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**EXAMINATION RULES AND REGULATIONS
FOR THE NATO STANAG 6001 AND ARMA
MILITARY LANGUAGE EXAMINATIONS**

with effect from 7th November 2024

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Introduction

The Language Testing Centre, which operates within the framework of the Faculty of Military Science and Officer Training of the National University of Public Service in Budapest, Hungary conducts language exams in two accredited specific purpose language examination systems (ARMA and NATO STANAG 6001).

ARMA is an accredited bilingual military language examination system in which candidates can take exams in English, French, German, Italian, Russian, Croatian, Serbian, Slovak, and Ukrainian languages at elementary, intermediate, and advanced levels.

NATO STANAG 6001 is an accredited monolingual military language examination system in which candidates can take exams in English at three levels: Level 1, Level 2 and Level 3.

Contacts of the Language Testing Centre

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Exam Dates

Candidates can take ARMA exams in three exam periods: in January, June and October. NATO STANAG 6001 exams are conducted in four exam sessions per year: in January, March, June and November.

Exam schedules and registration deadlines for the forthcoming year are released on the webpage of the Language Testing Centre not later than 1st December of the relevant calendar year.

Exam Fees

Exam fees are determined by the Language Testing Centre. All information about exam fees and the related service fees are available on the webpage.

Registration

Upon registration candidates have to state that they have studied and accepted the exam rules.

The exams of the Language Testing Centre are open to the public, which means anybody over the age of 14 can register for an exam on condition that he or she pays the exam fee.

Candidates can register for an exam online on the webpage.

The Language Testing Centre does not accept registrations after the deadline.

Exam registrations will only be finalised after the arrival of the exam fees at the university's bank account.

The exam fee can be paid by bank transfer or in case of online registration by bank card.

Candidates with Special Needs

When registering for an exam, candidates with certain disabilities can request special individual procedure. This request must be made upon registration and in addition, a valid medical certificate of the disability signed by a specialist has to be enclosed. The request for the special individual procedure will be decided on by the head of the Testing Centre.

The Language Testing Centre will make every effort to meet the disabled candidates' needs.

Candidates with hearing difficulties can listen to the recording three times at the listening exam. For those who have more serious hearing-impairment a language teacher reads out the texts to facilitate lip-reading.

Candidates with dysgraphia are allowed to write their test papers on a computer.

Visually impaired candidates are provided with test papers printed in larger font size with double line spacing and they get extra time to complete the tasks.

Exams for physically disabled candidates are held in accessible exam rooms.

The allocated extra time at the exams cannot exceed 30 percent of the original exam time.

Candidates' Personal Information

It is the candidate's responsibility to make sure that the personal data provided by him or her is genuine and correct. Candidates will be liable for all expenses arising from providing false or incorrect data (e.g. reprinting of a certificate).

Candidates' personal data is handled in accordance with the law regulating the processing of personal data. Upon registration candidates must declare that they agree to their personal data being transferred for record keeping purposes to the Language Accreditation Center for Foreign Language Examinations.

In order to avoid a conflict of interests in the exams, upon registration candidates have to provide the names of the teachers who tutored them one year prior to the exam.

Notifying Candidates

After the registration deadline, two weeks prior to the exam at the latest, the Language Testing Centre informs the candidates in writing about the date and venue of their exam. Candidates who provided an email address are informed in email.

Rescheduling an Exam

Candidates can reschedule their exams in writing one day prior to the exam. On the day of the exam or after the exam, requests for rescheduling are not accepted. Rescheduling an exam within the same exam period is not allowed. The fee of a rescheduled exam is not reimbursable. Candidates may reschedule their exam only once and a fee of HUF4,000 applies. In order to reschedule an exam, candidates must fill in a *Request Form for Rescheduling an Exam*, which may be obtained from the Language Testing Centre or may be downloaded from the webpage and the candidate must pay the fee. The form along with a proof of payment of the fee must be submitted (in person or by email) to the Language Testing Center one day prior to the exam.

Cancelling an Exam

Candidates who have registered for an exam, but decide to cancel it before the registration deadline expires, will be reimbursed 100 percent of the exam fee. If the candidate cancels his or her exam after the registration deadline but not later than the day before the exam period starts, he or she will be reimbursed 50 percent of the exam fee. If the candidate cancels his or her exam on the day when the exam period starts or later, the exam fee cannot be reimbursed. The dates of the exam periods can be found on the webpage under the link *Exam dates*.

Documents Required for Sitting an Exam

A valid photo ID (passport or national identity card) is obligatory for sitting the exam. Before the commencement of the exams the invigilators or examiners will check all ID cards. It is important that the photo of the ID documents be of good quality to enable the identification of the candidate. If a problem arises as regards the identification of the candidate, he or she may be requested to present a second valid picture ID. In case the examiners or invigilators doubt the identity of the candidate, they will consult the director of Language Testing Centre.

Speaking Exams

Speaking exams are held in the accredited rooms of the Language Testing Centre. Candidates must show up at least 15 minutes before the exam at the venue stated in the notification letter. At the start of the exam the examiners check each candidate's ID.

The board of examiners is made up of two examiners, except for STANAG level 3, where 3 examiners are present.

Individuals that, according to the Civil Code, are related to the candidate or those who participated in preparing the candidate for the exam shall not be members of the board of examiners.

A supervisor, a trainee or an observer is allowed to be present during the exam.

All speaking exams are recorded on a dictaphone provided the candidate has agreed to it. If a candidate does not agree to his or her exam being recorded, he or she will have to take the exam in front of 3 examiners at Level 1 and Level 2 and in front of 4 examiners at Level 3. Candidates can change their decision on the sound recording until the end of the registration deadline.

Listening Exams

Listening exams are held in the accredited language labs of the Language Testing Centre. Candidates must show up at least 15 minutes before the exam at the venue stated in the notification letter. Candidates who are late for their listening exams will not be allowed to sit the exam.

Candidates must only enter the examination room after their IDs have been checked. On entering, every candidate receives an ID sticker containing their own names and two barcodes.

Candidates must sit down according to the pre-prepared seating plan. During the exam candidates must switch off their mobile phones and remove them from their desks. Only the test paper, the ID, pens or pencils may remain on the desk.

After seating the candidates, the invigilator in charge of the exam briefs the candidates on the exam rules and conducts a trial listening when candidates check the headphones, they can also adjust the volume and may indicate if there are any problems with the headphones.

The exam material is brought into the examination room in a sealed packet. Before opening the packet, the invigilators ask two examinees to check and verify that the exam material is intact. Afterwards the packet is opened and the envelopes containing the exam papers are handed out.

In the envelopes candidates will find a *Personal Information Sheet*, an *Answer Sheet* and the *Exam Booklet* containing the tasks. Before the examination starts, candidates do the necessary administrative tasks following the instructions from the chief invigilator and place the appropriate stickers onto the *Personal Information Sheet* and the *Answer Sheet*. Then the invigilators start the recording and the examination begins.

Candidates can take notes in the *Exam Booklet* using a pencil, but when they copy their final answers onto the *Answer Sheet*, they have to use a pen.

If any problem occurs during the exam, candidates should raise their hands to signal to the invigilators, who may help in clarifying things, but they are not allowed to provide any help in completing the exam paper.

At the end of the examination, candidates place all the booklets and sheets into the envelope and hand it to the invigilators, who check the contents of the envelope and the personal document of the candidate. Candidates are not allowed to take any part of the exam material out of the exam room.

Reading and Writing Exams

The reading and writing examinations take place in the accredited exam rooms of the Language Testing Centre. Candidates are to arrive at the exam venue at least 15 minutes before the exam starts. They can enter the exam room after identifying themselves. On entering the exam room each candidate receives a sticker with their personal information and two barcodes on it.

Each candidate is assigned a seat by the invigilators. During the exam candidates have to switch off their cell phones and remove them from their desks. Only exam papers, personal documents and pens or pencils may remain on the desks.

The exam material is brought into the examination room in a sealed packet. Before opening the packet, the invigilators ask two candidates to check and verify that the exam material is intact. Afterwards the packet is opened and the envelopes containing the exam papers are handed out.

In the envelopes candidates will find a *Personal Information Sheet*, an *Answer Sheet* and the *Exam Booklet* containing the tasks at the reading exams. At the writing exams the envelopes contain a *Personal Information Sheet and a Task Paper*. Before the examination starts, candidates do the necessary administrative tasks following the instructions of the chief invigilator.

During the exam candidates can take notes using a pencil and they can write a draft copy in pencil, but they have to use a pen for their final answers.

If any problem occurs during the exam, candidates should raise their hands to signal to the invigilators who may help in clarifying things, but are not allowed to provide any help in completing the exam paper.

During the STANAG exams candidates are not allowed to leave the exam room. During the ARMA exams candidates are allowed to leave the exam room, but only one candidate at a time can go out of the room. Before leaving the exam room, the candidate has to hand their cell phone and exam paper over to one of the invigilators who registers the time of leaving and entering the exam room.

At the end of the examination candidates place all the booklets and sheets into the envelope and hand it to the invigilators, who check the contents of the envelope and the personal document of the candidate. The examinees are not allowed to take any part of the exam material out of the exam room.

Candidate Feedback

With the aim of quality assurance the Language Testing Centre has introduced an online questionnaire for candidates. The objective is to receive feedback from

candidates about the exams. The questionnaire can be found on the webpage under the link “*Exam Results*” and candidates can access it with their code numbers that they receive in their notification letter. The questionnaires are anonymous and optional.

Use of Aids during the Examination

Candidates are not allowed to use mobile phones or any other electronic devices.

At NATO STANAG 6001 exams candidates are not allowed to use dictionaries.

At ARMA examinations candidates are allowed to use dictionaries in all tasks except for the multiple choice test part of the exam. Commercially available monolingual or bilingual, general language or military dictionaries may be used. The use of electronic dictionaries is not permitted. Candidates are supposed to bring their own dictionaries, as the Language Testing Centre cannot provide any dictionaries.

Exam Cheating

The exam of any candidate who uses non-authorized support materials or devices, talks to other candidates or communicates with his fellow candidates in any other way will be suspended and the exam paper will be declared invalid. The incident shall be recorded in writing.

In addition to the above cases, any serious breach of the regulations (taking the exam on somebody else’s behalf, exchange of exam papers) will be recorded in writing and the written report will be forwarded to the Dean of the Faculty of Military Science and Officer Training and to the Accreditation Centre for Foreign Language Examinations of the Educational Authority. The complete exam of any candidate involved in such proceedings shall be suspended.

Results

At the end of the oral exam the examiners will place the list of provisional results on the door of the exam room.

The duration of the marking of the listening, reading and writing exam papers is twenty working days. At the end of this period the Language Testing Centre publishes the results online.

Dates of the publication of results can be viewed in the table of exam dates on the webpage of the Language Testing Centre.

Candidates can find out about their results under the link "*Exam Results*" by using the code number they received in their exam notification letter.

An exam is deemed successful if the candidate has achieved 60% of the maximum score. In the ARMA exam, in addition to this requirement, candidates are also required to score minimum 40 percent in each individual language skill.

Assessment

Exam performance in both the oral and written exams is assessed by two examiners/markers who carry out their assessment individually, independently of each other, on separate assessment sheets. Following this they compare their assessment and reach a consensus. In the STANAG Level 3 speaking exam there are three examiners present, so the assessment is carried out individually by the three examiners, who then reach a consensus.

In the NATO STANAG 6001 language exams the assessment of the reading and listening comprehension tasks which require objective assessment is carried out by computer.

Viewing Examination Papers

The exam papers can be viewed over a period of 15 days following the publication of results. Viewing appointments can be requested on the Internet, on the site containing the exam results, or in person or over the telephone at the Language Testing Centre. Candidates can view their exam papers in the presence of a person appointed by the Language Testing Centre. Candidates are not allowed to keep their papers, but may make a handwritten copy of their answers by hand. It is not allowed to take any photographs of the exam papers. Candidates have maximum 45 minutes to view their papers and copy their answers. During the viewing candidates have access to the assessment criteria and the marking key.

If the candidate requests a detailed explanation of his or her exam paper by a specialist teacher at a specified time, he or she is to pay an administration fee equivalent to 20 percent of the examination fee.

For 15 days after publishing the results candidates have the right to listen to their recorded speaking exams. In order to do so, candidates have to make an appointment either by phone or by email. Candidates have to identify themselves when they come to the listening appointment and they can listen to their recorded performance in the presence of a person appointed by the Language Testing Centre. Candidates can listen to their performance once and they can take notes only on their own performance and the notes can be checked by the person present.

Request for Review

It is possible to submit a request for review on grounds of the assessment of the exam, a violation of the legal regulations or a miscount in the calculation of the scores within 15 days following the publication of the exam results. No review can be requested referring to extenuating circumstances.

Reviews referring to a violation of the legal regulations or a miscount in the calculation of the scores are free of charge. If the candidate requests a re-assessment by a third teacher, a fee is to be paid.

The reassessment fee is 20 percent of the relevant exam fee. In the case of an exam deemed successful on the basis of a request for review, the Language Testing Centre shall reimburse the candidate the fee.

The request for review can be submitted online, in person at the Language Testing Centre or can be sent by email.

The request for review has to be submitted on the *Request for Review* form which is available at the Language Testing Centre or can be downloaded from the webpage.

The head of the Language Testing Centre makes a decision on the subject of the request within fifteen days of submission and informs the candidate about the decision in writing.

Within fifteen days of the issue of the decision the candidate has the right to file an official complaint to the Educational Authority on grounds of a violation of the legal

regulations or a miscount in the calculation of the scores. Complaints are to be sent to the Language Testing Centre and are dealt with by the Educational Authority.

Certificates

On passing an examination or examination part examinees obtain nationally accredited oral, written or combined language examination certificates. On passing a successful NATO STANAG 6001 exam candidates are also issued non-accredited certificates which contain their results in each language skill.

Certificates are sent to examinees as registered mail within 60 days of the examination at the latest. Examinees can also collect their certificates in person at the Language Testing Centre provided they request it in writing before the certificates are mailed.

Upon request the Language Testing Centre issues a *Result Sheet* with the certificate free of charge. It contains the examinees' score for the overall exam, the score for the exam parts and the scores for each of the tasks. If the examinees would like to receive a *Result Sheet* enclosed with their certificates, they should request it in writing by the end of the appeals period.

Certificates unclaimed within a year of issue will be destroyed by the Language Testing Centre. The Educational Authority issues an official acknowledgement of the destroyed certificate on the examinee's request.

Since 1st January 2011 there has been a change in the rules regarding the issue of non-accredited language examination certificates. Before 2011 if examinees accomplished less than 60 percent of the maximum score in a skill, they received no results in their certificates. After January 1st 2011, if examinees accomplish between 50-59 percent of the maximum score in a skill, they are issued certificates which contain a lower level result. For example, when an examinee has taken level 2 speaking and listening exams and has accomplished 60 percent of the maximum score in speaking, but has obtained only 50 percent of the maximum score in listening, he or she will be awarded a non-accredited certificate with the following results: speaking level 2, listening: level 1.

Non-accredited certificates issued on the basis of scores lower than 60 percent, cannot be converted to accredited certificates.

On the webpage there is a more detailed explanation about the accredited and non-accredited certificates.

Lost State Accredited Certificates

Examinees who have lost their state accredited certificates will not be issued duplicate copies, but they can only obtain verification statements from the Language Accreditation Centre of the Educational Authority. The verification statement includes the number of the original certificate and the number of the language exam register. The contact details of the Language Examination Accreditation Centre can be accessed on www.nyak.hu

Lost Non-Accredited Certificates

In order to replace a lost non-accredited NATO STANAG 6001 certificate, examinees are required to fill in a *Request Form for a Replacement Certificate* which is available at the Language Testing Centre or can be downloaded from the web page under the link *downloadable documents*. The fee of the replacement is 2,000 Hungarian forints, which is to be paid by bank transfer.

The above written exam rules are in operation until repealed or superseded.