

ED I. Macroscopic Anatomy and Embryology II.

ANNOUNCEMENT CONCERNING **FM AND REGULAR** FINAL EXAMINATIONS

Eligibility for participation in the final examination

Only those students are eligible to sit for the semifinal examination who have a valid signature, have not exceeded the limit of absences (25%), finished their dissection task and have passed the midterm examination*.

Topics of the final examination

See the topic list in the Handbook

The examination consists of two parts and starts with a theoretical, written moodle test (50 MCQ test questions/50 minutes, see below in detail), covering the theoretical topics of the semester.

Passing rate: 50% (20.00 points). The second part is a practical examination, held in the dissection room. For the marking system, please see below.

Days and place of the the final examinations

Final examinations start in the Histology computer laboratory (City Corner Building) with a theory part written in Moodle, then continue in the dissection room (practical part) on days specified in neptun starting at 10.30 in general.

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 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 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 fail the written examination, however, they may continue the examination with the oral part.
- 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 11.30 on the day of the retake examination at the dissection room.

- Students with an **exemption*of 4 or 5 from the written part earned at the EXAM COMPETITION** will have to present themselves at 12.00 at the dissection room. *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. Once Students opt for writing the test they cannot switch back during the actual examination. However, the exemption remains valid for the entire exam period.

MACROSCOPY PART (oral examination)

This part is held in the Dissection room. 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)


Marks will be earned from the following topics

- Locomotor system *
 - Internal organs *
 - Neuroanatomy and organs of special senses
 - Maxillofacial anatomy
- 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 dissection room, where Students are given a mark calculated from all previously earned marks – with all marks counting for 20% of the final result of the examination.
- Students failing the examination, may repeat the exam once „free”, every further attempt will be charged for (to be paid for in Neptun).
- **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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Associate Professor, Course Director