

**INFORMATION ABOUT THE EXAMS HELD AT THE FACULTY OF
ELECTRICAL ENGINEERING AND INFORMATICS IN THE ACADEMIC YEAR
2019/2020/2**

The exam period of 2020 will be held in a special set of circumstances for which we ask all our students and teachers for their understanding and cooperation.

All exams and comprehensive exams will be based on the use of information technology.

1. TYPE OF EXAM

- 1.1 Exams will be held both in writing and/or orally during the exam period,
- 1.2 The procedure of exams will be based on the description available on the subject data sheets
- 1.3 The teacher can deter from the procedure of exams if the Faculty Study Committee is informed of the changes in advance, including the following:
 - oral exam instead of writing exam or conversely
 - either part of the complex exam (writing and oral) can be omitted
 - writing or oral exams can be changed into complex exams (writing and oral)
 - Submission of home assignments can replace exams
- 1.4 Students' approval of the selected procedure of a certain exam is not necessary
- 1.5 Students must be informed of the procedure of exams before the exam period

2. THE DATE AND DURATION OF EXAMS

- 2.1 Exams will be held based on a predetermined schedule
- 2.2 The duration of the exam period will not change (2-29 June 2020)
- 2.3 One exam/subject must be announced a week (4 occasions/exam period)

3. CHECKING IDENTITY ON THE EXAM

- 3.1 Students may be asked for identity verification via video connection during an oral exam. Examiners may ask students for their photo identification.
- 3.2 During the writing exam, personal identification cannot be checked; therefore it is best to presuppose that it is the student who logs in the system and who is entitled and is obliged to take the exam. In the present situation, teachers of BME should note that identification of the examinees cannot be fully verified. Students are expected not to take advantage of the present situation. In the case of cheating, strict measures will be taken.

4. REGULATIONS OF ORAL EXAMS

- 4.1 Neither participant is allowed to make a recording throughout the exam
- 4.2 It is recommended that 2 teachers should take part in the exam. However, it is also allowed to have only one teacher present due to the current situation and the lack of teacher capacity,
- 4.3 In the case of students taking their subject exam for the 3rd attempts in the current exam period, it is necessary to have 2 teachers present.
- 4.4 In the case of students taking their subject exam for the 6th attempts in total, it is necessary to have 2 teachers present.
- 4.5 The presence of 2 teachers is necessary during a comprehensive oral exam.

5. REGULATIONS OF THE WRITING EXAMS

- 5.1 It is recommended to hold all exams in the frames of Moodle
- 5.2 Any forms of communication or having any kind of external assistance during writing exams are strictly prohibited.
- 5.3 Methods to be used during writing exams:
 - selecting exercises from the same collection but assigning them randomly to individual students
 - using multiple-choice tests
 - setting a time limit so that students have enough time to do the exercises while not wasting too much time on each
 - splitting writing exams into 2 parts:
 - After completing the 1st part (e.g. multiple choice test), students can neither correct, nor revise it. The 2nd part would take longer, therefore correction and revision would be allowed.
 - Certain assignments may include the electronic submission of formulas, drawings, drafts, etc. (e.g. uploading a photo via mobile phone) the possibility of which must be ensured. Students need to be informed of the requirements before the exam.

6. REGULATIONS OF THE COMPLEX EXAM (INCLUDING BOTH WRITING AND ORAL PART)

All regulations in (5) refer to (6).

7. EVALUATION OF THE EXAM

The method of evaluation (final score, score limits, comprising mid-term exams, etc.) will need to be made public, and their standards must be based on the Code of Study.

8. CORRECTION, REPLACEMENT

- 8.1 Discontinuity, technical ruption of any kind of exam must be noted to the teacher within 24 hours via e-mail with a clear explanation.
- 8.2 Apart from the cases mentioned above, exams from 3rd attempts are subject to paying fees.
- 8.3 Students have a maximum of 6 attempts/exam, that is regulated in the Higher Education Law.
- 8.4 At the request of the student, further – postponed - exams or comprehensive exams can also be announced 2 weeks after the exam period. Postponed exams can only be taken if the student was prevented from being present at the exam. After submitting such request, which needs to include a reason for the impossibility of taking the exam due to the COVID 19 pandemic situation, the Faculty Study Committee shall make the decision.

Students need to be informed of the procedure of exams by the end of the study period.