



SEMMELWEIS UNIVERSITY

Faculty of Dentistry

Dean

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Semmelweis University

Faculty of Dentistry

Rules of Procedure on closing examinations - faculty regulation

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Preamble

Provisions on the regime of closing examinations are laid down in Section 46 - Book III Requirements for Students, Part III.2. Study and Examination Rules (hereinafter: SER) - of the Organisational and Operational Rules of Semmelweis University. To supplement the provisions laid down in Section 46 of the SER in view of the Faculty's specifics and the agreement entered into with the **National Medical, Dentistry and Pharmacology Closing Examination Board**, the Faculty of Dentistry introduces the following rules of procedure for Closing Examinations (hereinafter: Rules of Procedure).

I. The elements of a closing examination

Section 1 (1) A closing examination shall be comprised of the following four parts at the Faculty of Dentistry:

1. Defending the thesis
2. National uniform written closing examination
3. Oral closing examination
4. Practical closing examination

(2) Section 46 (13) of the SER stipulates that a closing examination shall be passed if the rating of each of the closing examination elements listed in paragraph (1) and that of the thesis are at least "pass".

II. National uniform written closing examination

Section 2 (1) In view of the agreement concluded between the four dentist training organisations (Semmelweis University, Faculty of Dentistry; University of Debrecen, Faculty of Dentistry; University of Szeged, Faculty of Dentistry; University of Pécs, Faculty of General Medicine, Dentistry) and the stipulations of the National Medical, Dentistry and Pharmacology Closing Examination Board, written closing examinations

can be organised three times a year. The date of each of the three written test examinations shall be set consistently for all of the relevant training institutions in Hungary.

(2) Determination of the dates of the closing examinations: The representatives of the various universities determine the written closing examination dates for the next two years at the annual meeting of the National Closing Examination Board (NCEB).

(3) The closing examination can be taken three times each year. A passed written closing examination cannot be taken repeatedly.

(4) The national uniform written closing examination shall be organised by the National Medical, Dentistry and Pharmacology Closing Examination Board, and the tests shall be filled out by students taking the closing examination electronically through the closed network of the university concerned. A written closing examination can be taken in an electronic or in a paper-based form, as the case may be.

(5) Answering the national uniform written closing examination test questions based on an integrated knowledge of dentistry can be practised by students intending to take the closing examination at www.zarovizsga.hu, where test questions comprising all of the different types of questions shall be available for practising.

The questions made available for practising will not necessarily be identical with those to be encountered in the closing examination.

(6) The written test questions shall be based on the knowledge acquired during undergraduate dentist training. There shall be always only one correct solution to one specific problem in the examination. Students taking the closing examination fill out the same list of test questions in each of the three training languages. The order of questions **and answers** shall be generated by a program at random for each examinee.

(7) After a national aggregation of the examination results, the point ranges for the grades shall be determined by the representatives of the four training units by consensus, on the basis of the performance curve.

(8) The result of the written closing examination shall be made available to the students that have taken the closing examination after the completion of the test, at www.zarovizsga.hu.

If the test was filled out electronically, the results and the corrections can be viewed at www.zarovizsga.hu using the ID and password received during the examination, from not later than 14:00 on the day of the examination.

(9) A written test shall be made up of 180 questions for the answering of which students will have 180 minutes.

(10) Further details regarding the written closing examination (e.g., on the method of registration, the venue, the time, the conditions of entering the hall, the seating arrangement in the hall, the possibility of leaving the hall, rules on behaviour and conduct, the way the examination is supervised etc.) shall be communicated by the Dean's Office to the students taking the closing examination.

(11) The lead supervisor of the examination keeps a written record of the written closing examination procedure.

(12) A student intending to take the closing examination shall be allowed to enter the hall after presenting a valid photo ID which is suitable for his or her personal identity, and signing the attendance sheet.

Students intending to take the examination shall not bring any electronic device (mobile phone, laptop computer etc.) or any written material (notes, textbooks etc.) into the examination hall. They make a declaration to this effect upon signing the attendance sheet.

(13) The seating arrangement in the examination hall shall be determined by the supervisors. Not more than one student may leave the examination hall at a time, with the lead supervisor's prior permission. The time of the student's leaving the

hall and that of his or her returning shall be entered in the record of the closing examination.

(14) The closing examination of any student who uses any unauthorised device or other source during the written closing examination (despite the acknowledged prohibition) - including any electronic or smart device - will be suspended by the supervisors immediately, without prior warning. The result of a written test examination terminated by suspension is “fail”. The fact of suspension shall be entered in the record of the closing examination. A suspension will entail a disciplinary proceeding.

(15) The National Closing Examination Board electronically transmits the test results to the various Faculties of Dentistry on the day of the completion of the test. (Excel spreadsheet)

(16) Legal remedy options:

(1) **Technical/professional remarks can be made regarding the various questions contained in the test database until not later than the 31st day preceding the examination concerned.**

The editing and updating of the question bank shall be closed 30 days before the examination dates. From that point on, the questions are not to be modified until the next examination.

Any remark shall be examined, and if a complaint is accepted as justified, the relevant question/answer shall be corrected.

A student taking the closing examination can file a written objection regarding any question included in the closing examination until not later than 18:00 on the day of the written closing examination, at www.zarovizsga.hu. A student taking the closing examination may only file objections of a technical nature regarding any test question.

(2) The test result becomes final and definitive in the following cases on the basis of paragraph (1):

the written objection filed by the student has been investigated and accepted/rejected by the NCEB.

(17) A student who failed the written closing examination cannot be admitted to oral and practical closing examinations.

III. Oral and practical closing examination

3.§ (1) Pursuant to Section 46 (7) of the SER, the number of examination panels shall be determined in view of the number of graduating students so as to ensure that not more than 10 students are allocated to any given closing examination panel on a given day.

(2) The students who have passed their written closing examinations will be allocated to the oral and practical closing examinations on the day following the date of the written closing examination. This allocation shall be carried out by the Dean's Office using the program developed by the university for random allocation. The representatives of the Students' Self-Government shall be present during the allocation procedure but shall not be allowed to see its result.

(3) The Dean's Office shall inform the examinees about the allocation by date, on the day of the allocation procedure. The Dean's Office shall announce to the students allocated to a given day their assignment to the various examination panels, on the day of the examination.

(4) The composition of the various closing examination panels is regulated at the Faculty of Dentistry by the Faculty's Rules of Procedure on "On the list of closing examination chairpersons and members" adopted by Faculty Council Resolution No. 7/2020. (III.12.). The closing examination panels shall be formed once a year on the basis of the above rules.

(5) Section 46 (11) of the SER stipulates that a record shall be kept of each closing examination. The grade assigned to the written test shall also be entered in the record of the student's oral closing examination.

(6) The rules laid down in BOOK III Requirements for students of the Organisational and Operational Rules of Semmelweis University shall apply to the evaluation of the closing examination, the re-taking of failed examinations, and the rules on legal remedy.

IV. Closing provisions

5 (1) Simultaneously with the adoption, and entry into force, of these Rules of Procedure governing the regime of closing examinations, the Rules of Procedure on Closing Examinations adopted by Dean's Instruction No. 3/2017 shall lapse.

Annexes:

Annex 1 Information on the conduct of written closing examinations

Budapest, 13 May 2022.

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dr. Gábor Gerber
Dean

Annex 1

Information on the conduct of written closing examinations

If the closing examination is taking place electronically:

Each examinee is provided with an envelope, containing a data sheet with an individual code, before the commencement of the examination.

The examinee shall fill out the data sheet and hand it over to the staff of the Dean's Office. Thereafter he or she can enter the examination portal using their own code.

- 1.) The student fills out the data sheet - bearing his or her code - and hands it over to the Dean's Office staff.
- 2.) The Dean's Office staff scan and upload the data sheets to the NCEB portal. Correction and identification shall be taken care of by the NCEB.
- 3.) After the evaluation of the tests, the NCEB sends the results to the universities concerned in .xls spreadsheets (containing the students' names, codes and results).
- 4.) Uploading the data sheets is not a mandatory requirement. If the data sheets are not uploaded, the NCEB sends spreadsheets containing only the students' codes and results. In this case the Dean's Offices have to match the codes with the names/results.

If paper-based closing examination tests are filled out:

- The NCEB delivers the test booklet packages, put together on the basis of the prior requests specifying the number of booklets required, to the university/universities on the day of the closing examination in compliance with the applicable confidentiality requirements.
 - At the written closing examination: Each examinee is provided with an examination package, containing an information sheet, a data sheet, a two-page answer sheet and a test booklet, before the commencement of the examination. The students mark their answers on the answer sheet.
- 5.) The student fills out the data sheet - bearing his or her code - and hands it over to the Dean's Office staff.
 - 6.) After the examination, the students hand over the answer sheets, featuring their codes, also to the Dean's Office staff.
 - 7.) The Dean's Office staff scan and upload the answer sheets and the data sheets to the NCEB portal. Correction shall be taken care of by the NCEB.
 - 8.) After the evaluation of the tests the NCEB sends the results to the universities concerned in .xls spreadsheets (containing the students' names, codes and results).
 - 9.) The answer sheets can be uploaded without the data sheets as well, in which case the .xls spreadsheet contains only the students' codes and results. In this case the Dean's Offices have to match the codes with the names.

Closing examination tests:

Every student is given the same set of questions, with the answers in a different order for each student. The examinee **shall mark** the letter of the solution he or she thinks to be the best answer **on the answer sheet clearly visibly, with a blue ball-point pen.** Any unanswered question or any question with multiple answers marked will be regarded as a wrong answer.

- After the examination and the checking/correction of the answers, when the NCEB has already completed the checking/correction process (in the afternoon of the day of the closing examination) the NCEB and the deans/designated employees of the partner universities shall set the point limits.
- The results shall be transmitted by the NCEB to the universities by e-mail.

Technical/professional remark:

Remarks can be made during the 45-day period between the 75th - 30th day preceding the day of the written closing examination (*day zero*).

The system closes 30 days before the day of the written closing examination (*day zero*) from which point no more remarks can be made, but the practising portal continues to be accessible and students can continue to practise for the examination.

The day of the closing examination (**day zero**)

| Timeline | | |
|--|------------------|----------------------------|
| Day minus 75 | Day minus 30 | Day Zero |
| Practising + Making remarks possible (45 days are available for filing technical/professional objections) | Only practising! | CLOSING EXAMINATION |
| (day minus 0-75) | (day minus 0-30) | Day Zero |

Technical/professional remarks can be made after the Closing Examination:
IT/technical fault(s) that occurred in the case of an electronic examination.