

EM I

ANNOUNCEMENTS CONCERNING THE SEMIFINAL EXAMINATIONS (**regular and FM**)

in

Microscopic Anatomy and Embryology I. (**old and new curricula**)

*Semifinal examinations are held in the Histology computer laboratory (City Corner Building) on days specified in neptun starting at **14.00** in general (OR AS APPEARS 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 prior to the beginning of the examination (see in NEPTUN).

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 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 gather in front of the KUPOLA hall 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 (and according to weather)
- 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

CHEATING

If students are found to use illegal devices or talk to each other during any part of the examination, the examination will be suspended and a disciplinary procedure will follow. The result of the examination is a fail (1) in such a case.

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)

- Students with a result below 50% from the written part fail the exam, however, they may continue with the practical/oral examination.

EXEMPTIONS

- **Students with an average of 4.00 or higher from the two midterm tests will be exempted from the written test with a 4 (3+5, 4+4) or 5 (4+5, 5+5). They will have to present themselves at 14.00 or latest at 14.40 at the Histology Laboratory.**
 - Exemptions will expire past the summer examination period (i.e. will not be valid for a CV examination due in the winter examination period)
 - In case Students **would not like to live with the exemption and would like to write the official examination test**, they should notify the Course Director (Dr Székely) by writing an email 48 hours prior to the examination
- 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 Histology laboratory at the beginning of the oral examination on the day of the retake examination.

ORAL PART (practical examination)

This part is also 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 present semester.

- 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.**

PLEASE NOTE

If there is a high number of students attending the examination it is possible that students will have to wait in the hallway until they are called in to sit for the oral examination.

MARKING SYSTEM

The examination finishes in the Histology Room, where Students are given a mark calculated from all exam marks (the written part counts for the 40% of the mark while the oral questions count for the remaining 60%)

- 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

CV examinations – *If neither of the attempts is successful Students may postpone the **semifinal** examination to the next exam period in the 2024/2025 academic year if they have chances left.*

HOWEVER

A **multilevel registration** of both *Microscopic Anatomy and Embryology I* and *Microscopic Anatomy and Embryology II* is **not offered**. Students may only continue with *Microscopic Anatomy and Embryology II* if they successfully pass the semifinal examination.

Those who fail or do not attempt the semifinal examination will have to repeat the semester /year.

Please, pass the semifinal exam to gain entrance to the 2nd year.

We wish you a successful examination period!



Dr Andrea D Székely
Associate Professor, Course Director