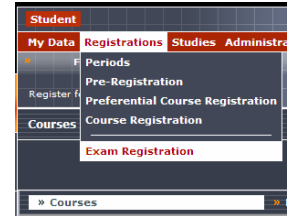


EXAMS on ETR



Exam dates can be managed in the ETR in the **Registrations – Exam Registration** section



Under **Courses** you'll see your courses, with the exam dates given. We recommend you to use this section for handling your exams. To open the list of exam dates for a course, use the little orange **+** sign at the beginning of the row.

Columns:

- Next to the exam date you'll find when the exam starts. (e.g. 2008.06.18. 09:00)
- In column „ff.type” your result is entered for that exam date (e.g. Sk: 2).
- In column „registered” you can see the number of spots taken / the minimum number required (normally 0) / and also the spots given (e.g. 56/0/57).
- In the column „procedure” you'll find what you can do to that exam date (sign up, cancel from, change to that one from another registered date).
- Also you can check back for the results of the previous semesters (top right side of window, „Terms”)

date	status	room	ff.type	registered	procedure
2008.08.27. 09:00	closed	(no room)	Sk	(0/0/65)	not open
2008.08.27. 09:00	closed	(no room)	Sk	(56/0/57)	not open
2008.08.25. 08:00	closed	(no room)	Sk	(6/0/6)	not open
2008.07.03. 09:00	closed	(no room)	Sk	(50/0/50)	not open
2008.06.24. 09:00	closed	(no room)	Sk12	Megjelent, vizsgázott	not open
2008.06.18. 09:00	closed	(no room)	Sk	(55/0/150)	not open
2008.06.11. 09:00	closed	(no room)	Sk11	Megjelent, vizsgázott	not open
2008.06.04. 09:00	closed	(no room)	Sk	(24/0/150)	not open
2008.05.28. 09:00	closed	(no room)	Sk	(21/0/150)	not open
2008.05.21. 09:00	closed	(no room)	Sk	(22/0/50)	not open

Megjelent, vizsgázott in column „registered” = exam date was used, the result is entered.
Results in column „ff.type” can be: 1,2,3,4,5, did not attend/ absence, certified absence, pass

WARNING:

Registering for an exam date: previous WORKDAY until 9.00 am
Cancelling a registration: previous 2nd WORKDAY until 9.00 am

week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.	December 15	December 16	December 17	December 18	December 19	December 20	December 21
2.	December 22	December 23	December 24	December 25	December 26	December 27	December 28
3.	December 29	December 30	December 31	January 01	January 02	January 03	January 04
4.	January 05	January 06	January 07	January 08	January 09	January 10	January 11



In case of

- elective courses (ending with mid-semester grade, with E as the third character in course code e.g. OAE-TAJ) and
- optional courses (ending with mid-semester grade, with F as the third character in course code e.g. OAF-SZ1), and
- criterion requirements (ending with fail/pass result e.g. Physical Education, Final Exam in Hungarian, summer practices – usually the third code character is R) and
- other courses also ending with **mid-semester grade** (e.g. OAA-OET)

there is no exam date given (it is not an exam). A **result sheet** is created automatically. Your name is added to the list automatically if you signed up for the course. You cannot sign off from it.

date	status	room	ff.type	registered	procedure
no date	Ff.sheet	(no room)	Sk:5	Megjelent, vizsgázott	---



To check if the course ends with **semester exam or final exam**, go to **Studies, My courses** section, click on the code of the course and in the pop-up window see the Ff. Pattern row. This helps to decide which slip to take to the cashier.