

EM I ANNOUNCEMENTS CONCERNING THE **CV** SEMIFINAL EXAMINATIONS

in

Microscopic Anatomy and Embryology I. (**old curriculum**)

Semifinal examinations are generally held on Tuesdays and Thursdays (see in Neptun)

REGISTRATION ISSUES (before the examination)

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

- **Registration** closes 24 hours before the time of the examination.
- **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.

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)
- Phones and smart watches have to be stored elsewhere during examinations
- **DRESS CODE – formal (black and white)**
- 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 *(Students may not leave the room during the test)*

The test is composed of 40 simple/multiple choice questions. (For a concise topic list see the Requirements)

Writing time: 40 minutes

Passing rate: 60%

(0-23.99 points=fail, 24-27.99=satisfactory, 28-31.99=average, 32-35.99=good, 36-40=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.
- **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 the 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 Histology laboratory at the beginning of the oral examination on the day of the retake examination.

ORAL PART *(practical examination)*

This part is held in the Digital Histology Laboratory. Here Students are required to explain one digital histological specimen („slide”) selected from the list of slides studied during the 1st semester. (For a concise topic list see the Handbook)

- Students will be provided with an A4 sheet containing the slide number to explain.
- Students will be given a short preparatory time (approximately 15 minutes) during which they may take notes and produce drawings (here the use of pens/pencils is allowed)
- The oral examination takes place at a digital microscope.
- Further theoretical questions, other than the identification of the presented specimen may arise, including important aspects of structure and function. Students may be asked to produce schematic drawings of certain structures as part of the examination.

MARKING SYSTEM

The examination finishes in the Histology Laboratory, where Students are given a mark calculated from all the results of both parts of the examination.

- If one part of an examination results in fail (1), 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 (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 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

Dr Andrea D Székely
Associate Professor, Course Director