**Circular no. 10/2021 of the Governing Board**

**Appendix no. 2.**

**Template on the procedure of announcing examinations**

The aim of the following template is to provide a detailed and precise description of the examination procedure. It is recommended to give the examination procedure of each examination or examination-like event on Moodle based on this.

If you are not using the template, it is still compulsory to prepare 1-1 file for each exam which contains all information listed here e.g. whom the students can contact and through which channel when enquiring about the organization of exams, what the parts of the examination are, which tools can be used and what kind of questions students might expect, etc.

The schedule of the exam must be saved under a name that reflects its content so the file name should contain the name of the subject (perhaps in an abbreviated form), its Neptun code and the number of the semester. This must be saved in an editable format but it is advisable to put the version saved in PDF on Moodle, thus preventing downloaded files mixing on the students’ computers.

The template tries to cover as many different types of assessment as possible but naturally there can be special cases to which the templates do not apply. In such cases we must choose the closest option and fill in the rubrics logically and put the specialties that do not fit into the „remarks” rubric.

For better transparency, we provide a template for the written, the oral and the computerized examination as well. In the majority of cases, examinations do not contain all three methods (let us say it is a purely written examination or a distance written examination with oral assessment) so tables belonging to the other parts can be deleted. In the same way, unnecessary rows can be deleted (e.g. if the examination has only one part, the parts related to the second or third parts can be deleted) or, if necessary, new ones can be added.

After deletion, the boxes with a yellow background must be completed. In the case of more fields, guidelines can be found in square brackets in italics.

***Template on the procedure of online examinations***

*[Please fill in this table in case of each course.]*

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| **Main data of the examination:**  |
| Name of the subject: |  |
| Neptun code of the subject: |  |
| Name of the person responsible for organizing the examination: | *[the teacher to whom the students can ask questions]* |
| Communication channel used for organizing the examination: | *[email address of the teacher responsible / the Moodle forum of the course / …where students can ask questions]* |
|  Title of the GoogleMeet channel | *[an exact title or the information on where and when the GoogleMeet title of the examination will be available]* |
| **Types of the examination parts:**  |
| Type of part 1: | *[written / computerized / oral ...]* |
| Type of part 2: | *…*  |
| Type of part 3: | *…* |
| **Forming the grades:** |
| *[The role of each part in the formation of grades, point limits, ...]* |
| **Update of the examination procedures:** |  |

*[Tables and rows that are not used are to be deleted.]*

|  |
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| **Examination procedure of online written examinations** |
| Duration in minutes: |  |
| Aids that can be used: |  |
| **Types of tasks:**  |
| Task type no. 1: | *[e.g. short theoretical question / essay question / test question / calculation task / ...]* |
| Task type no. 2: | *...* |
| Task type no. 3: | *...* |
| **Mode of evaluation:** | *[points according to task types, can sub-points be obtained?...]* |
| **In the case of distance examinations** |
| **Applied forms of control:** | *[e.g. regulations concerning the direction of webcams, how to handle disruption in connection, ...]* |
| **Mode of submitting solutions:**  | *[e.g. photographing or scanning papers containing solutions, required file format, mode of uploading or submission, deadlines]* |
| **Remarks:**  |  |

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| **Examination procedure of online oral examinations** |
| Estimated total duration in minutes: |  |
| Aids that can be used: |  |
| Scheduling the beginning of the examination: | *[mode of determining arrival times]* |
| **Parts of the oral examination**  |
|  | **Type** | **Schedule** |
| Part no. 1: | *[e.g. continuous oral presentation of the topic / presentation of own work / Questions and Answers / ...]* | *[preparation time, estimated time of the presentation]* |
| Part no. 2: | *...* |  |
| **Evaluation criteria:** |  |
| **Applied forms of control:** | *[e.g. regulations concerning the direction of webcams, how to handle disruption in connection, ...]* |
| **Remarks:**  |  |

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| **Examination procedure of online computerized examinations** |
| Duration in minutes: |  |
| Aids that can be used: |  |
| Software to be used in the examination: | *[in case software needs to be installed, where it is available]* |
| Mode of the beginning of the examination: | *[mode of log in, ...]* |
| **Parts of the oral examination**  |
|  | **Type** | **Schedule** |
| Part no. 1: | *[multiple-choice test / calculation task / longer answers in texts / writing a programme ...]* | *[time allocated for each part]* |
| Part no. 2: | *...* |  |
| **Mode of submitting solutions:** | *[e.g. automatic / uploading files to a certain place by deadline / tools of uploading]* |
| **Mode of evaluation:** | *[points according to task types, ...]* |
| **Applied forms of control:** | *[e.g. regulations concerning the direction of webcams, how to handle disruption in connection, ...]* |
| **Remarks:**  |  |