 BUDAPESTI CORVINUS EGYETEM	PROVISIONS OF THE VICE-RECTOR FOR EDUCATION	4/2021 Version number: 00. Effective from: 30.11.2021
RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS		

Person responsible for professional aspects:	Éva Bodnár	Head of the Centre for Educational Quality Enhancement and Methodology
Professional aspects checked by:	Magdolna Gyenge Lajos György Szabó	Associate Professor involved in the pilot project Vice-Rector for Education
Legal aspects checked by:	Barbara Bíró Marica Sárközi-Kerezsi	Head of Legal Affairs Data Protection Officer
Decision-maker:	Lajos György Szabó	Vice-Rector for Education
Person responsible for editing and publishing the text	Marica Sárközi-Kerezsi	Head of Administrative Affairs

Version number	Publication date	Effective date	Version tracking
00.	24.11.2021	30.11.2021	publication

RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS

Preamble

1. §

- (1) On the basis of the authorisation received under Subsection (9) of Section 66 of Part 3, “Study and Examination Regulations” (hereinafter: SER), of Volume III, “Student Requirements”, of the Rules for Organisation and Operation of Corvinus, I regulate the process of examination monitored with special IT tools, its detailed rules, conditions and framework as follows.

Scope

2. §

- (1) These Provisions apply to examinations monitored with special IT tools.
- (2) These Provisions apply to all students (hereinafter: students) for whom, according to the subject datasheet, the written and/or oral examinations are to be conducted in the form of examination monitored with special IT tools.

Definitions

3. §

- (1) Definitions for the purposes of these Provisions are set out in Annex 1.

Related documents


4. §

- (1) Related legislation and internal regulatory documents:
- a) Chapter 3, “Study and Examination Regulations”, of the Student Requirements,
 - b) Data Processing Notice.

Applied examination system

5. §

- (1) The University implements the examination proctored by special IT tools using the ProExam examination system (hereinafter: ProExam examination).
- (2) The technical requirements for taking the ProExam examination are set out in Annex 1 and the technical description of the ProExam examination is set out in Annex 2.
- (3) ProExam examinations can be implemented within the limits of the technical specifications and these Provisions.

 BUDAPESTI CORVINUS EGYETEM	PROVISIONS OF THE VICE-RECTOR FOR EDUCATION	4/2021 Version number: 00. Effective from: 30.11.2021
RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS		

Scope, principles and conditions of the ProExam examinations

6. §

- (1) Examination monitored with special IT tools shall be organised for the following subjects:

Subject title in the Neptun system	Subject leader in the Neptun system	Subject code in the Neptun system
Elements of Accounting	László Péter Lakatos	293NACCK191B
Foundations of Accounting	László Péter Lakatos	2SA53NBK01B
		2SA53NBK01B
		2SM95NAK23M
		2SM95LAK46M
		PSPS012NABB
Accounting reports	Magdolna Gyenge	2PU51NAK02M
Complex examination: Accounting	Magdolna Gyenge	KOMPLEX_Q23_2
Microeconomics	Helga Habis	293NECOK131B
Microeconomics for Business,	Simon András Kálec	KG00064NABB
Operations research	Tamás Solymosi	4OP13NAK20B

- (2) For study abroad students, examinations shall be organised as ProExam examinations from the second (2nd) week of the examination period.
- (3) If a ProExam examination is organised, the University shall give students an effective choice as to whether they wish to take the ProExam examination or to take the examination in a controlled examination organised in accordance with the rules of the SER, requiring personal presence at the registered seat or premises of the University.
- (4) If the student accepts to take the ProExam examination, he/she agrees to the related data processing rules and the technical conditions of the examination.
- (5) When a student decides to take the ProExam examination, he/she also agrees to provide the technical conditions specified by ProExam.
- (6) If the student is unable to provide these technical conditions, he/she may not take the ProExam and/or may not sit the exam. In this case, the University shall give him/her the

RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS

opportunity to take the examination on the same examination date and at the same examination time in the examination room designated in the University building.

- (7) ProExam exams have the same question structure and time allowed for completion as conventional exams.
- (8) ProExam examinations are subject to the appropriate rules of the SER, unless otherwise provided for in these Provisions.


Identification of examinees, conditions of the examination

7. §

- (1) The student is required to download the SEB application with the configuration file from the University's web interface. The file only needs to be downloaded once, the first time. The examination can then be started in the examination software.
- (2) In order to sit the examination, students are required to do the following at least ten (10) working days before the examination:
 - a) uploading an electronic copy of his/her valid identity document to the examination system,
 - b) uploading a close-up image of the examinee's face to the examination system,
 - c) uploading a photo version of the video image to be transmitted by the mobile phone during the examination to the examination system,
 - d) learning how ProExam works,
 - e) making a declaration that he/she has acquired knowledge and understanding of the operation of ProExam and has accepted the examination regulations and the data processing notice,
 - f) making a declaration that he/she will not make any recording or copy of the examination material or oral examination displayed on the computer screen,
 - g) making a declaration that he/she undertakes to show the examination site, during which the room supervisors/lecturers will check that the examinee is not using any prohibited aids, that no one other than the examinee is present at the exam venue and that all equipment used for the examination is working properly,
 - h) downloading the software to be used during the examination from the University's interface to his/her mobile phone and learning how to use it.
- (3) After uploading the ID photo, the designated staff member of Student Services shall check the validity of the ID card and compare the photo on the ID card with the uploaded photo, and if necessary, request a new ID card photo and/or a photo of the examinee.

RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS

- (4) If the student has fulfilled the conditions set out in Subsections (2) to (3), he/she shall be entitled to take a proctored examination at the University until the end of his/her student status, unless otherwise provided.
- (5) Students can take the exams remotely from their own computer, with two cameras watching.
- (6) The examination shall be completed through the system defined in the SER with a second camera in continuous operation.
- (7) To sit the examination, the examinee shall meet the following conditions at all times during the examination:
- no one is allowed in the same room as the examinee during the examination,
 - the examinee is not allowed to interact with anyone during the examination, either by voice/speech or image/video,
 - there is no examination aid or device in the vicinity of the examinee,
 - the examination computer is not used by anyone other than the examinee for the duration of the examination,
 - he/she will not make any recording or copy of the examination material or oral examination displayed on the computer screen,
 - he/she will show the examination site, during which the room supervisors/lecturers will check that the examinee is not using any prohibited aids, that no one other than the examinee is present at the exam venue and that all equipment used for the examination is working properly,
 - he/she keeps a mobile phone that is not part of the examination system switched off,
 - he/she shall not use headphones or in-ear devices during the examinations, and shall take the oral test on speakerphone.
- (8) Rules on the equipment to be used and its location during the examination:
- an external camera built into or connected to the examinee's computer, the primary monitoring device, capturing the examinee from the front and continuously broadcasting his/her face from the top of the head to at least chest height and the space behind him/her throughout the examination,
 - during the examination, the image transmitted via the secondary monitoring device at the back (mobile phone, other laptop, tablet computer) shows the examinee's face, the computer keyboard and the screen used for the examination from the side, slightly behind.

 BUDAPESTI CORVINUS EGYETEM	PROVISIONS OF THE VICE-RECTOR FOR EDUCATION	4/2021 Version number: 00. Effective from: 30.11.2021
RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS		

The examination process

8. §

- (1) During the examination process, the examinee shall ensure that both the primary and secondary monitoring devices record sounds from the examination system and the sounds and noises from the room used for the examination.
- (2) The examinee is required to appear and log in to the examination system fifteen (15) minutes before the start of the examination in attire that meets the general requirements for a personal examination.
- (3) Before a written examination, the examinee shall:
 - a) start the SEB application 15 minutes before the start time of the examination and log in to the examination system with his/her Cusman ID and wait for the start of the examination in the waiting room of the examination software,
 - b) start broadcasting video and audio via the webcam,
 - c) video streaming from the side and the back via the mobile phone (secondary monitoring device),
 - d) contact the room supervisor by live voice, who will identify the examinee on the basis of the personal data.
- (4) Before the start of the oral examination, the examinee shall:
 - a) log on to the primary device fifteen (15) minutes before the start time of the exam,
 - b) start video streaming from the side and the back via the mobile phone (secondary device), and log in with the room supervisor/lecturer.
- (5) In oral examinations, the examiners shall admit the examinees to the virtual examination room at the time of the examination. A delay of up to fifteen (15) minutes from the pre-arranged time is possible. The examinee is required to wait in the application waiting room during this period. If the delay exceeds 15 minutes, the room supervisor/lecturer shall notify the examinee by email to the examinee's university email address.
- (6) The examinee can log in to the examination system no later than the start time of the examination. The examinee has one hundred and twenty (120) seconds after the start time of the written examination to enter the examination platform. After that, the examinee will not be able to log in for the examination, and will be considered absent from the examination.
- (7) Only examinees who have been identified by the room supervisor/lecturer through the secondary monitoring system may start the examination.
- (8) The examinee acknowledges that the video and audio information he/she sends will be recorded during the examination process and that the University may use it for verification

RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS


purposes during and after the examination in the manner and for the period specified in the Data Processing Notice.

- (9) Written examinations are started by the room supervisor. Once the examination has been launched, the examination tasks will appear on the examinee's computer screen in the University's expected examination environment.
- (10) During the examination, the examinee shall:
- a) ensure a continuous internet connection between the computer used for examinations and the University examination system, and between the secondary monitoring system and the University examination system,
 - b) ensure continuous video streaming of the primary and secondary monitoring systems as described in the section on the location of devices,
 - c) ensure that both the primary and secondary monitoring devices record sounds from the examination system and the sounds and noises from the room used for the examination. During the examination, the examinee shall transmit the voice on an ongoing basis and shall not mute the microphone. The room supervisor/lecturer shall check the reality of the voice transmitted by the microphone and its connection to the examination process during and after the examination.
- (11) During the examination, the examination application used to conduct the examination will continuously signal the connection to the University's examination system. If the connection is lost twice in more than 120 seconds, the room supervisor/lecturer shall suspend the examination process and exclude the examinee from the further part of the examination. The lecturer shall assess the examination task on the basis of the work completed and checked up to that point.
- (12) During the examinations, examinees may leave the exam venue only with the permission of the room supervisor/lecturer until the end of the examination, within the allocated examination time. In the event of leaving the exam venue without permission, the examination shall be interrupted.

Communication during the examination

9. §

- (1) The examination system includes a live chatbox module that is easy to use for the examinee.
- (2) The examinee may write a message to the room supervisor from the examination platform at any time, to which the room supervisor can reply immediately.
- (3) The room supervisor can send a message to a examinee, a group of examinees or all examinees via the chat module.

 BUDAPESTI CORVINUS EGYETEM	PROVISIONS OF THE VICE-RECTOR FOR EDUCATION	4/2021 Version number: 00. Effective from: 30.11.2021
RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS		

- (4) Examinees can click on the button at the bottom of the examination software to send the examination screen they are seeing to the room supervisor.
- (5) The University provides an online customer service for a given exam session through the Moodle helpdesk system thirty (30) minutes before the exam starts and thirty (30) minutes after the exam ends, and provides a dedicated email address for examinees as a third channel to answer technical and examination organisation questions.
- (6) In addition to the connection through the primary device, the examinee is in constant contact with the room supervisor through the secondary device.
- (7) During the examination, the room supervisor/lecturer will keep a time-stamped record of any irregularities found during the examination. The record includes all the events relating to the examination procedure, in particular logging in, logging out and technical entries, but in no case biometric data, and the examinee may comment on these. Given the time limit for legal remedies, the University will keep the records for 20 days after the examination, after which they will be destroyed.
- (8) In the event of non-compliance with examination rules, the relevant provisions of the SER shall apply.

Examination rules in exceptional cases

10. §

- (1) During the examination, the examinee is required to provide video and audio contact for verification at all times.
- (2) If the primary network connection (e.g. cable service, ADSL connection) is lost, the examinee shall switch to mobile hotspot.
- (3) In justified cases, internet connection interruptions and pauses (image and sound) are accepted twice for a maximum of 120 seconds. In the case of a longer period, Subsection 8. § (11) shall apply.
- (4) Computer system failures (e.g. need to restart the computer, laptop battery running down) are covered by Subsection (3).


Miscellaneous and final provisions

11. §

- (1) The present Provisions shall enter into force on 30 November 2021.

Annexes:

1. Annex: Technical conditions
2. Annex: ProExam technical specification and user guide

 BUDAPESTI CORVINUS EGYETEM	PROVISIONS OF THE VICE-RECTOR FOR EDUCATION	4/2021 Version number: 00. Effective from: 30.11.2021
RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS		

Annex 2

Primary device:

- desktop computer or laptop
- continuous power supply or enough battery power for a laptop for the entire examination
- at least 1200×800 WXGA screen resolution, recommended minimum screen diameter 15'
- at least 1 GB free back-up capacity
- built-in or stand-alone webcam: capable of transmitting images and voice with a resolution of at least 640×480, built-in or stand-alone microphone
- a loudspeaker to hear any instructions from the room supervisor
- keyboard: a keyboard supporting the language of the exam, on which the characters for that language can be used
- mouse or trackpad

Secondary device:

- mobile phone or tablet or laptop computer for streaming video and voice from the side and the back
- a device capable of continuous video and voice streaming with a minimum resolution of 640×480

Internet connection

- at least 5 Mbps download / 1 Mbps upload speed
- During identification and the exam, the primary and secondary devices provide continuous video and voice streaming
- ensuring the option to switch to mobile internet in case of interruption of home internet service during the examination


Operating system

Primary device:

- On computers running the Windows operating system: Windows 7 or later operating system
- On computers running macOS: macOS 10.14 or later operating system

Secondary device:

- browser software supporting WebRtc on Android or iOS for mobile phones
- for laptops or tablets, the same as for primary devices

 <p>BUDAPESTI CORVINUS EGYETEM</p>	<p>PROVISIONS OF THE VICE-RECTOR FOR EDUCATION</p>	<p>4/2021 Version number: 00. Effective from: 30.11.2021</p>
<p>RULES OF EXAMINATIONS MONITORED WITH SPECIAL IT TOOLS</p>		

Application and startup file to be installed on primary device:

Safe Exam Browser

- On Windows operating system:
<https://corvinus.proexam.eu/app/VizsgaApp.exe>
- On MacOS operating system:
<https://corvinus.proexam.eu/app/VizsgaApp.dmg>

Safe Exam Browser startup file

- the exam application can be started by clicking on the startup file:
<https://corvinus.proexam.eu/app/Corvinus.seb>