Excuse or Lapse of the Examination Date and Correction of a Grade

The student cannot register for an additional examination date for a given subject until the lecturer enters the examination result in SIS or until the examination date is marked as 'lapsed' or 'excused'.

Marking the Lapse of the Examination Date

Student's failure to show up for an exam on a date for which they are registered without providing an excuse is dealt with using the *Unattended Examination* tab of the *Exam Results 2* module. It is not possible to award the grade "4" to the student in such cases.

The date can be marked as lapsed either collectively (figure 1), or individually (figures 2-4).

To save the changes, it is always necessary to use the Enter results button.

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Fig. 1 A collective marking of the lapse of the examination date

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Fig. 2 An individual marking of the lapse of the examination date

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Fig. 3 An individual marking of the lapse of the examination date - list of students

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Fig. 4 An individual marking of the lapse of the examination date – editing the details of

a selected student Excusing a Student

In case the student excuses themselves from the examination date, the lecturer will record this fact in SIS using the *Exam Dates – list of students* module. In the list of students, the possibility to *Excuse the Student* is listed in each row (*figure 5*).

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Fig. 5 – Excusing a student from the examination date

Correcting a Grade

A wrong grade entered in SIS can only be corrected by editing it individually, see figures 2-4

- 1) Accidentally entering a different grade only the final grade needs to be corrected
- 2) Accidentally awarding a grade to a different student if it is a regular examination term, it is necessary to delete the date of the result and enter a dash into the final grade column ("-" is the default result). If it is a first or a second remedial term, only the date needs to be deleted and the result of the previous attempt remains the same, i.e.. "4".

To save the changes, it is always necessary to use the Enter results button.