

ED II. Microscopic Anatomy and Embryology II. ANNOUNCEMENTS CONCERNING THE CV FINAL EXAMINATIONS

Final examinations are generally held on days specified in NEPTUN. The exams start in the Histology Laboratories (City Corner Offices building) with a written test at 14.00 then continue with the oral part.

REGISTRATION ISSUES

Only students whose semester is accepted may sit for the final 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 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 (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 – Histology laboratory (Students may not leave the room during the test)

The test is composed of 50 simple / multiple choice questions including 8 Embryology questions
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: 50% (below 50% =fail, 50% =satisfactory, 65% =average, 75% =good, 85% =excellent)

- Students not reaching 50% (25.00 points) in the written part fail the written examination, however, they may continue with an oral examination.*
- Students failing the examination in a subsequent practical/oral 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 practical examination** on the day of the retake examination.

ORAL / PRACTICAL PART

This part is also held in the Histology Laboratory. The oral examination consists of

- 1 digitized tissue slides (description)
- 1 theoretical question from Neuroanatomy

During the oral exam it is possible that further questions, other than the identification of the presented specimens, may arise, e.g. discussing the theoretical or developmental relevances. Students may be asked to produce schematic drawings as part of the examination (e.g.reflexes, cross sections of the brain stem or schematic drawings of histological images).

MARKING SYSTEM

The examination finishes in the Histology Laboratory, where Students are given a mark calculated from all exam marks.

- **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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