

Frequently asked questions on the Exam Period

- Autumn 2018/2019 -

1. What can I do if I passed the exam, but I am not satisfied with my mark?

You can take a grade improvement examination: retaking a successful examination to improve the grade. A grade improvement exam can be taken only on one occasion in each subject. Before the registration for the grade improvement exam, you need to pay an administrative fee. Please note that the second grade will be marked even if it's lower than the first one. In case you fail the second time you can re-take the exam.

2. How long do I have to wait for the result of my exam?

In case of oral exams Tutors shall hand over the grading sheet to the education coordinator or the institute administrator on the day of the exam and within 5 working days in case of written exams. The data related to the exam together with the grade given shall also be recorded in Neptun within two days following the submission of grading sheets by Tutors or until the start of the course registration period the latest.

3. The teacher didn't allow me to participate in the exam, because I forgot to bring my ID with me. (ID, passport, residence permit, driving license etc.) Is it considered as a missed exam?

The instructor shall check the identity of participants both at written and oral examinations. Identity verification (certified by some suitable official document with a photo) is the prerequisite of participation in written examinations. In case a person is not able to prove his/her identity, he/she cannot take part in the exam. Therefore it is considered as a missed exam.

4. What happens if I forget to write my name or Neptun code on the exam paper?

If the student fails to record his/her name and Neptun code (student identification number) on the written examination paper, the exam qualifies as a missed exam and it has to be repeated in accordance with the rules pertaining to missed examinations.

5. Where and when can I review my exam test?

The student shall have the opportunity to review his/her corrected written examination paper within two weeks following the publication of grades. After that deadline, the student cannot exercise the right to review. If the tutor cannot show you the exam paper, the administration coordinators will help you in that. In case you are not agreed with your grade, within two weeks following the publication of grades you have the right to complain.

6. How should I know which are the “forbidden aids and sources”?

If you are not sure about them, you should ask the tutor about what you can use during the exam. For instance your mobile phone has to be turned off during the exam, you are not allowed to use it.

7. What does it mean, “Examination course”? Should I do something differently?

Examination courses in a given subject may be announced by METU if the subject is not announced with contact hours in the given semester. Exam courses are launched in the beginning of the semester based on student requests submitted during the course registration period. At the end of the examination course the student is entitled to take an exam in accordance with the course requirements defined.

8. What does the Resit exam period stands for?

The last week of the examination period is the resit examination week. It is scheduled exclusively for retake, grade improvement exams and for missed exams that are justified. First exam cannot be taken during the resit exam period

9. What if I fall ill and cannot attend the exam?

If you know that you cannot attend the exam due to illness, change the date or deregister from the exam min. 24 hours before the exam date. In case the student does not cancel his/her examination registration via Neptun in due time and fails to appear at the examination, it is considered as a missed exam. The obligation to pay the costs of the missed examination may be rescinded in case the student certifies within 5 working days after the missed exam that his/her absence was justified. The Student needs to submit a Neptun Request, called “**Justification of a missed exam**”. In case the absence is not justified within the given deadline, upon payment

of the procedural fee, the student can register a new exam date within the regular exam period.

10. Can I attend an exam without having registered for it?

No, you cannot participate in an exam, unless you have registered for it not later than 24 hours before the exam starts. The instructor (the board) may only examine those students whose names are listed on the official printed grading sheet.

11. The system does not let me register for the exam. What can be the problem?

- Have you checked your financial status in the Neptun system yet? The most common reason of the exam registration block is a debt that can be from tuition fee or other service/procedural fees.
- There are the so called two-component courses that consist of a lecture and a seminar. If you fail the seminar, or you do not reach the necessary points in the mid-term test, you are not allowed to register for the exam.
- If you want to register for an exam that is due within 24 hours, it is not possible to attend the exam, you need to select another date.
- Your registration for the examination in question could have been blocked because of having crossed the limit of permitted absences in a semester.
- In case the student misses more contact hours than it is allowed to, the given subject shall qualify as incomplete and the instructor shall enter the following record on the grading sheet of the subject: „unsuccessful completion”. In this case the student shall register for the subject again.
- In case you wish to register for an exam in the Resit exam period, be sure you had an exam already during the normal exam period, for which you received a grade.
- You may have some library obligations
- You might be trying to register for a date in the Resit exam period.
- No first exam can be taken on the Resit exam week

12. I will take my final exam this semester. What is the last date I need to finish my exams by?

Students who registered for the final exam need to receive their pre-degree certificate not later than one week before the start of the final examination period. Students need to take their last exam by **12th January 2019** this semester.

13. Can I select all the first dates of each exam?

You can select and finish all your exams early that gives you more time for a holiday ☺

14. What if I failed a mid-term test?

According to the Rules and Regulations, in the case of a lecture and practical class to be completed together, the precondition of the entry to the examination is the successful completion of the practical class, e.g. through the mid-term tests. In case you fail this, the completion of the subject will qualify as unsuccessful and you shall register for the subject again if it is a compulsory course-unit. Once you completed the preconditions, you are able to take the examination and will receive an examination mark.

15. How can I take my exams if I study abroad with Erasmus program?

You can register for exams in the

- normal exam period (17. December 2018 – 26. January 2019)
- you also have the possibility to take first exam during the resit exam period (21. January 2019 – 2. February 2019) free of charge. Registration for exams on resit exam week will start on the 21. of January 2019, 10.00 am.
- Further exam option – in case you cannot return until the end of the resit exam period: **Postponed Exam Course**

16. What happens if I'm late from the exam? Can I still attend, just I will have a less time to finish the exam?

If students are more than 15 minutes late for an examination and the examination cannot be started because of this reason, the instructor is entitled to declare the examination for these students closed. Such examinations are considered as missed examinations and students must retake these examinations in line with the rules pertaining to missed examinations.

17. How many exams can be taken from one subject during one exam period?

In case you failed an exam, you can retake it twice in one exam period. If you pass the exam, but you would like to take a grade improvement exam, that can be done only once during the exam period.

18. How many times can I try to pass the exam of a course?

Besides the first exam, you can take 5 retake exams of a subject during your studies, so all together you have 6 occasions to try to pass the given course. If you don't succeed, the University may terminate your student status.

In case you have other questions then these please use the following platform:

<https://www.metropolitan.hu/student-question-form>