## **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.

📴 Exam re	sults 2 2023/2024 - I	Edit (version: 163)				Role:				Faculty of Scienc	24 - 🖆 🖉 🗟 9	) 🖿 💐 ?
58:13 📅 ¥ 🛪 🗳	Courses Dates Sched	dule Thesis-related courses Mode	•									
One by one Gr	ades en bloc Unattended e	xamination Lists Numbers										
💿 Set up a studen	t filter:											
	D Clear filter											
🕑 Biochemie pro	ŽP (MO550P88), winter sem	estr, 2023/2024- including courses w	ith shared te	eaching:								
Enter date:	[dd.mm.yyyy	1										
Choose teacher:												
	Mark as unattended examin	ation										
Full name	ldent.	Course	♦ nesult	t 🍨 🕈 Attemp	t 🔹 🕈 Date	◆ ↑ Teacher	♦ ★ Exam	Unattended	Note			
1.		MO550P88 Biochemistry for IES (winter)	2 🕄	1	13.02.2024		Completed					
2.		MO550P88 Biochemistry for IES (winter)	-	1	13.02.2024		1st rep.					
3.		MO550P88 Biochemistry for IES (winter)	3	2	13.02.2024		Completed					
4.		MO550P88 Biochemistry for IES (winter)	3	1	09.07.2024		Completed					
5.		MO550P88 Biochemistry for IES (winter)	1	1	13.02.2024		Completed					
6.		MO550P88 Biochemistry for IES (winter)	3	1	23.01.2024		Completed					
7.		MO550P88 Biochemistry for IES (winter)	4	1	06.02.2024		1st rep.					
8.		MO550P88 Biochemistry for IES (winter)	-			-	Regular					
9.		MO550P88 Biochemistry for IES (winter)	1	1	13.02.2024		Completed					
Mark as unatten	ded examination											
Results 1-9 of 9												
				•								
<ul> <li>Ident.: 'branch of</li> </ul>	study', 'type of study', 'current	year of study', 'study status', 'Persona	l number (UK	(CO)'								

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

📴 Exam resu	Its 2 2023/2024 - Edit (version: 163)	Role: Faculty of Sci
58:46 🚖 🖌 🗶 Co	urses Dates Schedule Thesis-related courses M	ode
🔸 Set up a student fil	ter:	
	Clear filter	
- Filter:		
Choice: My courses		
Show cours	es	
	MB100BP2B Bachelor project (summer)	
	MC250BP1 Bachelor Project (summer)	
Z Z Z	MC250DA3 Diploma Project (winter)	
	MC250DA4 Diploma Project (summer)	
) 🐼 🏊 🏭 🐼 🏣	MC250P03B Biochemistry (winter)	
2 III III III	MC250P63 Molecular oncology (summer)	
1 🐼 🐵 📲	MC250S05 Seminar for Bachelor Thesis (summer)	
	MO550P88 Biochemistry for IES (winter)	
One by one P		

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

Exam results 2 2023/2024 - Edit (version: 163)	Role: Fact
59:42 👌 🖌 🛔 Courses Dates Schedule Thesis-related courses Mode	
One by one Grades en bloc Unattended examination Lists Numbers	

٠	Set up a student filter:																
Bio	Biochemie pro ŽP (MO550P88), winter semestr, 2023/2024- including courses with shared teaching																
	Full name	ldent.	Course	+ ↑ Result	<b>♦</b>	<ul> <li>First date of course credit</li> </ul>	◆ ↑ Teacher	<b>♦</b>	Second date of course credit	♦ 🕈 Teacher	<b>♦</b>	<ul> <li>Third date of course credit</li> </ul>	◆ ↑ Teacher	<b>♦</b> ♠ E1	+ + Exam	♦	<b>♦</b>
1. (	2	D 07D D	MO550P88 Biochemistry for IES (winter)	2	х			х			х			2	13.02.2024 ②		
:.{	2		MO550P88 Biochemistry for IES (winter)	-	х			х			х			-	13.02.2024		
TT T	Cuit		MO550P88														

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

Exam re	sults 2 2023/2024 -	- Edit (version: 163)		Role:	- Faculty of Scie	124 V 🕼 😰 🟠 🖿 💐 ?
57:58 🚖 🖌 🛦 🗒	Courses Dates Sch	edule Thesis-related o	ourses Mode			
One by one G	ades en bloc Unattended	examination Lists Nun	nbers Details			
Biochemie pro Ž	P (MO550P88) WT					
Course:	Biochemie pro ŽP (MO550	P88) WT				
Student's full name:						
Date of birth:	0.070					
Branch: Reculte:	B-OZP		- ·			
Results.		Date	Teacher	Unattended exam	n Note	
	Regular examination	13.02.2024 🗷 toda	4			
	First reparative attempt	📰 toda	y			
	Second reparative attempt	t 🔣 toda;	y			
	Final grade	- (1, 2, 3, 4, S, -	)	-		
l	Enter results					
③ S - Fulfilled						
2						
An attempt is used v grade '-' means that neither is the teache	vhenever there (or at a next the student has not attemp rr.	attempt) is a date entered ted the exam at all, i.e. if t	d in the system. An attempt is forfeited when ther here is a date and the result is '-', then it must be	e is a date and the a forfeited attempt	note 'Unattended examination'. The final grade is relevant to the last a The grade must always be entered (either the examination result or	attempt (not the forfeited one). Final ). When the date is not entered,

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*).

59:	59-46 🛃 🗙 😹 Filter Settings																				
	New Exam dates according to recent search Students according to recent search Exam date details List of students Notifications Schedule																				
▲	Vážení kolegové, v seznamu studentů přihlášených na termín státní zkoušky je uváděna informace o podané žádosti o prodloužení zveřejnění závěrečné práce - sloupeček Podaná žádost o neveřejnost.																				
Exar	Exam date, of the department 31-250, 04,09,2024 15:30, room 221 Katedra blochemie PIF UK. for 5 students, examiner Mar. Radek Indra. Ph.D.																				
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_			-			T Excuse					_		8-						Not		13.06.2024 14:11
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۰.	Action:																				
To s	elected st	udents:	~ 🛛	Ok																	

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.