Announcement

on online written exams in the examination period of the Spring semester 2019/2020

General guidelines:

The exam will take place according to the University and Faculty rules in power with special regard to the Dean’s directive on exams issued on the 13th of May 2020.

Accomplishment of the exams require the use of Moodle and MS Teams interface.

During the exam any aid is allowed to use, but the submitted paper has to be the student’s own work.

Written exams focus on the assessment of comprehensive knowledge and reasoning rather than the query of lexical data.

By attending the exam the examinees declare that they submit their own work only.

Course of the exams

Students have to register for the exam in the Neptun system according to the previous university practice.

MS Teams team code to be used to enter the exam will be sent to students via Neptun no later than one hour before the start of the exam.

10 minutes before the exam the examiner will start a meeting in the MS Teams team to which the students have to join by the beginning of the exam. In the meeting students identify themselves with their camera being switched on. The actual exam starts after this process.

The examiner will publish the question(s) in Moodle system, students have to confirm in Teams that they were able to access it.

Students have to answer the question(s) of the test within a time period previously announced. Test can be:

a) a document written on computer
b) writing and drawing by hand

After finishing the test students are given an extra 10 minutes to submit the test using the Assignment module of Moodle.

The examiner will assess the submissions and publish the grades in Neptun.

A detailed assessment of the test is possible at the request of the student in Teams scheduled by mutual agreement.

Handling vis major situations

In case of technical difficulties that prevent the student from accomplishing the exam, students must report it in an e-mail addressed to the examiner and in CC to the secretary of the Department within 24 hours. In this case they will have the possibility to take the exam on a different occasion.

Exams failed for technical reasons will be considered an excused absence and will be recorded in Neptun as “missed” without any consequences.