMENT IN WRITING</i>			
	<i>TYPE OF EXAMS</i>	<i>INTERFACE</i>	<i>ID CODE</i>
1.	TEST	MOODLE „test”– WITH TIME LIMIT¹ can be used for tests (choose the correct answer, gap-filling, true/false, matching) with automatic evaluation, results can be seen by lecturer-student https://moodle.kre.hu/login/index.php	1.1
		MOODLE „test”– WITHOUT TIME LIMIT can be used for a set of test questions (choose the correct answer, gap-filling, true/false, matching) with automatic evaluation, results can be seen by lecturer-student https://moodle.kre.hu/login/index.php	1.2

¹ Time limit setting, it can be found under the link „Tevékenység vagy tananyag beszurása” (Insert activity or curriculum).

		<p>Neptun UniPoll – WITH TIME LIMIT</p> <p>a set of questions, test(s) prepared by the lecturer (or by IT Buddy) is provided/published online to the students in the examination at the originally announced exam time.</p> <p>The students registered for the examination/exam time will find the test / set of examination questions on the Student’s web under the menu → Examination → E-Exams.</p> <p>The lecturer can see the result, and may record it in the Neptun at once, or after reviewing it. It depends on the students’ settings whether they can see the result or not.</p> <p>The test may be assembled from several types of test questions:</p> <ul style="list-style-type: none"> -Open-ended test questions: "One-line answer", "Multiple-choice ", "Date", "Number" can be given. -Lists in question types: "One-line answer", "Multiple-choice", "Ranking", "Classification" can be given. -Charts in question types: "One choice per row", "More choices per row", "Enter value with a number per cell" can be given. <p>https://neptun.kre.hu/unipoll (login from the Teacher’s web)</p>	<p>1.3</p>
		<p>Microsoft Forms applications on Microsoft Teams (Online classroom) with time limit</p> <p>can be used for a set of test questions (choose the correct answer, true/false) with automatic evaluation, result can be seen by lecturer-student</p> <p>- all students and lecturers have „...@cloud.kre.hu” email address.</p> <p><u>AVAILABILITY:</u></p> <p>portal.office.com (https://products.office.com/hu-hu/microsoft-teams/group-chat-software)</p> <p>android: PLAY ÁRUHÁZ – „Microsoft Teams”</p> <p>ios: APPSTORE – „Microsoft Teams”</p>	<p>1.4</p>
ASSESSMENT IN WRITING			
	TYPE OF EXAM	INTERFACE	ID CODE
1.	TEST	<p>Microsoft Forms application on Microsoft Teams (Online Classroom) without time limit</p>	<p>1.5</p>

	<p>can be used for a set of test questions (choose the correct answer, true/false) with automatic evaluation, the result can be seen by lecturer-student</p> <p>- all students and lecturers have „...@cloud.kre.hu” email address</p> <p><u>AVAILABILITY:</u> 1.1.4</p>	
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<i>ASSESSMENT IN WRITING</i>		
<i>TYPE OF EXAM</i>	<i>INTERFACE</i>	<i>ID CODE</i>
2. ASSIGNMENT TO BE EXPLICATED	<p>MOODLE „assignment”- WITH TIME LIMIT*</p> <p>can be used for collection of essays and explanatory assignments; tasks (e.g. Word) can be assigned and collected at the same interface</p> <p>https://moodle.kre.hu/login/index.php</p>	2.1
	<p>MOODLE „assignment”- WITHOUT TIME LIMIT*</p> <p>can be used for collection of essays and explanatory assignments; tasks (e.g. Word) can be assigned and collected at the same interface</p> <p>https://moodle.kre.hu/login/index.php</p>	2.2
	<p>Assignments to be sent to „...@kre.hu” email address – WITHOUT TIME LIMIT</p> <p>can be used for collection of essays and explanatory assignments; The student may send the assignment to the lecturer’s official @kre.hu-s e-mail email address until the exam date chosen by him/her.</p> <p>Private email address MUST NOT be used.</p>	2.3
	<p>Neptun UniPoll – WITH TIME LIMIT</p> <p>can be used for collection of essays and explanatory assignments; tasks (e.g. Word) can be assigned and collected at the same interface</p>	2.4
	<p>Microsoft Forms application on Microsoft Teams (Online Classroom) WITH TIME LIMIT</p> <p>answers can be given to explanatory questions, the result can be seen by lecturer-student</p> <p>- all students and lecturers have „...@cloud.kre.hu” email address</p> <p><u>AVAILABILITY:</u> 1. 1.4</p>	2.5
<i>ASSEMENT IN WRITING</i>		
<i>TYPE OF EXAM</i>	<i>INTERFACE</i>	<i>ID CODE</i>
2.	<p>Microsoft Forms application on Microsoft Teams (Classroom) WITHOUT TIME LIMIT</p>	2.6

		<p>answers can be given to explanatory questions, the result can be seen by lecturer-student</p> <p>- all students and lecturers have „...@cloud.kre.hu” email address</p> <p><u>AVAILABILITY:</u> l. 1.4</p>	
ORAL ASSESSMENTS			
	TYPE OF EXAM	INTERFACE	ID CODE
3.	ORAL EXAM BY CHOOSING EXAM THEME / TOPIC	<p>MICROSOFT TEAMS – WITHOUT TIME LIMIT</p> <p>- all students and lecturers have „...@cloud.kre.hu” email address</p> <p>- only the last 4 speakers may be visible at a time</p> <p><u>AVAILABILITY:</u> l. 1.4</p> <p><u>PROCEDURE:</u> the exam themes/topics must be arranged faced down in front of the web camera (the themes/topics should be published at the time of the announcement of the exam method!)</p> <p>the student chooses an exam theme/topic (e.g. ... from the left), the examiner points at it and asks if this is meant by the student, and only after the student’s confirmation turns it up in such a way that the content can be seen immediately (it cannot be removed out of the web camera’s view, in order to avoid any misunderstanding)</p>	3.1
		<p>ZOOM – WITHOUT TIME LIMIT</p> <p>lecturers may apply for educational licences from the head of the institutes/departments at the faculty.</p> <p>login with the user name and password provided by the faculty management (one licence can be used only on one device – one IP address – at a time, several lecturers can only use the account ONE AFTER ANOTHER</p> <p>https://zoom.us/ (it can be used on a web interface or with a downloaded application)</p> <p>android: PLAY ÁRUHÁZ – “zoom cloud meeting”</p> <p>ios: APP STORE – “zoom cloud meeting”</p> <p>PROCEDURE: the same as in case of MS Teams (point 3)</p>	3.2
ORAL ASSESSMENT			
	TYPE OF EXAMS	INTERFACE	ID CODE
4.	ORAL EXAM TOPICS BY RNG	<p>MICROSOFT TEAMS – WITHOUT TIME LIMIT</p> <p>- all students and lecturers have „...@cloud.kre.hu” email address</p> <p>- only the last 4 speakers may be visible at a time</p> <p><u>AVAILABILITY:</u> l. 1.4</p> <p><u>PROCEDURE:</u> the exam themes/topics must be arranged faced down in front of the web camera (the themes/topics should be published at the time of the announcement of the exam method!)</p> <p>the examiner will use a random number generator (e.g. online or apps: the student should say a number, then the generation must be clicked on: the generated number will be the number of the exam theme), the examiner should perform the generation in front of the</p>	4.1

		screen, in a clearly visible way. (Google number generator or the “Random Number Generator App is useful, but other applications can be used, either) e.g.: https://www.random.org/	
5.	ORAL EXAM TOPICS NAMED BY THE LECTURER	MICROSOFT TEAMS – WITHOUT TIME LIMIT - all students and lecturers have „...@cloud.kre.hu” email address - only the last 4 speakers may be visible at a time <u>AVAILABILITY:</u> 1. 1.4 <u>PROCEDURE:</u> the lecturer will name the exam topic that the student should talk about	5.1

ORAL ASSESSMENT			
	TYPE OF EXAMS	INTERFACE	ID CODE
6.	ORAL EXAMS WITH SHORT QUESTIONS FROM SEVERAL TOPICS (BY THE LECTURER, RANDOM)	MICROSOFT TEAMS – WITHOUT TIME LIMIT - all students and lecturers have „...@cloud.kre.hu” email address - only the last 4 speakers may be visible at a time <u>AVAILABILITY:</u> 1. 1.4 <u>PROCEDURE:</u> The lecturer randomly asks questions from several topics. The student gives brief answers in a few sentences, and talks about the topic with the lecturer. Also in this case it is recommended to provide a short thinking time for the student.	6.1

COMPLEX ASSESSMENT			
	TYPE OF EXAM	PAIRING INTERFACES	ID CODE
7.	COMPLEX (WRITTEN + ORAL)	1.1/1.2/-1.3/1.4/1.5+ 3.1	7.1
		2.1/2.2/2.3/2.4/2.5/2.6 + 3.1	7.2
		1.1/1.2/-1.3/1.4/1.5+ 4.1	7.3
		2.1/2.2/2.3/2.4/2.5/2.6 + 4.1	7.4
		1.1/1.2/-1.3/1.4/1.5+ 5.1	7.5
		2.1/2.2/2.3/2.4/2.5/2.6 + 5.1	7.6
		1.1/1.2/-1.3/1.4/1.5+ 6.1	7.7
		2.1/2.2/2.3/2.4/2.5/2.6 + 6.1	7.8



10 § The lecturer **should inform the students about the way of examination** – in each subject – at the latest two weeks before the first announced examination date via a message sent by Neptun Education Administration System.

11 § At the same time the method and code of the examination is to be communicated to the administrator of the educational organization unit with a copy to his/her immediate superior (head of department/institute).

12 § In the Neptun message the lecturer shall ask the students whether they have the appropriate devices (computer, laptop, notebook, tablet, smart phone) at their disposal, or not (in spite of paragraph 8). The lecturer – in consultation with the head of the institute/department – shall offer another examination method for the students who do not possess the suitable device.

13 § When deciding on the way of examination, the lecturers should take into consideration the goal to be achieved as well as the characteristics of the subject, course, the headcount of the students and his/her skills in using the different applications. If required, the faculties may provide additional online training to teach how to use the applications until the beginning of the examination period. The principles of data management laid down in the University's privacy policy (see www.kre.hu/adatvedelem) should be observed during the online examinations.

14 § The dates of the examination period must be adhered to by the lecturers and the students. The same relates to the exam registrations and the deadlines for recording the grades and submitting the examination sheets.

15 § The students should be informed about how to use the different interfaces. The notification shall be sent via Neptun message and by email, and will be available on the university website.

16 § During the oral examination it is crucial to verify the student's identity. The student has to show up his/her photo ID (student ID card, personal identity card, driving licence or passport) through the web camera of the application used by the lecturer.

17 § The simultaneous audio and visual connection between the student and the lecturer is the precondition for the oral examination.

18 § At the beginning of the oral examination or at any time during the exam the student can be obliged to present his/her immediate environment by moving the camera to make sure that he/she does not use any unauthorized (material or personal) study aids or assistance. If it turns out that someone else is present in the student's immediate environment during the examination, the lecturer is entitled to interrupt the exam and close it with a fail (1) grade.

19 § If the examination (oral or written exam with time limit) becomes impossible due to a technical obstacle (particularly because of the interruption of the Internet connection) either on the part of the lecturer or on that of the student, then both the lecturer and the student should try to reconnect/re-establish the connection.

- a) In case of a technical obstacle **before** the beginning of the oral examination, if the troubleshooting fails and the connection cannot be re-established within 5 minutes, the student must be contacted again after the implementation of the other online examinations. If even the second attempt fails, it must be ensured that the student could take the exam on the next suitable day. In this case the examination shall not be deemed



as an attempt to get a grade or as an unsuccessful exam. The examination sheet should contain the following entry: “failed for technical reasons”.

- b) In case of a technical obstacle **after** the commencement of the oral examination, an attempt should be made to solve the problem immediately, and if the connection can be reset within 2 minutes, the examination must go on. However, this time the lecturer shall ask questions from other exam topics, as well.

In case the problem cannot be solved, the lecturer should try again to contact the student after the other online examinations. At that time a new exam theme/topic must be chosen/generated/asked. If even this attempt fails, it must be ensured that the student could take the exam on the next suitable day. In this case the examination shall not be deemed as an attempt to get a grade or as an unsuccessful exam. The examination sheet should contain the following entry: “failed for technical reasons”.

- c) In case of a technical obstacle arisen during the written examination, if the examination is interrupted, it may not be continued after reconnection. In this case the examination shall not be deemed as an attempt to get a grade or as an unsuccessful exam. A new exam opportunity should be granted for the student, in writing or in oral form at the choice of the lecturer. The examination sheet should contain the following entry: “failed for technical reasons”.

20 § If a technical problem arises on the part of any persons being present during the examination, and the reconnection fails in any of the events specified in 17 §, the lecturer and the student are mutually obliged to cooperate with each other in finding a new exam opportunity. The earliest suitable time means that the date and time suit both parties (the lecturer and the student as well). The consultation to that end should be performed (by using any device) in the framework of general obligation to cooperate.

21 § During the oral examination **neither the lecturer nor the student can make video or audio recording.**

22 § Students with disabilities should be provided with extended time during the examinations. In case of a written examination the time limit can be changed and during the oral examination longer preparation/thinking time can be offered by the lecturer provided that the student with disability indicates his/her intention

- 3 days prior to the written examination in order that the time limit could be changed,
- after the verification of the student’s identity, before the start of the oral examination.

23 § Considering that in case of online examinations, in lack of suitable printers at home, the examination sheets cannot be printed out in the usual way, therefore these sheets should be forwarded to the administrator of the institutes within the deadline pursuant to the provisions of the Academic and Exam Regulation in the following ways:

- a) the lecturer prints out the examination sheet before the examination, fills it in during the examination as usual, signs it, and
- scans it, and then send it by email to the administrator of the institute/department,
 - takes a photo with a smart phono or digital camera and sends it by email to the administrator of the institute/department,
- at the same time the lecturer shall record the grades in the NEPTUN Education Administration System in the usual way;

- b) after the online examination the lecturer enters the grades in NEPTUN Education Administration System, then opens the examination sheet, takes a screenshot (Print screen – PrtScr), saves it and sends the saved image to the administrator of the institute/department with the following text:

„With this letter I certify that I recorded the examination grades in NETPUN Education Administration System, I checked them, and these are the true results. XY”

24 § In case of online written examination, even in the present situation, the student has the right to review his/her written examination according to Article 69 Section (17) of the Academic and Exam Regulation, and the lecturer is obliged to justify the result. Prior to the written examination the students should be reminded that if someone would like to review the written examination than he/she should turn directly to the lecturer via email. In order to ensure the student’s right to review the written examination, the lecturer may use the following methods:

- a) the lecturer sends the corrected exam paper and the written justification to the student by email, or
- b) at an interface suitable for examination the lecturer can inform the student in words, and may show the exam paper on the screen.

25 § In highly justified cases, the head of the faculty responsible for teaching of the study programme is authorized to allow examinations requiring personal presence, according to the provisions of the Academic and Exam Regulation, if the examination, assessment of a given subject/course cannot be carried out online. The head of the faculty should send the list of the relevant subjects/courses to the rector.

26 § Examinations, assessments requiring personal presence should be organized in compliance with Point 5 of Rector’s Order No. 11/2021. (IX.03.)/R. The rules relating to contact hours apply for the written examinations, too. In case of written examinations, the use of personal articles is recommended. Test papers can be safely corrected after 24 hours in compliance with the hygienic rules.

27 § It is the duty of the heads of the education organizational units to do their best to control and assist the work of lecturers, teachers and non-teaching colleagues in this extreme situation.

28 § The students are obliged to monitor the Neptun Education Administration System and follow their Neptun messages, and should comply with the provisions included in them as well as with the instructions of their lecturers or the leaders of the practical training sent to their email address recorded in the Neptun system.

29 § In order to insure the undisturbed order of examination, the provisions of the Academic and Exam Regulation shall apply for any other issues not regulated in this order. It is the common interest of all involved (lecturers, teachers, non-academic staff, students) to comply with those provisions.

30 § The present order enters into force on 19 November 2021, and is valid until revocation.

Budapest, 19 November 2021

Dr. Ágnes Czine
Acting Rector