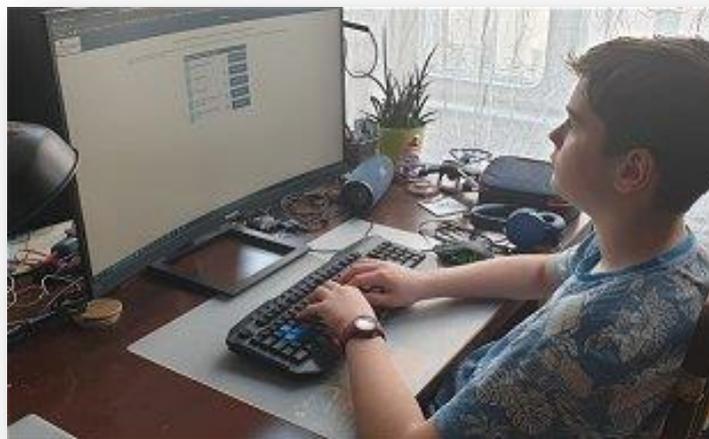


HUNGARIAN AS A FOREIGN LANGUAGE ONLINE PROFICIENCY TEST

User manual for candidates



BUDAPEST
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TABLE OF CONTENTS

- Quick summary..... 3
- 1. General information 4
- 2. Hardware requirements 5
- 3. Applications to use for the exam (software requirements, download, installation)..... 5
- 4. Layout of the exam site 6
- 5. Uploading identification data..... 7
- 6. Tasks to complete immediately before the exam..... 7
- 7. Find out how to take the exam 9

QUICK SUMMARY

PREPARATION - AT LEAST 3 DAYS BEFORE THE EXAM

- Download the SEB application and configuration file from <https://www.proexam.eu/mda> and install it on your computer.
- Make sure that your computer and mobile phone are capable of video and audio streaming.
- On your computer, click on the SEB startup file (MDA_ONLINE.SEB) to launch the application (password: exam), then on the login page with the blue background, enter your email address and the password we sent you earlier.
- Upload your ID picture, face picture and exam location picture.

WRITING AND LISTENING COMPREHENSION EXAMS

30 minutes before the start of the exam:

- On your computer, click on the SEB startup file (MDA_ONLINE.SEB) to launch the application (password: exam), then on the login page with a blue background, enter your email address and the password we sent you earlier.
- On your computer, contact the room supervisor via the built-in video conferencing system, who will identify you and tell you how to take the exam.
- Use your mobile phone to scan the QR code on your computer screen to start the back video stream!

At the start time of the exam:

- On the SEB interface, click on the button marked "START EXAM".

ORAL EXAM

15 minutes before your own start time:

- On your computer, click on the SEB startup file (MDA_ONLINE.SEB) to launch the application (password: exam), then on the login page with a blue background, enter your email address and the password we sent you earlier.
- On your computer, contact the room supervisor via the built-in video conferencing system, who will identify you and tell you how to take the exam!
- Use your mobile phone to scan the QR code on the interface to start the video streaming on the back of the screen, which will put you in contact with the room supervisor who will identify you!

At the start time of the exam:

- The room supervisor will let you into the exam room on the primary device.

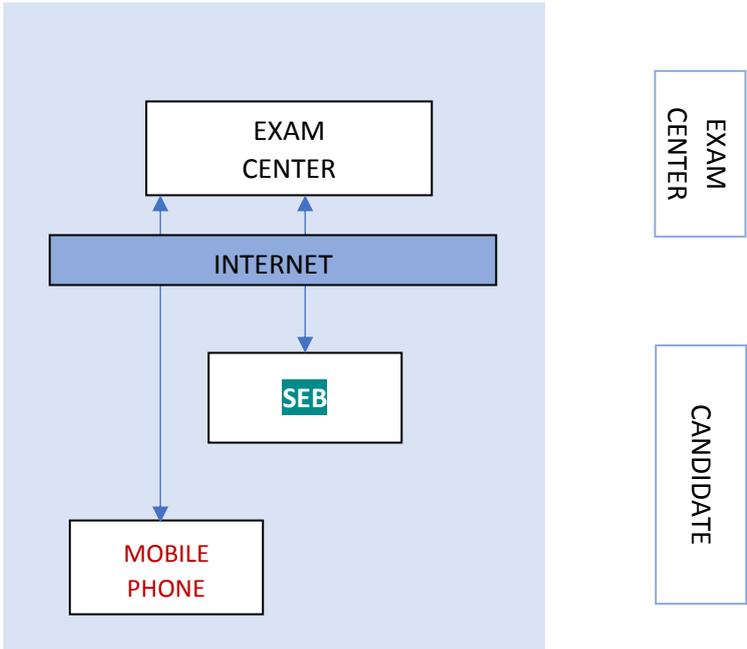
1. GENERAL INFORMATION

To take the exam online, you need two devices: 1) a computer on which you take the exam and broadcast yourself via its web camera (primary device), and 2) a mobile phone or tablet or laptop through which you broadcast video and audio from behind the screen of yourself and your computer screen during the exam (secondary device).

You can use the exam interface through a special application (Safe Exam Browser, SEB), which you can download from our web interface together with the configuration file. You will need to install this application on your computer (primary device) as soon as possible, and then, at least 72 hours before the first exam, you will need to complete the necessary uploads and tasks for identification (uploading ID, face and location photo).

From the test area, you will be able to try mock tests in the language, level and type of test you have chosen, and familiarise yourself with the interface used for the live test. You will be able to broadcast yourself back-to-back with images and audio while completing all three parts of the exam. We use our own video conferencing application for this.

Please be ready at least 30 minutes before the start of the written tests and at least 15 minutes before the start of the speaking tests. Launch the SEB application on your computer and contact the invigilator. Use your mobile phone to scan the QR code from the exam site and use it to start the back-to-front transmission from the exam site. When you enter the video room, you will receive further instructions from the room supervisor about the exam.



2. HARDWARE AND SOFTWARE CONDITIONS

Computer (primary device):

- desktop or laptop computer
- PC running at least Windows 10/11 or Apple operating system macOS 10.14 or higher;
- laptop with continuous power supply or sufficient power for the entire exam (it is recommended that the laptop is powered from the mains for the entire duration of the exam);
- screen resolution of at least 1200x800 WXGA, minimum screen size 15' recommended
- at least 1 GB free back-up capacity;
- built-in or stand-alone web camera: capable of transmitting images and sound at a resolution of at least 640x480, built-in or stand-alone microphone;
- a loudspeaker so that the speaking task can be clearly heard and any instructions given by the invigilator can be heard. Earphones or headphones may not be used during the examination.
- Keyboard: a keyboard supporting the language of the examination, on which the characters for that language can be used;
- mouse or trackpad.

Mobile phone or tablet or laptop (secondary device) for back-to-back image and sound transmission:

- A device capable of continuous video and audio (see below for software requirements), with a minimum image resolution of 640x480.

Internet connection

- minimum download speed of 1,5 Mbps / upload speed of 1 Mbps. Continuous video and audio streaming during the identification and exam via primary and secondary devices.
- provide the possibility to switch to mobile internet in case of possible interruption of home internet service during the exam (mobile phone will automatically switch over, the primary device should be able to switch to mobile internet in this case).

3. APPLICATIONS TO USE FOR THE EXAM

(software requirements, download, installation)

You can take the exam on the electronic test board designed for this purpose. The exams are
You can access them from an application installed on **Windows 10/11** or **macOS 10.14** or higher.

Please download the two applications and configuration files for the exams from <https://www.proexam.eu/mda>.

The primary device (computer, laptop) on which you will write the written and speaking tests:

- a) Safe Exam Browser (SEB):
- b) the configuration file from which you will launch the exam board: MDA_ONLINE.SEB

Make sure that the camera and microphone are working on the primary device (computer, laptop) on which you will take the oral (speaking) exam and on the secondary device (mobile phone on which you will broadcast the secondary image during the exam) that will be placed behind you.

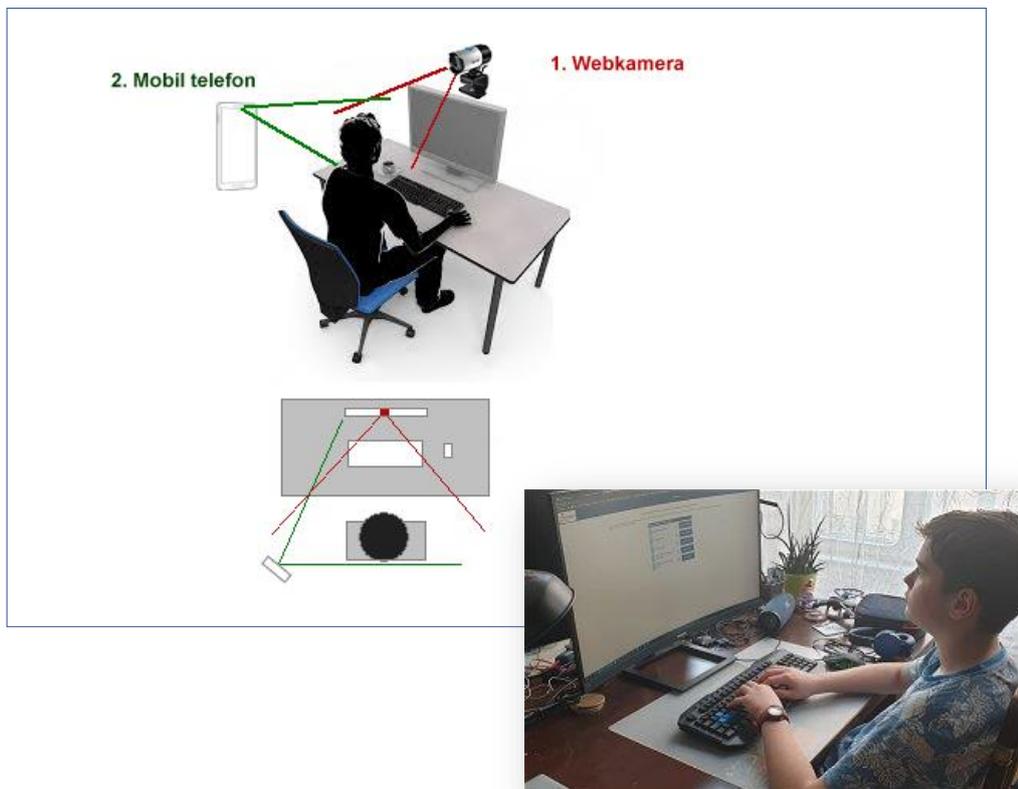
The exams can only be taken using the SEB app. Exams not taken from the SEB app are invalid.

4. LAYOUT OF THE EXAM SITE

Arrange the exam venue so that you can take the exam comfortably, without distractions and in the conditions required for the online exam.

During the exam, the two cameras will continuously transmit images and sound of you.

- 1) The primary image and audio will be provided by the built-in webcam on the computer used for the exam or by a webcam connected to the computer that will record from the front. In order to ensure the safe conduct of the examination, the location, eye movement and behaviour of the candidate can be monitored throughout the examination. The camera will also show the area behind the candidate.
- 2) A video image taken from a mobile phone or tablet computer, laptop, placed slightly behind the candidate, to the left or right of the candidate, at head height, and visible in the image taken from that position
 - (a) the profile of the candidate,
 - (b) the candidate's keyboard,
 - (c) the monitor image of the candidate.



Place the back-to-back transmission device securely, for example on a bookshelf, a stand or even a ladder in a room.

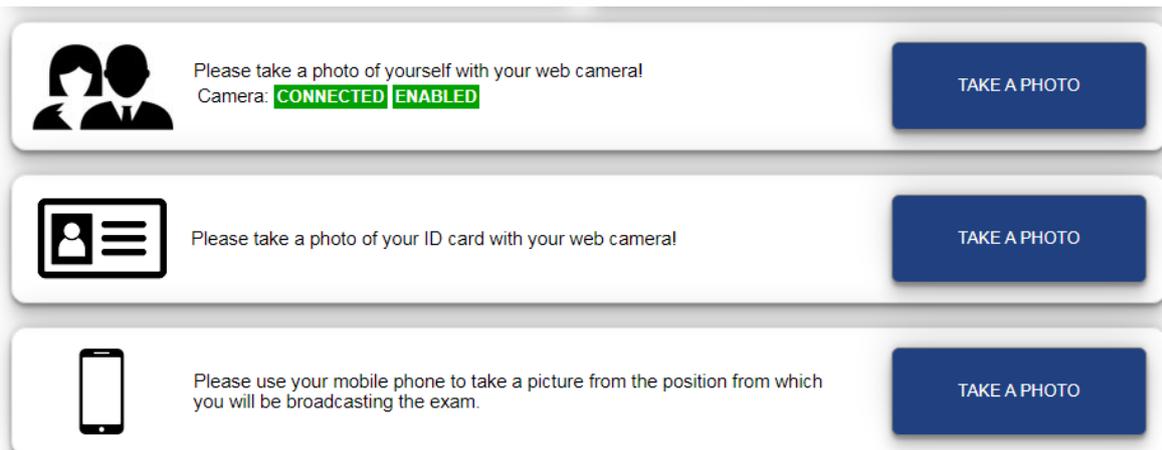
You should not keep pre-prepared language samples or aids in your immediate environment during exams.

5. UPLOADING IDENTIFICATION DATA

At least 72 hours before the start of the first part of the exam, you must complete the identification activities by logging into the SEB application. Please do this on the computer on which you will take the exam later.

1. Click on the _ONLINE.seb file! If you have already installed the SEB application, it will start, ask you for a password (the password is: exam), then shut down all applications running on your computer and display the exam system. Before launching SEB, always make sure that your web camera is connected and working (it can transmit both video and audio) and that your computer's internet connection is working. There is also a test page in the exam area to check that your devices are working properly.
2. You will access the online assessment system from within the SEB app, where you will first make your uploads:
 - upload your valid ID document to the platform's exam system;
 - Take a close-up photo of yourself via the web camera and upload it;
 - take a picture of the exam site from the secondary device from a rear side view position and upload it;

In the interface you will find detailed descriptions and help on how to do these activities.



6. TASKS TO COMPLETE IMMEDIATELY BEFORE THE EXAM

You must prepare at least 30 minutes before the written and speaking (lab) tests and at least 15 minutes before the speaking test.

When you enter the test area, you must be ready to take the test, both in terms of the test venue and the equipment you will be using.

On the computer (primary device) used for the exam:

- before the exam, you must start the SEB application by clicking on the MDA_ONLINE.SEB configuration file (password after start-up: exam);

On the mobile phone (secondary device):

- you need to start the video link by scanning the QR code displayed on the exam screen on your phone,

Before you start the exams, you will see the red buttons to start the exams. In the exam area, below the buttons, you will find the exact start time of the exams and a countdown clock showing the time remaining until the exam starts.

To contact the room supervisor, click on the button marked "Video room test". The room supervisor will not appear here, you can only check the functioning of the technology.

After pressing the button "Start exam" you will arrive at the test area.

Please also try your speaker by clicking on the sound player button, as the lab (speech understanding) exam can only be taken with the speaker on (headphones and earphones are not allowed).

Make sure that:

- The primary device used for the test has a web camera, i.e. it transmits both images and audio. To do this, you need to be visible in the bottom right-hand corner and the sound coming through the microphone is played back to the speaker. Please note: interrupting the image and sound transmission during the exam process may result in disqualification from the exam!
- On the secondary device (mobile phone, tablet, laptop), start the video connection and make sure that both image and sound are transmitted. If you are broadcasting from a mobile phone, remember to switch off incoming calls.
- It is up to each candidate to ensure that he/she uses the keyboard appropriate to the language of the exam or to change the keyboard to that language.
- To facilitate the insertion of special characters (e.g. accented characters) for each language, there is a button at the bottom of the exam area labelled "CHARACTERS" which can be clicked to display the characters. Click on a character and the system will copy it onto the clipboard, which you can then paste into the text.

In a Listening exam, the audio material is broadcast continuously. The broadcast begins at the start of the exam and is heard in the same phase by all candidates. There is no possibility to replay or fast-forward the audio (e.g. computer restart due to power failure).

Ensure that the Internet connection is maintained throughout the exam (e.g. by providing an uninterruptible power supply), as a disconnection may invalidate the exam.

The invigilators will start identifying candidates and securing examination locations at least 30 minutes before the start of the examination. The invigilators shall ask the candidate to present the test site, during which they shall satisfy themselves that the candidate is not using any prohibited equipment for the test, that no one other than the candidate is present at the test site and that all equipment used for the test is in proper working order.



Click on the icon in the top left corner of the screen to display the QR code for the backcast during exams. Click on the QR code to enlarge it.



You can adjust the camera or sound of your first (front-facing) video broadcast by clicking on the gear icon in the bottom left corner of the video window at the top of the screen (e.g. you have two cameras and you want to choose the other one, or there is no sound so you need to set up a different microphone).

On the same page, you can restart the video room for the room supervisor or jump to the video room for technical assistance.

The screenshot shows the PROEX interface. In the top left corner, there is a circular icon of a person with a headset and a speech bubble, which is circled in red. Below this, there is a gear icon with a red arrow pointing to it. The main content area contains several sections:

- HÁTSÓ VIDEÓKÖZVETÍTÉS ÚJRAINDÍTÁSA**: A section with a QR code and a magnifying glass icon. The text below the QR code reads: "Ha a vizsga közben leáll a hátsó videóközvetítésed, akkor ennek a QR kódnek a beolvasásával tudsz újra a teremfelügyelőhöz kapcsolódni a mobiltelefonodon. A QR kód nagyításához kattints rá a kódra!"
- A KAMERÁD ÉS A MIKROFONOD BEÁLLÍTÁSA**: A section with a gear icon and a red arrow pointing to it. The text below the gear icon reads: "Az első (szembeni) videóközvetítésed kameráját vagy hangját a képernyő felső részében található videóablak bal alsó sarkában megjelenő fogaskerék ikonra kattintva tudod beállítani (pld. két kamerád van, és a másikat választanád, vagy nincs hang, ezért egy másik mikrofont kell beállítani)." There is also a gear icon with a red arrow pointing to it.
- TEREMFELÜGYELŐ VIDEÓSZOBÁJA**: A section with a button that reads "TEREMFELÜGYELŐ VIDEÓSZOBÁJÁBA UGRÁS VAGY ÚJRAINDÍTÁS".
- TECHNIKAI SEGÍTSÉG VIDEÓSZOBÁJA**: A section with a button that reads "TECHNIKAI SEGÍTSÉG VIDEÓSZOBÁJÁBA UGRÁS".

7. FIND OUT HOW TO TAKE THE EXAM

At the start time of the written and speaking (laboratory) exams, the invigilator will start the exam centrally.

If you have already started the exam but have interrupted it (for example, due to a power failure or computer restart), you can re-enter the exam system, but during the break the exam time will continue to run, the remaining time is always counted from the start of the exam.

The computer used for exams during the written and speaking exams:

- constantly indicates whether your computer is connected to the centre;
- transmits a video image and sound of you to the room supervisor;
- transmits still images of you, which are compared with the photo on the ID documents uploaded before the exam and with the uploaded face;
- transmit the examination area you see to the invigilator.

Find out more:

COMMUNICATION DURING THE EXAMS: You may not communicate with anyone other than the invigilator during your exams. You can talk to the invigilator via video conferencing built into the exam area of your computer or via the built-in chat function. Only the invigilator can read your messages in the chatbox.

Leaving the examination venue without permission during the written examination will invalidate the examination. Speaking Comprehension and Speaking Skills exams cannot be suspended and candidates must remain at the test site at all times. Leaving the examination site for this examination will result in the examination being invalidated.

CONTINUOUS AUDITION AND MUTTERING: You may not cover or mute your equipment for any moment during the examination. The invigilator can monitor your performance and the correct connection to your equipment at all times during the examination and check your identity on the basis of the information you have provided in the pre-check.

If your primary connection to the network (e.g. cable, ADSL) is interrupted, you will need to switch to a secondary (backup) connection to maintain a continuous internet connection. To do this, we recommend that you switch the computer used for the exam to a mobile internet connection (mobile hotspot) on a mobile phone. You can activate the mobile hotspot (or "Wi-Fi hotspot") on your phone, which allows you to share the network data connection of your mobile phone with an external device (here: the computer used for the exam). The settings depend on the operating system your phone is using (Android, iOS), so please check the configuration process in advance.

In case of computer system failure (e.g. need to restart the computer, laptop battery running down), the internet connection will be interrupted.

For the oral test, each candidate will be given an individual test start date. Please start the application (password: exam) by clicking on the SEB start file (MDA_ONLINE.SEB) on your computer 15 minutes before the start time and log in.

Use the video conferencing system on your computer to contact the room supervisor, who will identify you and tell you how to take the exam.

Use your mobile phone to scan the QR code from the interface to start the video streaming on the back, which will put you in contact with the room supervisor who will identify you!

The entrance, and thus the start of the exam, will take place at the time scheduled in advance, but we still ask that you join the video room before the exam starts and wait there to be seen by the room supervisor! It is possible that other candidates may finish the exam a little earlier or a little later, so please be sure to stay near the computer after logging in.

Only the candidate and the examiners will be present in the examination room.

During the oral exam you will see and hear the examiners who will show you the oral exam materials via a split screen.

At the end of the exam, the examiners will exit the video room.