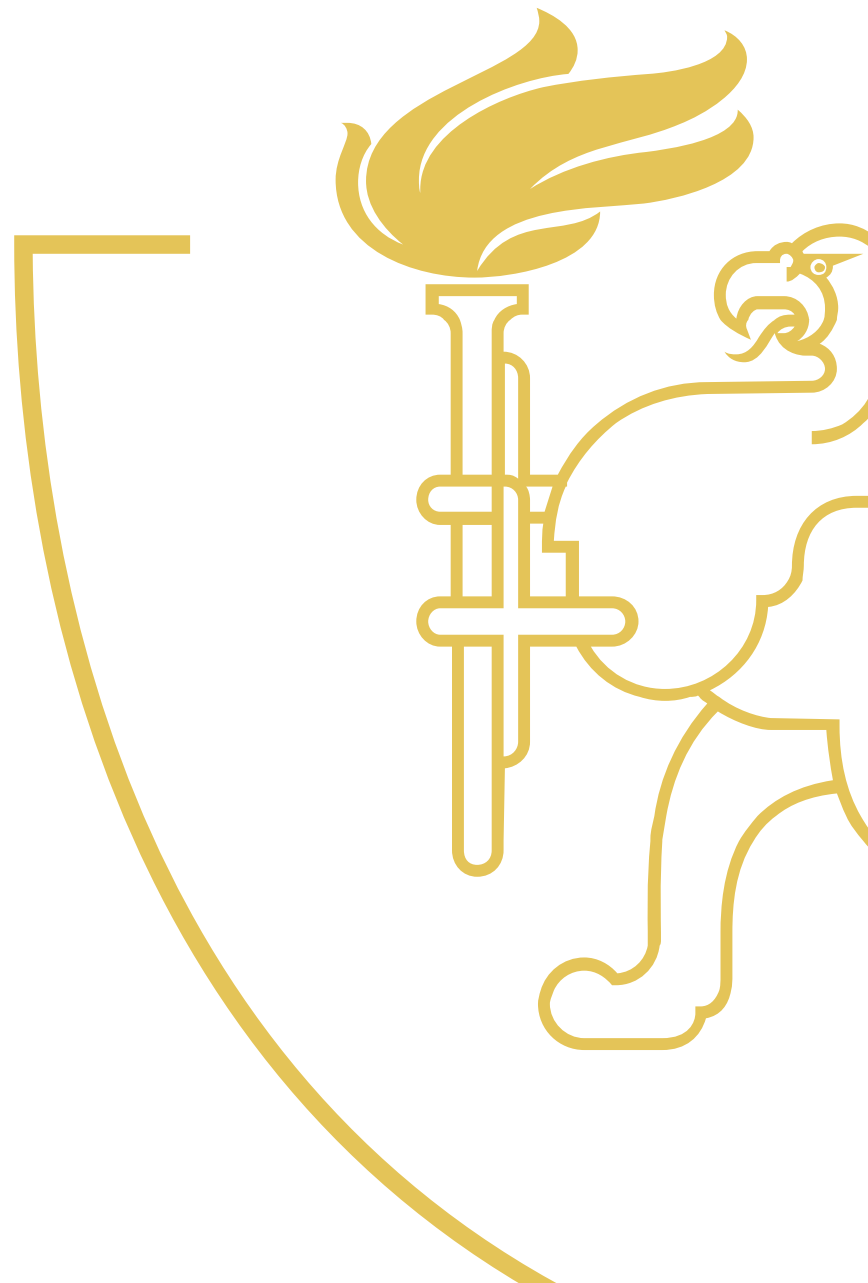


Smart Online Education

Information for students V.



Dear Students,

Following online education, exams will also be completed in an unusual, online way. Registration for the exams will start on 4 May 2020, while the exam period will start on 18 May. To get through the exam period successfully, besides studying for the exams, you will also need to complete your exams in a well-planned and well-timed manner. The extraordinary situation requires an even greater attention from both instructors and students. In order to facilitate this task, my colleagues and I have compiled this information package of the most important issues.

When we switched to online education, the changes regarding the completion of courses that concern exams as well were made available in Coospace by the instructors. It is important that you familiarize yourself with these changes in time, and if you have any questions regarding the completion of them, ask your instructors. With your questions concerning administration you can turn to the **Registrar's Office**.

The Directorate for Educational Affairs will help with general inquiries. You can send us your questions or remarks at the following email address: onlineoktatas@rekt.szte.hu.

I wish you a successful exam period!

Issued in Szeged, on 29th April 2020

Prof. Dr. Klára Gellén
Vice-Rector of Education
Chair of Operative Committee on Distance Education

Content:

1. Information about the exam period – when, how many times, how?
2. Specific information about online exams
3. The usage of Student web in Neptun – checking completions

1. Information about the exam period when, how many times, how?

At the University of Szeged, the schedule of the second semester of the 2019/2020 academic year remains unchanged.

The currently in force **University Academic and Examination Regulations**, the Academic and Examination Regulations (AER), and the Faculty Academic Regulations that can be found on the websites of the Faculties remain valid for the exam period.

The schedule of the exam period, exam announcements, grading of the second semester of the 2019/2020 academic year are given in the University Calendar of the University of Szeged. The most important deadlines are highlighted below:

Exam period:

Registration for exams: from 4 May 2020. Registration will not open at the same time for everybody. The exact dates are given in the **order of opening**.

Exam period: between 18 May and 27 June 2020

Retake period: between 29 June and 4 July 2020

Period for complaints: between 29 June and 16 July 2020

Registration for exams:

At exam registration, the study system will check the following:

- The student does not have outstanding, past-due liabilities (with the exception of student loans).
- The fulfilment of conditions specified in the exam curricula and in AER. (A condition in the exam curricula could be, for example, the prerequisites for the exams; a condition in AER could be a maximum 6 failed exams, maximum 3 exam registrations, and maximum 1 exam retake.)

Exams outside of the exam period:

- Exams can be taken outside the exam period only in the case of an exceptional study schedule, or
- the dean's special permission can be required if the student cannot take the exams within the exam period due to verified technical problems.

Exemption from taking an exam by grade-offer:

(AER 9.4) Grade-offer can only apply to “excellent” or “good” evaluations in the case of employing the five-grade scale, and “pass with distinction” in the case of the three-grade scale.

Students’ tasks with offered grades:

Students have to log in to Neptun to the **Student web** (SWEB). When the student logs in to SWEB, the system will send them a message about the offered grade. The System Message will contain the subject and the grade as well. **In all cases, the students have to make a decision about the offered grade.**

Select Subjects / Offered grades, then in the “Approve grade” column, you can do this by clicking on the “Click here if you want to decide on them” button. If you accept it, the grade will be saved as a “proper” grade, and the course will be completed. According to the settings of the USZ Neptun, after saving you will not be able to annul the procedure anymore, i.e. you will not be able to make modifications any longer. If you accept the offered grade, you will not be able to register for an exam in this course, and your grade cannot be improved. If you are not content with the offered grade, you can opt for not accepting it, however, in this case, you have to register for an exam in the given course.

Until you save your decision concerning the offered grade, you will not be able to register for an exam in the given course. So, if you decide not to accept the offered grade, then first you have to save this decision in the system, and only after this will it be possible for you to register for an exam. If the student does not make a decision about the offered grade at all, then the course will not be completed; therefore, the course registration choices will decrease.

Exam announcements:

- On the announced day, the time of the exam can be assigned 48 hours before the originally set time when students are notified. If the modified time is in conflict with an emergency activity of the student, then the student’s absence should be accepted as justified, and the opportunity of an exam at a later date should be provided.
- The time period between 4 p.m. and 8 p.m. can also be assigned for exams with the above conditions (pre-notifications, justified absences).
- The settings of the minimum number of exam occasions and places have not been changed: at least one occasion per week is needed to be announced for the total number of students + 50%. Deviation from this is allowed in the case of students with an exceptional study schedule or with exams that make up for a course in the study period keeping in mind that students’ possible concurrent activities must be taken into account and must be handled.

Recording grades:

(AER 13.3.) Students should be informed about their grades by 4 p.m. on the day of the exam in the case of oral exams, and at most within 3 workdays in the case of written exams (or on the first work day following a day off). Faculties can define a shorter period as well.

Period for complaints:

In this period, students may dispute the course grades in Neptun at the department responsible for the course. If the complaint is found to be legitimate, the instructor/department will make the correction. After this period, grade corrections or the recording of grades are possible with the help of a request addressed to the Academic Board of the given faculty, if the Board finds the request legitimate. In case of a legal offence, legal redress can be sought in compliance with the Student redress regulations procedure. After 16 July 2020, the faculties' Registrar's Offices can carry out the modifications of the grades on a written request from the instructors, and an official entry will be made about the modification. The fees of the retake exams will be paid afterwards by both Hungarian and international students, so it is not necessary to check them when students appear at the exam.

2. Specific information about the online exams

Ensuring openness and data security:

- The public nature of oral exams is realized when several participants join the video conference at the same time.
- Participants who previously signed up but are not taking an exam can be added to the video conference by the instructor as "only listeners". However, it should be taken care of that the specific public nature of the video conference does not harm data security. In such cases, the breakout room service of BBB can be applied. Due to data security concerns, the recording of the exam is not recommended for the instructor.
- During the oral exam, the result must be communicated to the student as part of the video conference and must be recorded in Neptun, unless the examination is taken in front of several people and an examination record is kept.
- Grades are not public; however, they can be made known to those who were present at the exam and those who followed the exam, as the evaluation is part of the exam as well. In the oral exam, the instructor can make the exam grade public to the participants of the video conference.

Preparation time:

During the extraordinary exam period, preparation time before the exam can be skipped. The instructor should inform the students about this in advance.

Test paper inspection:

- At the request of the student, the correct answers for the disputed questions of the set of questions he or she filled in must be stated.
- Test paper inspection can be provided by video conferencing with the student, where the instructor shares his or her screen to show the instructor's view of the test completed by the student.
- Alternatively, the instructor may enable the "review" option in the test settings (with or without a time limit).

Justified absence:

- The equitable claims of the students shall be taken into consideration: these must be taken into account as authorized (justified) absences.
- This especially applies if the examination is hindered by technical problems.

Identity verification:

- The student may be asked to present his or her ID in such a way that all his or her personal particulars are visible.
- If the instructor does not wish to perform an additional check, identity verification stipulated in the Academic and Examination Regulations is fulfilled by the student ID the user has logged into the Coospace system with.

Equal opportunities:

If, instead of a longer preparation time, a student is given the opportunity to complete the test in a longer test time, the normal and beneficiary groups of students shall be separated using the group breakdown tool in Coospace (or by specifying the test writers individually) and they must be given separate tests with different test times.

3. The usage of Student web in Neptun checking completion

a) Checking the results of the subjects taken in the given semester one by one

Select Subjects / Registered subjects then, after choosing the desired term in "Terms" and clicking on the "List" button, the list is displayed. The interface displays the subject code, subject name, credit, number of times registered for, and the waiting list columns. At the end of the line there is the "Options" icon, which leads to Details, "Change taken course", Deregister subject, "Print base data of the subject", "Download syllabus" and "Results" menu entries. By selecting the latter, the results of the given subject will be displayed in a pop-up window.

b.) Checking the grades received in exams

You can check the list in Exams / Taken exams, after choosing the desired term in "Terms" and clicking on the "List" button. The Result column contains the grades received.

c.) Gradebook

After choosing Studies / Gradebook and the Term by clicking on the List button, you can check the digital version of your own gradebook rows, your special gradebook rows (e.g. recognised courses), and official notes for the different terms.

By choosing one term from the list in "Terms" and clicking on the "List" button, data for the given term will be displayed. In the "Signature" and "Grades" fields, your results achieved in the given term can be seen in chronological order with the name of the person who recorded the entry and the date of the entry.

You can print an excerpt of your Gradebook by clicking on "Print fulfilment page" [If you choose "All terms" in the "Terms" drop-down list, you can check the Gradebook entries for all terms at once. In this case, a "Term" column will be added to the displayed list, so you can see which term the entry belongs to.]

d.) My achievements ("Teljesítéseim") – list

On the interface displayed after selecting Information / Inquiries/Information, choose the query "My achievements" ("Teljesítéseim"). If you leave the Parameters field blank, the achievements of all the courses will appear in the query result. After clicking on the "List" button, the "Result of the enquiry" table appears, which can be exported to Excel with the XLS icon, or can be printed with the "Printer" button.