Procedure; number of participants

Number of participants
The number of participants in an exam is determined using the number of registrations in Osiris. For module courses, students registered for the module or master course are also automatically registered for the examination. For master courses, students must register separately for the resits. This can be done no later than two weeks in advance.

Participant list = List of results
After the closing date, the Examination Office compiles the participant list based on the registrations. This list contains all participating students (including student number) and all subject information. The Examination Office then sends this participant list to the subject lecturer, and also to the Module Coordinator for module courses.

The lecturer may use the participant list as an attendance roll during the exam. Additionally, the list is important for reserving the correct exam room and for the right number of printed exam papers. The participant list should also be used for delivering the exam grades, as it is specially designed to limit incorrect input as far as possible. If you enter the results in this list as indicated on the results scale, the list of exam marks can be entered into Osiris.

Resitting Module courses
For module courses, students do not need to register separately for resits. In the module, the first opportunity can simply be taken as is, but for a second opportunity (resit) students require approval from the course (TOM, Twents Onderwijs Model). The course (Module Coordinator) then submits the number of students taking a resit to the Examination Office.

See also the recommendation below where the UCO has previously provided approval:

"Registration for resits / additional exams is not actively done by the student, but by the course (for instance, the Module Coordinator and/or Board of Examiners). This is not done centrally, but is different for each faculty/cluster/course. The examination organization plays no active role in this. The course submits the necessary timetable data, including the number of students. The Education Guidance Office (BOZ) reserves an exam hall on request." (1 Sept 2014)

Resitting for (pre-)Master courses
Previously, the Examination Unit re-registered students of (pre-)Master courses for a resit if they failed their first attempt. As of the 2016-2017 academic year, this is no longer the case. From then on, students of the (pre-)Master courses have to re-register for resits themselves.

It is possible that every participant passed an exam and that a resit is not necessary. Or that there are just 1 or 2 students who need to resit the exam. Lecturers may then choose to hold the exam verbally. In both cases, a location would be unnecessary. The cancellation of the exam hall may be reported to the unit that puts together the timetables.

Exceptions / ad hoc module sections
Sometimes the situation requires that students only have to complete a section of a module. Separate subject codes are generated, after which the student has to be registered. This registration basically runs via BOZ and is sent to the Examination Unit. The Examination Unit ensures that a participant list is also sent with this subject code to the lecturer / module coordinator concerned.