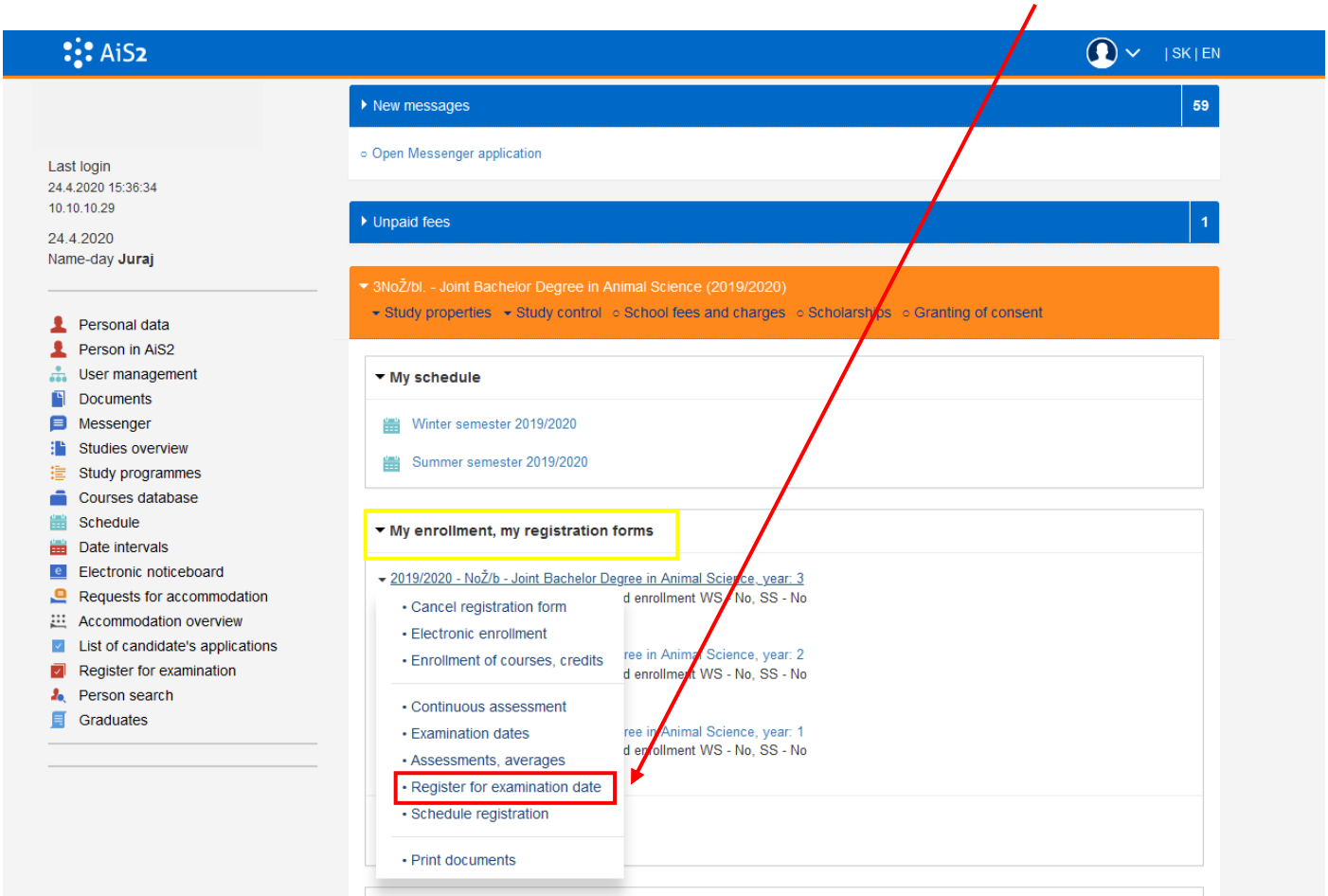
REGISTRATION FOR EXAMS, CHECKING THE ASSESMENT IN THE ACADEMIC INFORMATION SYSTEM AiS2

➢ topic of examinations and assessments in the Academic Information System AiS2 of UVMP in Košice is divided into four sections (to get to the particular section, click on its title):

1. Registration for an examination date – shorter version 1
2. Registration for an examination date – longer version 5
3. Displaying and checking the assessments 9
4. Continuous assessment 11

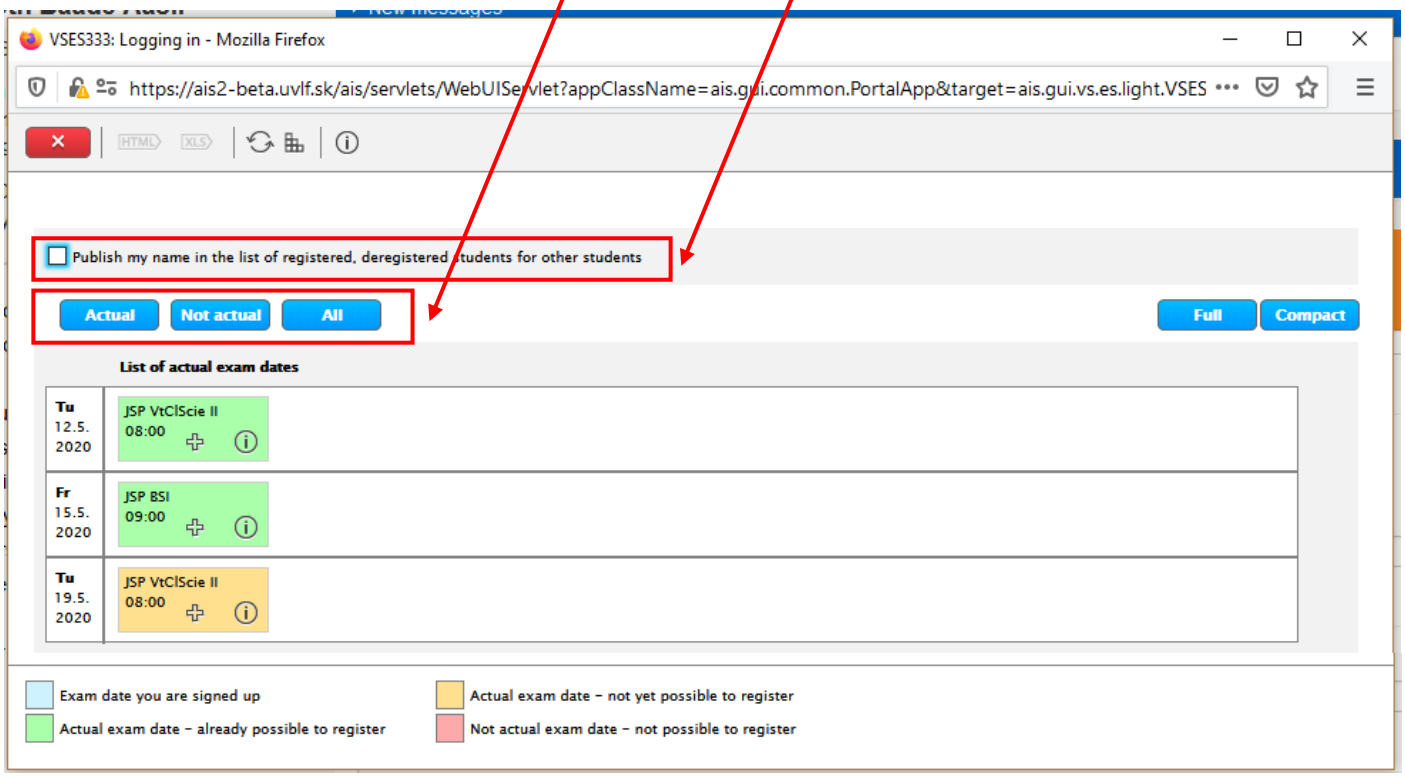
1. Registration for an examination date – shorter version

➢ on your personal AiS2 screen, find section **"My enrolment, my registration forms",** click on the registration form of the current academic year to display an offer of options and choose **"Register for examination date"**

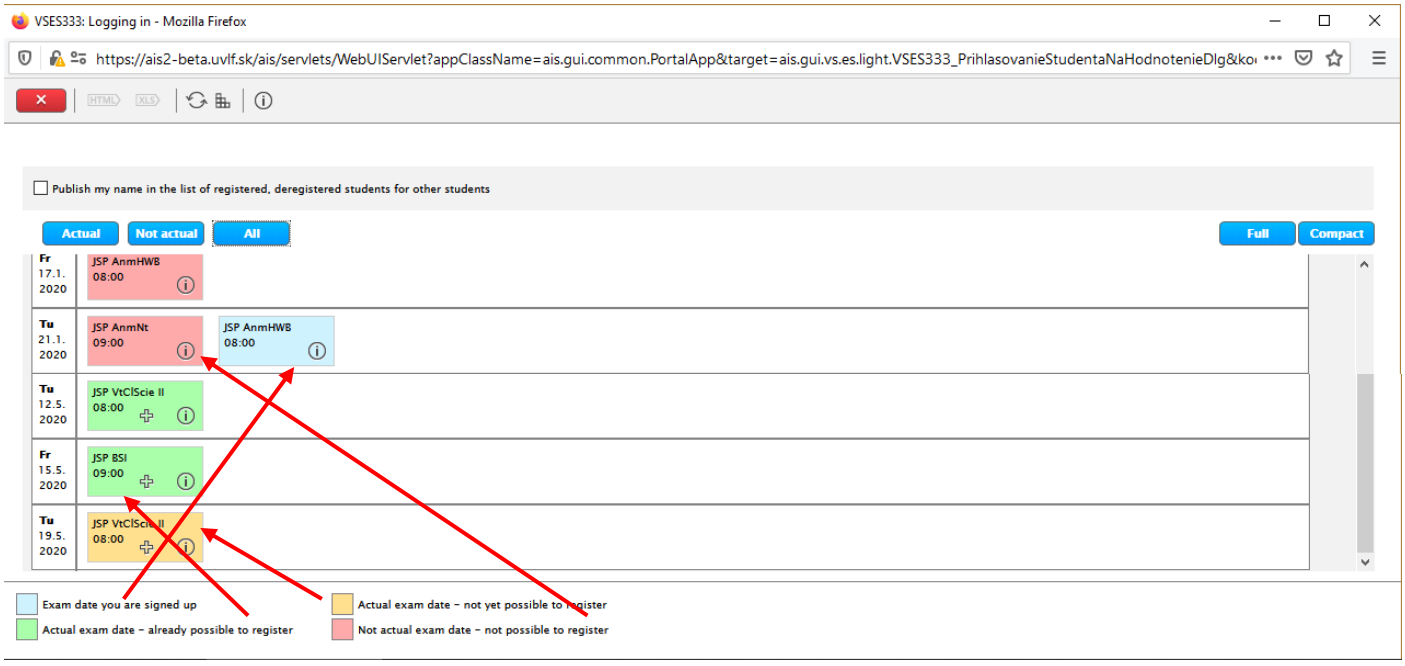


➢ **"Logging in"** dialog box appears

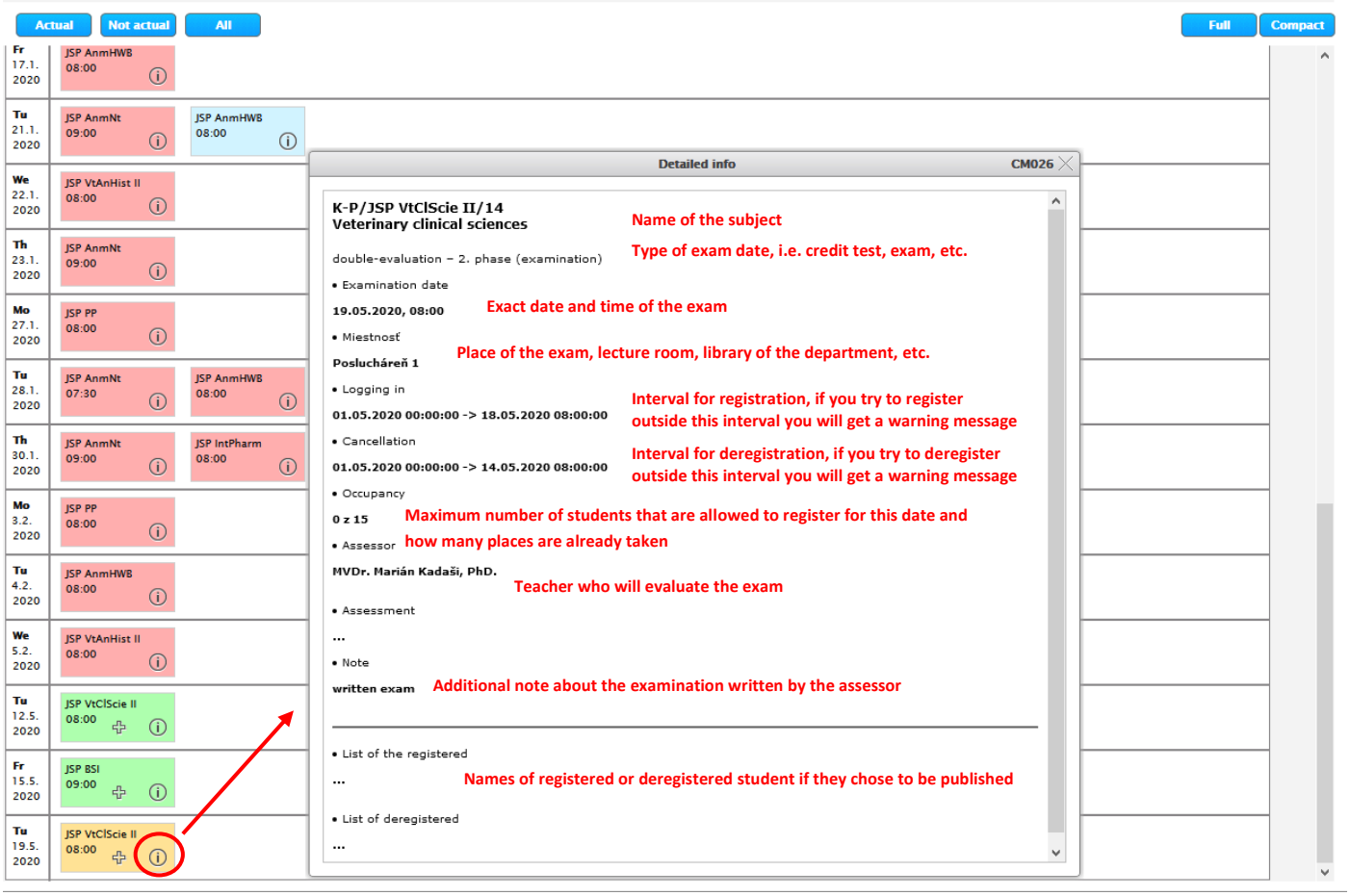
- here will be displayed examination dates of the current academic year – you can choose whether you want to see **All** examination dates (previous or current), only **Actual** examination dates (current) or **Not actual** examination dates (previous)
- you can also choose whether you want to show to your fellow students that you are registered for a particular date by ticking off the option *"Publish my name in the list of registered, deregistered students for other students"*



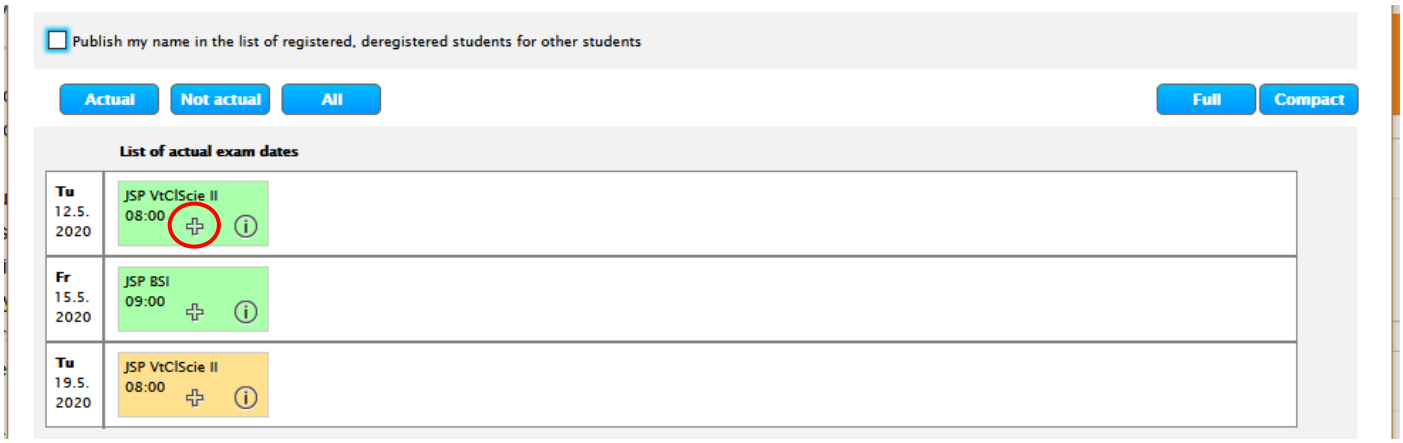
- if you choose to display All examination dates they will be labelled by a different colour:
  - blue – exam date you are registered for
  - green – exam date that is available for registration because the period for registration is already open
  - yellow – exam date that will be available for registration, but the period for registration is not yet open
  - red – exam date that is no longer available because the period for registration is closed



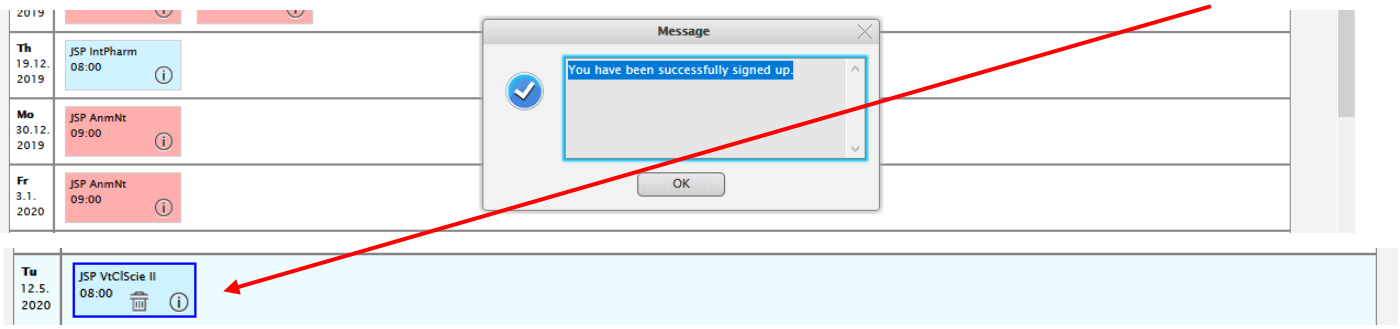
- in the displayed table, only the date, time and subject abbreviation are shown
- to see detailed information about a particular exam date, click on the ⓘ



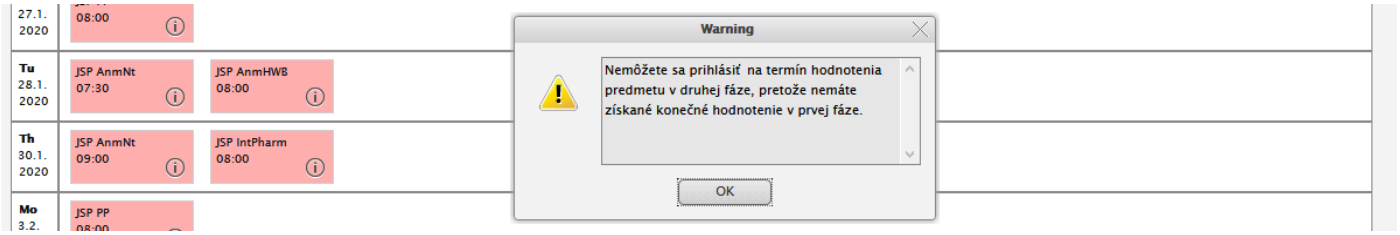
- to register for a particular exam date, click on the ✙



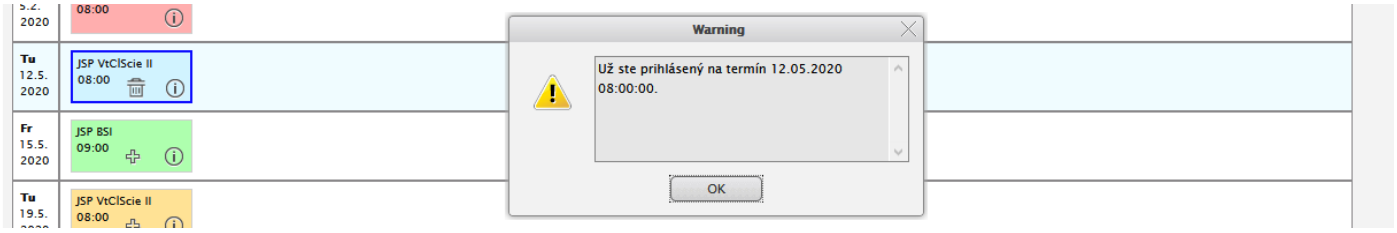
- if your registration was successful, you'll get a message about it and the exam date will turn blue in the table



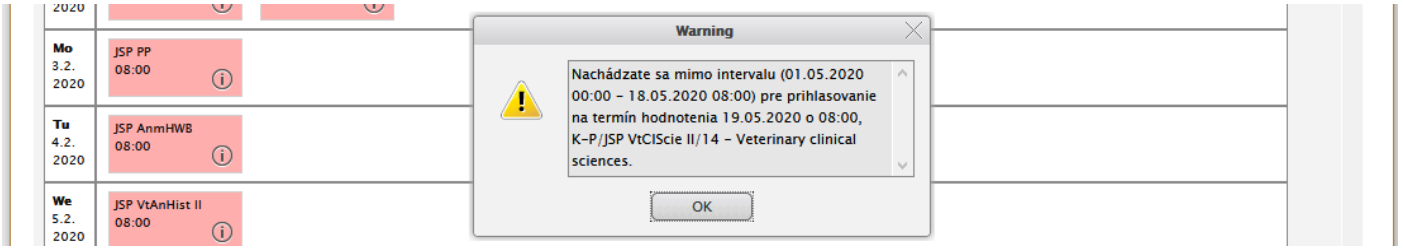
- a particular exam date may appear as available (green in the table), but if you have not yet passed the first phase of evaluation of that subject and gained the credit, you will not be able to register for an exam date of such subject and you will get a warning message



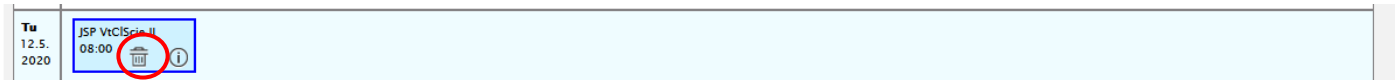
- if you are already registered for an exam date for a particular subject and you try to register for another exam date from the same subject, will get a warning message – if you want to change the exam date you must first deregister from the date you are already registered for



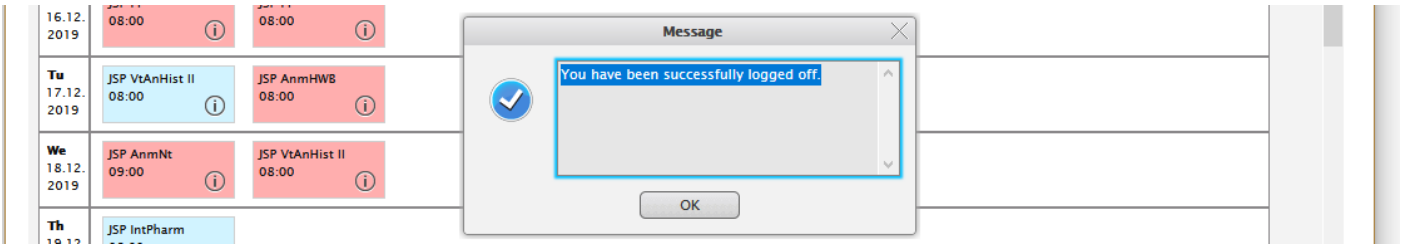
- if an interval for registration for a particular exam date is not yet open or is already closed, you will get a warning message



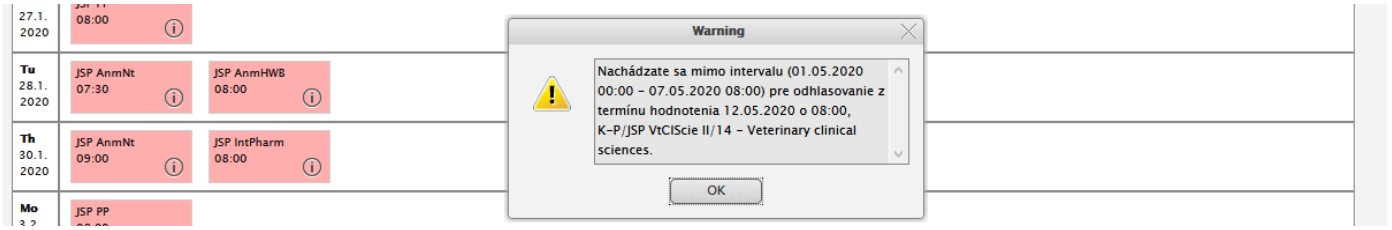
- to deregister from a particular date, click on the 



- if your deregistration was successful, you'll get a message about it

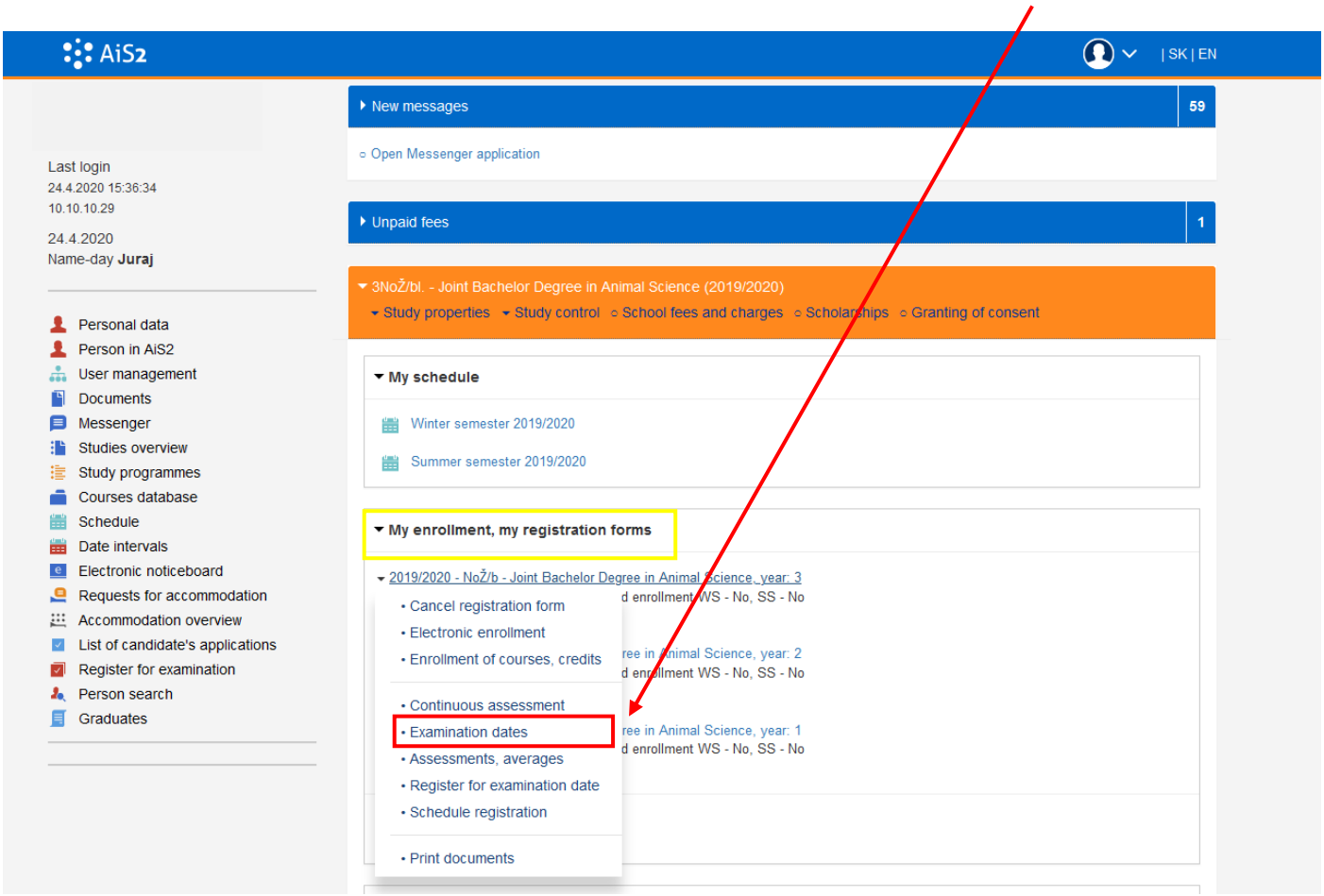


- if an interval for deregistration from a particular exam date is already closed, you will get a warning message

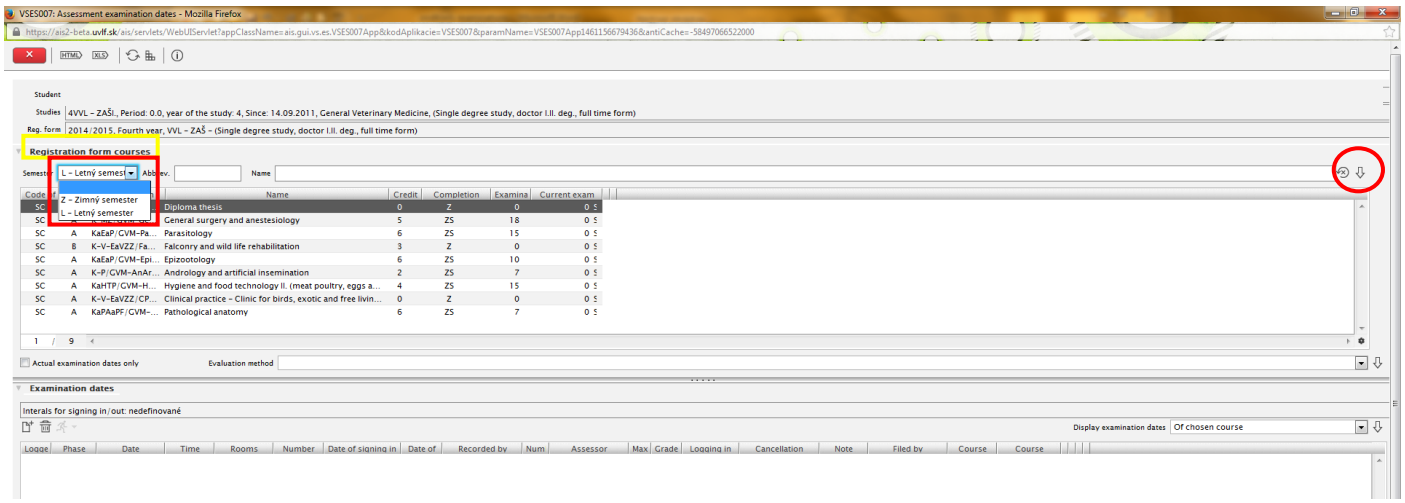


2. Registration for an examination date – longer version

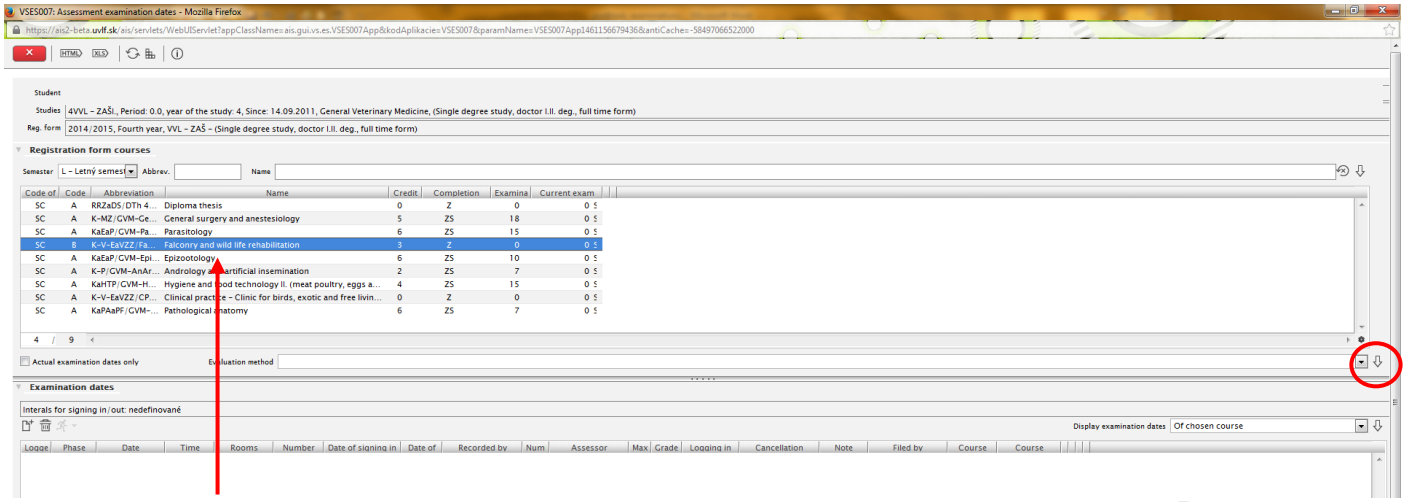
➢ on your personal AiS2 screen, find section **"My enrolment, my registration forms",** click on the registration form of the current academic year to display an offer of options and choose **"Examination dates"**



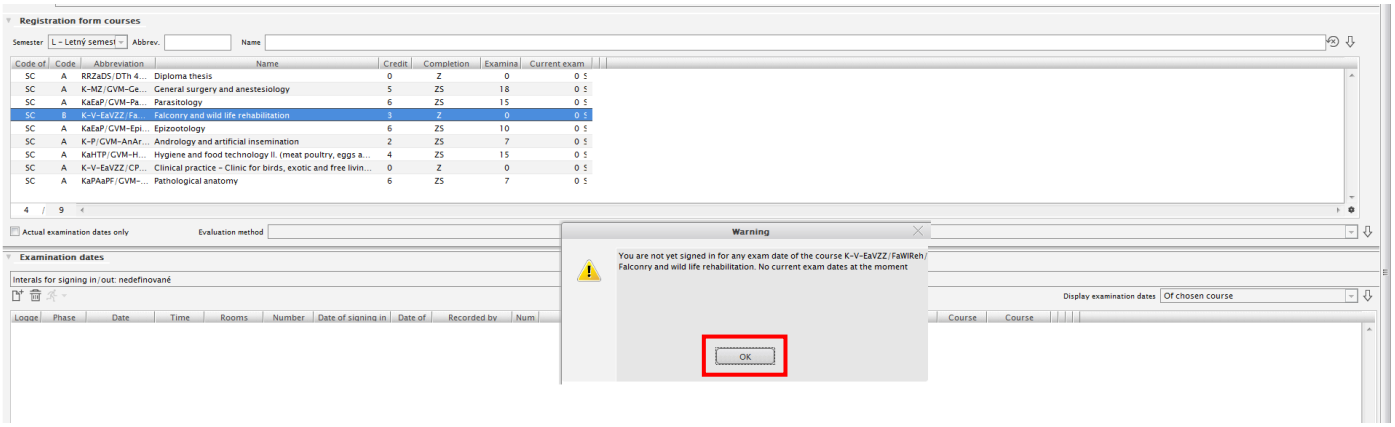
➢ **"Assessment, examination dates"** dialog box appears



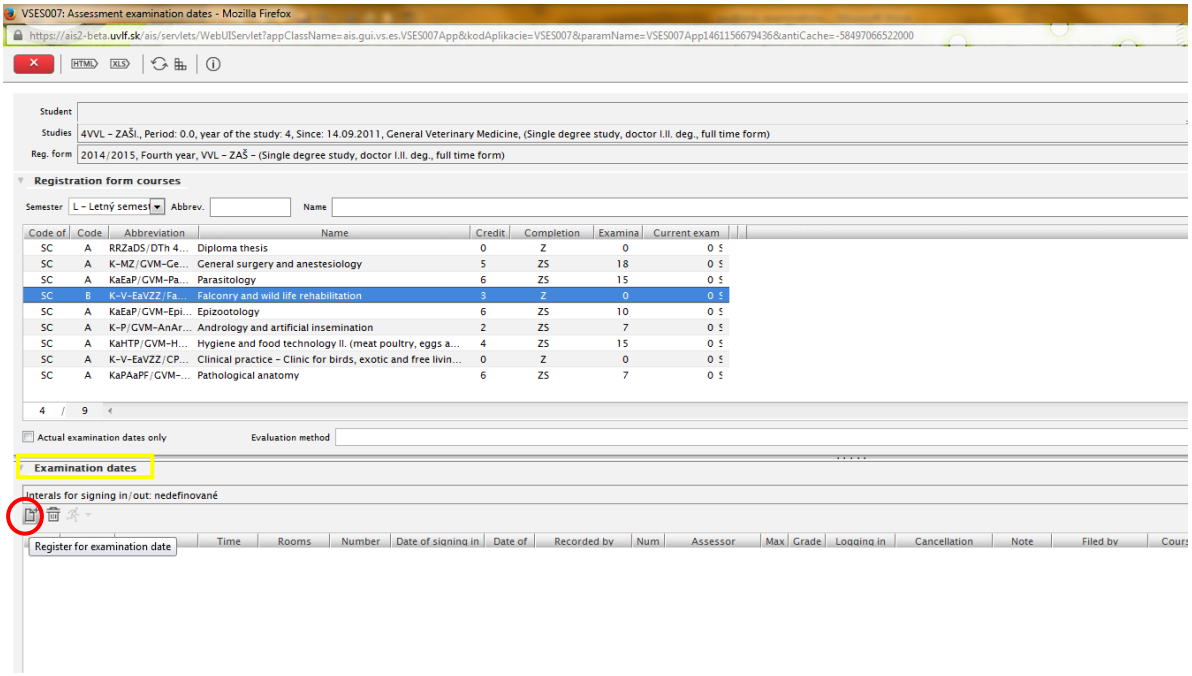
- in the section **"Registration form courses"** choose current semester (*L – Letný semester* means Spring semester; *Z – Zimný semester* means Winter semester) and click on the first arrow ⇩



- choose the subject you want to register for by clicking on it and click on the second arrow ⇩

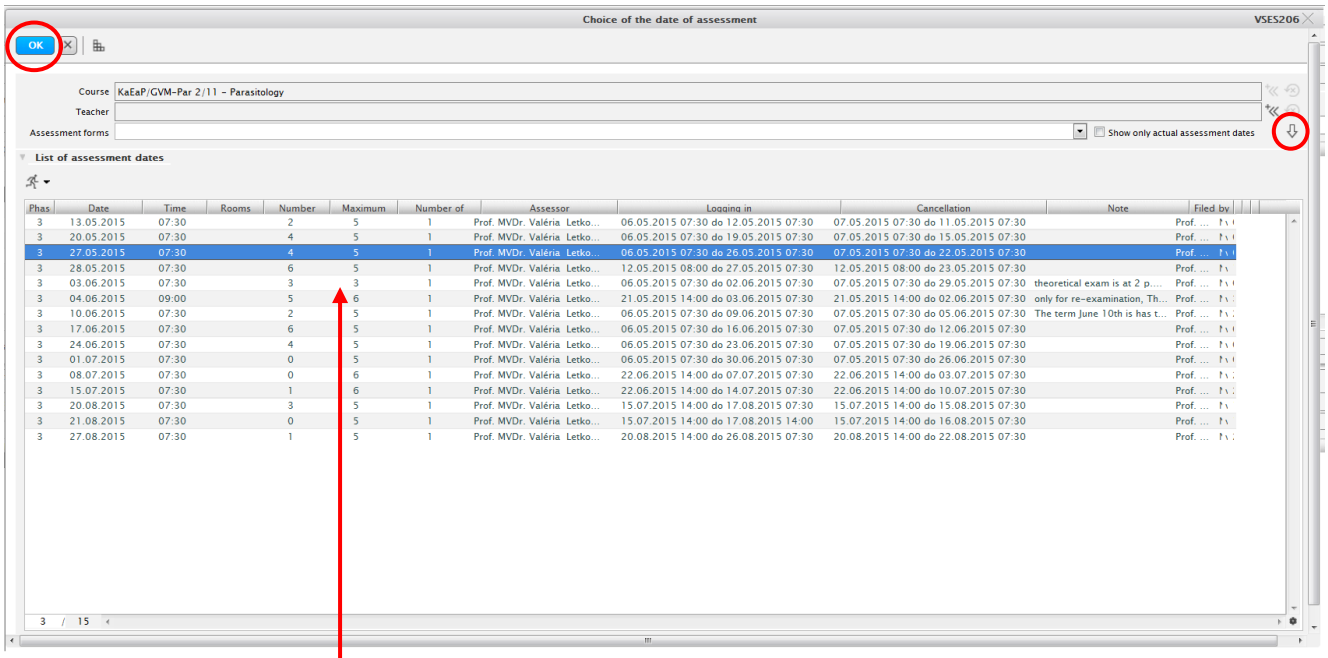


- close the warning by confirming OK



- to add an examination date for chosen subject, in section **“Examination dates”** click on 

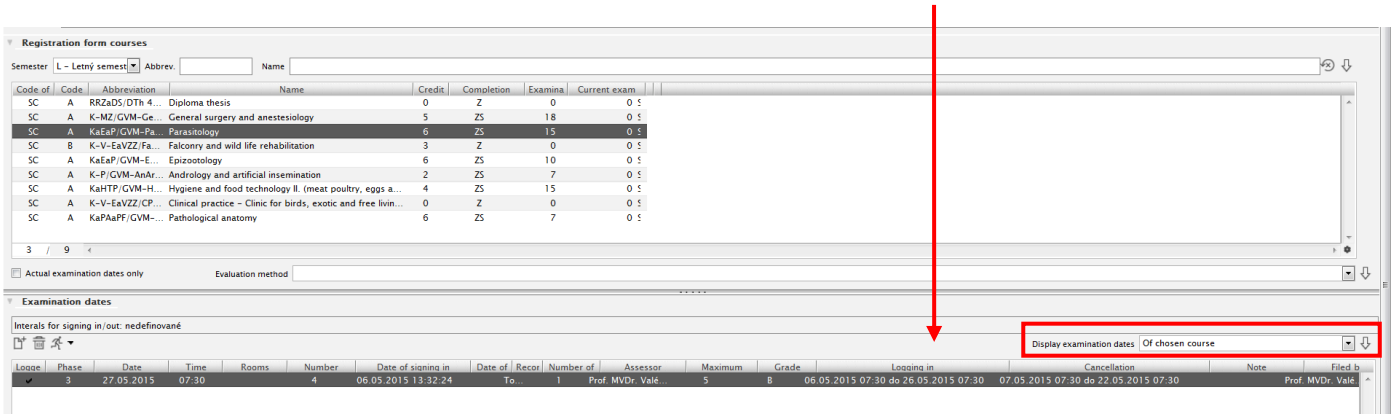
➢ **"Choice of the date of assessment"** dialog box appears



- here you can see all available dates for your chosen subject – if they are not displayed already, you need to click on ⇩ or there are not yet any examination dates for you to register for
- choose the date by clicking on it and confirm your choice by clicking on OK
- columns in the list of assessment dates mean following:

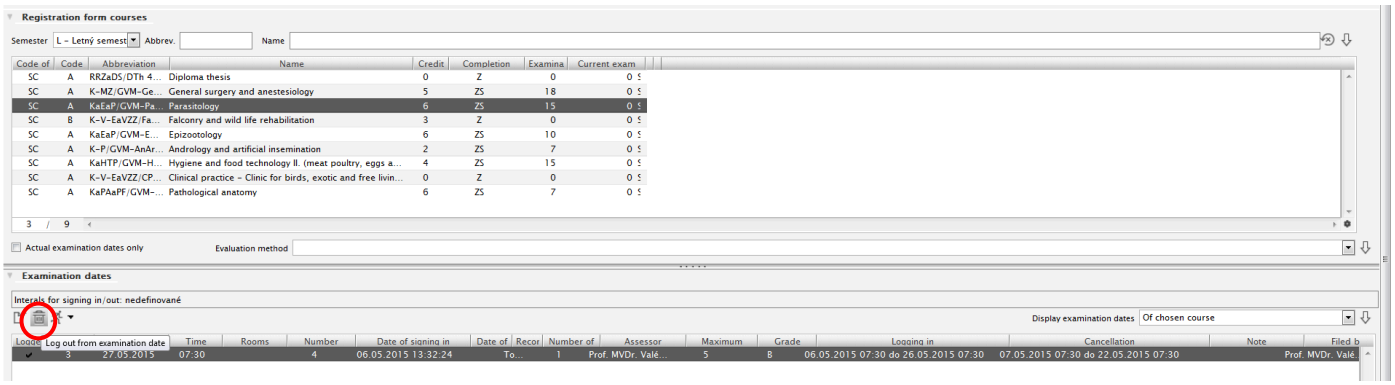
  Date, Time – date and time of the examination
  Rooms – specification of the room in which the examination will take place
  Number – number of already registered students for the date
  Maximum – maximum number of students permitted to register for the date
  Logging in – period during which you can register for the examination (*do* means till)
  Cancellation – period during which you can cancel your registration for the examination
  Note – additional note about the examination written by the assessor, usually it specifies the examination date (e.g. it's for credit test, it's for re-examination, what to bring with you, etc.)

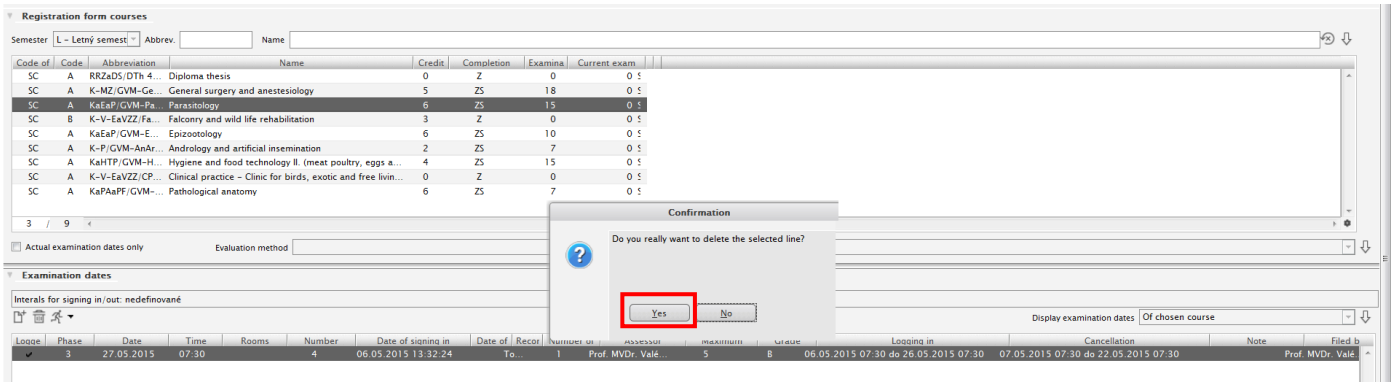
➢ your chosen date appears back in the **"Assessment, examination dates"** dialog box



- you can choose whether you want to see displayed all your examination dates or just those for the chosen subject, you confirm your choice by clicking on ⇩

- to cancel your registration for the examination date, click on the date you want to cancel and click on 

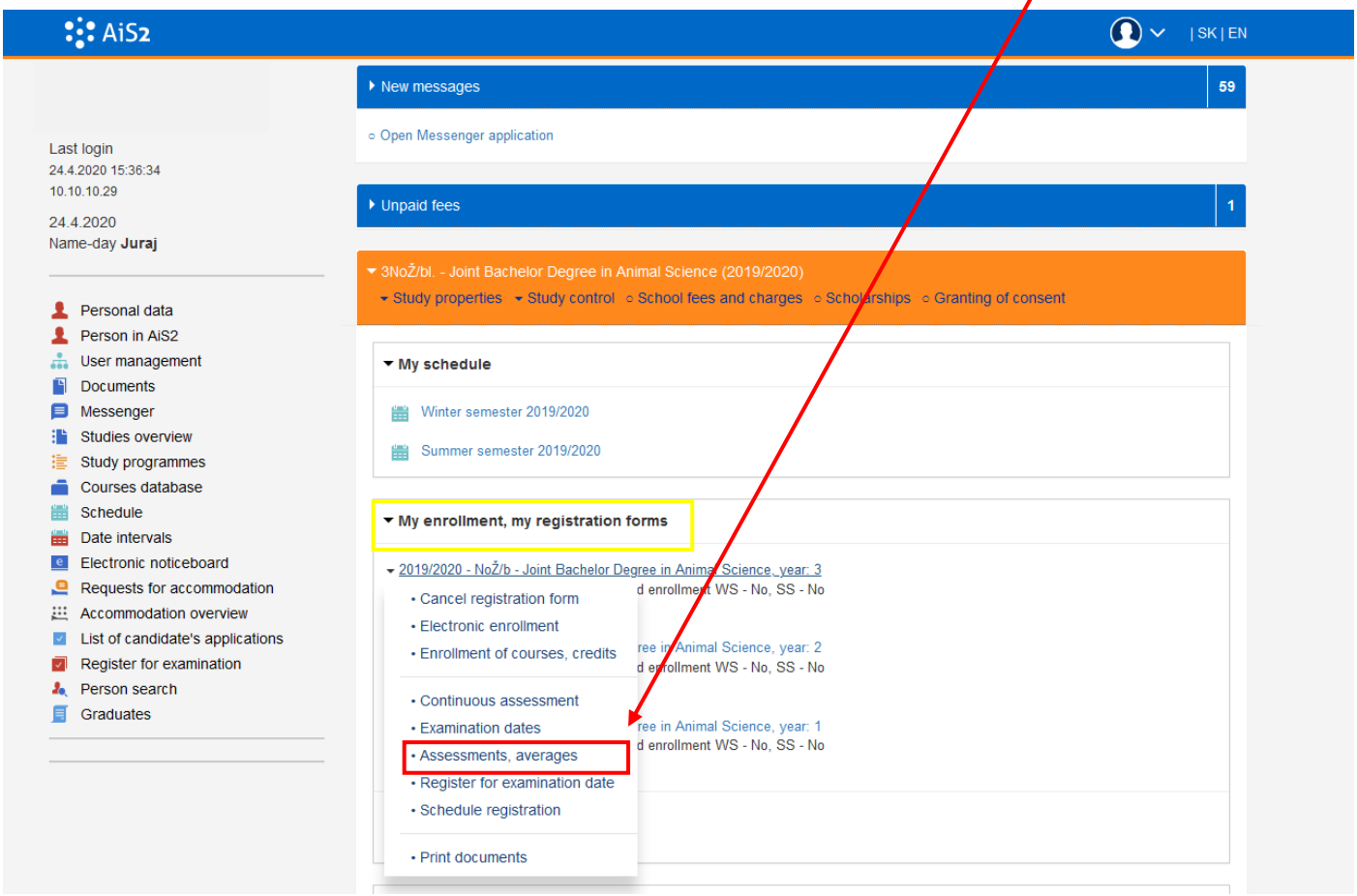




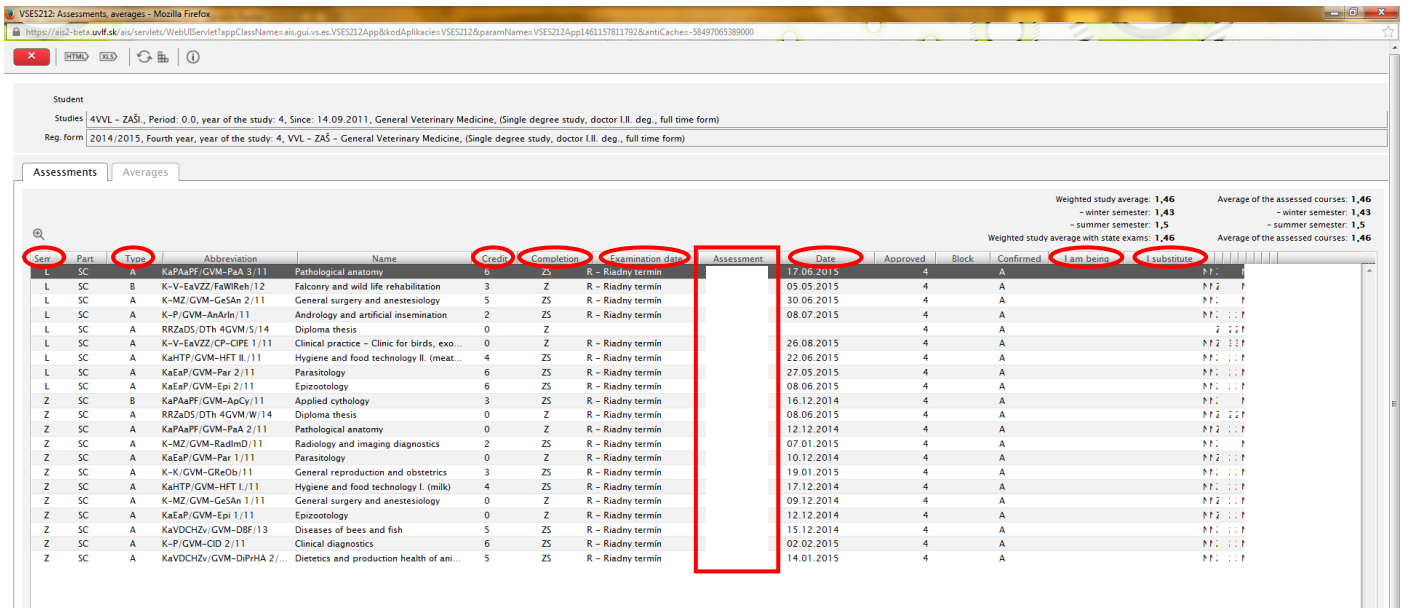
- confirm your cancellation by clickin on YES

3. Displaying and checking the assessments

- on your personal AiS2 screen, find section **"My enrolment, my registration forms",** click on the registration form of the academic year you want see the assessments of to display an offer of options and choose **"Assessments, averages"**



- **"Assessments, averages"** dialog box appears



- in “Assessments, averages” dialog box you can see all registered subjects for chosen academic year with their allocated number of credits and all your earned credits and grades

- clarification of some columns in the assessments:

  Semester

  L – subject in spring semester

  Z – subject in winter semester

  Type

  A – compulsory subject

  B – compulsory optional subject

  C – optional subject

  Credit – allocated number of credits for the subject

  Completion – what is required for the subject to be fully completed

  Z – subject completed with a credit

  ZS – subject completed with a credit and an exam

  KZ – subject completed with graded credit

  SS – state exam

  OB – defense of thesis

  Examination date – term when the subject was completed

  R – regular term

  1 – first re-examination

  2 – second re-examination

  TOT – exceptional third re-examination

  Assessment – either grade or earned credit

  zap – credit earned

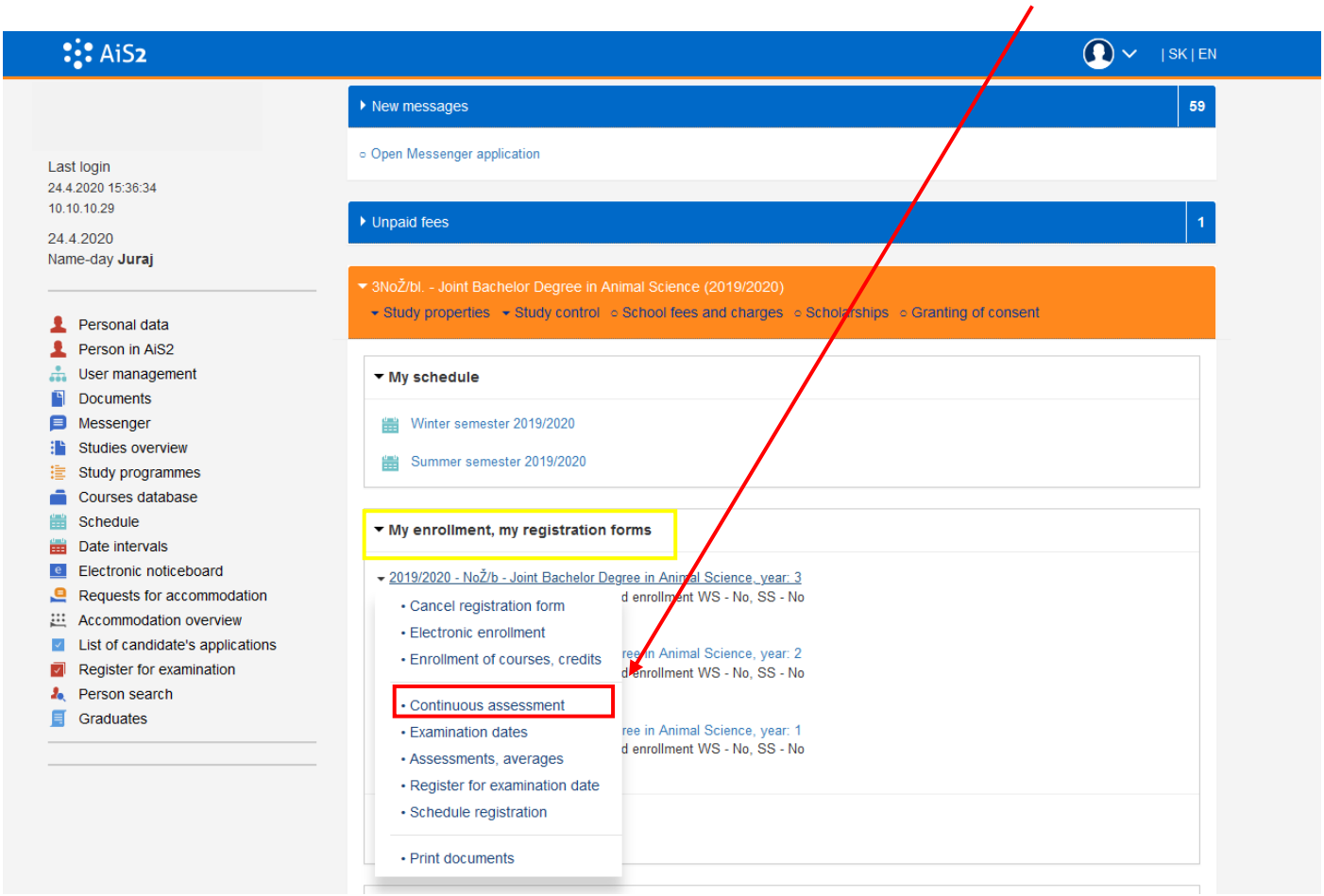
  nezap – credit not earned (assessment failed)

  Date – date on which the assessment was gained

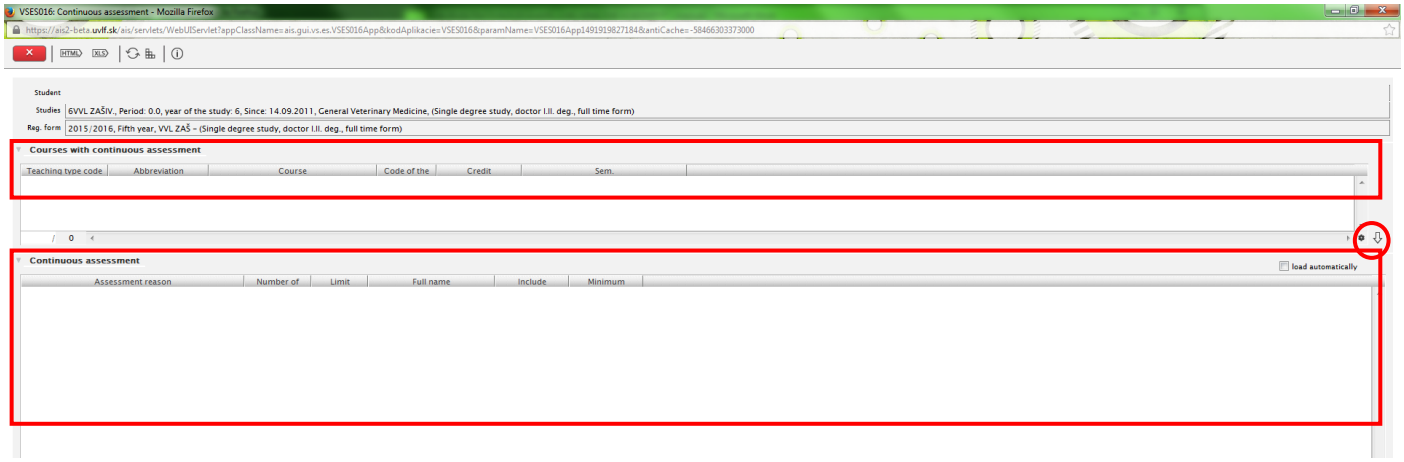
  I am being, I substitute – in these columns you can see if you are registered for the subject for the second time

4. Continuous assessment

➢ on your personal AiS2 screen, find section **"My enrolment, my registration forms",** click on the registration form of the current academic year to display an offer of options and choose **"Continuous assessment"**



➢ **"Continuous assessment"** dialog box appears



- in the section "Courses with continuous assessment" you can see courses which have continuous assessment recorded by the teacher – continuous assessment is used for recording results of credit tests or partial evaluations of subject during the education period of the semester which may be added up later towards the final grade of the subject
- to see the assessment, choose a subject by clicking on it and confirm your choice with the arrow ⇩
- in the section "Continuous assessment" the assessment appears

- clarification of some columns:

  Assessment reason – e.g. credit test, retake credit test, theoretical part of the exam, etc.
  Number of – number of points gained in the assessment
  Minimum – minimal number of points a student should gain to pass the assessment reason
  Limit – maximal number of points allocated for the assessment reason