

**Online Final Exam**  
**Department of Structural Engineering**  
**January 2021.**

The Final Exam is organized as online exam using Microsoft Teams. The Final Exam (FE) is oral exam without preparation time and defence of the diplomawork.

**Schedule of Final Exams**

BSc Specialization in Structural Engineering:

Buildings III. Committee: chair: Dr. Vigh L. G., secretary: Roszevák Zs. 2021. 01. 27.

MSc Specialization in Structures:

Structures III. Committee: chair: Dr. Ádány S., secretary: Németh G. 2021. 01. 28.

The details of the schedule can be found in the Appendix.

**Process of the Final Exam**

Par I.:

Start 8:00

Oral exam, question from list of Final exam questions, with min. two examiners among the university members of the committee.

20-25 min / candidate

Participants: 1 candidate + min. 2 examiner

Method: Candidates log into an organized “waiting” meeting in Teams, for oral exam the candidate is called directly by the examiners. The order of candidates is published before the FE or alphabetic.

Par II.:

Start after Part I.

Presentation of diplomaworks for the Final Examination Committee

15-20 min / candidate

Participants: all candidates of the same FE committee, all members of FE Committee (min requirement Char + 1 university member + 1 industrial member)

Method: pre-scheduled MS Teams meeting.

Candidate should prepare a 10+2 minutes presentation (10 min. diplomawork presentation +2 min. answers for the question of the reviewer), time limit is strict!

Diplomaworks will be uploaded to the Teams group, Reviewer reports will be sent to the Committee members by e-mail.

## **Organization of Final Exams**

The Final Exams are organized by the Secretaries.

Creating Teams groups

During the Final exam the primary communication channel is MS Teams.

Each Final Exam will its own group in Teams created by the Secretary for the candidates and the members of the committee.

Secretary invites candidates to the Teams group.

For Teams problem secondary connection details is requested from candidates (phone number, e-mail).

The Department may organizes a trial-Final exam to test the technical part of the FE in the days before the start of the Final exams.

## **Requirement of the Final Exam**

The candidate must fulfil the following requirements:

1. During the Final Exam candidate should exclusive use a desktop, laptop computer or tablet, smartphone. If necessary, the candidate can log in with two devices (e.g. laptop, smartphone).
2. Uninterruptible power supply or a level of charge of the device battery sufficient for the duration of the exam is required.
3. Built-in or standalone webcam, microphone, speaker, or headphones, headset is required. You can use your smartphone's webcam and microphone.
4. During the exam no one is allowed in the same room with the candidate.
5. The candidate remains visible throughout the exam and does not leave the room.
6. During the examination, the candidate will not come into contact with anyone other than the examiners, either in writing or through an audio, image or video channels.
7. In the vicinity of the candidate no materials or devices to assist the candidate is allowed.
8. The computer used for the examination shall not be used by anyone else other than the candidate during the examination.
9. The candidate presents his / her identity card to the examiner before the start of the examination, and may not obscure his / her portrait and name.

Points 4-8 above do not apply to the time waiting for the exam.

## **Vis Maior cases**

1. If the primary network connection (e.g. wired internet service) is lost, the candidate may switch the system to the secondary (e.g. mobile internet sharing) network internet connection.
2. If the connection is lost and is not re-established within 5 minutes, the candidate's examination will be suspended.
3. In case of suspension, the examiner will try to contact the candidate 3 times until the closing of the Final Exam. There should be at least 5 minutes between contact attempts, but there may be more pauses between attempts. The contact attempt may also be made at the candidate's pre-specified telephone number or e-mail address.
4. If all three attempts are unsuccessful until the closing of the FE, the Final Examination can be considered unsuccessful, its replacement will take place according to the BME regulations, at a postponed date determined by the Final Examination Committee.
5. If the examination is impossible due to the continuous interruption of the internet connection, the incomprehensibility of the sound or the incomprehensibility of the image, or other technical disturbances (e.g. webcam disconnection, microphone failure, etc.) without loss of the internet connection, the procedure related to internet connection lost should be followed (points 2-4).
6. If the candidate does not answer the call initiated by the examiner, the procedure related to internet connection lost should be followed (points 2-4).
7. In any case where the examination process is interrupted, the examiner may decide to ask the candidate a new question when the connection is re-established.
10. Temporary departure from the examination place only allowed by the permission of the examiner. If the candidate leaves the examination venue (room) without the examiner's permission or does not return to the examination venue beyond the time allowed by the examiner, the result of the exam is failed. This does not apply to waiting for an exam.

## **Task to be completed by the candidate**

1. join to Final Exam group in Teams,
2. in case of having a problem joining a Teams group, notify the Secretary,
3. provide the Secretary with a telephone number and e-mail address in advance,
4. to ensure the technical condition of the FE from the Student side,
5. to download and get to know his / her review(s) report, which is uploaded by the Department besides the uploaded diplomawork as comment,
6. for defence prepare a 12-minute presentation (including answers to reviewers' questions / comments).

By participating in the Final Exam, the Student accepts the rules described above.

Dr. Kovács Nauzika

co-ordinator