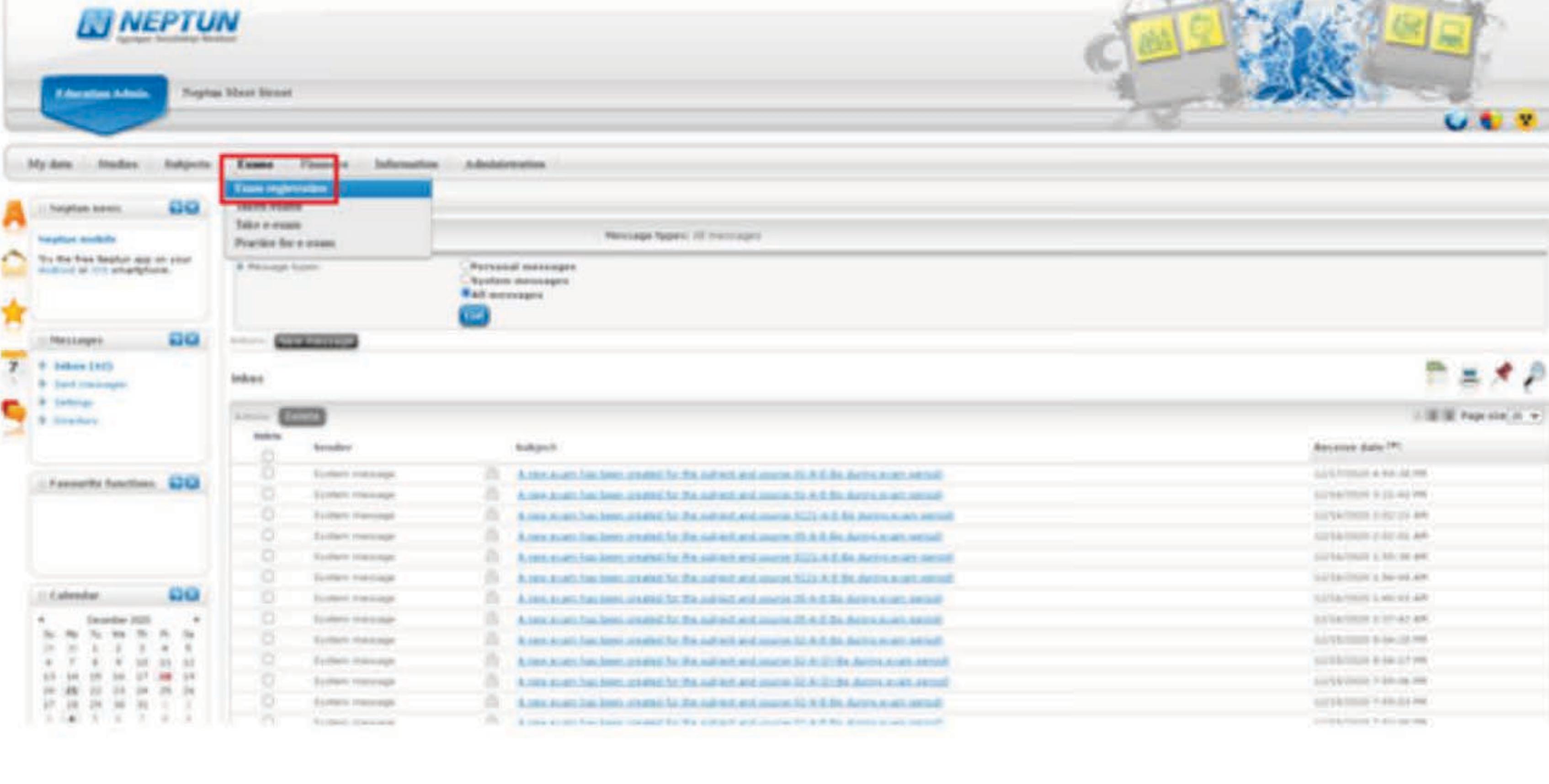


Exam registration

1. Go for tab Exams and then go for Exam registration

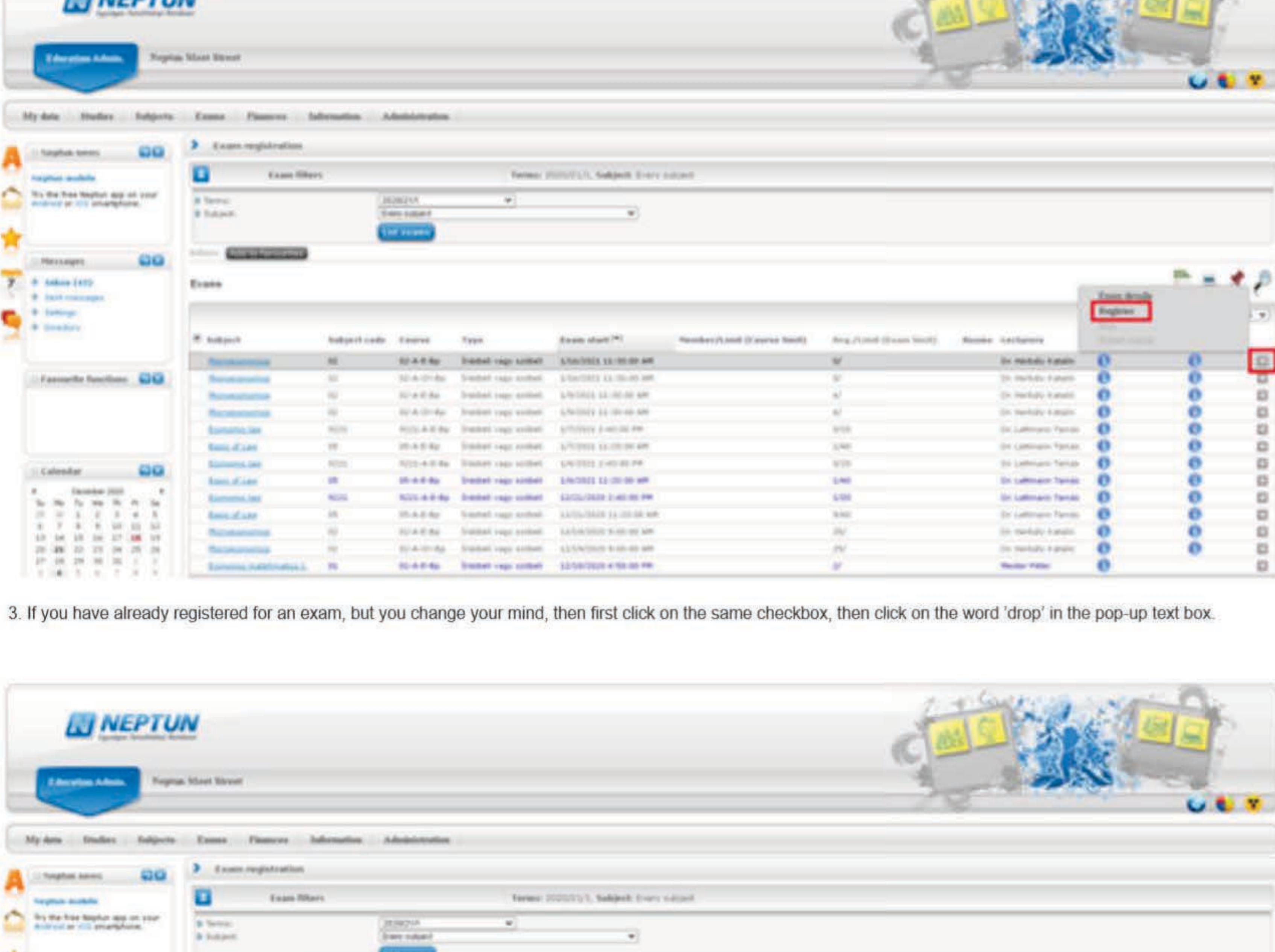


The screenshot shows the NEPTUN student portal interface. The top navigation bar includes links for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Exams' link is highlighted with a blue background. Below the navigation bar, there's a sidebar with icons for 'Neptun news', 'Neptun module', 'Messages', 'Calendar', and 'Favourite functions'. The main content area has tabs for 'Exams', 'Finances', 'Information', and 'Administration'. A sub-menu under 'Exams' is open, showing 'Exam registration' highlighted with a red box. The main content area displays a list of messages with a small icon and a timestamp.

2. You will receive the page below which will indicate the already announced exams to all your registered subjects.

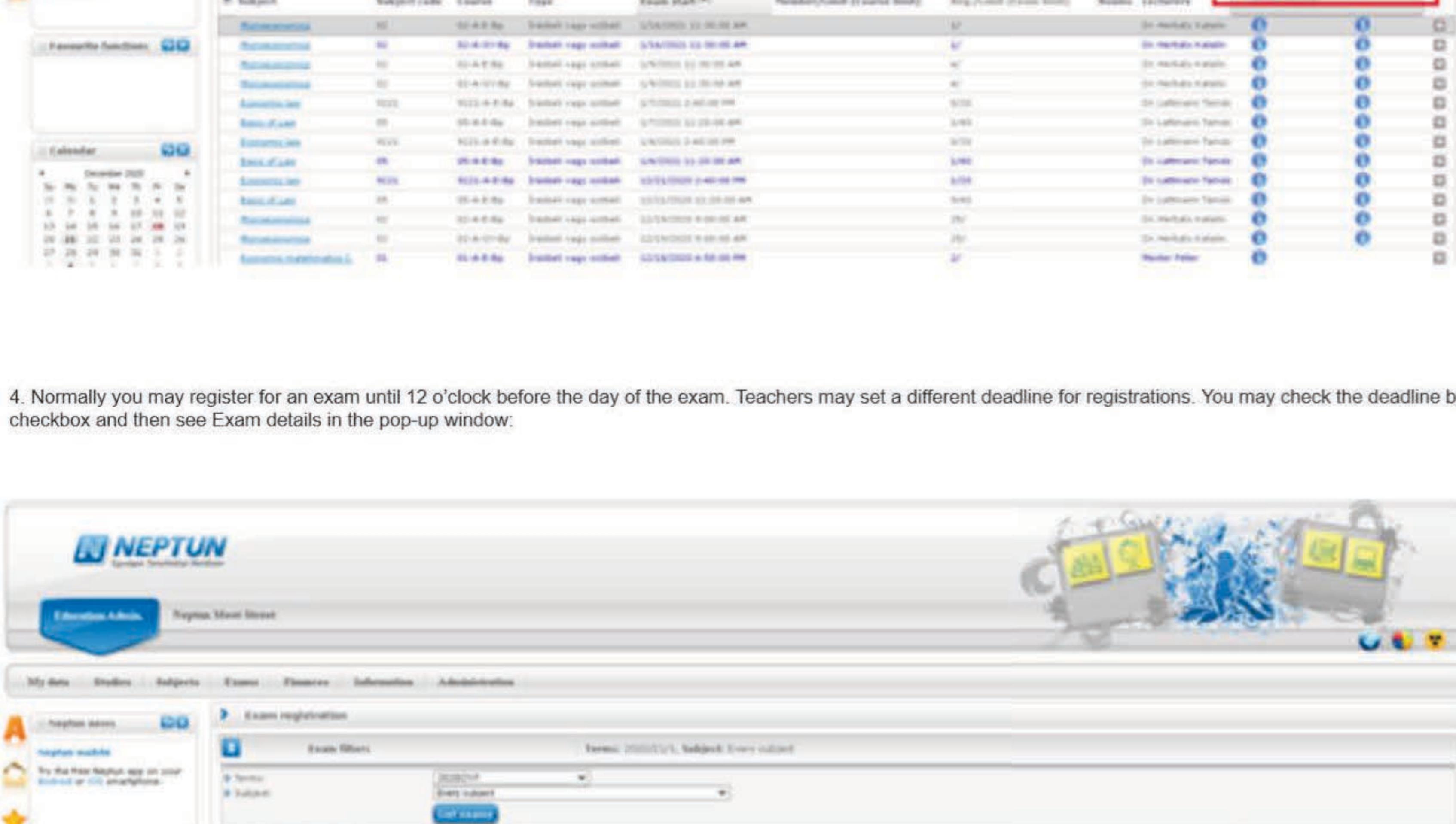
(Teachers will continuously announce exams throughout the exam period, this is why it is important that you set to receive messages about every operation). forget to set the current semester to see the relevant information!

To register for a selected exam, click on the grey field at the end of the line of the exam and then click on 'register' in the pop-up window.



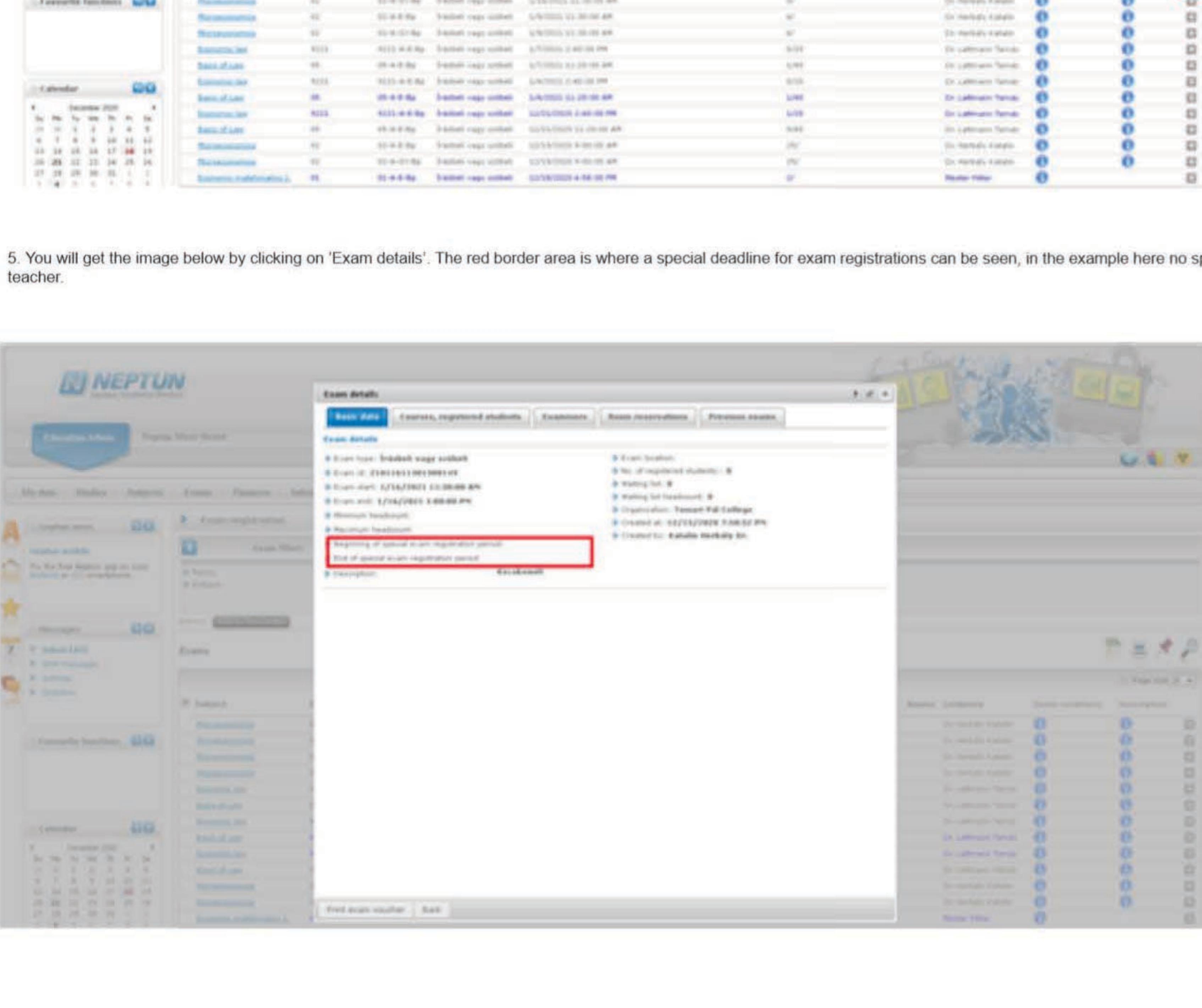
This screenshot shows the 'Exam registration' page. The sidebar on the left has 'Exam registration' selected. The main content area shows a table of exams with columns for 'Subject', 'Subject code', 'Course', 'Type', 'Exam start (T)', 'Headmark/Exam (Exams book)', 'Reg./Exam (Exams book)', 'Name', and 'Last name'. A red box highlights the 'Register' button in the sidebar. The table lists various exams for different subjects like Mathematics, Economics, and Business Administration.

3. If you have already registered for an exam, but you change your mind, then first click on the same checkbox, then click on the word 'drop' in the pop-up text box.



This screenshot shows the 'Exam registration' page again. The sidebar has 'Exam registration' selected. A red box highlights the 'Drop' button in the sidebar. The main content area shows the same table of exams as the previous screenshot, with the 'Drop' button visible in the 'Actions' column of the table.

4. Normally you may register for an exam until 12 o'clock before the day of the exam. Teachers may set a different deadline for registrations. You may check the deadline by clicking on the checkbox and then see Exam details in the pop-up window.



This screenshot shows the 'Exam registration' page. The sidebar has 'Exam registration' selected. A red box highlights the 'Exam details' link in the sidebar. The main content area shows the table of exams. A red box highlights the 'Exam details' link in the sidebar. A pop-up window titled 'Exam details' is shown, containing fields for 'Exam name', 'Exam location', 'No. of registered students', 'Waiting list', 'Waiting list limit', 'Organisation', 'Created at', and 'Created by'. A red box highlights the 'Waiting list limit' field, which contains the value '0'. The 'Exam details' link in the sidebar is also highlighted with a red box.