

## ANNOUNCEMENTS CONCERNING THE CV FINAL EXAMINATIONS

in

### Macroscopic Anatomy and Embryology II. (new curriculum)

Final examinations are generally held on Tuesdays and Thursdays as appears in NEPTUN.

The exams start in the Histology Laboratories with a written test then continue with the dissection part in the dissection room (ground floor).

#### REGISTRATION ISSUES

**Only students whose semester is accepted may sit for the semifinal examination**

**The topics of the examination cover the subject matter of the two semesters.**

**Registration** has to be done in NEPTUN according to the Study and Examination Policy. Registration closes 24 hours prior to the beginning of the examination (see in NEPTUN).

**Absences** – no-show at the final examination reduces the remaining examination possibilities and Students will have to pay a missed examination fee via neptun. In case of a health problem, 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.

#### 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 SEMIFINAL EXAMINATION

**WRITTEN PART – Histology laboratory (Students may not leave the room during the test)**

The test is composed of 50 simple / multiple choice questions including Embryology

Writing time: 50 minutes

Following the completion of the test Students may **briefly** 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.

**Passing rate: 60%** (below 60% =fail\*, 60%- =satisfactory, 70%- =average, 80%- =good, 90%- =excellent)

- **DISCRETIONARY FAIL \*** - Students achieving a test result between 50 - 59.99% (20.00-23.99 points) fail the written part, however, they may continue with the practical examination.
- Students with a result **below 50%** from 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 the **dissection room** at the **beginning of the practical examination** on the day of the retake examination.
- *Students may request an oral examination to replace the written theoretical part for the 2nd or 3rd retakes of the semifinal examination. The request will have to be submitted in writing with the Course Director **48 hours prior to the date of the examination**. **This request has to be resubmitted in case students would like to ask for a further occasion.***

#### **MACROSCOPY PART** (oral examination)

This part is held in the Dissection room (ground floor). 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)

*Further questions, other than the identification of the presented specimens, may arise, e.g. discussing theoretical or embryological relevances. Students may be asked to produce schematic drawings of certain regions as part of the examination.*

#### **MARKING SYSTEM**

The examination finishes in the Dissection Room, where Students are given a mark calculated from all marks. One mark comes from the written test (passing level: 60%, see above), and further 3 marks from the dissection parts (1. *musculoskeletal system*, 2. *internal organs*, and 3. *neuroanatomy*).

- If one part of an examination results in fail (1), except for the „discretionary fails”, the entire examination is terminated with a fail (1) except for the so called \*DISCRETIONARY FAIL (see above).
- **Students failing the examination, may repeat the exam once „free”, every further attempt will be charged for.** 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 the examination may 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.***

- **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 upon getting the Dean's permission.

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