What to Do if You Are Taking Your Final Exam

Technical Support for the BA Final Exams

Dear students taking their final exams!

We have compiled all information you need to prepare for your BA final exams. We ask you to study this document carefully and if you have any questions, notify us with due haste!

I. Tasks One Week Before the Thesis Defence

1. Login to the Microsoft Teams platform 1 week before the date of the defence. By then, you should have been assigned to the relevant examination committee in Teams. All ELTE students have access to Microsoft Teams, but you may find additional help in Hungarian via this link: https://www.elte.hu/en/digital-operation

2. Look for your final exam group in the Teams section of the menu. These are named ZV-PPK-Psyichology BA_(date) and the number of the committee.
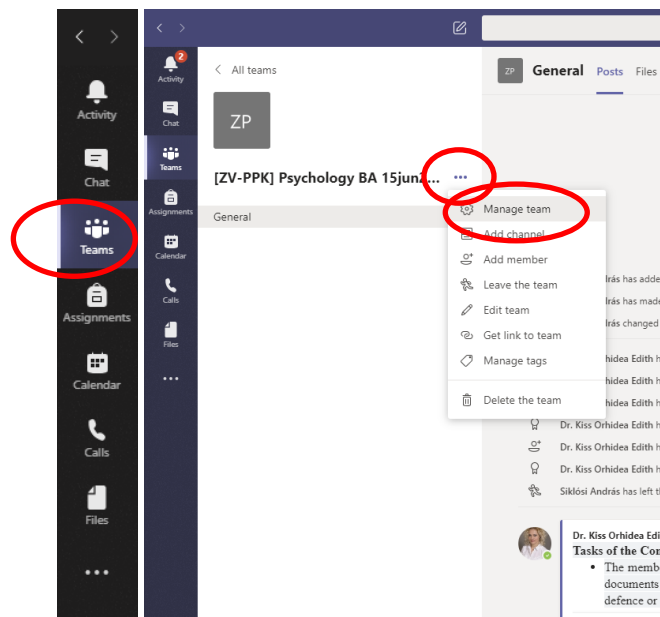
You should see only one team with this name. If you click the three dots on the upper right-hand corner of the team's rectangle, then select Manage team, you can see who the examiners are, as well as your fellow examinees.

3. Select your committee.

4. Click Files at the top of the screen and upload all thesis defence documents to the folder bearing your name, so that the committee may evaluate these before the defence. The folders will have been created for you.
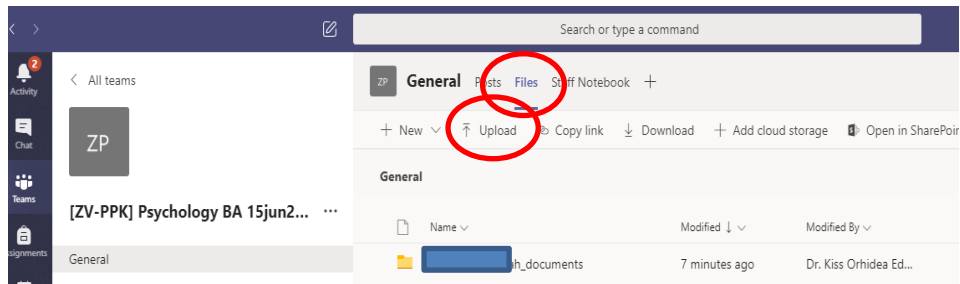
5. The folders have to contain the following documents:
   - 1. PowerPoint presentation with a voiceover to present your research; suggested file name: your name + the type of presentation, e.g. Jane_Doe_research_PPT
   - 2. PowerPoint presentation with a voiceover for your self-reflection; suggested file name e.g. Jane_Doe_self-reflection_PPT
   - 3. the written evaluation of your topic supervisor, suggested file name e.g. Jane_Doe_topic supervisor_evaluation
   - Optionally, it is strongly suggested that you upload your entire portfolio.
     Please, if possible, do not use special characters (hyphens etc.).

You can also upload the aforementioned files to OneDrive. In this case, Annex No 1 contains the instructions. However, we would kindly ask you to use the Teams folders for ease of access.

Tasks on the day of the Thesis Defence

1. Login to Teams at least an hour before the time of your defence! If you experience technical difficulties, immediately notify the committee via email, chat, phone, or by any means necessary.

2. Look up your final exam group once again.

3. Select this team and wait for the committee's call.

4. If you are called, click **Join** the meeting to answer. It is possible that before exams start at 9 AM, the committee will call all available students for brief greetings and to discuss a few details. You are advised, but not obligated to attend this. You need only join 30 minutes before the time of your defence.

   Should it be necessary, you have the option to open the list of participants, the chat etc. in the navigation panel at the bottom of your screen. This is where you can activate your camera and microphone.
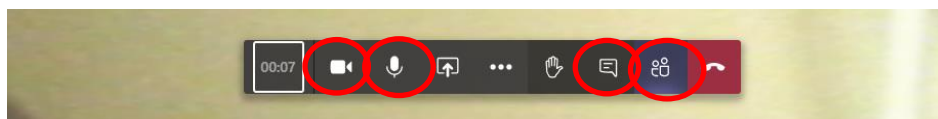
5. Present your research and your self-reflection in 5 minutes each, based on the committee's questions. You will have been assigned points by this stage, but the call serves as an opportunity for personal contact and may add details to your evaluation.

6. Upon the chair's request, exit the call for 2-3 minutes, while the committee deliberates.

7. When you are called once again, re-enter the call and you will be assigned a grade. Afterwards, you may go offline, but please be more or less available and check your notifications on the day of the defence, should there be any further questions.

8. If you experience technical difficulties and cannot login, you are required to try reaching the committee at least three times on the same day. If you successfully connect, please send the committee a chat message that you are available and no longer experiencing technical issues. The committee will try to call you at least three times as well, at different times. If you cannot connect on the date of your defence, the Institute will notify you of the next date when you may take your thesis defence in the present exam period. If you provide your phone number via Qualtrics (whence we will fetch your contact details), the committee will have your phone number on hand.

Please carefully check the following:

- the date of your defence, on e.g. the website, Neptun, or Teams
- all emails regarding your defence, see the information letters and Qualtrics
- notifications from the committee, its phone calls, if applicable

Material accessible via Teams

1. (Committee folder:
- assigned dates)

2. Named student folders:
- presentation with a voiceover (PPT) on the research
- presentation with a voiceover (PPT) on the self-reflection
- Thesis supervisor's written evaluation
- optionally your complete portfolio

Important contact details in case you experience problems:
international.office@ppk.elte.hu
Orhidea Kiss: kiss.orhidea@ppk.elte.hu
Elza Simor: simor.elza@ppk.elte.hu

We will be assigned as owners to all teams. Please do not hesitate to contact us!

Annex No 1

1. If the student uploads their material (presentations, topic supervisor's written evaluation and all other material) to the University's Microsoft Office OneDrive cloud (the name of the folder should be <mark>Student name_BA_final exam</mark>), they have to share this with the members of the committee. The members will be notified via email and can access the files at any time.

2. Copy the following address into your browser: https://eltehu-my.sharepoint.com Login using your ID.

3. Create a new folder named as instructed above/*ÚJ.*

4. Upload (/*Feltöltés*) the two presentations, the written evaluation and if possible, the complete portfolio to this folder. Use the filenames described above.

5. After selecting the relevant folder, click the Share/*A kijelölt elem megosztása másokkal* option, then type in the committee members' addresses.