4/2020. (IV. 2.) Rector's Order
on Examination Procedures in Spring Semester of Academic Year 2019/2020

Concerning the national emergency introduced because of the COVID-19 pandemic, based on the guidelines of the Ministry for Innovation and Technology's State Secretary for Higher Education, Innovation and Vocational Training I hereby issue the following order on the possible ways and methods of the execution of examinations and on the evaluation of performance during the examination period in the spring semester of the academic year 2019/2020.

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

2. I extend the deadlines defined in 62 § (3) of the Academic and Exam Regulations (hereinafter AER) by the end of the examination period.

3. The examination period according to the accepted Academic Calendar 2019/2020 is as follows:

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18 May 2020 (Monday) – 27 June 2020 (Saturday)

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The exam registrations start at

Faculty of Humanities and Social Sciences:	27 April 2020 (Monday) 8.00 a.m.
Faculty of Social Science and Health Studies:	27 April 2020 (Monday) 12.00 p.m.
Faculty of Teacher Training:	27 April 2020 (Monday) 12.00 p.m.
Faculty of Law:	27 April 2020 (Monday) 2.00 p.m.
Faculty of Theology:	27 April 2020 (Monday) 2.00 p.m.

All examination dates should be announced until the deadline specified by the head of the faculty.

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 training programmes. The authorization does not apply to the examinations of the graduating students.

4. Every examination should be implemented online, either orally or in writing. The examinee (student) may participate at the examination exclusively through an electronic device. Personal contact is FORBIDDEN at the examinations!

5. The examinations – both written and oral – may be conducted by using the following methods specified in the present order:[1]

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[1] Dean's orders/provisions may provide for the examinations to be conducted by the lecturers via electronic means which were used during the semester.

	Type of exams	*ASSESSMENT IN WRITING*	
		Interface	*ID code*
1.	**TEST**	**MOODLE „test"– WITH TIME LIMIT[2]** 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**
		Neptun UniPoll – WITH TIME LIMIT 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. 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. 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. The test may be assembled from several types of test questions: - **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. https://neptun.kre.hu/unipoll (login from the Teacher's web)	**1.3**
		Microsoft Forms applications on Microsoft Teams (Online classroom) with time limit 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 - all students and lecturers have *„…@cloud.kre.hu"* email address. **AVAILABILITY:** portal.office.com (https://products.office.com/hu-hu/microsoft-teams/group-chat-software) android: PLAY ÁRUHÁZ – „Microsoft Teams" ios: APP STORE – „Microsoft Teams"	**1.4**

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[2] Time limit setting, it can be found under the link „Tevékenység vagy tananyag beszúrása" (Insert activity or curriculum).

	ASSESMENT IN WRITING		
	TYPE OF EXAM	**INTERFACE**	**ID CODE**
1.	**TEST**	**Microsoft Forms application on Microsoft Teams (Online Classroom) without time limit** 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 - all students and lecturers have *„…@cloud.kre.hu"* email address **AVAILABILITY:** l.1.4	**1.5**

	ASSESMENT IN WRITING		
	TYPE OF EXAM	**INTERFACE**	**ID CODE**
2.	**ESSAY** **ASSIGNMENT TO BE EXPLICATED**	**MOODLE „assignment"- WITH TIME LIMIT*** can be used for collection of essays and explanatory assignments; tasks (e.g. Word) can be assigned and collected at the same interface https://moodle.kre.hu/login/index.php	**2.1**
		MOODLE „assignment"- WITHOUT TIME LIMIT* can be used for collection of essays and explanatory assignments; tasks (e.g. Word) can be assigned and collected at the same interface https://moodle.kre.hu/login/index.php	**2.2**
		Assignments to be sent to „…@kre.hu" email address – WITHOUT TIME LIMIT 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. **Private email address MUST NOT be used.**	**2.3**
		Neptun UniPoll – WITH TIME LIMIT can be used for collection of essays and explanatory assignments; tasks (e.g. Word) can be assigned and collected at the same interface	**2.4**
		Microsoft Forms application on Microsoft Teams (Online Classroom) WITH TIME LIMIT answers can be given to explanatory questions, the result can be seen by lecturer-student - all students and lecturers have *„…@cloud.kre.hu"* email address **AVAILABILITY:** l. 1.4	**2.5**

ASSEMENT IN WRITING		
TYPE OF EXAM	*INTERFACE*	*ID CODE*
	Microsoft Forms application on Microsoft Teams (Classroom) **WITHOUT TIME LIMIT** answers can be given to explanatory questions, the result can be seen by lecturer-student - all students and lecturers have *„…@cloud.kre.hu"* email address **AVAILABILITY:** l. 1.4	**2.6**

Any interface chosen for the oral exam by the lecturer is available in the form of a **mobile phone app** (it can easily be found in the given "web shop"), so the student cannot claim that he has no microphone or camera.

ORAL ASSESSMENTS			
	TYPE OF EXAM	*INTERFACE*	*ID CODE*
3.	**ORAL EXAM BY CHOOSING EXAM THEME / TOPIC**	**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 **AVAILABILITY:** l. 1.4 **PROCEDURE:** 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!) 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)	**3.1**

ORAL ASSESSMENT			
	TYPE OF EXAMS	*INTERFACE*	*ID CODE*
4.	**ORAL EXAM TOPICS BY RNG**	**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 **AVAILABILITY:** l. 1.4 **PROCEDURE:** 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!) 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 screen, in a clearly visible way. (Google number generator or the	**4.1**

		"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> l. 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> l. 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**

6. 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 System.

7. 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).

8. 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. The lecturer – in consultation with the head of institute/department – shall offer another examination method for the students who do not possess the suitable device.

9. 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 learn how to use the applications until the beginning of the examination period.

10. The other dates of the examination period remain unchanged and must be observed by the lecturers and the students. The same relates to exam registrations and the deadlines for recording the grades and submitting the examination sheets.

11. The students should be informed about how to use the different interfaces via Neptun message or in a guide/information available on the university webpage.

12. 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.

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

14. 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.

15. 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".

16. 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 Section 15, 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.

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

18. 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.

19. Considering that 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 Regulations 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 send it by email to the administrator of the institute/department,
      at the same time the lecturer shall record the grades in the NEPTUN Education System in the usual way;

   b) after the examination the lecturer enters the grades in NEPTUN Education System, then opens the examination sheet, takes a screenshot (Print screen – PrtScr), saves it and send 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 System, I checked them, and these are the true results. XY"

20. In case of written examination, even in the present situation the student has the right to review his/her written examination according to 69 § (17) of the Academic and Exam Regulations, 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.

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

In order to insure the undisturbed order of examinations the provisions of the Academic and Exam Regulations shall apply for issues not regulated in this order. It is the common interest of all involved (lecturers, teachers, non-teachers, students) to comply with those provisions.

Present order enters into force on the date of issuance.

Date: Budapest, 24 April 2020

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Prof. Dr. József Zsengellér
Rector

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