

## EXAM INSTRUCTIONS

*for preparation for higher education for groups of non-native speakers of Hungarian*

### Preamble

This exam code is incorporated into the Study and Exam Code of the Training Institution in effect from time to time by reference. Matters not regulated herein shall be governed by the Study and Exam Code.

## I. Hungarian as a foreign language

### 1.) Assessment of performance during the school year

#### 1.1. Exams during the school year

- 1.1. the exams embracing the particular language modules in the subject of Hungarian as a foreign language: written and oral,
- 1.2. mid-term exam (in December, on B1 level): written and oral,
- 1.3. spring exam (in March or April, on a level between B1 and B2): written and oral
  - The exams take place before the teachers teaching in the particular group.
  - The participant of the programme always takes the written exam first.

#### 1.2. Extraordinary events:

Should the examinee be absent from the exam or violate the order of the examination and the exam, the examinee may not continue the exam. In this unexpected case, the exam will be qualified as a not completed exam, and the examining teacher shall immediately inform the Programme Director of MFAT. The examinee may justify its absence in accordance with Subsection II.2.2 of the Study and Exam Code. The Participant of the programme may only sit for an exam with the consent of the Programme Director of MFAT, in a date designated by the same.

### 2.) Written examinations and presentations during the school year

The Participants of the Training shall take a written examination after completing each language module, but at least on a monthly basis as of the second month of the school year.

#### Assessment of exams and written examinations during the school year:

<b>0 –49%</b>	<b>1</b>	<b>unsatisfactory</b>
<b>50–60%</b>	<b>2</b>	<b>satisfactory</b>
<b>61–73%</b>	<b>3</b>	<b>medium</b>
<b>74–86%</b>	<b>4</b>	<b>good</b>
<b>87–100%</b>	<b>5</b>	<b>excellent</b>

### 3.) Assessment of the performance during the school year at the end of the same

At the end of the study period, the Participants of the Programme will receive practical grades between 1 and 5. The grade shall represent the following:

- the average result of the tests embracing the modules during the school year and other written examinations;

- the weighted average of exams (for example: with an exam result of 2, one cannot receive a practical grade of 5).  
The practical grade may not differ from the average results with more than one grade, with regard to the other results of the Participant of the Programme (development, essay, presentation, etc.)

#### **4. Final Hungarian exam**

##### **4.1) Conditions for sitting the final Hungarian exam**

The Participant of the Programme may not take the final Hungarian exam, if the absences thereof exceed 20% of the total lessons of the subject.

##### **4.2) Rules of the final exam of Hungarian as a foreign language**

###### **a) Schedule of the final exam**

The material of the final exam is of B2 level (language for special purposes). All examinees take the written exam first. The examinees who cannot achieve 50% at the written exam, may not take the oral exam. In this case, the grade of the total final exam is unsatisfactory, and the examinee fails the final exam.

The written exam is followed by the oral exam. The oral exam takes place before an exam committee.

1. The oral exam takes place on the basis of a previously provided line of topics.
2. The examinee may not refuse to accept the topic selected blindly and randomly, and may not select an additional topic.
3. Should the examinee fail to present the selected topic, the examining teacher may ask questions from the entire material of the subject.
4. The results during the school year may not be taken into consideration at the final exam.

###### **b) Assessment of the end of the school year written final exam of Hungarian as a foreign language**

<b>0 –49%</b>	<b>1</b>	<b>unsatisfactory</b>
<b>50–60%</b>	<b>2</b>	<b>satisfactory</b>
<b>61–73%</b>	<b>3</b>	<b>medium</b>
<b>74–86%</b>	<b>4</b>	<b>good</b>
<b>87–100%</b>	<b>5</b>	<b>excellent</b>

A final exam of unsatisfactory grade (1) is unsuccessful. There is no possibility to correct a failed final exam.

###### **c) Extraordinary events**

The provisions of Section I.1.4 are applicable.

###### **d) Assessment**

Determination of the grade of the final exam: the result of the written and oral exam counts in a ratio of ½ and ½ respectively, with the dominance of the written grade, taking into consideration the characteristics of the language performance.

The result of the oral exam is determined by the exam committee immediately after taking the oral exam.

<b>Grade of the written exam</b>	<b>Grade of the oral exam</b>	<b>Total grade of the final exam</b>
2	1	2
	2	2
	3	2 if the result of the written exam exceeds 58%: 3
	4	3
	5	3 if the result of the written exam exceeds 58%: 4
3	1	2
	2	3
	3	3
	4	3 if the result of the written exam exceeds 70%: 4
	5	4
4	1	2 if the result of the written exam exceeds 80%: 3
	2	3
	3	4
	4	4
	5	4 if the result of the written exam exceeds 82%: 5
5	1	3
	2	3
	3	4
	4	5
	5	5

## II. Special subjects

During the school year, the Participants of the Programme will study other special subjects in accordance with the particular specialization besides studying Hungarian as a foreign language.

In the case of special subjects:

- the performance during the school year will be assessed with the practical grade received at the end of the school year in each special subject and
- with the written and oral final exams taken from each special subject.

### 1.) Assessment of performance during the school year

**1.1** The methods of examination during the school year: oral presentation, written examination (quick test and final papers) and central written test.

**1.2.** The assessment of written test and central written tests:

<b>0 –40%</b>	<b>1</b>	<b>unsatisfactory</b>
<b>41–60%</b>	<b>2</b>	<b>satisfactory</b>
<b>61–75%</b>	<b>3</b>	<b>medium</b>
<b>76–85%</b>	<b>4</b>	<b>good</b>
<b>86–100%</b>	<b>5</b>	<b>excellent</b>

**1.3.** The Participant of the Programme shall take at least three successful (with at least a satisfactory grade) central written tests and/or final papers per each subject during the school year.

**1.4.** The Participants of the Programme will receive a practical grade (1-5) from each subject at the end of the school year based on their performance during the same one week before the end of the study period.

a) The practical grade shall represent the performance during the school year, therefore it can be calculated as the weighted average of oral presentations, written tests and central written tests in the first place. The results of the oral presentation and quick tests will be calculated with a weight number "one", while the results of the final papers and the central test will be calculated with a weight number "two" into the weighted average.

b) The determined practical grade may differ with one grade from the average result with regard to the other components of the performance during the school year (development tendency, essay, presentation, etc.).

## 2. The final exam of special subjects

### 2.1) Conditions of taking the final exam of special subjects

a) The Participant of the Programme may not take final exams from special subjects, if he received an unsatisfactory grade for his final exam from Hungarian as a foreign language, except for extraordinary reasons, in which case the Programme Director of MFAT, with the approval of the employee of MFAT in charge of trainings of Hungarian as a foreign language, may allow taking the final exam of special subjects upon the written request of the Participant of the Programme.

### 2.2) The rules of final exam of special subjects

#### a) The schedule of the final exam

- The Participants of the Training take the written part of their exam first, if their exam consists of both a written and an oral part.

Examinees, whose grade achieved on the written exam does not reach 41%, shall receive an unsatisfactory grade for their exam without taking the oral part of the exam.

- The written exams are followed by the oral exams.

The oral exam takes place before an exam committee.

1. The oral exam takes place on the basis of a previously provided line of topics.
2. The examinee may not refuse to accept the topic selected blindly and randomly, and may not choose an additional topic.
3. Should the examinee fail to present the selected topic, the examining teacher may ask questions from the entire material of the subject.
4. The results during the school year may not be taken into consideration at the final exam.

- The Participants of the Programme may correct their unsatisfactory grades in the additional exam period.

#### **b) Assessment of the final written exam**

<b>0 –40%</b>	<b>1</b>	<b>unsatisfactory</b>
<b>41–60%</b>	<b>2</b>	<b>satisfactory</b>
<b>61–75%</b>	<b>3</b>	<b>medium</b>
<b>76–85%</b>	<b>4</b>	<b>good</b>
<b>86–100%</b>	<b>5</b>	<b>excellent</b>

#### **c) Extraordinary events**

- The provisions of Section I.1.4 are applicable.

#### **d) The rules of re-examination in special subjects**

1. Re-examination is possible in any special subjects the final exam of which was unsuccessful in the date designated for the same.
2. In the case of subjects, the final exam of which consists of both a written and an oral part, the examinee shall re-take both parts. The written part shall be taken first on the day designated for the same.
3. The rules of the final exam of special subjects are applicable to the written re-examination.
4. Failed re-examination may not be taken repeatedly.
5. If the Participant of the Programme is absent from the re-examination or from the oral part thereof and does not justify its absence, the exam or part of exam shall qualify as unsatisfactory.

### e) Assessment

The determination of the grade of the exam:

- if the exam is written or oral, the grade of the exam equals the grade of the written or oral exam;
- if the exam consists of both a written and an oral part, the grade of the exam shall be calculated based on the following table:

Grade of the written exam	Grade of the oral exam	Grade of the exam
2	1	<b>1 - if the written exam reaches or exceeds 50%: 2</b>
	2	<b>2</b>
	3	<b>2</b>
	4	<b>3</b>
	5	<b>3</b>
3	1	<b>2</b>
	2	<b>2 - if the written exam reaches or exceeds 70%: 3</b>
	3	<b>3</b>
	4	<b>3</b>
	5	<b>4</b>
4	1	<b>2 - if the written exam reaches or exceeds 81%: 3</b>
	2	<b>3</b>
	3	<b>4</b>
	4	<b>4</b>
	5	<b>4 - if the written exam reaches or exceeds 81%: 5</b>
5	1	<b>3</b>
	2	<b>3</b>
	3	<b>4</b>
	4	<b>5</b>
	5	<b>5</b>

- if the exam consists of both a written and an oral part, the grade of the exam shall be determined by the exam committee following the oral exam.

The result and the grade may not be modified afterwards, except for formal mistakes or typos; such circumstances shall be recorded in writing.

### III. Entrance examination to higher education

In the case of persons attending a Programme with Stipendium Hungaricum scholarship, the procedures for admission to higher education is specified by the particular higher education institution. The higher education institutions may hold aptitude and/or written and/or oral exams as well.

The higher education institution decides on the admission of the Participant of the Programme based on the results of the final exam and the results of the admission and/or aptitude exam held by the higher education institution collectively.

The higher education institutions may deem the result of the final exam to be successful and eligible to admit according to general rules, if the Participant of the Programme achieved at least 60% of the total scores to be achieved. However, this ratio may vary in each institution.