



## Registering for exams / pass-fail assessments

**Registering for exams and pass-fail assessments is regulated by TU Studies Regulations § 21.**

Registering for exams and assessments is obligatory and it can be done up until 24 h prior to the exam/assessment. Registering in ÕIS is required even when the test takes place in Moodle (e-studies environment) or the final grade is given for individual work that has to be submitted before the end of the course. The assessment date in ÕIS in the latter case represents the deadline for submitting the individual work.

1. Go to menu: MY STUDY INFORMATION > My exams / assessments
2. The system displays exam and assessment times available for registering.

no.	Course	Lecturer	Assessment form	Date	additional information	Deadline
1.	History of Estonian Economy (12-18th century) (AIE6030.HT)	Katrin Moores	E	15.12.2016 14:15		14.12.2016 14:15 <a href="#">Register</a>
2.	History of Estonian Economy (12-18th century) (AIE6030.HT)	Katrin Moores	E	20.12.2016 12:15		19.12.2016 12:15

3. The displayed list can be filtered by adding keywords in search bar above the list of exam times. First select one of the 4 keyword types:
  - a. Course code
  - b. Course title
  - c. Lecturer's name
  - d. Time of exam / pass-fail assessment

4. More than one filter can be added. Click on **+** symbol to add a filter, click on **-** symbol to remove a filter.
5. Click on "Search" after entering keywords.
6. To view details about the exam / assessment click on **i** symbol. You can see in pop-up window:
  - a. The number of vacancies
  - b. Place of exam / assessment
  - c. Whether it is the main exam time or additional time for re-taking an exam.
  - d. Additional information about the exam.

no.	Course	Lecturer	Assessment form	Date	additional information	Deadline	
1.	History of Estonian Economy (12-18th century) (AIE6	Katrin Moores	E	15.12.2016 14:15	<b>i</b>	14.12.2016 14:15	<a href="#">Register</a>
2.	History of Estc Economy (12- century) (AIE6			.2016 :15	<b>i</b>	19.12.2016 12:15	

**INFORMATION** ✕

Vacancies: -  
 Room: C-333  
 Primary examination: yes  
 Repeat examination: no  
 Additional information/remarks: Avatud materjalidega

7. Click on link "Register" to sign up for taking the exam (the system asks for confirmation).
  - a. Registration has been successful if the link now reads "Cancel"
8. Click on "Cancel" to cancel signing up for taking the exam at that time (the system asks for confirmation).
  - b. Cancellation has been successful if the link now reads "Register"

no.	Course	Lecturer	Assessment form	Date	additional information	Deadline	
1.	History of Estonian Economy (12-18th century) (AIE6030.HT)	Katrin Moores	E	15.12.2016 14:15	<b>i</b>	14.12.2016 14:15	<a href="#">Cancel</a>