

ED I. ANNOUNCEMENTS CONCERNING THE **CV** SEMIFINAL EXAMINATIONS in **Microscopic Anatomy and Embryology I. (new curriculum)**

Semifinal examinations are generally held on differing days starting at 13.00 - please, see in NEPTUN.
The exams start in the Histology Unit (placed now in the **CITY CORNER OFFICE**, Üllői út 25.) with a written test then continue with the oral part.

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 relevant semester.

Registration has to be done in NEPTUN according to the Study and Examination Policy. Registration closes 24/23 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 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 Histology unit (City Corner Offices, Üllői út 25.) 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

THE SEMIFINAL EXAMINATION CONSISTS OF A WRITTEN PART AND AN OPTIONAL ORAL PART

(Students may not leave the room during the test)

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

Writing time: 40 minutes

Passing rate: 50%

(below 50% =fail, 50% =satisfactory, 65% =average, 75% =good, 85% =excellent)

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.

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 scoring 65% (i.e. having a 3) or more may leave the room after the completion of the test. *

Those whose result is lower than 65% should continue the examination with an oral part consisting of a question from General and Organ Histology (see the topic list) and a tissue slide to explain.

MARKING SYSTEM

- The examination finishes in the Histology Laboratory, where Students are given a mark automatically calculated by the Moodle system. examination finishes in the Histology Laboratory, where Students are given a mark automatically calculated by the Moodle system. Those whose mark is at least a 3 (average) may leave and cannot opt for an oral examination. Those who need to sit for an oral examination will earn the examination mark from the written and oral examination parts.
- 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 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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