**Ref.no.:** RK/\_\_\_/2021



**Rector's instruction 2/2021. (IV.8.) for organising and conducting online examinations at Eszterházy Károly University -
Spring semester of 2020/2021 academic year**

With regard to Government decree no. 27/2021 (I.29.) on the publication of the emergency situation and the entry into force of emergency measures and to Government decree no. 484/2020. (XI.10.) on the second phase of protection measures to be applied in the event of an emergency and also to the ministerial sectoral recommendation, the Code for Studies and Exams of Eszterházy Károly University and the Code for Admission Procedures – in line with Rector-Chancellor Instruction no. 1/2021. (III.52.) – will be amended with this instruction in the spring semester of 2020/21 academic year.

The scope of the instruction covers all students, tutors, non-teaching staff of the University as well as applicants to the general admission procedure of 2021. All parties shall accept the instructions and acknowledge their obligations and rights.

**Online exam registration**

1. The University can organise online exams instead of traditional (personal) oral or written ones. The recommended platform for written exams is Moodle while for oral exams is Office 365 Microsoft Teams. The University provides IT support for these programmes. The instructor of the course or the examination committee (hereinafter: examiner) reserves the right to change.
2. As specified in the Code for Studies and Exams, students register for online exams in NEPTUN. Students will receive a notification in NEPTUN no later than 12.00 on the working day before the exam about the software and exact time of the exam and also about the online availability.
3. Students registered for the final exam will be notified by the relevant department no later than one week before the final exam via NEPTUN about the exact date and structure of the exam.
4. As specified by the relevant department or institute, the candidate shall apply for the online admission examination. The candidate will be notified at least three working days before the exam by e-mail about the software and the exact date of the exam.
5. Participation in the online exam requires the following IT tools:
6. an Internet-connected desktop computer or laptop with a webcam, microphone and speaker;
7. the relevant software specified by the examiner to conduct the examination on the candidate's own computer;
8. stable Internet connection during the examination which may include images and sounds to be uploaded.
9. The candidate installs the software specified by the examiner on his / her mobile phone or laptop/desktop computer in time before the start of the exam and tests its smooth operation.
10. The online exam can start by providing the technical conditions, by registering for the exam and by paying the fee of the exam.

**Technical conditions and tools for the online exam**

1. The hardware and software conditions of the examinee's computer must be the same as the technical parameters required to run the software designated by the examiner.
2. The oral exam requires a microphone and a webcam.
3. The examinee’s internet connection must be stable and provide the bandwidth required to operate the software at all times.
4. The examiner reserves the right to decide which software shall be used to run the online exam smoothly.

During the exams, the candidate is required to provide a video connection as follows: The image and sound are provided by the web camera of the computer showing the examinee from the front. In order to conduct the exam safely, the examinee's location (continuous full view from the examinee's shoulder up to the top of the examinee’s head), eye movements and behaviour must be continuously monitored throughout the examination. The camera also shows the area behind the examinee.

1. If the examinee cannot meet the conditions required for the online examination specified above, the University will provide these in one of its buildings at the given campus in the following cases, upon the examinee 's prior e-mail request:
2. the student informs the relevant department / institute by e-mail until 3 pm one day before the exam at the latest
3. the candidate informs the Registrars’ Office by email until 2 working days before the exam at the latest.
4. In the cases specified in point 6, the student/candidate will receive an e-mail from the relevant department/Registrars’ Office by 16.00 on the day before the exam about the exact location of the IT tools required to conduct the online exam.

**Conducting the exam**

* 1. At the request of the examiner, the examinee is obliged to show his / her valid identity card or other identity document.
	2. The examinee declares that he / she has tested the system and understood its operation.
	3. The examinee understands that:
1. during the exam, the examinee shall be alone in the room (no other person or pets allowed)
2. the examinee mustn’t contact with anyone neither by voice / speech nor by visual / video means
3. no exam material or other assets are allowed next to the examinee except those designated by the examiner
4. the computer used for the examination is not used by anyone other than the examinee
5. the examinee does not record or copy the online exam by any means
	1. The examiner reserves the right to decide whether the exam can start or not after having checked the room and the identity of the examinee
	2. Before the online exam the examinee:
6. runs the exam software 15 minutes before the start, logs into the system and waits in the waiting room,
7. tests the sound
8. starts the sound and the video.
	1. The examinee can log into the exam software at the start of the exam **at the latest.** After the official start, the examinee cannot log into the system and it is considered as an unjustified absence.
	2. The examinee shall have at least five minutes of preparation time.
	3. During the examination, the examinee has to:
9. provide stable internet connection on his/her device for the purpose of running the exam software smoothly
10. use the camera to show his/her face and the area behind him/her
11. make sure that all software related sounds and all noises of the exam room can be heard. During the exam, the examinee must be unmuted continuously; (s)he is not allowed to mute him/herself. The examiner reserves the right to check the authenticity of the sound during (and after) the examination.
	1. The exam application is continuously showing the status of transmission. If the connection is lost for more than 2x60 seconds, the interrupted exam is considered invalid.
	2. The examinee understands that his/her sound and video may be recorded during the exam. In line with the Code for Studies and Exams and with the Code for Admission Procedures, the University reserves the right to use these recordings for the sake of control.
	3. The examiner shall clearly inform the examinee about the start of the recording. At the beginning of the recording, the examinee declares that (s)he understands and accepts the recording. The examiner keeps the recording for 15 days following the date of the exam grade. Then, the recording is deleted. In case of an admission exam, the recording is kept until the end of the remedy section of the admission procedure. On the next working day, the recording is deleted. The examiner will handle the recording in accordance with the applicable university data protection rules.
	4. Examinees who use forbidden assets may be excluded from the examination and the examination will be considered invalid. The fact and the reason of the exclusion must be recorded in the examiner's report.

**Force majeure**

1. During the exam, the examinee must provide a smooth video and audio connection.
2. If the primary connection (e.g. cable or ADSL connection) is interrupted, the examinee must switch to his/her mobile phone system (mobile hotspot).
3. If justified, the examiner accepts the interruption for a maximum of 2x60 seconds. Any period longer than this will invalidate the exam.
4. In case of a computer failure (e.g. the need to restart the computer or discharged battery) the rule of interruption shall apply.
5. The examinee may not leave the exam room temporarily. If (s)he does leave, the exam is invalid.
6. The examinee and the examiner are jointly responsible for the smooth execution of the online exam. An exam interrupted due to technical problems is considered invalid.
7. Invalid exams can be retaken as follows:
8. new exam registration,
9. invalid final examinations can be taken again on June 25, 2021. The new exam is not a retake: the student may participate only and exclusively on the basis of the previous final examination declared invalid or for other reasons not attributable to him/her on the basis of a positive assessment of the relevant fairness request. The head of the relevant department takes care of the organisation of the new final exam.
10. the candidate may request a new admission appointment from the Registrars’ Office.
11. As the new exam is not considered as a retake, an administrative service fee shall not be levied.
12. During the online exam, IT Directory can help examiners at the following address: vizsgahelpdesk@uni-eszterhazy.hu

This instruction shall enter into force on the day of its issue and at the same time, the previous Rector’s instruction no. 6/2020. (XI.26.) shall expire.

Eger, April 8, 2021

Dr. Ilona Tari Pajtók

Rector