Recommendation on examinations for students of UP FP in the 2020/2021 fall semester

1. Aspects and information regarding exams with personal presence

(1) It is the course director's authority to make decision on the announcement of exams in his/her own subject based on professional and educational-organisational aspects. Therefore, the method of exams (personal or online oral, personal or online written), the exam places, the exam dates are determined by the course directors and they shall inform students in the regular manner.

(2) **In accordance with the sectoral recommendation of the Ministry of Innovation and Technology and the Rector's and Chancellor's Joint Order No. 20/2020** only those person can attend the personal exam at the premises of the higher educational institution whose body temperature is not higher than the extent determined by the chief medical officer. This shall be monitored by body temperature measurement or with the help of the pre-triage survey.

(3) The following aspects shall be considered when organising and conducting examinations:
- ✓ The day, place and the expected headcount of the oral assessment has to be planned in advance in order ensure the keeping of epidemiological provisions.
- ✓ In case of oral exam or assessment students shall arrive for a previously agreed and scheduled time.
- ✓ In case of written exams or assessments keeping the provisions pertaining to classes is needed. It is suggested to use only aids and tools of personal property.
- ✓ Only healthy lecturers and students can attend assessments and exams, who do not show any symptoms. Documenting the pre-triage, survey and body temperature measurement is the examiner's duty.
- ✓ Wearing a mask is obligatory during personal oral and written assessments, exams. Regular disinfection is necessary on the work surfaces and tools.
- ✓ Rules of coughing etiquette must be strictly kept during assessment and the examinee's attention must be drawn to this at the beginning of the assessment.
- ✓ Oral assessment or exam can be held only in a well-ventilated room and maximum two students can be present at the same time together with examiner(s). If the students use the aids/tools one after the other the tools must be disinfected with a short exposure time disinfectant.
- ✓ Frequent, preferably natural ventilation must be provided in the place of the assessment. Before and after the assessment the rooms, corridors and social premises must be cleaned and disinfected. As part of this the surfaces frequently touched by hand (handles of doors and windows, keyboard, screen, mouse, switches, barriers, taps, etc.)

2. Aspects and information regarding online written exams

(1) For the conduct of online written examinations, the Faculty primarily recommends the Moodle or the Neptun Unipoll platform, supported by UP, to the course directors and instructors.

(2) During the preparation and conduct of the electronic examination process the following opportunities are available:

- manage, search and share with co-authors the exam tasks, questions, topics

- random or uniform questions according to the rules,

- application of a uniform scoring system,

- practice opportunities, announcement of pilot exams for students,

- automatic or manual correction and scoring of examination results,

- determination of training rules, determination of results based on examination results (grade, point),

- automatic result calculation, accelerated result entry.

(3) Technical recommendations to be applied during the examinations:

- Students' identities can be verified by the examiners in the following ways, among others:

   ✓ for written exams, the student logs in with his/her own Neptun code and password, therefore only the entitled student can log in to the exam task series,

   ✓ the examiner may request the student's photo ID suitable for personal identification by presenting it through a videoconference system,

   ✓ the examiner may also ask for the student's name and Neptun code to be given orally, and then compare it with the data on the exam sheet,

   ✓ there may be a question in the exam task series or orally, which the student can only answer properly with the knowledge of his / her detailed personal data (e.g. the name of his / her mother, the name of his / her grammar school),

   ✓ the examiner has the opportunity to continuously observe the student taking the written examination by maintaining audio and video communication during the examination, if the technical conditions allow it.

- When using Unipoll exam question series, it is important to pay attention that if the finish button appears on all pages the student can accidentally close their papers prematurely and may not notice that additional page(s) need to be filled out. If the finish button is visible during the completion, be careful not to click on it prematurely.

- To start the exam, a minimum 30-40 minute login time (the time between the set "exam start" and "exam end" times, the login period for starting the Unipoll exam question series) must be provided by the examiner so that all students can join and possible technical errors can already be prevented before the start of the examination. This does not affect the time available to complete the paper.

- We suggested to the lecturers to increase the timeframe of filling out the Unipoll exam sheets with minimum 10 minutes compared to the optimal time frame due to the significant delay experienced when switching the pages during the exam.

- When logging in to the exam questionnaire it is possible that you have to wait. This does not mean that you will not be able to log in, therefore please do not click continuously, since it can overwhelm the Neptun-Unipoll system. In this case retry the login 10-15 seconds later.

- The Neptun electronic study system has a login limit of 2,300 people and the Unipoll exam system slows down when the number of participants at the same time is between 250-300, primarily in the first few minutes of the starting of exam tests. We have suggested to the examiners that in the case of written exams at the same time, the time of the exam should not be scheduled for full hours
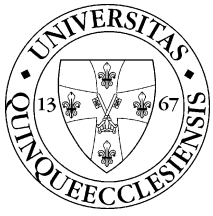
(08:00), but a different time (08:12, 08:25), so that students do not enter Neptun at the same time, and do not overload IT capacity at the same time.
- We suggested to our lecturers to determine the exam dates by comparing them to the other exam dates within the Faculty and the University in order to minimize the simultaneous overwhelmings with the help of a university level, continuously updated exam date summary for the lecturers (https://neptun.pte.hu/hu/segedlet/elektronikus_vizsga_beosztas) and also recommended to choose less frequently used times (eg.: afternoon, evening) instead of the popular ones.
- During the exams, the examiner provides the student with a proper time frame according to the types of questions.
- If the technical error occurs through no fault of the student, but it is in his / her own network, IT environment, it is worth taking a screenshot to facilitate later communication and to remedy the disturbance more easily.
- If the technical malfunction cannot be remedied within a reasonable time, the examiner shall provide the student with an opportunity to hold the examination at a new time. In this case, the examination interrupted due to a technical malfunction does not count as an attempt to obtain a grade (it does not count in the candidate's number of examinations).
- The course director may modify the time of the previously determined and announced exam within the same day provided that the students are notified in advance. There is also possibility – upon agreement with the students – to offer more exam occasions for less students within the same day or on different days.
- If the student's environment does not allow him / her to participate in the electronic written exams and he / she cannot provide the technical conditions or the necessary undisturbed peace, the Faculty provides opportunity to take the exam with in in-house online form which shall be requested by the student from the course director a week before the exam at latest.

(5) It is also possible to provide student access to the examination results during the online written examination:
- The purpose of this access is not to replace the knowledge missed during the semester (not an educational occasion), but to check the examination correction by the examiner, especially with regard to the scoring.
- Checking the scoring and addition is not necessary or possible in most electronic written exams, and the probability of assessment and calculation errors is low.
- Another possible reason for the access is to look at the questions found incorrect in the student's paper and to clarify whether the student's solution is actually correct, especially if any change in the student's score would significantly alter the exam result.

3. Aspects and information regarding online oral exams

(1) For conducting online oral examinations, the School primarily recommends the Microsoft Teams and the Moodle platforms supported by UP for examiners and exam organizers, but other reliable video conference platforms (e.g. Zoom, etc.) may also be used (distance electronic examination by using an info communication device suitable for simultaneous video and audio transmission).

(2) The examination takes place on the electronic platform determined by the course director or the examiner, of which the course director notifies the student through the Neptun Educational System (ES).

(3) At the pre-announced time of the examination, the examiner shall make a call to the student electronically, using an info communication device suitable for the simultaneous transmission of video and audio.

- It is the student's responsibility to log in at the pre-announced time of the exam, a reminder is not required to be sent by the course director or the examiner. Unless otherwise determined by the course director or the examiner, the student must log in no later than 10 minutes before the start of the exam.
- After logging in, both parties should check the chat box, and the audio and video quality.
- If a pilot exam is not taken, it is recommended that the student checks the proper functioning of the communication devices and program (e.g. MS Teams, Zoom or other) to be used for the examination by setting up a test conference.
- The student should use speakers and microphone during the exam that do not require the use of earphones or headphones.
- The student is obliged to present to the examiner a photo ID (only an official document), which is registered in the Neptun SS.
- The examiner may ask the student to provide other personal information at the beginning of the exam and during the exam for identification purposes.
- In the absence of proof of identity, the student cannot begin the examination.
- The examiner cannot conduct the examination with a student who has not registered for the examination in Neptun SS and is not on the exam sheet.
- In accordance with the student's previous statement, the student must state that there are no unauthorized devices, aids, or other persons in the room in which the student is present during the examination.
- The student, similarly to the attendance exams, cannot leave the examination room during the exam.
- The student must agree to the identification and security measures deemed necessary by the examiner (e.g. to use the camera to show the environment to the examiner, to maintain a continuous audio or video connection during the exam, to place the computer or camera in a position so that the student's upper body, including the arms and hands, is visible to the examiner). Such measures may be taken by the examiner both at the beginning of the examination and during the examination.
- The student must switch off all devices/equipments (tablet, smartwatch, mobile phone, smart pen, camera, etc.) suitable for audio and video calls and electronic communication, except for the device used for the exam, and must remove them from the examination room. Earplugs, earphones, headphones, and hearing aids can only be used with the instructor's knowledge and consent.
- The student is not allowed to record audio and video during the oral exams.
- The instructor makes a video recording of the exam, which must be stored on a central server or institute computer for 20 calendar days following the end of the exam period. The recording can help clarify controversial situations, student criticism, can help manage technical difficulties, improve examinations, and investigate suspicions of student abuse.
- If a topic is to be picked, the student can pick from the topics through the camera, but it is possible to use a random generator and the examiners themselves can pick the topic as well. It is also acceptable to ask questions without picking a topic, with a conversation based on it, even from parts of the curriculum that cover several topics, as well as to use questions that the student must answer immediately.

4. Technical incident, handling the problems and aspects regarding cheating at examinations

(1) The lecturer shall be responsible for arranging the examination on time and providing the technical conditions.

(2) Intentionally causing technical incident during the electronic exam shall be considered cheating at examination, therefore the ethical and legal consequences stipulated in the regulation pertaining to cheating at examinations shall be applied.

(3) If the technical incident was not caused intentionally by the student, the examiner and the student taking the exam are obliged to cooperate in order to solve the technical issue.

(4) If the technical incident occured before the exam question was announced, the exam can be continued provided that the error can be fixed within a reasonable time. In case the error occurs after the exam question is announced, the exam can be continued and the examiner has the right to rise a new question

(5) If the technical error cannot be solved within a reasonable time, the examiner can provide a new date for the exam. In this case the exam suspended due to technical error shall not be considered as an attempt to get the grade, it shall not be counted into the exam chances of the student.

(6) If the student does not log in to the registered electronic exam at its pre-announced time and he/she does not exempt his/her delay to the examiner by stating the reason in advance, the exam will be registered with a „did not attend" entry. In this case the student has to pay the absence fee determined in Appendix (1) of the Code of Charges and Benefits and the number of the student's exam chances in the given subject automatically reduces by one.

(7) In case of a technical incident the student is obliged to prepare and send a screenshot about the system error, but can also attach other documentation (eg.: confirmation of the internet provider about a significant, regional network problem) to the lecturer electronically.

(8) The student is obliged to obey the orders of the examiners during the exam in order to conduc the exam in accordance with the regulations.
- The student is obliged to put any illicit aid outside the room of the examination or to the place determined by the examiner before commencing the exam.
- The examiner may require preparing simple drawings, illustration during the examination.
- The examiner may warn the student to keep the „eye contact" (the student has to look into the camera while answering).
- The student is obliged to cooperate with the examiner (eg.: showing the the room, desk of the exam or the screen of the computer with the help of the webcamera even repeatedly) in case suspicion of using illicit aid rises or even to the examiner's request without reasoning.
- If the student does not cooperate with the examiner, his/her exam can be suspended and a fail graded can be given to him/her.
- If it is revealed that the student owns any illicit aid irrespectively of whether he/she used it or not (or whether he/she admits using it or not) it shall be considered the same misdemeanor as if the student had used it.
- If the examiner notices that someone is prompting the student, the exam can be suspended and the exam may result in a fail grade.

- The student can be asked to answer short oral questions with the eyes closed in case the examiner is not sure whether the student is using any illicit visual aid.
- The student logs in to the written exam task and the virtual space of the oral examination with his/her own ETR/Neptun code and cannot pass it over to anyone.
- The examiner may do check-ups at the beginning or during the exam in case of written exams as well.

(9) The examiner may hold introduction, information, personal identification, oral pre-exam test in the form of a video conference at beginning of both oral and written exams.

(10) In written exams the examiner may set the exam-task sheet in such a way that the student cannot go back to the previous questions (eg.: questions edited into certain groups, returning and modifying after „leaving the page" is not possible).

(11) The electronic examination system detects and stores the clickings and keyboard use of the student during the exam, which can contribute to clear the suspicion of cheating at the examination.

5. Important and useful information for students before the online examination

(1) The student is obliged to upload the **declaration of consent** (Annex 1 of this recommendation) to the following link before the start of the exam period.

(2) Only the student taking the online exam can be present in the room of the exam.

(3) No other program or application can be opened on the computer used for the online exam than the ones determined by the course director for taking the exam.

(4) Unless the course director or the examiner gives other instructions, the student has to open the programs neccessary for taking the online exam and close all other programs on the computer 10 minutes before starting the exam at latest.

(5) Similarly to personal examinations the student shall keep the personal identification documents with himself/herself and show them at any point of the exam upon the examiner's request.

(6) It is advised to fill out the exam test on laptop or PC, since the electronic examination system supports the platforms of mobile phones, tablets less, therefore the chance of errors is bigger.
- It is important to provide the following conditions on the exam device:
  - ✓ stable internet connection (LAN or good quality WiFi),
  - ✓ stable electrical supply (using adapter or charger),
  - ✓ the basic programs and anti-virus program of the computer shall be properly updated in order to avoid running the updates and restart of the computer during the exam (it is practical to restart the computer before the exam).
- Every automatic notification, disturbing audio or visual message shall be switched off for the period of the exam on the computer the exam is taken on.
- For easier use it is advised to switch to mouse instead of the touchpad.
- When taking the test exams and practice tests it is practical to try the device to be used during the actual exam.

(7) The student is advised to provide for himself/herself a calm and quiet environment for the time of the online exam and inform the surrounding people that he/she is currently taking an exam.

(8) The time of the online examination shall be meant in Central European (CET) time independently from the student's geographical location.

(9) After the Unipoll exam has started the Neptun surface will automatically close when the inactivity period is over and only the pop-up window of the exam will remain active. The exam can be continued smoothly in the previously opened Unipoll pop-up window.

(10) If the student has to cease the examination due to technical malfunction, it is advised to document it with a screenshot in order to prove the problem.

(11) If the exam test sheet contains more than pages during the Unipoll exam it is neccessary to wait for the computer's responses when changing the page, since certain pages might be omitted in case of multiple clickings and if the test
sheet is set by the examiner in such a way, the student might not be able to return to a previous page. After the student is done filling out the questions of the test, it shall be closed down, since the program saves the results partly when the pages are switched and partly when the test is closed, otherwise the results filled out on the last page might be lost.

(12) Logging out from the Unipoll exam window means the end of the exam, therefore the system sends a warning message and asks for confirmation if the student really wishes to end the exam. When logging out the system saves the answers the student has recorded so far.

Annex I.

DECLARATION OF CONSENT

regarding digital, online examinations

A.	Personal data	
Surname:		Last name:
Neptun code:		Place and date of birth:

B.	Orders, information

By registering the exam the student automatically undertakes the completion of the following requirements in accordance with the Code of Studies and Examinations.
- The student cannot use illicit aid and communication device during the exam.
- The student cannot get help from any other person during the exam.
- The student shall obey the orders of the examiner neccessary for keeping the safety of the exam and preventing cheating at the examination.
- The consequence of cheating at the examination or providing help in it may be even the termination of the student status.

C.	Declaration (to be filled out before the start of the examination period)

- The student declares under penalty of perjury that in the room where he/she is during the exam:
  - ✓ there is no illicit aid or tools,
  - ✓ no other person is present,
  - ✓ no external help is provided for him/her,
  - ✓ he/she fully obeys the orders and instructions of the examiner.
- The student takes note that the course director and the examiner makes sound, picture and video recording of the oral and written exams, handles and keeps their personal data through the recordings. The aim of the data management is to provide technical help for exams, preventing cheating at examinations, clearing and solving technical issues.
- The student states that his/her data provided during the preparations of the exam and during the exam are real.
- The student declares that he/she logs in with his/her own ETR/Neptun code during the exams and does not pass it over to anyone.

Date:		Signature: