

ED I. Macroscopic Anatomy and Embryology II.

ANNOUNCEMENTS CONCERNING THE FINAL EXAMINATIONS

Final examinations are held in the Histology computer laboratory (written part) then in the lecture halls (practical part) on Tuesdays and Thursdays starting at 12.00 in general.

REGISTRATION ISSUES (before the examination)

Registration has to be done in Neptun according to the Study and Examination Policy.

- Registration is open until 6.00 on the day of the examination. You may deregister from the examination before midnight on the preceding day.
- Absences – no-show at the semifinal examination reduces the remaining examination possibilities and Students will have to pay a missed examination fee via Neptun. In case of health problems, Students will have to present a doctor's note within 3 working days to be evaluated by the Head of Department. If accepted, the number of the Student's examination possibilities will not be reduced.
- Technical problems concerning registration or deregistration via the neptun system are beyond the scope of the Department, Students should seek help from the Neptun group of the Secretariat.
- The Registrar of the English Secretariat is not entitled to register or deregister students with the only exception of using the 4th chance provided by the Dean of the Faculty (i.e. Dean's chance, „golden" chance).
- The total number of examination seats is set (200% of the number of students in a given course), therefore the number of examination seats will not be increased.
- **Retake of a successful examination** - Students unhappy with the result of an otherwise successful examination **SHOULD apply in writing with the Course Director, to retry the examination**. They will be registered by the Course Director in neptun. Please note, that such a retake examination does not necessarily result in a better mark.

On the day of the examination

Please leave your bags in a locker and gather in front of the Histology lab 10 minutes before starting time (**as seen in Neptun**).

Please make sure you have the following items on you:

- ID card/student card with a photograph (you may not start the examination without it)
- SeKA login details* (memorize or write them down on a small piece of paper)
- *Students who cannot login /forgot their password will be considered as „absent" (see above) and have to sit for the examination on a different day
- In case of a retake exam – proof of payment (except for the 1st retake)
- **DRESS CODE – formal (black and white)**
- Phones and smart watches have to be stored elsewhere during examinations
- Neither pens nor papers may be with you during the written part
- You cannot take notes or talk to your peers during the examination
- For safety reasons you may keep your valuables (money, cards, IDs, etc) on you, however „large" items, such as phones (switched off), tablets (switched off) and pencil cases will be collected upon entering the examination room.
- No chewing gum, no food, no drinks are allowed while on the premises

PARTS OF THE FINAL EXAMINATION

WRITTEN PART (Students may not leave the room during the test)

The test is composed of 50 (35 macroscopy and 15 embryology) simple/multiple choice questions. For a concise topic list see the Handbook/Requirements

Writing time: 50 minutes

Passing rate: 50% (below 50% =fail, 50% =satisfactory, 65% =average, 75% =good, 85% =excellent)

- Following the completion of the test Students may view their results, however, neither questions may be asked nor notes may be taken during this time.
- Students may not leave the room before the inspection time expires. Everybody should leave at the same time.
- Students not reaching 50% percent in the written part cannot continue (i.e. fail) the examination and should leave.
- Students failing the examination in a subsequent practical part may be exempted from the written test during the retake examination ONLY if they gained a good (4), or excellent (5), result from the written test. These students should present themselves at 12.45 on the day of the retake examination at the Lenhossék lecture room.
- Students with an exemption* from the written part earned at the EXAM COMPETITION will have to present themselves at 12.45 at the Lenhossék lecture hall. *Exemptions will expire past the summer examination period (i.e. will not be valid for a CV examination due in the winter examination period, or an FM examination in the following term).
- In case students would not like to live with the exemption, they should notify the Course Director (Dr Székely) by writing an email 48 hours before the examination.

MACROSCOPY PART (oral examination)

This part is held in the Lenhossék Lecture Hall. Rubber gloves and labcoats are provided by the department. Here the Students are examined on prosections covering the topics discussed during the two semesters (For a concise topic list see the Handbook/Requirements)

- Locomotor system *
- Internal organs *
- Neuroanatomy and organs of special senses
- Maxillofacial anatomy

Students with exemptions earned at the non-obligatory assessment from the first two topics* will have to take a practical examination from the latter two topics.

- In case Students fail the practical part, their exemptions remain valid for the rest of the present examination period, including the August extension period, only. Once the exam needs to be postponed to another, examination period (i.e. CV/FM) all exemptions are lost and all parts of the examination will have to be repeated.
- Further questions other than the identification of the presented specimens may arise, e.g., discussing the theoretical or embryological relevances of a structure. Students may be asked to produce schematic drawings of certain regions as part of the examination.


MARKING SYSTEM

- The examination finishes in the Lecture Hall, where Students are given a mark calculated from all previously earned marks - one mark from the written test (passing level: 50%, see above), and further marks from the dissection part (out of which 2 marks may be earned during the non-obligatory assessment).
- If one (written or practical) part of an examination results in fail (1), the entire examination is terminated with a fail (1) and will be recorded in the Neptun system.
- In case Students fail one (written or practical) part of the examination, their exemptions remain valid for the rest of the present examination period. However, once the exam needs

to be postponed to the next, or another, examination period as a CV, or FM, examination, all exemptions are lost and all parts of the examination will have to be repeated.

- Students failing the examination, may repeat the exam once „free”, every further attempt will be charged for (to be paid for in Neptun).
- Students may request in writing to sit for ***an oral theory exam to replace the written part*** in case of a 2nd or 3rd retake examination. A request will have to be sent to the Course Director 48 hours before the examination day.
- ***Retake of a successful examination*** - Students unhappy with the result of an otherwise successful examination ***SHOULD apply in writing with the Course Director, to retry the examination***. They will be registered by the Course Director in neptun. Please note, that such a retake examination does not necessarily result in a better mark

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