

GUIDE

for conducting Final Examinations by means of an electronic device providing simultaneous audio and video transmission in 2019/20/2 at ELTE, Faculty of Humanities

[The parts of point 27 of the Special Academic Regulations are in **italia**.]

Oral assessment of the student's knowledge (including oral exams, foundation exams, comprehensive exams, thesis defences, the oral part of the final examination and – unless otherwise specified by the Doctoral Regulations – the oral defence of the doctoral dissertation) is to be carried out by means of an electronic device providing simultaneous audio and video transmission.

1. The oral Final Examination is going to be via Microsoft Teams platform.
2. Student has to log in with a device that is appropriate for simultaneous audio and video transmission.
3. Student had to and has to update their personal data for identification (email, ELTE email, mobile phone number, ID/passport/residence permit number) in Neptun.
4. **The dates of the Final Examinations are going to be published [on the Faculty website](#).**
5. Final Exam applicants are going to be invited by a member or admin of the Final Exam Committee to an exact date in Microsoft Teams min 24 hrs prior to the Final Exam date. The dates are either from 9:00 CEST or 14:00 CEST, and in 1-hour-long periods. Min two students can be invited to an exact period simultaneously.
6. **Microsoft Teams can only be used by an ELTE email address. If you do not have it yet, please [create one urgently](#). Please also register it in Neptun.**
7. Students should not join the meeting themselves, but should wait for the call of the Final Exam Committee.
8. The Committee invites two students at the same time. Both students should stay in the meeting during the two Exams.

The student may be required to present an ID card prior to the start of the assessment.

9. Before starting the Exam, Student can be asked for identification by showing any identification documents via the camera, clearly visible.

During an oral assessment, no other person may be present in the room or area occupied by the student, which the instructor must verify as best as possible. Section 72 (3) of the Academic Regulations shall apply in the event of a breach of this rule. The rule does not apply to registered special needs students if they are impaired in their verbal communication or the execution of the exam from a technical standpoint (e.g. the use of a computer or working with online interfaces). In their case, the presence of a personal helper, note-taker, captioner, sign or oral interpreter shall be permitted. In this case, the camera must be set up in a way so that both the student and their helper are visible.

10. Following the identification, a member of the Committee calls upon the student to claim fair participation at the Exam: not using inadmissible tools or the contribution of a third party; and having the camera and microphone on during the whole Exam. **The use of a headset, headphone is strictly forbidden.**
11. Student has to be informed on the rules regarding the identification and the environment/tools used during the exam prior to the exam. The Committee then informs the Student about the steps in which the final exam is taken: the components of the Final Exam (defence, topic 1, topic 2, or any other component defined by the Institute attended by the Student) are taken one by one. When the Student completes a component by answering the questions related to it, the next component is attempted at once. A random number is selected for every component of the exam before the Student attempts it.
12. Picking the topic shall be done virtually with the help of a number generator application such as random.org
13. During the Exam, there is no expectation from the Student to present the topic comprehensively. Regarding the lack of preparation time, the process of the Exam may be controlled by the Examiner by asking questions.

14. The Committee may ask other questions, which belong to the topic of the Exam subject/Part exam and which are the parts of the curriculum.
15. In case of having doubts about the fairness of the Exam, the Committee may ask the Student to show their surroundings, even certain items located in their room. If the Student uses inadmissible items/devices, or s/he calls in somebody's help, the Committee will immediately suspend the Exam, and this suspension must be registered on the records.
16. Visual or audio recording of the oral exam is forbidden.

An oral assessment requires the presence of a second instructor or examiner. The candidate (student) may only be present for the exam via the use of an electronic device. If a technical issue (such as the loss of internet connection) renders the exam impossible

a) prior to the start of the exam, [cf. Section 72 (2)] the participants must attempt to re-establish connection once all the other exams scheduled for the day in question are completed. Failing this, the student must be guaranteed an opportunity to attempt the exam again at the nearest possible date

b) prior to the start of the exam, [cf. Section 72 (2)] the participants must make an immediate attempt to troubleshoot the issue in question and the exam must be continued. However, during this attempt, the instructor shall be authorised to ask additional exam questions. In the event that the problem is not fixed, the participants must attempt to re-establish connection once all the other exams scheduled for the day in question are completed. Failing this, the student must be guaranteed an opportunity to attempt the exam again at the nearest possible date.

An exam hampered by technical issues shall not qualify as an attempted exam [cf. point b) of Section 52 (1) of the HKR] or an unsuccessful exam [cf. Section 71 (7) of the HKR].

17. In case of having technical issues (mainly if the video connection or the sound is jamming; if the communication is inaudible or if the connection is lost), always the Committee shall initiate to call the Student again – the Student is not allowed to attempt a call. The Committee has to try to call the Student at least twice. Between two calling attempts at least 5 minutes had to be last. The fact of lost connection and the attempt of re-calling must be registered on the record. If the connection, which was lost before or during the Exam, cannot be re-established, one member of the Committee will make a phone call to the Student and let the Student know that the Committee will try to re-establish the connection again at the end of the Exam day. If the connection still cannot be re-established, one member of the Committee will make a phone call to the Student and ask him/her to arrange a new date for the Exam with his/her Department.
18. If the members of the Committee log in from different places, and from different devices, losing the connection of one member will not cause the interruption of the Exam if this member can join the Exam via phone call.
19. The Committee announces the results publicly, in the virtual presence of all Students. Those Students who do not join the virtual meeting will learn their results from Neptun system.