



Avicenna International College

AIC Rules and Protocols

R-101

“Online and Paper-based Exams”

“First Time Exams”

“Re-take Exams”

I. INTRODUCTION:

There are two kinds of exams organized at Avicenna International College in Budapest and other campuses:

1- Internal Exams

These exams are designed and administered by faculty and examiners of Avicenna International College. These exams are meant to measure the academic level and knowledge (language and science) of the students at the time of enrollment (Avicenna Placement Test) and during the academic year (Weekly Progress Test, Semi-Final and Final exams).

2- External Exams

Avicenna International College organizes and administers exams that are designed and evaluated by other universities and organizations.

These exams include the entrance examinations to European and other medical universities. Also, examinations offered by “Cambridge Assessment”, “PEARSON” and “EDEXCEL”, such as “A Level”, “IGCSE”, “IMAT”, “BMAT” and others belong to this group.

All exams at Avicenna are organized under the applicable rules and regulations and the students, teachers, and staff must follow the instructions carefully and completely.

II. General Rules For Online and Paper-based Exams

1. Exam schedules and timetables are published online and on the boards at the “Student Center” every academic year. Students and teachers should check the exam timetable carefully. Make sure you know the time and locations of your exams. Check whether you should go directly to an exam hall or a waiting room. AIC keeps the right to change the date and place of any exam. Students should regularly check the timetable of the exams.

2. Bring your Student Card or other ID such as a passport (when required). **You will not be allowed into the exam hall without ID.**
3. Do not bring any unauthorized material in Paper Exams (e.g. written notes, notes in dictionaries, paper, mobile phone, computer, tablet, calculator). For special online exams, you will be instructed on what you can bring to the exam hall.
4. You are allowed to bring tissues and a drink (but not food) into the exam hall.
5. Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the exam hours. In the case of listening and oral exams, you may not be allowed to leave during the exam.
6. Arrive at least **30 minutes** before the exam is due to start and wait outside until you are allowed in.
7. **10 minutes** before the exam starts, the doors will be closed and NO students are allowed into the exam hall.

III. Rules When You Are In the Exam Hall

1. Exam conditions apply as soon as you enter this venue (the exam room) and until you leave.
2. As you enter you must show your Student ID card. Otherwise, you may be asked to put your ID on the desk and the supervisors will check it.
3. Make sure your mobile phone is switched off and placed in your bag. The bags and coats will be located in the designated location as shown by the invigilators.
4. Find your seat based on the seat number you have already been given. If there is no seat number, then you can choose the nearest seat.
5. Pencil cases and glasses cases are NOT permitted to be on the desks. Remove pens and glasses and place them on the desk. All cases must be left in your bag with other belongings.

6. Remember that talking is **NOT** allowed at any time in the exam hall.
7. Place your **Student ID card** on your desk.
8. Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times. For example, if you are asked to sit in a designated place, then you must do so and you must not move.
9. You are **NOT** permitted to share dictionaries, calculators or any other materials during the examination.
10. You are **NOT** allowed to leave the exam rooms. You are allowed to leave the exam hall **ONLY** during the time periods that have been announced.
11. If you have a question or need more papers, raise your hand and a teacher will come to you. Teachers will **NOT** give hints or answers, so please do **NOT** ask for them.
12. Online exams can **ONLY** be taken on laptops. Make sure that your laptop is fully charged.
13. Keep your eyes on your own laptop. Remember, copying is considered a violation of rules and may invalidate your exam. Also, remember that the questions of the exam may differ from student to student.
14. You have to submit your answer sheets when the invigilator says it is the end of the exam. For online exams, you should submit the answers before the time is over. When time is over, the application will automatically close and you cannot submit your answers anymore.
15. Leave the exam hall quickly and quietly. Remember to take all your belongings with you. **You must remain silent until after you have exited the building.**
16. Remember! Cheating is considered unacceptable behavior and you will be disqualified for that exam. It is also possible that you will be introduced to the Disciplinary Committee for further actions.

17. If you are found with any prohibited item or material on you while you are in the exam venue, it will be confiscated & you will be reported to the Disciplinary Committee even if you have not used the item(s).
18. The following items are permitted on your desk: Student ID, writing implements, clear water bottle and, if applicable to your exam; an approved calculator (without a cover) and translation dictionary.

IV. Online Exam Instruction

1. Connect your Laptop to the “AIC-Guest” wifi network. If you connect to other internet networks or if you are using any kind of VPN or Proxy software, you will **NOT** be able to take the online exam. Your system will show ERROR 403 “access not granted”.
2. Open your web browser application (chrome, firefox).
3. Type “gmail.com” in your address bar.
4. Log in with your Avicenna International College email address. **Any other email address other than Avicenna will NOT work.** If you are logged in with another email, first log out from the old email, then login with the Avicenna’s email. If you try to use the system with other emails, then you will see the ERROR message as in “image-002”.
5. You will receive the “exam links” in your message box before the exam. The order of the exams and the time allocated for each subject will be given. Each exam will start and end exactly at the time mentioned.
6. The exam links are protected by passwords which will be provided on the exam day in the exam hall.
7. Open each exam link on the same browser which you logged in with Avicenna email. If you have taken all the steps properly, then you will see the first page of the exam as shown in “image 003”.
8. Now you should type the password that you have been provided.

9. Your laptop screen should not be dark and it should be in full brightness.
10. You are not allowed to open any tabs or windows (messenger application, google search, Wikipedia, etc.) other than the exams page.
11. If you happen to finish any online exam before the time is over, then you have to submit the exam and shut down or close your laptop. You are NOT allowed to surf the internet while you are in the exam hall.

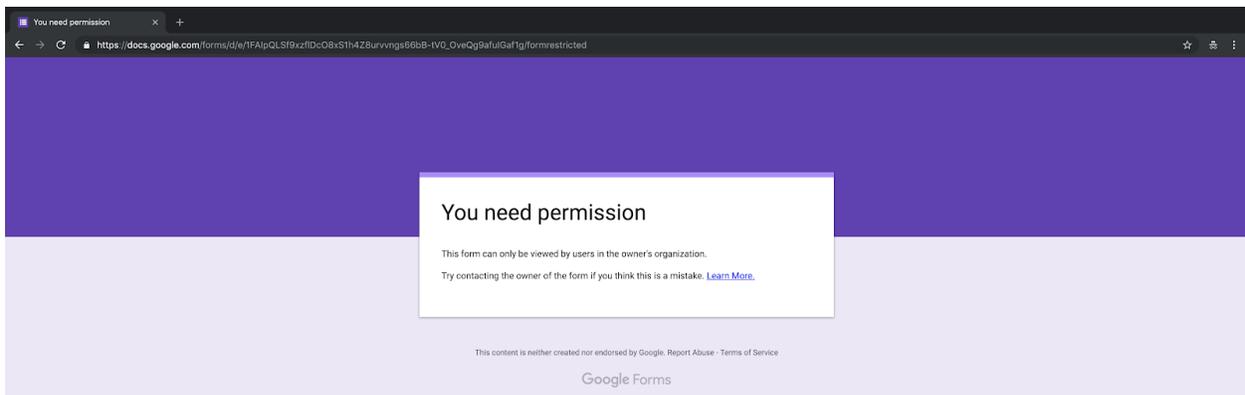


Image 001

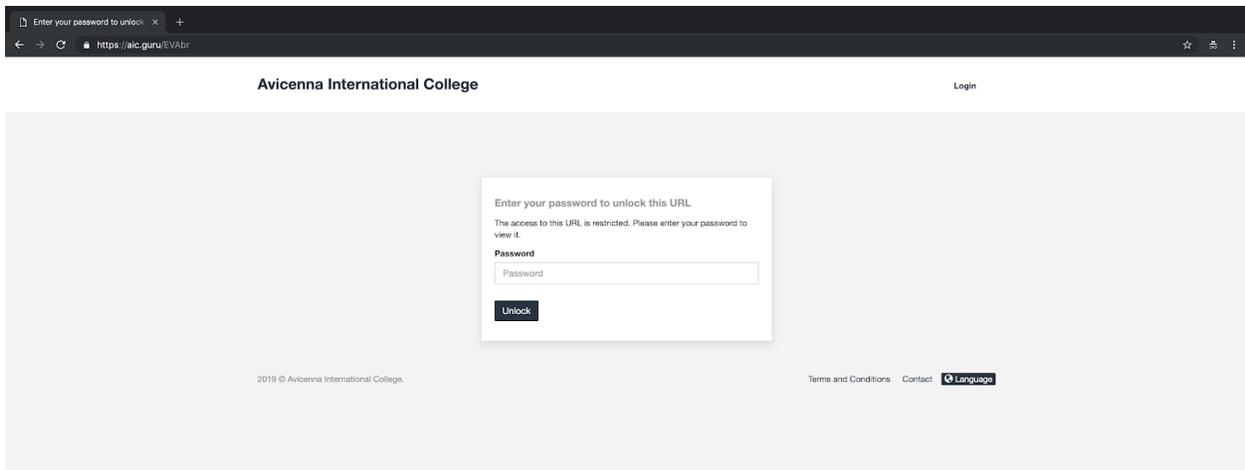


Image 002

V. Exam Dates

The dates of all exams are announced by the Student Center on the website of AIC and also are printed and posted on the boards at the Student Center. These dates are set in the Academic Calendar each year. Dates and locations of the exam may change for any reason. It is the responsibility of the students to regularly check the exam timetable which is relevant to the field and course of study.

All students should appear for the first time exams and there is no need for registration. These exams are free-of-charge. Absence from such exams is not justified. If the student has been ill (by a medical certificate) or can provide any other justifiable reason, then the absence will be justified.

VI. Re-take Exam Dates and Fees

Re-take exam dates are also announced for each academic year (see Appendix R-101-1). Students should register for one of the dates of their choice. Students should pay 10000 HUF (or 30 Euro) for each re-take exam session. No extra dates will be available for retake exams. If a student for any urgent matter needs to have a separate retake exam, then he/she should write a request online to the Student Center and request for such an extra exam with justifying reasons. The President, Vice-President or Principal can authorize such an extra exam which will be conducted by the student Center.

VII. First Exam Procedure

1. Student Center will organize the prescribed exams according to the timetable and schedule of the studies for each program (AMFP, EFP, NCUK, GFP, High School, ...).

2. The exam dates are already published for each academic year and students or teachers cannot change these dates.
3. Regular exams include APT, WPT, Semi-Final, Final and assessments for NCUK or other programs.
4. Student Center will publish the exam dates in the academic calendar latest by September 10 of each academic year.
5. All students should participate in the exams and no reason is accepted for any absence.
6. Students from previous academic years cannot participate in the published academic exams. Past year students should register for retake exams.
7. First-time exams are free-of-charge for all students.
8. After completion and submission of the exam, exam papers will be corrected by the AIC faculty.
9. The results of the exams will be printed and recorded in the file of the student (active and past student). These exam results are confidential and only faculty, students and parents may have access to them.
10. The result of the exams will be emailed to the student within one week.
11. Students can send a request and ask for a consultation about the exam result if they have any objection to the result of a particular exam.
 - a. The special dates for “Exam result Review and Consultation” are published every academic year in Appendix R-101-2.
 - b. Students can fill out the request form and submit it to the Student Center.
 - c. A review session will be organized for the student. In this session, the Principal, concerned teachers, and other faculty may be present.
 - d. Concerned students will be invited to the review meeting via Avicenna’s email.

- e. A summary of the meeting will be prepared which will be signed by all participants which will be recorded in the student file.
- f. This review procedure is free-of-charge for the first time.

VIII. Retake Exam Procedure

1. Student Center will organize the retake exams (even for one student) according to the timetable already published for each academic year.
2. Student Center will publish the retake exam dates by September 10 of each academic year.
3. Students can choose from the options in the retake exam dates for that year.
4. Students from previous academic years can also participate in the published retake exam dates.
5. Students will fill out the retake exam registration form and submit it to the Student Center of AIC.
6. Retake exam registered students should go to the financial department of AIC and pay 10000 HUF (or 30 Euro) as the retake exam fee and bring the receipt to the Student Center at the time of the retake exam.
7. After completion and submission of the retake exam, exam papers will be corrected by the AIC faculty.
8. The results of the retake exam will be printed and recorded in the file of the student (active and past student).
9. The result of the retake exam will be emailed to the student within one week.
10. Students can ask for the same retake exam maximum 5 times. For any retake exam after the fifth trial, students should write a request addressed to the President or Principal and can take further exams only with special permission.

Appendix R-101-1

- Present and past students of AIC (at all levels and programs) can choose from the following dates for any retake exam.
- Dates, hours and locations of retake exams are indicated.
- Always double-check the data concerning your retake exam before you arrive for the retake exam.
- AIC reserves the right to change any date, time or location of one or more retake exams.

Dates of Retake Exams for 2019-2020 Academic Year

20 - 21, January 2020
10 - 11, February 2020
24 - 25, February 2020
09 - 10, March 2020
30 - 31, March 2020
13 - 14, April 2020
27 - 28, April 2020
11 - 12, May 2020
01 - 02, June 2020
22 - 23, June 2020
06 - 07, July 2020
20 - 21, July 2020
03 - 04, August 2020
17 - 18, August 2020

Dates of Retake Exams for 2020-2021 Academic Year

7 - 8, September 2020

21 - 22, September 2020

5 - 6, October 2020

19 - 20, October 2020

09 - 10, October 2020

23 - 24, October 2020

14 - 15, December 2020

11 - 12, January 2021

25 - 26, January 2021

08 - 09, February 2021

22 - 23, February 2021

08 - 09, March 2021

29 - 30, March 2021

12 - 13, April 2021

26 - 27, April 2021

10 - 11, May 2021

24 - 25, May 2021

07 - 08, June 2021

21 - 22, June 2021

05 - 06, July 2021

19 - 20, July 2021

09 - 10, August 2021

23 - 24, August 2021

Appendix R-101-2

Exam Result Review and Consultation

The following dates are published for each academic year to review the request of students for any objection against the result of any exam.

Students should fill out the request form and send it online to the Student Center. Registered students will receive an invitation email to attend a meeting.

Exam Review and Consultation Dates for **2019-2020** academic year

20, February 2020

24, June 2020

Exam Review and Consultation Dates for **2020-2021** academic year

25, January 2021

22, February 2021

28, June 2021