



BME LANGUAGE EXAMINATION CENTRE

Examination Policy

effective at 1 July 2025.

1. Types of examinations, dates and fees

1.1. The BME examinations were developed by BME Language Examination Centre based on the common European framework of reference for languages and they can be passed on three levels:

1. B1 – basic level,
2. B2 – intermediate level
3. C1 – advanced level

The following types of examinations, exam systems and languages are offered on the three levels:

General monolingual examination on five languages: English, French, German, Italian, Spanish

The following examination formats are available at BME Language Examination Centre:

- paper-based examination,
 - computer-based examination organised in an exam room,
 - own computer-based examination organised in an exam room
 - computer-based online examination at a non-accredited examination venue.
- 1.2. At least one language examination is held every year for each exam system, level and accredited language.
 - 1.3. Every year there is at least one examination date on every language (on every examination system, type and level), when the group exam is on a different day from Saturday.
 - 1.4. The examination centre publishes its examination calendar every year until 15 October for the next year, which includes the exam periods and the relevant application periods, and the planned dates for the group exams (written exams and listening). The examination centre reserves the right to change the calendar and the potential changes are published in its website.
 - 1.5. The examination centre continually notifies the candidates about the requirements and conducting of the exams. A sample test is posted on its website for every language and level.
 - 1.6. In order to facilitate the geographical distribution and numbers of the candidates, and to ensure the principle of equal opportunities, the BME language exam can be taken in several towns throughout the country besides the examination center in Budapest.
 - 1.7. The examination partners can decide freely - based on the annual examination calendar, about which languages and levels and in which examination period would they organize the BME language exam.
 - 1.8. The prevailing examination fees are determined by the examination center.

2. Application

- 2.1. The BME language exam can be taken at the language examination center at Budapest, or at those examination partners, which advertise exams for the given period.
- 2.2. Traditional paper-based examinations, computer-based and own computer-based examinations in the computer room can be taken at accredited examination centres. Online examinations can be taken remotely (even from home).
- 2.3. The BME Language Examination Centre and all of its examination partners are open, therefore any



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person turning 14 or more in the calendar year of the application may apply.

- 2.4. The application is open at the application period advertised in the annual examination calendar.
- 2.5. Delayed application periods are offered by the examination centre in exceptional cases only.
Delayed applications can be accepted upon payment of a procedural fee above the examination fee.
- 2.6. The applications for every language are open to a comprehensive exam or an oral or written partial exam. The examination parts (reading skills, writing skills, listening skills, speaking skills) belonging to a certain partial exam (written and oral) are only allowed to be taken in the same exam period.
- 2.7. Information regarding the application, as well as the amount and payment options of the examination fees and the procedural fees can be obtained from the webpage of the examination centre and the examination partners.
- 2.8. Applications for exams are open once the registration is completed.
- 2.9. If the candidate wishes to take the exam at one of the BME examination centres, it is the candidate's responsibility to find out at the time of application which parts of the exam (oral, listening skills, written) will be held at the examination centre of their choice. The terms and conditions of the application for each examination partner are regulated by an agreement between the examination centre and each examination partner.
- 2.10. In the event of an erroneous payment of the examination fee the examination centre and the examination partner shall settle accounts with one another, the candidate does not have any tasks in this case.
- 2.11. In the event, that the candidate wishes to change the place of the examination, therefore s/he wishes to take the examination at a different examination partner, the change entails a fee. The procedural fee shall be paid to the examination partner to which the candidate transfers.
- 2.12. At the time of application every applicant has to declare, that s/he
 1. read the Examination Policy of the BME Language Examination Centre, and agrees to it and accepts to be bound by it,
 2. and that s/he has read and taken notice of the Privacy Policy which is the annex of the Examination Policy, and that s/he consents to any data processing necessitating consent of all of his/her personal data according to the relevant legislation and the Privacy Policy (audio recording of the oral examination; data processing related to a certified disability, referenced in an individual application under Sections 3 of the Examination Policy).

The declaration forms above are indispensable conditions of the application and taking part in the examination.

- 2.13. The applicant will receive an e-mail confirmation of the submission of his/her application, the crediting of the payment and the finalisation of the application. Through the payment of the examination fee and the application, an agreement is made between the applicant and the Examination Centre or the examination partner which is amendable only in writing by either parties. The proof of payment of the examination fee has to be uploaded to the online application platform.
- 2.14. Billing information cannot be changed after the application has been submitted.
- 2.15. Transfers initiated from the apps of so-called fintech financial service providers (electronic money institutions) (e.g. Revolut, Transferwise, etc.) should be avoided, because no further transaction (e.g. repayment) is possible after the transfer.

3. Ensuring equal opportunities (language exams under the individual procedure)

- 3.1. In the case of a disability certified in accordance with the provisions of Government Decree 87/2015 (IV.9.), the candidate may take the examination on the basis of a written request submitted to the examination centre or examination partner by an individual procedure, provided that he/she can complete the task(s) in each part of the examination in accordance with Government Decree



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137/2008 (V.16), as amended by Government Decree 33/2014 (II. 18.) on language examinations.

- 3.2. Anyone suffering from severe hearing impairment or deafness is not allowed to apply to the oral exam, because s/he is not able to complete the tasks assessing listening skill due to his/her disability.
- 3.3. The request for an individual procedure, in accordance with the provisions of Article 8 (2) f) of Government Decree No. 137/2008, - taking into account the provisions of Act XXVI of 1998 on Equal Opportunities and the Sections 62-64 of Government Decree No. 87/2015.(IV.9.) as the implementing decree of Act CXXV of 2003, and the facilities of the examination venue - the Examination Centre will treat candidates with visual or hearing impairments, mobility impairments or other problems (learning or behavioural disorders, etc.) on an individual basis, if the diagnosis in the expert opinions indicates special educational needs/disabilities.
- 3.4. The expert opinion in support of a request for an individual procedure only confirms to the Examination Centre the existence of a disability of the candidate, the Examination Centre is not bound by the recommendation contained therein as to the special considerations to be granted.
- 3.5. According to Act CXC of 2011 on National Public Education, applicants with integration, learning and behavioural difficulties can only apply for and be granted special considerations in public education only, and cannot be taken into account in the administration and assessment of language examinations.
- 3.6. The submitted request together with the attached expert opinion is judged by the head of the examination centre. The applicant is informed about the decision in writing. The request for an individual procedure and the expert opinion shall be uploaded to the online platform at the time of the application. After the application deadline, a request for an individual procedure cannot be submitted.

The following support may be provided through the individual procedure:

1. extra examination time
2. for candidates with dyslexia or dysgraphia, a customised exam paper (font, layout, etc.)
3. the use of a computer at the written exam shall be ensured for candidates restricted in their movement and in every case when the handwriting of the candidate is uncoordinated or unreadable to the extent which would hinder the assessment.
4. the examination shall be carried out individually (e.g. if reading, or any other special conditions are needed which might disturb the other candidates),
5. use of personal assistive devices (braille typewriters, magnifiers, personal computer, the use of the latter being only authorized if a justified special program, e. g. text-to-speech service, is installed on it).

4. Notification

- 4.1. After the application period closes, candidates will be notified by email of the exact location and start dates/times of the exams no later than 10 days before the first exam date.
- 4.2. The candidate is responsible for providing a precise email address.
- 4.3. As candidates can view their schedule online, the Examination Centre and its examination partners cannot be held responsible for any absence from the examination.

5. Modification of the exam date and other exam data

- 5.1. Since defined a year in advance, the date of (written or oral) group exams of an exam period published on the portal and notified to the candidates cannot be modified.



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- 5.2. The modification of the date of the speaking skills exam part may be requested by the candidate in writing, which shall be subject to the payment of a procedural fee.
- 5.3. In the case of a change of date, it is not possible to choose a preferential new date, as we can only reallocate candidates to the vacant oral exam slot(s).
- 5.4. In the event that the candidate indicates after the establishment of the exam schedule that the exam data regarding the language and/or specialisation are incorrect, and the error is clearly due to the applicant, the modification – if possible – entails a procedural fee.

6. Test date transfer

- 6.1. The exam can be postponed until the 6th calendar day before the day of the group exam at the latest.
- 6.2. Candidates can initiate the postponement of their exam in their online account.
- 6.3. Transfer is only possible to the next examination period and to the same examination format.
- 6.4. If the candidate applied for a complex exam, the complete exam shall be postponed.
- 6.5. If the candidate applied for a partial oral (speaking skills, listening skills) exam, the complete partial oral exam shall be postponed.
- 6.6. If the candidate applied for a partial written exam, the complete partial written exam (reading skills and writing skills) shall be postponed.
- 6.7. The postponement is valid only upon payment of the procedural fee, which the candidate pays to the examination partner where he/she has applied for the examination.
- 6.8. Neither the transferred exam can be cancelled nor the date transfer can be required again.
- 6.9. Once an exam has started, it cannot be postponed.

7. Test cancellation - exam fee refund

- 7.1. The exam can be cancelled no later than the 6th calendar day before the day of the group exam.
- 7.2. Candidates can initiate the cancellation of their exam in their online account.
- 7.3. If the candidate applied for a complex exam, the complete exam will be cancelled.
- 7.4. If the candidate applied for a partial oral exam, the complete partial oral exam (speaking skills, listening skills) shall be cancelled.
- 7.5. If the candidate applied for a partial written exam, the complete partial written exam (reading skills and writing skills) shall be cancelled.
- 7.6. In case of cancellation, the candidate is entitled to a 50% refund of the examination fee paid.
- 7.7. The refund is paid by bank transfer to the bank account that served to the payment of the exam fee.
- 7.8. Once an exam has started, it cannot be cancelled.
- 7.9. If the candidate fails to attend the examination, he/she cannot claim a refund of the examination fee.

8. Examination procedure for paper-based, computer-based and own computer-based examinations

- 8.1. The candidate is obliged to arrive to the designated place 30 minutes before the start of the exam.
- 8.2. The written partial exam and the listening exam part are organized in groups.
- 8.3. The candidate must prove his/her identity by the production of a valid identity document with photo and signature (identity card, passport, card format of driver's license) to be allowed to start the exam.
- 8.4. The candidate must also verify his/her identity before the written, oral examination and the listening skills examination part. The group exams are supervised by the invigilator, the oral exams by one of the examiners.



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- 8.5. For paper-based exams, the test papers of the written exam are delivered to the examination partners by the examination centre on the day of the written exam. The test copies are delivered to the examination partners in a package sealed and safe; its opening is reported in a minute precising the place, the time of the opening and the condition of the packaging (intact or damaged, open) signed by two candidates.
- 8.6. For paper-based exams, in order to ensure the protection of personal data, a code generated by an internal algorithm is given to each candidate before the beginning of the group exam, which accompanies the candidate throughout the partial exams. This serves to identify the candidate. The code is generated based on the personal data sheet that is filled by the candidate – with his/her own personal data – who is responsible for the content and the accuracy of the information given on the data sheet.
- 8.7. In the case of a computer-based group examination, candidates complete their tests on computers located in accredited computer rooms. The invigilators start the exams from the control application. During the exam only the online dictionary software, built into the exam system, can be used. Note-taking is not possible for the computer-based examination.
- 8.8. In the case of own computer-based group examination, candidates complete the tests in accredited computer rooms using their own laptops. The invigilators start the exams from the control application. During the exam only the online dictionary software, built into the exam system, can be used. Note-taking is not possible for the own computer-based examination.
- 8.9. In the case of computer-based and own computer-based exams, the tasks are sent to the candidate's computer at the start of the exam.
- 8.10. In the case of paper-based exams, only general dictionaries printed and published by a publishing house shall be used for the tasks of written exams. The use of so-called thematic language exam dictionaries is not allowed. The dictionary/dictionaries are brought by the candidate and shall be free of extraneous papers and notes. Note-taking is possible only on the worksheets and answer sheets provided by the centre; no additional note paper is provided by the centre and candidates are not allowed to use any brought from home.
- 8.11. In the case of paper-based exams only solutions written on the answer sheet with a non-erasable pen are accepted on the written partial exams and the listening exam parts. The use of correction products is not allowed.
- 8.12. In the case of paper-based examinations, during the written examination, candidates are allowed to leave the room one by one if necessary and they must hand in their papers and the test sheets to the invigilator, who will record the time of departure and return on the exam paper and on the attendance sheet.
- 8.13. In the case of computer-based and own computer-based exams, if the candidate leaves his/her seat during the examination, he/she must click on the button marked "suspend" to exit the examination application, to which he/she can log back in after being identified by the invigilator using a QR code.
- 8.14. Headphones are not allowed in the listening skills exams (paper-based, computer-based, own computer-based and online).
- 8.15. The speaking skills test is recorded and is taken in front of an examination committee of two unless the candidate declares at the time of the application that s/he does not consent to be recorded. Examinations without audio recording can only be held in front of a three-member committee at the BME Language Examination Centre on the day designated by the examination centre.
- 8.16. For candidates for the computer-based and own computer-based written and listening skills tests, the speaking skills test is organised in the traditional way, i.e. in person.
- 8.17. The speaking test may sometimes be given in indirect presence with the candidate's consent, which will be communicated to the candidate in advance. In this case, both the examiners and the



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examinee are in an accredited examination venue and the IT technician, the invigilator and the examiners are responsible for managing the technology.

- 8.18. The candidate's each linguistic performance is assessed by two assessors.
- 8.19. No member of the examination committee can be the candidate's relative specified in Section 8:1 (1)2 of Act V of 2013 on the Civil Code or a person who assisted the preparation of the candidate.
- 8.20. In the case of a computer-based or own computer-based examination, the Examination Centre will reschedule the examination in the event of a computer system failure or Internet connection interruption.

9. Examination fraud

- 9.1. Improper conduct in the exam room (talking to the neighbour, copying) entails verbal warning and its recording in the first case. In the event of recurrence, the exam of the candidate shall be suspended. The candidate shall not allowed to continue his/her work and the completed examination parts shall not be assessed.
- 9.2. The minutes on the suspension signed by the candidate as well shall be archived along with the test paper.
- 9.3. In the event of more serious examination irregularities than those referred to in the previous point (use or attempted use of a mobile phone or other prohibited device, exam impostor, exchange of person or test paper, perfectly matching responses given for questions requiring a direct answer by candidates sitting close to each other) is revealed during the examination or afterwards, all parts of the examination shall be suspended of the candidate(s) concerned, which means that in the given exam period
 - 1. neither the examination part/partial exam taken prior to the exam concerned shall be assessed where there was no or seemed to be no fraud,
 - 2. nor further examination parts/partial exams shall be permitted to be taken.
- 9.4. The copy of the protocol of the case shall be sent to the Educational Authority Accreditation Centre for Foreign Language Examinations for further action.

10. Results

- 10.1. The examination results shall be published online in the candidate's account in the case of all BME examinations within 30 calendar days after the group exam.
- 10.2. Furthermore, the date will be indicated on the website of the Examination Centre under the "Deadlines" ("Határidők") entry.
- 10.3. The Examination Centre shall not provide information on exam results over the phone.

11. Viewing the exam papers, listening to the audio recordings

- 11.1. For paper-based examinations, the candidate may view his/her exam tasks and listen to his/her audio recording only in the Examination Centre of Budapest (hereinafter viewing includes listening to the audio recording). The tasks shall be viewed only by the candidate - along with his/her legal representative, if the candidate is an underage.
- 11.2. After registering online, it is possible to view the paper within 15 days after announcement of the results on fixed viewing dates.
- 11.3. The registration and viewing dates for the group exams will be published on the website under "deadlines", together with the date of the announcement of results.
- 11.4. If the candidate is not able to view his/her paper on the fixed dates, he/she will be able to do so



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within a year after the exam date on the viewing dates of the next exam period(s) after prior registration.

11.5. Viewing procedure

1. The viewing session lasts for 45 minutes
2. The candidate, or the underage candidate and his/her legal representative can view his/her exam tasks along with the key and the assessment guide, the assessment of his/her performance in the oral exam, and may listen to the audio recordings of the oral exam.
3. In the event that the candidate intends to listen to the audio recording of his/her performance in the oral exam, s/he shall communicate it in advance.
4. The candidate can only make a handwritten copy of his/her own solutions with tools (writing instrument, paper) provided by the Examination Centre.
5. A parent or legal guardian of a minor examinee may inspect the examination paper and the examinee's solutions, but may not make copies of either.
6. For paper-based and computer-based examinations, upon leaving, the candidate is obliged to show his/her notes to the invigilator who signs the paper after a check. Simultaneously, the candidate shall sign the statement of view.
7. In the event that the candidate made a copy not only of his/her own solutions, but of the tasks as well, s/he cannot keep the notes, s/he is obliged to hand them to the invigilator. If the parent or legal guardian makes a copy of the examination paper or the candidate's solutions, he/she may not keep his/her notes and must give them to the invigilator. The events shall be recorded in the minutes.

11.6. In the case of computer-based and own computer-based examinations, the viewing takes place at the examination venue, in the computer room.

11.7. In the case of online exams, the Examination Centre will provide the same technical conditions as for the exams themselves, using a two-camera transmission.

12. Individual consultation

12.1. Upon request of the candidate, we provide him/her with an exam consultation opportunity in the examination centre, subject to a procedural fee payable to the examination centre. During the consultation, the candidate shall analyse his/her assessed paper with the assistance of an accredited examiner of the Examination Centre and shall receive tailor-made guide for the further preparation. Consultation service may be used only by the candidate personally, in case of minor examinees, a parent or legal guardian may accompany the examinee and be present during the consultation. The individual consultation lasts for 45 minutes.

12.2. Registrations can be made in person at the Examination Centre's customer service or by e-mail.

13. Revision request

- 13.1. Within 15 days following the announcement of the exam results, the candidate may file a request for revision citing infringement of law or result calculation mistake as a reason regardless of whether s/he viewed his/her paper or not. Filing a request for revision is free of charge.
- 13.2. Requests can be submitted via the candidate's online account.
- 13.3. The head of the examination centre shall consider the request for revision within 15 days after it has been filed and shall inform the candidate in writing on the decision. Decisions will be available via the candidate's account.
- 13.4. If the candidate agrees with the content of the request, the Centre shall manage to modify the academic result and in the event of a successful examination to draw up the certificate.



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- 13.5. The candidate is entitled to appeal citing infringement of law or result calculation mistake addressing the Educational Authority but submitting two copies to the examination centre within 15 days following the reception of the decision made in the subject of request for revision. The appeal is subject to payment, which shall be settled to the Educational Authority with the comment of “language examination appeal”.
- 13.6. The appeal shall be considered by the Educational Authority Accreditation Centre for Foreign Language Examinations in accordance with the Act CL of 2016 on the Code of General Administrative Procedure.
- 13.7. Observations concerning the conduct of the examination during the examination and after it are needed to be reported to the invigilators who shall record them in the minutes. Following the examination, the examination centre shall not examine notifications as reasons for revision, which were not recorded in the minutes.

14. Request for re-evaluation

- 14.1. If the candidate raises objection against the published results within 15 days following the announcement of the results, s/he can request the partial or total re-evaluation of the examination paper.
- 14.2. Re-evaluation may be requested only in case of failed or partially failed exams.
- 14.3. Re-evaluation is subject to payment, which shall be paid to the account of the examination centre.
- 14.4. Requests can be submitted via the candidate’s online account.
- 14.5. The head of the Examination Centre shall decide in the subject of the request for re-evaluation within 15 days after submission, about which the candidate is informed in writing. Decisions will be available via the candidate’s account.
- 14.6. If the candidate agrees with the content of the request, the Centre shall manage to modify the academic result and in the event of a successful examination to draw up the certificate. In this case, the fee paid will be refunded.
- 14.7. The candidate is entitled to appeal with reference to infringement or calculation mistake in the result calculation within 15 days after the handover of the decision in the subject of request for re-evaluation addressed to the Educational Authority but submitted at the examination centre in two copies. The appeal is subject to payment, which shall be settled to the Educational Authority with the comment of “language examination appeal”.
- 14.8. The appeal shall be considered by the Educational Authority Accreditation Centre for Foreign Language Examinations in accordance with the Act CL of 2016 on the Code of General Administrative Procedure.

15. Certificate

- 15.1. The summarizing of results depends on the type – complex, partial oral partial or written partial exam – the candidate applied for. The complex exam is considered to be successful if the candidate performed minimum 60% in summary and at the same time s/he reached also 40% minimum requirement in the case of every skill. The oral partial exam is considered to be successful if the candidate performed minimum 60% of the possible total score considering the total partial exam, while s/he reached 40% minimum requirement for each skill. The written partial exam is considered to be successful if the candidate performed minimum 60% of the possible total score considering the total partial exam, while s/he reached 40% minimum requirement for each skill.
- 15.2. The candidate receives a written, oral or complex certificate about the successful exam/partial exam.



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- 15.3. In the case of complex exams, the certificate may be issued for each partial exam (oral or written type of certificate) if the total performance of the candidate does not reach 60% for the four skills except for one of the partial exams.
- 15.4. All the tests of the partial exams (speaking skills, listening skills and reading skills, writing skills) shall be taken in the same exam period, the transfer of test part results to another exam period is not allowed.
- 15.5. The language certificates forwarded to the national electronic system and based on result data confirmed there produced in printing office shall be signed and stamped in the language exam center, then – until the 60th day after the date of the last exam – shall be posted with acknowledgment of receipt to the candidate's postal address recorded at application.
- 15.6. The re-issue of the certificate may happen in two cases:
1. typo in the candidate's name (except missing second given name) – it shall be initiated by the candidate at the exam center
 2. in the event of *gender* change of the candidate and the resulting name change – it shall be initiated at NYAK by the candidate
- The re-printing of the certificate in the aforementioned two cases may be only requested within one year.
- The Educational Authority Accreditation Centre for Foreign Language Examinations shall issue an official attestation that is attached to the certificate by the candidate (the second given name is not recorded in the certificate, the place or date of birth is not correct).
- 15.7. Before posting, the candidate may collect the certificate personally or through his/her representative at the customer service of the Examination Centre. Please visit the website of the Examination Centre for further information.
- 15.8. The Examination Centre shall store the certificates returned by any reasons free of charge for a year. The starting day of free storage is the issue date of the certificate. The candidate is requested by post before the deadline to collect the certificate. After one year, the certificate is returned by the examination centre to the Educational Authority for destruction.

16. Certificate duplicate (official attestation)

- 16.1. If the candidate has lost the certificate, about the same examination s/he shall not be given a certificate one more time, only a so called duplicate e.g. official attestation. It includes the number of the original certificate and the birth certificate.
- 16.2. The duplicate (official attestation) is a document about the lost certificate and the data involved in it. The Educational Authority Accreditation Centre for Foreign Language Examinations is entitled to issue it.
- 16.3. If the place or date of birth is inaccurate in the certificate, also an official attestation shall be issued that is attached to the certificate by the candidate.

17. Software and hardware requirements for own computer-based examinations

- 17.1. The exam software is the Safe Exam Browser (SEB). SEB makes it possible to take the exam under safe conditions:
- only the closed browser programme running in kiosk mode is allowed to run during the exam;
 - the computer is connected only to the central server of the examination centre;
 - the candidate cannot start any application on the computer other than the exam software;
 - there are no disturbances by the built-in messages and update processes of the operating system;
 - no one can connect to the computer used for the exam from outside;



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- the SEB application cannot run in a virtual environment.

17.2. After registration, candidates can download the exam software (SEB), which they must install on their computer.

17.3. The SEB application switches the examinee's computer to kiosk mode and only the exam interface is accessible from it.

Supported platforms:

- MS Windows 7.0 and higher for the Windows operating system,
- OS X.10 and macOS version 10 and higher for the Apple operating system.

17.4. Hardware requirements:

The computer used for the exam must be portable, the computer should preferably be a laptop which must be suitable for:

- running the exam software (SEB);
- keyboard captions in the language of the exam;
- connection to the Internet via Wi-Fi;
- a battery capacity sufficient to keep the laptop running for the entire duration of the exam;
- a minimum screen resolution of 1200x800 pixels,
- at least 14" screen diameter.

17.5. The Examination Centre provides power supply for candidates during the examination. An IT specialist will provide technical assistance on site, and a spare laptop will be available in the room for every 10 candidates.

18. Rules for (online) examinations at a non-accredited examination venue

18.1. Technical conditions

Candidates registering for online exams can take the written and listening skills tests remotely from their own computers, using two-camera monitoring. The listening skills exam is conducted using a video conferencing system with a second camera.

For the written and listening skills tests, candidates download the exam application from their own account. The application is pre-configured, easy to install and manage, and excludes any programme running in parallel with the exam application. The exam application requires no configuration during installation and can be launched with a single click after installation.

The candidate agrees to comply with the following technical conditions:

- a desktop or laptop computer with at least 1024x768 resolution,
- an external or built-in web camera with a resolution of at least 640x480, which can also record audio,
- speaker for the listening skills exam,
- a mobile phone equipped with a video camera that provides a continuous image of the exam venue via the Internet during the exam, as specified by the exam centre (the mobile phone operates in airplane mode, but with Wifi traffic enabled for the video conferencing application),
- downloading and installing the software used for the exam,
- for a laptop, a constant power source or enough power to last the exam,



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- internet connection (cable, ADSL) that can be accessed from the candidate's computer and mobile phone, providing continuous downloading and uploading while using the examination system,
- backup Internet connection, which is available by connecting the mobile phone to the GSM network and which can be connected to the computer via Internet Sharing if required.

18.2 The candidate's identification

The candidate's exam registration is activated after payment of the examination fee. The activated candidate must complete the following tasks at least 72 hours before the exam:

- a. upload an electronic copy of his/her valid identity document to the Examination Centre's examination system;
- b. upload a close-up image of the candidate's face to the Examination Centre's examination system;
- c. upload a photo version of the video image to be provided by the mobile phone during the exam,
- d. perform keyboard and mouse usage tests,
- e. test the electronic examination system of the Examination Centre, making sure that they have mastered its operation,
- f. declare that they have tested the system and understand how it works,
- g. download the software to be used during the exam on his/her mobile phone, as described by the Examination Centre, install and test it by clicking on the link provided by the Examination Centre. The Examination Centre will send the link to the candidate's e-mail address.
- h. After uploading the photo ID, the Examination Centre will verify the validity of the ID and compare it with the uploaded close-up photo and, if necessary, request a new photo ID and/or close-up photo from the candidate.

18.3 The examination

The candidate must ensure that the examination venue is suitable for the examination under the conditions specified by the examination centre:

- no one is in the same room as the candidate during the exam,
- the candidate is not allowed to interact with anyone during the examination, either by voice/speaking or photo/video,
- there is no material or device near the candidate that could be used for help,
- the computer used for the examination may not be used by anyone other than the candidate for the duration of the examination,
- the candidate agrees not to use any device to make any recording or copy of the test material on the computer screen or, in the case of the listening skills part, of the audio material,
- the candidate agrees to show the test site, during which the invigilators will verify 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 working properly,
- candidates are not allowed to use headphones or in-ear devices during the tests, and must listen to the listening skills test through a speaker.

18.4 Rules on the devices used during the examination and their location

- an external camera (primary monitoring device) built into or connected to the candidate's computer captures the candidate from the front and continuously broadcasts his/her face from the top of his/her head to at least chest height, as well as the space behind him/her throughout the examination;
- the image transmitted through the rear (secondary) monitoring device (mobile phone, other laptop, tablet computer) during the exam, showing the examinee's face, computer keyboard and screen used for the exam from the side, slightly from behind,
- The candidate shall ensure that during the examination, both the primary and secondary



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monitoring systems record the sounds coming from the examination system and the sounds and noises in the room used for the examination.

Before the start of the written and listening skills sections, the candidate must:

- start the exam software and log in to the exam system 30 minutes before the start time of the exam, with the ID used in the online customer support system, and wait for the exam to start in the exam software's waiting room,
- in the case of the listening skills test, makes sure that the speaker works,
- start transmitting video image and sound via the webcam,
- start the video connection via the mobile phone,
- using a live feed contact the invigilator, who will identify the candidate on the basis of the personal data.

Before the start of the oral part of the examination, the candidate must:

- click on the link sent to his/her email address to launch the video conferencing application 15 minutes before the start time of the exam, and wait in the application waiting room,
- start the video link via his/her mobile phone 15 minutes before the start of the exam, and check in with the central invigilator,
- the oral examiners will admit the candidate to the virtual examination room at the time of the exam. A delay of up to 15 minutes from the pre-arranged time is possible. During this period, the candidate must wait in the application waiting room. If the delay exceeds 15 minutes, the examination centre will notify the candidate by sending a letter to the candidate's address registered in the online customer service system.

The candidate can log in to the examination system at the latest at the start of the examination. Log-in for the exam after the start time is not possible, in which case the relevant part of the exam will be invalid.

Only candidates who have been identified by the invigilator through the secondary monitoring system may start the test.

The exam is started by the invigilator from the invigilators' computer-based exam monitoring application.

The candidate acknowledges that the video and audio signals sent by him/her will be recorded during the examination process and that the Examination Centre may use them for verification purposes during and after the examination in the manner and for the period specified in the Privacy Policy.

The written and listening skills exams are launched from the Examination Centre by the exam supervisor. Once the exam has been started, the test items are displayed on the candidate's computer.

18.5 During the examination the candidate must:

- provide a continuous Internet connection between the computer used for the examination and the central system of the Examination Centre, as well as the system used for secondary monitoring and the central system of the Examination Centre;
- ensure that the primary and secondary monitoring systems shall continuously transmit video images as described in the section on the placement of devices,
- ensure that both the primary and secondary monitoring systems record the sounds coming from the examination system and the sounds and noises in the room used for the examination. During the examination, the candidate must transmit the sound continuously and must not mute the microphone. The authenticity of the sound transmitted by the microphone and its connection to the examination process is checked by the Examination Centre during and after the examination.

During the written part of the examination, candidates may only use the electronic dictionary software built into the examination system. Note-taking is not allowed during the exam.



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Candidates who use an unauthorised device during the examination may be disqualified from the exam, which then shall be considered invalid. The Examination Centre must record the disqualification in the minutes, together with the justification.

During the written and listening skills exams, the exam application used to administer the exam will continuously signal the connection to the exam centre. If the connection is lost for more than 300 seconds, the exam system will suspend the test. An interrupted exam is considered invalid.

Leaving the examination venue without permission during the written and listening skills exams will render the exam invalid. Candidates may leave the non-accredited examination venue only with the prior permission of the invigilator and only during the break between the written and listening skills tests. The chatbox shall be used to send such requests to the invigilator, who shall also use the chatbox to give such permissions. After the candidate returns, the invigilator uses the secondary device to verify that the candidate has returned to the computer and that no other person is present at the test site.

18.6. Communication between the candidate and the Examination Centre during the examination

The exam system includes a live chat module that is easy to use by the candidates.

- The candidate can use the examination interface to write a message to the examination centre at any time, to which the examination centre can reply immediately.
- The examination centre staff can see the questions and comments within the exam control centre and can answer them simultaneously, splitting them up between themselves if required by the workload.
- The examination centre can send a message to an individual candidate, a group of candidates or all candidates via the chat module.
- Candidates can click on the button at the bottom of their screen within the exam software to send the screenshot to the examination centre.

The examination centre will provide online customer service for each examination for 60 minutes before the start until 30 minutes after the end of the exam.

In addition to the connection provided on the primary device, the candidate is in constant contact with the invigilator via the secondary device.

As a third channel, the Examination Centre provides a dedicated e-mail address for candidates to answer technical and organisational questions concerning computer-based examinations.

18.7 Force majeure

The candidate is required to provide video and audio links for monitoring at all times during the examination.

If the primary connection to the network (e.g. cable service, ADSL connection) is lost, the candidate must switch to the Internet connection via the mobile phone's network (mobile hotspot).

In the event of an IT connection failure the Examination Centre shall reschedule the exam.

The Examination Centre will accept a maximum of 300 seconds break in the internet connection in justified cases. Any period exceeding this will render the exam invalid.

A computer system failure (e.g. need to restart the computer, laptop battery running down) is handled the same way as the Internet connection failure.

Temporary departure from the test site is only allowed with the permission of the examination centre. If the candidate leaves the examination site without the permission of the examination centre or does not return there after the time allowed by the examination centre, the examination will be rendered invalid.

In the case of a listening skills test, the candidate must ensure before the start of the exam that the audio material provided for testing the system can be heard and played back in its entirety within the exam application. If the candidate is unable to listen to the audio material due to a configuration error



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attributable to him/her, the exam is invalid.

An exam interrupted due to a technical problem which is attributable to the candidate, shall be considered invalid.

The Examination Centre is responsible for re-scheduling examinations rendered invalid due to a loss of internet connection

18.8 Viewing the exam papers

The examination papers can be viewed using the examination system at the times specified by the Examination Centre.

Candidates must register for the viewing slots specified by the Examination Centre.

The candidate must provide the same technical conditions for viewing the examination papers as for the examination.

This policy is valid until withdrawn.

Virág Haraszti (signed)
head of BME Language Examination Centre



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Annex

THE BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS LANGUAGE EXAM CENTRE PRIVACY POLICY

The Budapest University of Technology and Economics informs the data subjects about the processing personal data in compliance with the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council ('GDPR') and Act CXXII of 2011 on Information Self-determination and Freedom of Information as follows:

1. THE CONTROLLER

Name: Budapest University of Technology and Economics
(responsible organisational unit: BME Language Examination Centre)
(‘Controller’) (‘Language Examination Centre’)

Accreditation ID number: AK-VII./1/2000

registered seat: 1111 Budapest, Műegyetem rkp.3.

postal name: Budapesti Műszaki és Gazdaságtudományi Egyetem Nyelvvizsgaközpont

postal address: 1111 Budapest, Egrý József u. 1. "E" épület 9. em. 3.

e-mail: bmenyelvvizsga@gtk.bme.hu

phone number: +36(1) 463-3132

homepage: www.bmenyelvvizsga.bme.hu

data protection officer: adatvedelem@mail.bme.hu

2. UNDERLYING ACTS AND REGULATIONS OF PROCESSING

The following acts and regulations are related to processing for language examination:

- Government decree No 137/2008 (V. 16) on the certified examination of foreign language attainment and on the nostrification in the Republic of Hungary of language certificates of foreign language attainment issued abroad ('Gov.Decree')
- Government decree 121/2013 (IV. 26.) on the Educational Authority
- Act CCIV of 2011 on National Higher Education
- General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR)
- Act CXII of 2011 on Informational Self-determination and Freedom of Information;
- Government decree 335/2005 (XII. 29.) on the common provisions of the document management in public administrative bodies
- Accreditation Handbook drawn up by the Educational Authority
- Examination Policy of BME Language Examination Centre

3. PROCESSING RELATED TO LANGUAGE CERTIFICATION

Besides personal application, the Language Examination Centre also provides online application and administration possibilities that can be used after preliminary registration.



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3.1. Scope and purposes of the processed data

The processing – in order to arrange the language exam and to ensure the order of the language exam – shall cover the following data provided by the applicants:

| personal data category | the purposes of processing |
|---|--|
| e-mail address | to keep contact between the candidate and the Language Examination Centre (e.g. the notification about the exam schedule, furthermore the password for logging in for those who have chosen online administration is sent to this address for each applicant); to log in to the online account, if the applicant chooses this possibility |
| password | in the event of choosing online administration for the registration, the secure log in to the account; the identification of the candidate |
| surname and given name | it is required to indicate for the identification of the examinee, the allocation of the personal exam code and for filling in the register of language exam; the application is not acceptable without these data |
| surname and forename by birth | |
| family and given name of mother at birth | |
| place of birth | |
| date of birth | |
| nationality | evaluation of the application for the selected language exam; assuring the order of language examination as provided by the executive decree no. 137/2008 (16.05.) |
| mailing address | it serves for contact keeping - required for the performance of the exam - between the examinee and the Language Exam Center; the official documents and the certificate are delivered to the mailing address; the residential address is further a mandatory content element of the invoice issued about the fee paid by you |
| phone number | |
| gender | obligatory statistical data providing for the Educational Authority |
| data related to the selected language exam | assurance of the arrangement of the language exam; filling in of the register of language exam; the application of examinees cannot be accepted without these |
| family and last name of payer | in case the data of the payer are different from those of the examinee, we become aware of the payer data on the voucher for payment and these are registered in our financial records; the invoice is issued on the name and address of the payer, |
| mailing address of the payer | |
| tax ID number | The controller issues an invoice about the language exam-related fees; where the data are indicated for identification and differentiation of the customers |
| bank account number | in case you fulfill your payment obligations against the controller via bank transfer, among the transfer data we become aware of and record your bank account number |
| family and last name and sign of the legal representative | in case of applicants younger than 16 years the approval, consent of the legal representative is necessary for the processing of data, information referred to in the individual procedure application, related to justified handicap |
| data related to handicap justified with expert's | it is required to grant equal opportunities for the applicants/candidates for the judgement of the request for individual |



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| | |
|---|---|
| opinion | procedure defined in the Examination Policy and the creation of examination circumstances appropriate for the handicap |
| personal exam code | assurance of the performance of the language exam, the order of language examination, the unprejudiced assessment and the safety of personal data, especially during assessment and reporting of results |
| solutions given on answer sheets and examination papers | recording of the solutions of the candidate given for the written examination tasks; assessment of the examination, completion of the register of language exam; exercise of the right of the candidate for remedy; it allows the professional verification of the examination result and the performance of the control procedure of the professional supervision authority |
| recording of the oral exam | the candidate declares separately, whether it agrees with the recording; it can hear the recording according to the order specified in the Examination Policy; the recording allows the professional verification of the examination result during the exercise of the right of the candidate for remedy and the performance of the control procedure of the professional supervision authority |
| a digital copy of the identity document and the headshot photo | in the case of language examinations at non-accredited examination sites (online), in order to ensure secure examination |
| digital imprint of biometric data from the keyboard and mouse | in the case of language examinations at non-accredited examination sites (online), in order to ensure secure examination |
| video and audio recordings of the speaking skills test (phone camera) and video recordings (front-facing computer camera) | in the case of language examinations taken at non-accredited examination sites (online), in the interests of examination security; the recording allows the candidate to exercise his/her right of appeal, to have his/her examination performance professionally checked and to be subject to the control procedure of the professional supervisory authority |
| video and audio recordings (front-facing computer camera, telephone camera) of written and listening skills tests and the written examination product produced by the candidate | in the case of language examinations taken at non-accredited examination sites (online), in the interests of examination security; the recording allows the candidate to exercise his/her right of appeal, to have his/her examination performance professionally checked and to be subject to the control procedure of the professional supervisory authority |
| information related to the candidate recorded in protocols | the events defined in the Examination Policy are recorded in a protocol in order to document the event and the declarations, which can serve as basis of the procedures related to language examination; e.g. one draws up minutes about exam cheatings, remarks made during exam, the breach of the rules of reproduction or in case the personal identity of the candidate is not confirmed undoubtedly |

3.2. Legal ground of processing

With the application a contract between you and the controller becomes effective. The data processing is required for the fulfilment of the contract between You and the Language examination centre art. 6 (1) b) of [GDPR] and for the fulfilment of the legal obligation related to the fees to be paid for the Language examination centre art. 6



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(1) c) of [GDPR]

- based on the Decree no. 100 of the year 2000 on accounting and
- the § 169 of the Decree no. 127 of the year 2007 on value-added tax.

The password indicated in relation with the online administration surface, the processing related to tape-recording is based on your voluntary consent [art. 6 (1) b) of GDPR] and the fulfilment of the contract between you and the Language Exam Centre is carried out on the basis of your declaration given in the knowledge of this information - upon application - [art. 6 (1) b) of GDPR]. Based on your declaration we prepare e.g. the exam scheduling and organize the examination and provide the possibility of administration on the online surface.

Facts, data related to handicap are processed by the Language Exam Centre only in the event, if You and the legal representative of an applicant younger than 16 years respectively gave your/its voluntary consent in the knowledge of this information with the submission of the request for individual procedure [art. 6 (1) a) of GDPR], and in case of such request it is required for the fulfilment of the contract between You and the Language Exam Centre [art. 6 (1) b) of GDPR]; further processing is required for the exercise of obligations and rights defined in the Examination Policy resulting from the Decree no. 26 of the year 1998 on the rights of handicapped persons and granting their equal opportunities, the Governmental Decree no. 87/2015 (09.04.) about the enforcement of the Decree on national higher education and the Governmental Decree no. 137/2008 (16.05.) on language examination [art. 9 (2) b) of GDPR].

3.3. Term of processing

The controller processes the personal data of the data subject during the whole term of the performance of the language exam and by the end of the 3rd year after the expiry thereof in accordance with the guideline of the Accreditation Manual prepared and published by the Educational Authority.

The controller shall retain the vouchers on the basis of the Decree no. 100 of the year 2000 on accounting and the Decree no. 127 of the year 2007 on value-added tax for the period as required by the relevant legal rule. Upon the effective date of this information the retention period of vouchers shall be 8 years at least.

The Language Exam Centre processes your personal data processed exclusively on the basis of your consent (online registration e-mail address, password, online mailbox) until the withdrawal of your consent.

4. PROCESSING RELATED TO THE USE OF THE WEBSITE

The Language Exam Center operates a website at <http://www.bmenyelvvizsga.be.hu> (hereinafter referred to as portal). During the visit of the website the date of visit, the type of your operation system and browser will be automatically recorded, which are exclusively used for statistical purposes.

The portal uses HTTP cookies for the proper operation of the site.

5. PROCESSING RELATED TO FACEBOOK

BME Language Examination Centre registered and manages an own account on the social media site Facebook, in order to provide direct information about news, extraordinary events and language examination in its own entries. Hereby we inform you that in the event you like the account of the Language Exam Centre and any content thereof or send a message to the Language Exam Centre through the account, we become aware of your name and public profile picture registered on the website www.facebook.com.

We inform you furthermore that the processing is implemented on the website www.facebook.com, so for every condition of processing (including the person, legal status, term, method of controllers and processors and the possibilities of deletion and modification of data and the rights of data subjects) the regulation of the social media



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site www.facebook.com shall apply, which is available at the following link:
<https://www.facebook.com/privacy/explanation>

6. METHOD OF PROCESSING

The processing by the Language Exam Center is realized in paper-based and electronic registers.

During processing any decision-making, profiling based on exclusively automated processing - including but not limited to profiling -, disadvantageous for the person or legal interests of the Data subject or connected with legal consequences significantly concerning the Data subject shall not be carried out.

7. DATA PROCESSORS, SCOPE OF ACCESS TO PROCESSED PERSONAL DATA

The Language Exam Center does not forward the processed personal data to a third country or an international organisation.

The personal data you supplied can only be accessed by the authorised employees of the Language Exam Center in order to carry out their duties. The contracting examination partners listed in the Annex of the present prospectus participate as data processors in the processing related to the language examination. For details visit the link below http://www.bmenyelvvizsga.bme.hu/hu/vizsgahelyek/vizsga_elott The examination partners are only involved in managing the personal data of the applicants reaching out to them.

The experts supervising the Examination centre, the exam system and the examination partners assigned by the Academic Office may participate in the exams.

The Language Exam Centre completes the register of the language exam regarded as a public register with the information specified in Section (5) § 2a of Government Decree No. 137/2008. (V. 16.).

The candidate and their legal representative may view the candidate's language exam paper, including the tasks and the evaluation guide. They may view the evaluation of the oral examination within 15 days of notification of the decision concerning the exam result, listen to the sound recording of the language examination, and make a handwritten copy of their solutions. Law CCIV of 2011 Article 107(8)(a) In the review procedure, appeal proceedings or other official procedures the sound recording shall be sent without delay to the Academic Office, the court or the authority of the request submitted by the Academic Office or other authority.

8. SECURITY OF PERSONAL DATA

The Language Exam Center keeps personal data confidential and shall take the necessary administrative, technical and organisational measures to ensure the security of personal data supplied throughout the entire data lifecycle.

The storage of data and documents shall take place on servers and in offices owned and operated by the Controller. Paper documents shall be stored in the offices of the examination partners in the period with regard to the order of language examinations.

The confidentiality of the electronic data processed is ensured by encryption methods, privileges, identification procedures and logging procedures. The procedures of data security and data recovery are regulated.

9. RIGHTS OF THE DATA SUBJECT, JUDICIAL REMEDIES

During the processing of your personal data, you are entitled to the rights laid down in the GDPR and the Privacy Act.

You may exercise your rights relating to the processing of personal data – with identity proofing – by a Controller using the contact details of the Controller provided in point 1.

The Language Exam Centre shall notify you within 30 days of receipt on the measures, the reasons for the non-action, the rejection of the request or the legal remedies with an additional extension of two months, considering the complexity of the request and the number of requests. The Language Exam Centre shall provide information on the possible extension of the deadline and its causes within 30 days of receipt.



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The Language Exam Centre shall as a general rule enable the exercise of the data subjects' rights. If the request of the Data Subject is clearly unfounded or - especially due to its recurring nature - excessive, taking into account the administrative costs of providing the requested information or taking the requested action the Language Exam Centre may:

- a) charge a reasonable fee, or
- b) refuse to act on the request.

9.1 Withdrawal of consent

You may withdraw your consent without justification and free of charge for processing based on consent (disability-related data, data relating to audio recordings) with an e-mail sent to the e-mail address of the examination centre or a written declaration sent to or delivered physically at the specified address of the Controller in point 1. In case of withdrawal of consent, the Language Exam Centre can no longer provide online administrative services for you, therefore you may only use other administrative procedures defined in the Examination Policy. If you withdraw the consent regarding the disability-related data, this factor could not be taken into consideration by the Language Exam Centre, therefore a conducive environment cannot be created. You may withdraw your consent regarding the production of sound recordings until the oral examination begins, since the oral examination without sound recordings shall follow a different set of rules, which circumstances cannot therefore be rectified subsequently. Please note that if you withdraw the declaration of approval submitted when reporting for the exam, the original exam scheduling might not be retained.

The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

9.2 Access to personal data

The data subject shall have the right to obtain confirmation from the controller as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:

- a) the purposes of the processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- d) the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;
- e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with a supervisory authority;
- g) where the personal data are not collected from the data subject, any available information as to their source;
- h) the existence of automated decision-making, including profiling; cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- i) the appropriate warranty if there is a transfers of personal data to a recipient in a third country or an international organisation.
- j) the copy of the personal data which are subject to the processing; except the examination papers that include the tasks, documents, and the sound recordings of the oral exam, since the visibility of these is regulated by the Article 107(8) of Law CCIV of 2011, and the candidate could only copy its own results.



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9.3 Rectification, completion

Where you need to identify yourself with an ID/certificate, you are entitled to personally request the modification and rectification of your personal data from the Language Exam Center. In other cases, the request may be made with an e-mail sent to the e-mail address of the examination centre or a written declaration sent to the correspondence address.

Please do not send us the copy or electronic version of the identity document.

The Controller shall immediately carry out the rectification and completion in the registers and shall notify you on completion, in case of personal errands orally, in other cases in writing.

Please consider the regulations of the Examination Policy, according to which some data are not necessarily amended by keeping the original exam scheduling, or they entail a fee. The Government Decree or other legislations may agree additional terms regarding the execution of the data change request concerning the register of language exam or the certificate.

9.4 Erasure of data

You have the right to request the erasure of your data using the details of the Language Exam Centre set out in Point 1 at any time where there are reasons set out in the Article (17) of GDPR.

You may submit applications for a declaration of invalidity if you have withdrawn your consent and there is no other legal ground for the processing or the data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; or the data have to be erased for compliance with a legal obligation .

Regarding GDPR Article 17(3), the Language Exam Centre may only refuse the application for a declaration of invalidity if the law or any kind of internal rule obliges the Language Exam Center - as the Controller - to store data for longer term or the processing is necessary for the establishment, exercise or defence of legal claims.

9.5 Restricting data processing

You may request at any time to have your personal data restricted at the given contacts of the Language Exam Centre in the 1st point, if

- a) you find the personal data inaccurate, until control measure;
- b) the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- c) the Controller no longer needs the personal data for the purposes of the processing, but you require them for the establishment, exercise or defense of legal claims;
- d) You have objected the processing. In this case, the restriction period lasts until it gets determined whether the legitimate grounds of the controller override those of the data subject.

Restricted personal data shall only be processed with the data subject's consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

9.6 Objection

To object against the processing of your personal data on grounds relating to your particular situation, you may contact the Language Exam Centre through the contacts given in point 1, if the processing is of public interest, or it is required for a task carried out in the exercise of official authority or it is necessary for the pursuation of legitimate interests of either the Controller or a third party, or to achieve direct marketing, profiling, opinion polling or scientific research.

The Controller shall no longer process the personal data unless there are compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defense of legal claims.



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9.7 Data portability

If the processing is carried out by automated means and it is based on the consent of the data subject or required for the performance of the contract concluded by the data subject or the preparation of said contracts, it is the task of the Controller - if requested by the data subject - to provide every personal data that the data subject has provided to the University regarding the data subject without undue delay in a format that is tabulated, used extensively, and is machine-readable. The data subject shall have the right to transmit these data to another controller without hindrance from the Controller to which the personal data have been provided for the first time.

The data subject may request the direct transmission of his or her personal data between controllers.

The data portability right shall not apply to processing necessary for the performance of a task carried out in the public interest of the Language Exam Centre or may affect the rights and freedom of others in a harmful way. Therefore the audio recording made during the exam shall not be handed over to the data subject but reserved the right to listen to in accordance with Act CCIV of 2011 Article 107/A (8).

9.8 Legal remedy

If you consider that your rights have been impaired during the processing of your data by the Language Exam Centre, you may contact the Language Exam Centre through the contacts given in point 1 or through the data protection officer of the controller through the contacts below, so that legal remedy may be achieved:

Ágnes Frank dr. data protection officer

Budapest University of Technology and Economics

Chancellery, Legal Directorate

Address: 1111 Budapest, Műegyetem rakpart 7-9. R ép. 2. emelet 206.

Phone number: +36 1 463 3320

E-mail: dpo@bme.hu

In the event of the impairment of your rights due to the data processing of the Language Exam Centre, you may directly contact

- the National Authority for Data Protection and Freedom of Information (postal address: Budapest, Szilagyi Erzsébet fasor 22/c, 1125; phone number: +36-1-394-1400; webpage: www.naih.hu; e-mail: ugyfelszolgalat@naih.hu) and
- the Court of Justice. The lawsuit falls under the competency of the General Court. The data subject may file suit in the competent court of either the place of residence or the place of abode (the list of tribunals and their contacts can be found here: <http://birosag.hu/torvenyszekek>.)

The Controller reserves the right to change the Privacy Policy. This may happen where new legal provisions render such modification mandatory. Changes in data management shall not be employed as a basis for handling personal data deviating from the stated purpose of such handling. Information pertaining to changes must be published on the Controller's website prior to the changes taking effect.



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Annex: The list of BME Language Examination Centre examination partners (as of 1st of April, 2025).

| Town | BME examination partner / weblink | Address | phone number |
|-------------|--|---|---------------------|
| Baja | Bajai SZC Bányai Júlia Technikum és Szakképző Iskola | Köztársaság tér 1, 6500 | +36(79)322-218 |
| Békéscsaba | Szeberényi Gusztáv Adolf Evangélikus Gimnázium | Szeberényi tér 2, 5600 | +36(66)527-560 |
| Budapest | BME Nyelvvizsgaközpont (BME Language Examination Centre) | Egry József utca 1, 1111 E ép. 9 em. 6. | +36(1) 463-3132 |
| Budapest | Katedra Nyelviskola Kft | Anker köz 1-3, 1061 | +36(1)700-0137 |
| Budapest | Métisz Nyelvi Központ | Hősök tere 6, 1161 | +36(1)405-3542 |
| Budapest | Kőrösi Csoma Sándor Két Tanítási Nyelvű Baptista Gimnázium | Szentendrei út 83, 1033 | +36(20)-280-1627 |
| Celldömölk | Celldömölki Berzsényi Dániel Gimnázium | Nagy Sándor tér 13, 9500 | +36(37) 420-049 |
| Debrecen | Cambridge Nyelviskola | Blaháné utca 2, 4024 | +36(52)500-827 |
| Dunaújváros | Dunaújvárosi Egyetem Bánki Donát Technikum | Táncsics Mihály utca 1-1, 2400 | +36(70) 400-2579 |
| Eger | Langwest Nyelvi Központ Kft. | Nagyvárad utca 14/c, 3300 | +36(36)411-910 |
| Esztergom | Akadémia Nyelviskola Oktatási és Szolgáltató Kft. | 2500 Szent Tamás u. 11. | +36(37) 605-2016 |
| Gyöngyös | Gyöngyösi Berze Nagy János Gimnázium | Kossuth Lajos út 33, 3200 | +36(20)360-2526 |
| Győr | Győri Oxford Nyelviskola és Szolgáltató Kft. | Mónus Illés utca 47-49, 9024 | +36(20)366-4552 |
| Jászberény | Terplán Zénó Ferences Szakképző Iskola és Gimnázium | Szabadság tér 1, 5100 | +36(57)505-440 |
| Karcag | Karcagi Nagykun Református Gimnázium és Egészségügyi Szakgimnázium | Madarasi út 1-3, 5300 | +36(59)311-248 |
| Kecskemét | Coventry House Nyelviskola | Budai utca 1, 6000 | +36(76)505-308 |
| Kecskemét | John von Neumann University | Kaszap utca 6-14, 6000 | +36(76)501-772 |
| | | | |
| Kiskunhalas | Bibó István Gimnázium | Szász Károly utca 21, 6400 | +36(77)422-760 |
| Miskolc | Langwest Nyelvi Központ Kft. | Nagy I. utca 11, 3525 | +36(46)414-555 |
| Mór | SPED-OK Bt. | Wekerle utca 12, 8060 | +36(22)406-989 |
| Nyíregyháza | Mátrix Nyelviskola Kft, | Széchenyi utca 11, 4400 | +36(42)500-258 |
| Pécs | PTE MIK Műszaki Szaknyelvi Központ | Boszorkány utca 2, 7622 | +36(72)503-614 |



BME LANGUAGE EXAMINATION CENTRE

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|-------------------|--|---------------------------------|----------------------|
| Szeged | A Ságváris Nebulókért Alapítvány | Boldogasszony sgt. 3-5, 6722 | +36(30) 639- 9564 |
| Székesfehérvár | Székesfehérvári SZC I.István Technikum | Várkörút 31, 8000 | +36(22)315-029 |
| Szekszárd | Grammaticus Plusz Kft. | Wesselényi u. 16, 7100 | +36(37) 318- 800 |
| Szigetszentmiklós | Batthyány Kázmér Gimnázium | Csokonai utca 6-14, 2310 | +36(24)468-200 |
| Sziksó | Szent Márton Katolikus Iskola | Miskolci út 9, 3800 | +36(46)596-323 |
| Szolnok | AD Nyelviskola és Képzési Központ | Fazekas Mihály utca 11, 5008 | +36(56)240-502 |
| Zalaegerszeg | Mindszenty József Általános Iskola, Gimnázium és Kollégium | 8900 Zárda utca 21-25. | +36(37) 310- 195 |