

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.

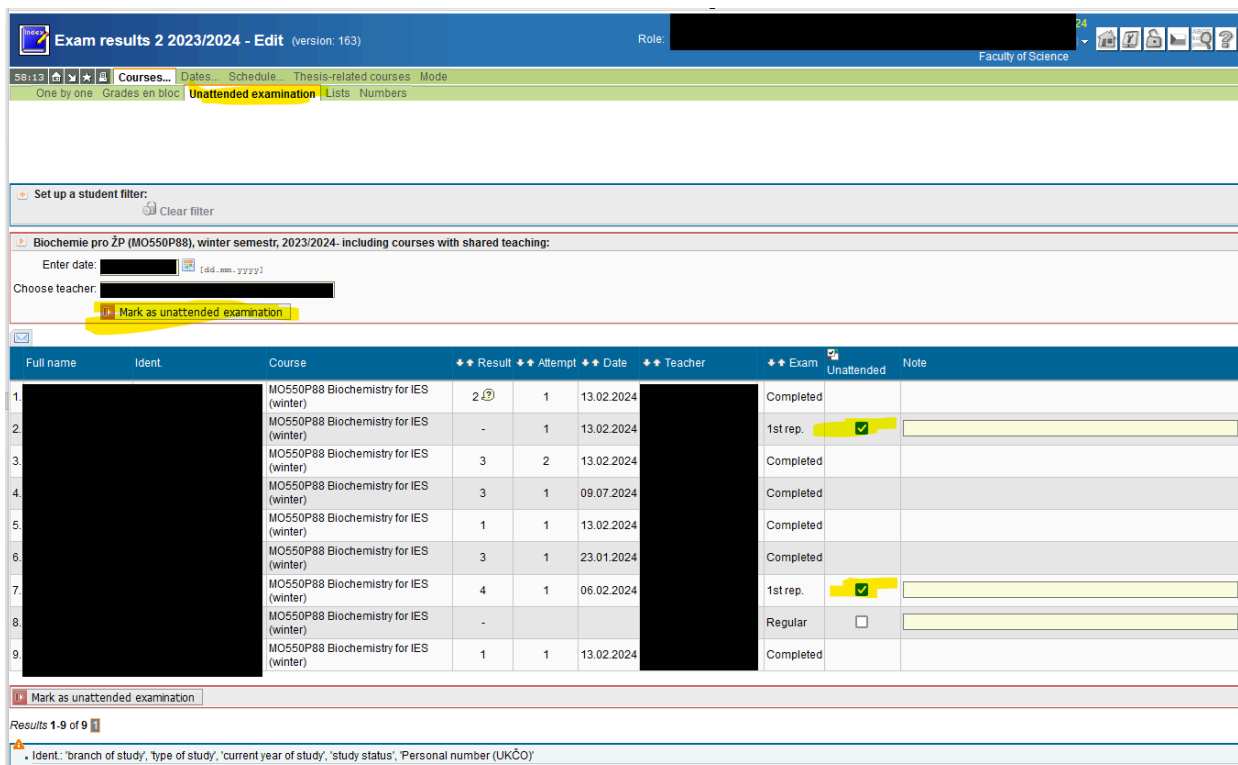


Fig. 1 A collective marking of the lapse of the examination date

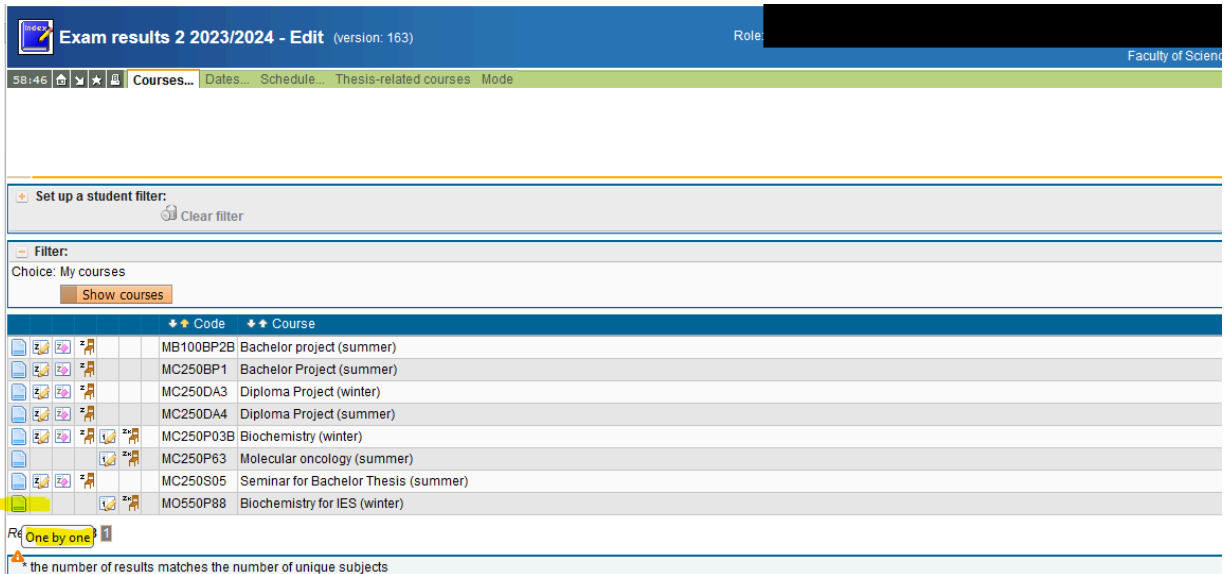


Fig. 2 An individual marking of the lapse of the examination date

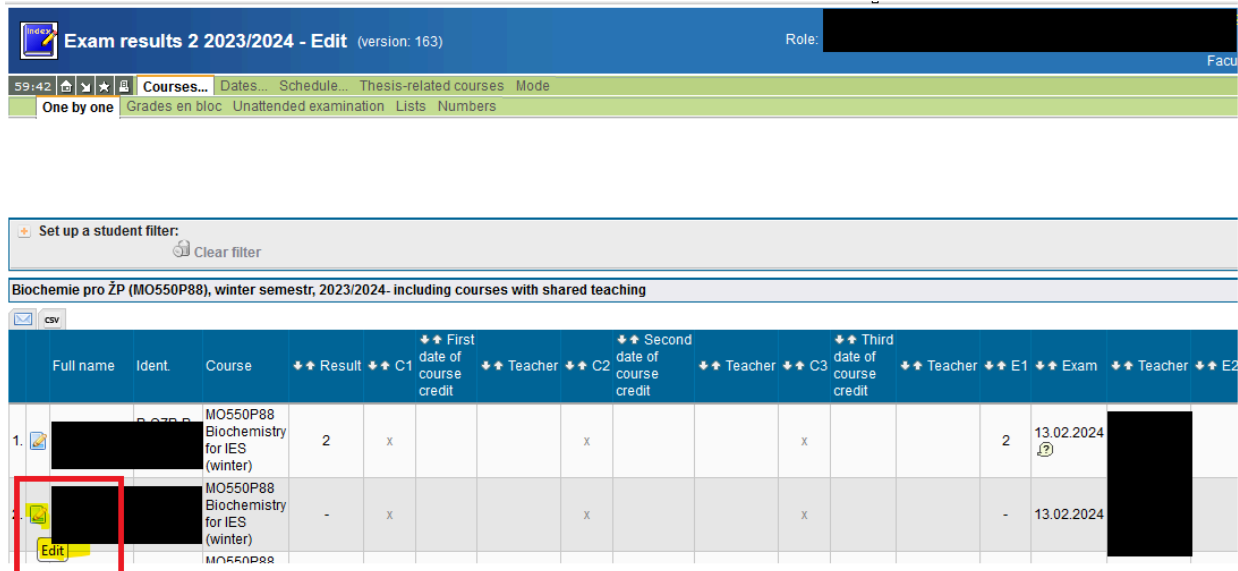


Fig. 3 An individual marking of the lapse of the examination date – list of students

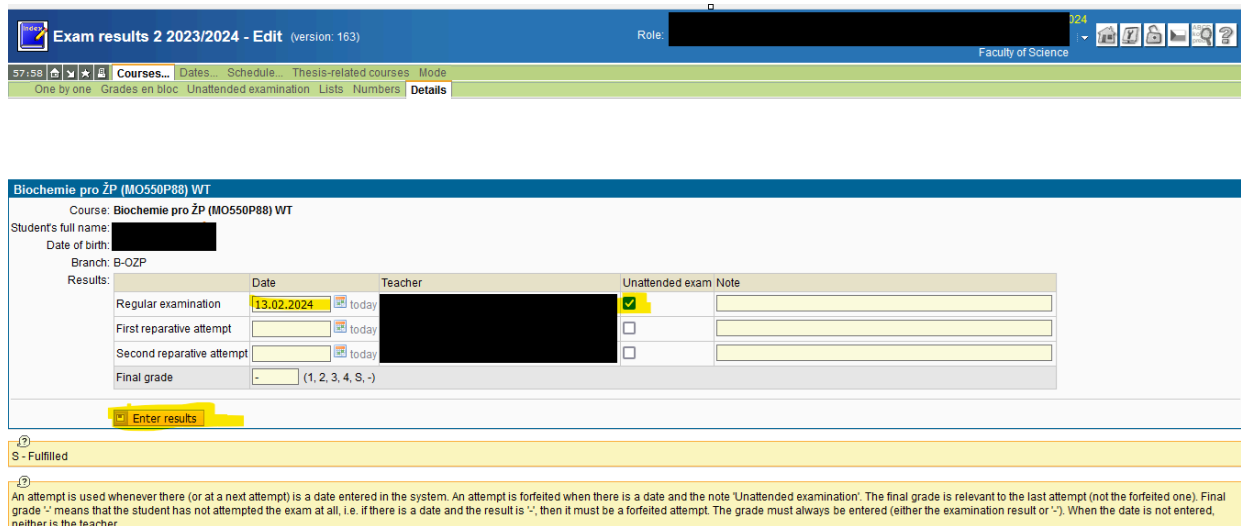


Fig. 4 An individual marking of the lapse of the examination date – editing the details of

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).

The screenshot shows the 'List of students' interface in SIS. At the top, there are navigation tabs: 'New', 'Exam dates according to recent search', 'Students according to recent search', 'Exam date details', 'List of students' (selected), 'Notifications', and 'Schedule'. Below this is a warning message in Czech: 'Vážení kolegové, v seznamu studentů přihlášených na termín státní zkoušky je uváděna informace o podané žádosti o prodloužení zveřejnění závěrečné práce - sloupec Podaná žádost o nevěřejnost.' Below the warning is the exam date: 'Exam date, of the department 31-250, 04.09.2024 15:30, room 221 Katedra biochemie PIF UK, for 5 students, examiner Mgr. Radek Indra, Ph.D.'

The main table has the following columns: Exam date guarantor, Name, Student card, Course, Remove a student, Excuse the student, Semester, Type, Result of the combined examination, Excused, History, ID of studies, Study branch, Kind, Year, Status, Attempts, Personal number (UKCO), Current result, Registration, and Registered. The first row is highlighted, and the 'Excuse the student' button is circled in red.

Exam date guarantor	Name	Student card	Course	Remove a student	Excuse the student	Semester	Type	Result of the combined examination	Excused	History	ID of studies	Study branch	Kind	Year	Status	Attempts	Personal number (UKCO)	Current result	Registration	Registered
1	31-250	[REDACTED]	MC250P63	Delete	Excuse the student	summer	ZK				[REDACTED]	B-MEDCH	Bachelor's	2	studying	1	[REDACTED]	Not evaluated	1.	13.06.2024 14:11 (04.09.2024 16:10)
2	31-250	[REDACTED]	MC250P63	Delete	Excuse the student	summer	ZK				[REDACTED]	N-IMUN	Master's (post-Bachelor)	2	studying	1	[REDACTED]	Not evaluated	1.	24.06.2024 14:35 (04.09.2024 16:30)
3	31-250	[REDACTED]	MC250P63	Delete	Excuse the student	summer	ZK				[REDACTED]	B-BIQ	Bachelor's	3	studying	1	[REDACTED]	Not evaluated	2.	13.06.2024 9:00 (04.09.2024 15:50)
4	31-250	[REDACTED]	MC250P63	Delete	Excuse the student	summer	ZK				[REDACTED]	B-BIQ	Bachelor's	3	prolonged year of study - ISP	1	[REDACTED]	Not evaluated	1.	05.06.2024 13:20 (04.09.2024 15:30)

At the bottom, there is an 'Action:' section with a dropdown menu for 'To selected students:' and an 'OK' button.

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.