Neptun/UniPoll electronic exams (FAQ)

The teacher said the exam will be on UniPoll. But what is UniPoll?

UniPoll is a form management system that, when integrated in Neptun, provides the possibility for completing exam questions and midterm assignments.

Where do I have to register and how can I log in?

UniPoll is integrated in to the Neptun system, so you don't need to register or log in separately. The exam forms and midterm assignments are accessible via the Neptun HWEB.

How can I register for an electronic exam?

You can register for a UniPoll electronic exam just as for any other exam, in Neptun HWEB under the *"Vizsgák (Exams) / Vizsgajelentkezés (Exam registration)"* menu item. The type of the exam indicates whether the exam is electronic.

How can I register for a midterm assignment?

No separate registration is necessary for the assignments assigned to midterm tasks: they are available for all students under the *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* menu item. (In case of tasks requiring registration, the link to the assignment will be available only for the students who have registered themselves or who have been registered by the teacher.)

Where can I view the electronic exams I have registered for?

The electronic exam dates for which you have registered can be viewed under *"Vizsgák (Exams) / Felvett vizsgák (Selected exams)"*, just like any other exam. The UniPoll exam forms assigned to electronic exams can be completed under the *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* menu item, between the start and end dates indicated in the given row.

Where can I view the midterm assignments assigned to me?

Midterm assignments are displayed under the *"Tárgyak (Subjects) / Feladatok (Tasks)"* menu item. These can be regular exams or electronic exams. In the case of the latter, the UniPoll form assigned to the task can be completed under the *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* menu item, between the start and end dates indicated in the given row.

Where can I check whether an exam is electronic?

You can check the type of the exam in Neptun HWEB under *"Vizsgák (Exams) / Vizsgajelentkezés (Exam registration)"* or *"Vizsgák (Exams) / Felvett vizsgák (Selected exams)"*. Possible exam types: *Written, oral, or electronic.*

Are all electronic exams UniPoll exams?

As a general rule, exams announced as "Electronic exams" have to be held in UniPoll. If you are unable to find the assignment for the electronic exam under *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* and the *"Vizsgák (Exams) / Felvett vizsgák (Selected exams)"* menu item does not contain any information on its format either (in the exam's *"Leírás (Description)"* field), contact your teacher, as the exam may be held using another, external program.

What is the difference between a UniPoll exam and a Teams exam?

UniPoll exams are available via Neptun and are always *written, test-type* exams. However, Teams exams are *oral exams* held in the Microsoft Teams program

Where can I find the UniPoll questionnaire that has to be completed?

UniPoll forms are available and can be completed on Neptun HWEB under the *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* menu item, whether they are exams or midterm assignments.

When does the test form have to be completed?

Test forms can be started between the start and end dates indicated for the given exam under the *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* menu item, whether they are exams or midterm assignments.

Where can I check the exam's detailed information (e.g. when to take the exam)?

If you click on the *"Kitöltés (Complete)"* link in the given row under the *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* menu item, a new browser window will open that displays the exam's detailed information. It also contains the button that you can use to start taking the exam. Among others, the detailed information contains the time allowed to take the form and the information pertaining to navigating between pages. Read the instructions carefully!

How can I start completing the test?

Clicking on the *"Kitöltés (Complete)"* link in the given row under the *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* menu item opens a pop-up window. You can take the exam by clicking the *"Indítás (Start)"* button in this window. Clicking the button displays the first question, and the timer starts counting down the time available for the exam. The time remaining is displayed at the bottom of the page.

Can I interrupt the exam?

You can interrupt and continue the exam by closing the browser window. However, the system records the time you started the exam, and the time remaining will continue to be counted down while you interrupted the exam just as if the questions were still displayed. You can reopen the closed form within the time provided for taking the test, but no later than the given end date.

What if the exam is interrupted for technical reasons?

If an unexpected event interrupts the exam (*e.g. short power outage, computer freezes, no internet access, error message, etc.*), you will be able to continue taking the exam by reopening the exam window within the time allotted for taking the test, starting from the time you first started. The data you enter are saved when you leave the page, meaning the system will remember those data that have been saved when you navigated to a new page. If you receive an error message, be sure to take a screenshot (for the purposes of investigating the event).

What if I run out of time?

If you run out of time, the answers you have given will be saved, and you will not be able to continue the exam. You will no longer be able to provide any more answers.

I am finished with the exam. What should I do know?

The exam ends when you press the *"Vizsga befejezése (End exam)"* button. You will no longer be able to give any more answers. You can restart the exam only if the test can be taken more than once.

What happens if I don't finish the exam?

After the time expires, the exam will be closed and your answers will be saved.

What if the Neptun main window logs me out while I am taking my exam? Will I lose my answers?

The exam session is independent from Neptun. Logging out from the Neptun system does not affect the recording of the answers and the results of the exam: you can continue completing the form.

Where can I view the results of the exam or assignment?

If the organizer of the exam has granted permission, the results will be available on the closing page after you complete the exam.

Why can't I view the results of the exam?

The results of the exam will be displayed on the final page of the test if the organizer has allowed you to view those. The organizer may decide to let you view the results only after checking student answers or manually checking certain assignments.

Where can I view the results after closing the test form?

The results are available under the *"Vizsgák (Exams) / Vizsgázás (Taking exams)"* menu item. For completed exams, clicking on the *"Kitöltés (Complete)"* link in the row of the given exam opens the exam final window. If the examiner has allowed you to view the results of the exam (even if they are recorded after you take the exam), they will be displayed here.

Does the result of the electronic exam automatically qualify as a grade?

The result of the electronic exam does not automatically qualify as a grade or midterm assignment result. The final result will be displayed in the student's grade book or among the results once the teacher enters it. Students are informed of the entry just as for any other exam or midterm grade.