



April 21st, 2020. Veszprém

To all graduating students in the English BA and English MA programmes

To be sent out via Neptun and email

Subject: *changes in the final exams*

Dear Graduating Students,

Because of the state of emergency introduced to fight the coronavirus epidemic, we have been forced to rethink how the final exam is going to be administered this year at EASI. This letter is to inform you about the changes in the participants, administration, and timing of the final exams to take place in June 2020. The administration of final exams is regulated by decree Nr. 87/2015. (IV. 9) controlling the implementation of Higher Education Act CCIV of 2011.

- **Methods of administering the exam:** To protect the health of all participants – students and instructors alike – we have decided to hold the final exams of both the English BA and the English MA programmes online. For this to be possible, all students would need a *stable internet connection* – together with a data plan that provides them with at least 90 minutes of video conference calls as well as a *computer/laptop/larger tablet* (we do not suggest using a smartphone because of the small size of the screen) that is capable of high enough processor speed to handle this. **If you do not have either one of these, please, do notify us as soon as possible!** For those that lack either of the abovementioned two conditions, we provide a computer in a room/office on the university campus in Veszprém for the time of the exam – those who wish to use this opportunity should let us know that they wish to do so. The computers are going to be located in a room that the student will be sharing with one other student at maximum.

Members of the examining board are not going to meet the students in person during the final exam but will be present online only.

- **The dates and times of the final exams** are as follows:
 - **English BA programme:**
 - written component: **9.00 – 11.00 a.m. Tuesday, June 2nd 2020**
 - oral component: **8.00-13.00 Wednesday, June 3rd 2020 and 8.00-13.00 Thursday, June 4th 2020.**

- English MA programme:

- oral component: **14.00-17.00 Tuesday, June 3rd 2020.**

After students have registered for the final exams on Neptun, we are going to schedule the oral component for each individual separately with allocated time slots. When this is ready, we are going to notify each student via Neptun message and email.

- **Virtual venue of the exam:** the online exam itself is going to take place in Zoom or on Greenlight depending on how successfully Zoom will be able to fix its security problems. If you do not have a Zoom account yet, please, visit <https://zoom.us/> and open a free account by simply registering for Zoom. Also, if you have not registered on the University of Pannonia homepage in the central online address identification (*Központi Címtár Azonosító*: <https://start.uni-pannon.hu/>), make sure you visit the page, register and then visit Greenlight at <https://elearning.uni-pannon.hu/b>. We are going to send out the invitation link to the Zoom- or Greenlight-session of the final exam to all participants in a Neptun message and email a week before the oral exam.

- **Timing of the exam:**

- *English BA written component:*

Students are to log in to their Zoom- or Greenlight-accounts 15 minutes before the written exam starts using the invitation link sent out a week before the written exam via Neptun and email. The instructor administering the written exam will let all students into the virtual meeting room. The written exam starts when all students are online and in the virtual meeting room.

The written component of the English BA final exam lasts for a maximum of 120 minutes but may end earlier if students all finish earlier. The online test will start at when all students are online and the instructor initiates the test. After 120 minutes, the online test shuts down, no further changes can be made to the tests.

Students will be given the following two task types:

- Reading Comprehension (30 mins)
 - ❖ Longer text (approximately 30 lines) related to one of the subject areas the students studied.
 - ❖ True/False/Information-not-given questions (7-10 items) to check comprehension)
- Essay (more complex) (90 mins)
 - ❖ Students get 2 articles taken from contemporary news outlets, focusing on contemporary issues (also related to their subject areas).
 - ❖ They choose ONE, and write a response piece where they present a critical analysis of / response to the article (what it is they agree with, what it is they do not agree with, and explain their own arguments) in 300-350 words.
- General characteristics of the online written exam:
 - ❖ Total exam time 30+90=120 minutes.
 - ❖ Students write the test in front of the computer

- ❖ Given the large number of candidates, if invigilated online, students should be put into smaller groups of no more than 15 people per conference call.
- ❖ They stay online (and in the call) for the duration of the exam, with the camera pointed at the surface on which they work.
- ❖ No aid may be used.
- ❖ the exams can be hand-written (the essay is written on a separate sheet. Students then photograph and email the exam sheets/upload it to Moodle) or electronic: either via Google Form, Redmenta, or via Moodle's native online testing tool.
- ❖ Screen sharing should be requested during the test.

- *English BA and English MA oral component:*

Students are to log in to their Zoom- or Greenlight-accounts 10 minutes before it is their turn to take the oral exam – this time they do not get directly into the meeting room but will be on hold in the virtual waiting room of Zoom or Greenlight. They are let into the virtual meeting room where the oral exam takes place when the previous student has finished their exam. Contrary to earlier offline practice, there will be **no preparation time for the oral part of the exam**: after picking the topics, students may take a minute to collect their thoughts and then start the presentation of their topics and thesis defence.

The oral component of the final exam lasts for a maximum of 30 minutes but may finish earlier than this if the student is quick with their answers.

- **Final exam board:** the final exam board consists of three EASI faculty members and an external examiner – one of the EASI faculty members is responsible for the linguistics topics, another for the literature topics, the third for the history-civilization topics. One of the three EASI members acts as the chair of the board.
- **The content of the oral part of the final exam:** The content of the oral part of the final exam is going to be as published on the EASI homepage (<https://angolweb.mftk.unipannon.hu/oktatas/zarovizsga-final-exam/zarovizsgatetelek-final-exam-topics>). The only difference is that there will be **no preparation time** after they pick their topics.

At the examination, the candidate randomly chooses topics from the previously published topic lists, and presents them. Candidates randomly select one topic from the possible topics of the field of study of their thesis, demonstrating their thorough knowledge of the discipline in detail, and they also select a topic from all the topics of the other two disciplines, the professional knowledge of which (concepts, processes, inherent connections, results) they will demonstrate.

Randomly picking the topics is done the simplest way: one of the board members shows the pack of topic slips and the Randomizer App on the screen and presents the number the app produces. The topic with that number will be the student's topic.

The order of the components of the oral part of the final exam – thesis defence and two topics – are up to the student.

During the defence part of the oral exam, the student will share their screen with the board members and present whatever sort of presentation or handout they have prepared previously.

- **Evaluation and grades:** Students will be informed about their final exam results by inviting them back into the online session after the board have agreed on the evaluation and the grades. They will log in again to rejoin the online meeting and wait in the waiting room until the board let all of them into the virtual meeting room again. The results of the written component of the BA final exam will be published electronically the afternoon the students take the written exam.

We are planning to have an online information on Monday, April 27th on Zoom – we will send the invitations to the zoom-session in a Neptun message and email in two days' time. Please, make sure that you are present at the consultation session and ask any question you may have concerning the final exam

We hope that you are all in good health and manage to cope with the challenges of the lockdown – we are doing our best to make the taking of the final exam as problem free as possible.

Yours sincerely,



Szilárd Szentgyörgyi
head of institute