

# Eksamile (arvestusele) registreerumine - Registration for exams (pass-fail evaluations)

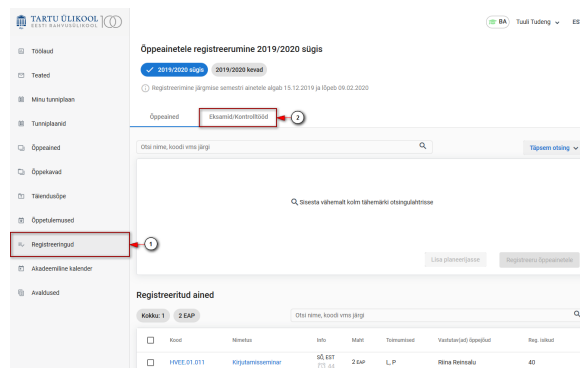
**i** Eksamitele (arvestustele) ja korduseksamitele registreerumist reguleerib [õppekorralduseeskiri](#). Selgitused õppekorralduseeskirja punktide kohta leiata [õppijate kodulehelt](#).

- i**
- Õppejõul on õigus kohustada õppijat valima korralise eksami sooritamise aeg ning selleks vormistatakse ÕISI registreerumiskohustusega eksam või arvestus. Eksamile (arvestusele) tuleb registreeruda oma **Eksamitele / kontrolltöödele registreerumise vormil** hiljemalt **neljandal päeval enne sobiva eksami (arvestuse) toimumist**. Näiteks, kui sobiv eksam (arvestus) toimub 15. kuupäeval, tuleb sellele registreeruda hiljemalt 11. kuupäeval. Kui hiljemalt neljandal päeval enne viimase eksami (arvestuse) toimumist pole registreeritud ühelegi aine eksamile, kaob nupp registreerumiseks ja selle asemele kuvatakse luku ikoon infoga: **Registreerimistähtaeg on möödas**.
  - Õppeaines, milles on üle 60 registreerunu, võib olla kehtestatud kohustus eksamile registreeruda hiljemalt **neljandal päeval enne esimese eksami toimumist**. Näiteks, kui aine esimene eksam (arvestus) toimub 15. aprillil, tuleb sobivale eksamile (arvestusele) registreeruda hiljemalt 11. aprillil. Kui hiljemalt neljandal päeval enne esimese eksami toimumist pole eksamile (arvestusele) registreerutud, kaob nupp registreerumiseks ja selle asemele kuvatakse luku ikoon infoga: **Registreerimistähtaeg on möödas**.

**i** Registration for exams (pass-fail evaluations) and repeat exams is regulated by [Study Regulations](#). You can find explanations on the points of Study Regulations on the [learners' homepage](#).

- i**
- Teaching staff members have the right to obligate learners to choose the time for taking a regular exam and, for that, an exam or pass-fail evaluation with compulsory registration is entered into the SIS. You should register on the **exams / tests registration form** not later than **on the fourth day before the exam (pass-fail evaluation)**. For example, if the exam (pass-fail evaluation) is on the 15th day of the month, register not later than on the 11th day of the month. If you have not registered for the exams of any course by the fourth day before the last exam (pass-fail evaluation), the button for registration disappears, and instead of it, the icon of the lock is displayed with the text: **Deadline for registration has passed**.
  - For courses that have more than 60 registered participants, it may be obligatory to register not later than **on the fourth day before the first exam date**. For example, if the first exam (pass-fail evaluation) is on April 15th, you should register for the suitable exam (pass-fail evaluation) on April 11th at latest. If you have not registered for the exams (pass-fail evaluation) by the fourth day before the first exam day, the button for registration disappears, and instead of it the icon of the lock is displayed with the text: **Deadline for registration has passed**.

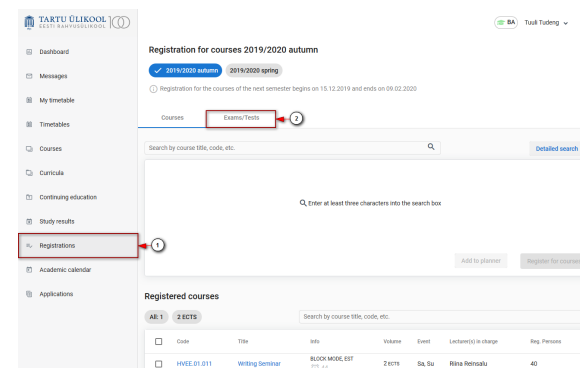
Eksamile (arvestusele) registreerumiseks valige ÕISI menüüst **Registreeringud** (vt joonisel p 1) ning vajutage avanenud lehekülje ülaoas vahelehele **Eksamid / kontrolltööd** (vt joonisel p 2).



Avaneb eksamitele/kontrolltöödele registreerumise vorm, kuhu näidatakse teie registreeritud ainete eksameid ja kontrolltöid. Iga eksami/kontrolltöö real on toodud:

- registreerimise tähtaeg,
- toimumise aeg,
- registreerunud isikute arv piirarvust (kui see on kehtestatud)

To register for an exam (pass-fail evaluation), select **Registrations** in the SIS menu (see Figure p 1) and, at the top of the page that opened, click **Exams / tests** (see Figure p 2).



The exams/tests registration form opens and shows the exams and tests in the courses you have registered for. The line of each exam/test shows:

- registration deadline,
- date of the exam/test,
- number of registered persons from the limit for registration (if applicable),

- toimumiskoht.

Toimumiskoha info vaatamiseks tuleb liikuda kursoriga toimumiskoha veerus vastavale hüüumärgi ikoonile (vt joonis).

Eksamitele / kontrolltöödele registreerumine

| Kood        | Õppeaine nimetus                    | Õppetund   | Reg. tähtaeg             | Toimumise aeg | Reg. isikud | Toimumiskoht   |
|-------------|-------------------------------------|------------|--------------------------|---------------|-------------|----------------|
| HVEE.01.011 | Kõrgkooliseminar (2 EAP) 19/20 S 50 |            |                          |               |             | Jakobi 2 - 127 |
|             | Eksam/arvestus                      | 14.12.2019 | 18.12.2019 14:15 - 16:00 | 0             | 0           | Register       |
|             | Eksam/arvestus                      | 30.12.2019 | 03.01.2020 10:15 - 12:00 | 0             | 0           | Register       |
|             | Kontrolltöö                         | 19.01.2020 | 21.01.2020 08:15 - 10:00 | 0             | 0           |                |

Kui eksam on seotud **rühma(de)ga**, kuvatakse eksami reale rühma ikoon (vt joonis).

| Kood        | Õppeaine nimetus                                         | Õppetund                 | Reg. tähtaeg | Toimumise aeg | Reg. isikud | Toimumiskoht |
|-------------|----------------------------------------------------------|--------------------------|--------------|---------------|-------------|--------------|
| HVEE.03.006 | Soome keel algajale, tase 0-B1 (6 EAP) 19/20 S PÕ 1. osa |                          |              |               |             |              |
|             | Eksam/arvestus                                           | 13.01.2020 12:15 - 14:00 | 0            | 0             | 0           | Informative  |
|             | Eksam/arvestus                                           | 14.01.2020 12:15 - 14:00 | 0            | 0             | 0           | Informative  |
|             | Eksam/arvestus                                           | 21.01.2020 12:15 - 14:00 | 0            | 0             | 0           | Informative  |
|             | Eksam/arvestus                                           | 22.01.2020 12:15 - 14:00 | 0            | 0             | 0           | Informative  |

Punane rühma ikoon tähendab, et rühm, millesse olete registreeritud sellel õppeainel, ei kattu eksamitunniga. Sellisel juhul kuvatakse ikoonile liikudes rühma infot lisaks ka teavitus: **Rühmad ei kattu** (vt joonis).

| Kood        | Õppeaine nimetus                                         | Õppetund                 | Reg. tähtaeg | Toimumise aeg | Reg. isikud | Toimumiskoht                         |
|-------------|----------------------------------------------------------|--------------------------|--------------|---------------|-------------|--------------------------------------|
| HVEE.03.006 | Soome keel algajale, tase 0-B1 (6 EAP) 19/20 S PÕ 1. osa |                          |              |               |             | NB! Rühmad ei kattu. Rühmad: 1. rühm |
|             | Eksam/arvestus                                           | 13.01.2020 12:15 - 14:00 | 0            | 0             | 0           | Informative                          |
|             | Eksam/arvestus                                           | 14.01.2020 12:15 - 14:00 | 0            | 0             | 0           | Informative                          |
|             | Eksam/arvestus                                           | 21.01.2020 12:15 - 14:00 | 0            | 0             | 0           | Informative                          |
|             | Eksam/arvestus                                           | 22.01.2020 12:15 - 14:00 | 0            | 0             | 0           | Informative                          |

Musta värvi rühma ikoon tähendab, et eksami tunni rühm on sama, millesse olete sellel õppeainel registreeritud. Kursoriga rühma ikoonile liikudes näete eksamitunniga rühma infot.

Eksameid (arvestusi) on kahte liiki:

- informatiivsed
- registreerumisega

**Informatiivsetele eksamitele (arvestustele)** ÖISI kaudu registreerumist ei toimu. Tunni real on tekst **Infor** **matiivne** (vt joonis).

- venue.

To view the venue, move the cursor to the exclamation mark in the venue column (see Figure).

Registration for exams and tests

| Code        | Course title                                    | Õppetund   | Reg. deadline            | Event date | Reg. Persons | Venue          |
|-------------|-------------------------------------------------|------------|--------------------------|------------|--------------|----------------|
| HVEE.01.011 | Writing Seminar (2 ECTS) 19/20 A block mode Est |            |                          |            |              | Jakobi 2 - 127 |
|             | Exam                                            | 14.12.2019 | 18.12.2019 14:15 - 16:00 | 0          | 0            | Register       |
|             | Exam                                            | 30.12.2019 | 03.01.2020 10:15 - 12:00 | 0          | 0            | Register       |
|             | Recall                                          | 19.01.2020 | 21.01.2020 08:15 - 10:00 | 0          | 0            |                |

If the exam is related to **group(s)**, the group icon is displayed on the exam line (see Figure).

| Code        | Course title                                              | Õppetund                 | Reg. deadline | Event date | Reg. Persons | Venue           |
|-------------|-----------------------------------------------------------|--------------------------|---------------|------------|--------------|-----------------|
| HVEE.03.006 | Finnish for Beginners (6 ECTS) 19/20 A regular part 1 Est |                          |               |            |              |                 |
|             | Exam                                                      | 13.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information |
|             | Exam                                                      | 14.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information |
|             | Exam                                                      | 21.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information |
|             | Exam                                                      | 22.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information |

The red icon of the group means that the group for which you have registered for this course does not coincide with the exam group. In such a case, when you move to the icon, the notice is displayed: **Groups do not overlap** (see Figure).

| Code        | Course title                                              | Õppetund                 | Reg. deadline | Event date | Reg. Persons | Venue                                      |
|-------------|-----------------------------------------------------------|--------------------------|---------------|------------|--------------|--------------------------------------------|
| HVEE.03.006 | Finnish for Beginners (6 ECTS) 19/20 A regular part 1 Est |                          |               |            |              | NB! Groups do not overlap. Groups: 1. rühm |
|             | Exam                                                      | 13.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information                            |
|             | Exam                                                      | 14.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information                            |
|             | Exam                                                      | 21.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information                            |
|             | Exam                                                      | 22.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information                            |

The black icon of the group means that the exam group is the same for which you have registered for the course. When moving the cursor to the group icon, you can see information on the exam group.

There are two kinds of notifications about exams (pass-fail evaluations):

- for information
- for registration

**If the exam (pass-fail evaluation) time is noted for information** there is no registration through SIS. The line displays The text **For information** displays on the row of a event (see Figure).

| Code        | Course title                                              | Õppetund                 | Reg. deadline | Event date | Reg. Persons | Venue           |
|-------------|-----------------------------------------------------------|--------------------------|---------------|------------|--------------|-----------------|
| HVEE.03.006 | Finnish for Beginners (6 ECTS) 19/20 A regular part 1 Est |                          |               |            |              |                 |
|             | Exam                                                      | 13.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information |
|             | Exam                                                      | 14.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information |
|             | Exam                                                      | 21.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information |
|             | Exam                                                      | 22.01.2020 12:15 - 14:00 | 0             | 0          | 0            | For information |

| Kood        | Õppeaine nimetus                                         | Õppetund | Reg. tähtaeg | Toimumise aeg            | Reg. isikud | Toimumiskohat |
|-------------|----------------------------------------------------------|----------|--------------|--------------------------|-------------|---------------|
| HVEE.03.006 | Soome keel algajale, lase 0-81 (6 EAP) 19/20 S PÕ 1. osa |          |              |                          |             |               |
|             | Eksam/arvestus                                           |          |              | 13.01.2020 12:15 - 14:00 | 0           | Informative   |
|             | Eksam/arvestus                                           |          |              | 14.01.2020 12:15 - 14:00 | 0           | Informative   |
|             | Eksam/arvestus                                           |          |              | 21.01.2020 12:15 - 14:00 | 0           | Informative   |
|             | Eksam/arvestus                                           |          |              | 22.01.2020 12:15 - 14:00 | 0           | Informative   |

Registreerumisega eksamite (arvestuste) real on tunni rea lõpus nupp **Registreeru**.

## Registreerumine eksamile

Eksamile registreerumiseks vajutage nupule **Registreeru** (vt joonis).

| Kood        | Õppeaine nimetus                    | Õppetund | Reg. tähtaeg | Toimumise aeg | Reg. isikud | Toimumiskohat      |
|-------------|-------------------------------------|----------|--------------|---------------|-------------|--------------------|
| HVEE.01.011 | Kirjutamiseminar (2 EAP) 19/20 S SÕ |          |              |               |             |                    |
|             | Eksam/arvestus                      |          |              | 14.12.2019    | 0           | <b>Registreeru</b> |
|             | Eksam/arvestus                      |          |              | 30.12.2019    | 0           | <b>Registreeru</b> |
|             | Korduseksam                         |          |              | 19.01.2020    | 0           |                    |

## Registreerumine personaalsele eksamile

Registreerumisega eksam võib olla ka personaalne. Sellisel juhul tuleb eksamile registreerudes valida endale sobiv kellaaeg. Eksami rea lõppu kuvatakse rippmenüü **Vali eksami aeg** (vt joonis).

| Kood        | Õppeaine nimetus                                                   | Õppetund | Reg. tähtaeg | Toimumise aeg | Reg. isikud | Toimumiskohat |
|-------------|--------------------------------------------------------------------|----------|--------------|---------------|-------------|---------------|
| FLKU.04.093 | Pärimus ja identiteet multikultuurse ühiskonnas (3 EAP) 19/20 K PÕ |          |              |               |             |               |
|             | Eksam/arvestus                                                     |          |              | 29.05.2020    | 0 / 5       | -- Vali --    |
|             | Eksam/arvestus                                                     |          |              | 04.06.2020    | 0 / 5       | -- Vali --    |

Personaalsele eksamile registreerumiseks avage rippmenüü ning vajutage sellele kellaaajale, mille soovite valida (vt joonis).

| Kood        | Õppeaine nimetus                                                   | Õppetund | Reg. tähtaeg | Toimumise aeg | Reg. isikud | Toimumiskohat |
|-------------|--------------------------------------------------------------------|----------|--------------|---------------|-------------|---------------|
| FLKU.04.093 | Pärimus ja identiteet multikultuurse ühiskonnas (3 EAP) 19/20 K PÕ |          |              |               |             |               |
|             | Eksam/arvestus                                                     |          |              | 29.05.2020    | 0 / 5       | 10:15 (0/1)   |
|             | Eksam/arvestus                                                     |          |              | 04.06.2020    | 0 / 5       | 10:20 (0/1)   |
|             |                                                                    |          |              |               |             | 10:50 (0/1)   |
|             |                                                                    |          |              |               |             | 11:20 (0/1)   |
|             |                                                                    |          |              |               |             | 11:50 (0/1)   |

## Eksamile ei saa registreeruda

Exams (pass-fail evaluations) with registration have the **Register** button at the end of the line.

## Registration for exams

To register for the exam, click the **Register** button (see Figure).

| Code        | Course title                                    | Opportund | Reg. deadline | Event date | Reg. Persons | Notes           |
|-------------|-------------------------------------------------|-----------|---------------|------------|--------------|-----------------|
| HVEE.01.011 | Writing Seminar (2 ECTS) 19/20 A block mode Est |           |               |            |              |                 |
|             | Exam                                            |           |               | 14.12.2019 | 0            | <b>Register</b> |
|             | Exam                                            |           |               | 30.12.2019 | 0            | <b>Register</b> |
|             | Result                                          |           |               | 19.01.2020 | 0            |                 |

## Registration for personal exams

The exam with registration can also be personal. In such a case, choose a suitable time when registering for the exam. At the end of the exam line, the dropdown menu **Choose exam time** is displayed (see Figure).

| Code        | Course title                                                                 | Opportund | Reg. deadline | Event date | Reg. Persons | Notes        |
|-------------|------------------------------------------------------------------------------|-----------|---------------|------------|--------------|--------------|
| FLKU.04.093 | Tradition and identity in Multicultural Society (3 ECTS) 19/20 S regular Est |           |               |            |              |              |
|             | Exam                                                                         |           |               | 29.05.2020 | 0 / 5        | -- Choose -- |
|             | Exam                                                                         |           |               | 04.06.2020 | 0 / 5        | -- Choose -- |

To register for the personal exam, open the dropdown menu and click the time you choose (see Figure).

| Code        | Course title                                                                 | Opportund | Reg. deadline | Event date | Reg. Persons | Notes       |
|-------------|------------------------------------------------------------------------------|-----------|---------------|------------|--------------|-------------|
| FLKU.04.093 | Tradition and identity in Multicultural Society (3 ECTS) 19/20 S regular Est |           |               |            |              |             |
|             | Exam                                                                         |           |               | 29.05.2020 | 0 / 5        | 10:15 (0/1) |
|             | Exam                                                                         |           |               | 04.06.2020 | 0 / 5        | 10:20 (0/1) |
|             |                                                                              |           |               |            |              | 10:50 (0/1) |
|             |                                                                              |           |               |            |              | 11:20 (0/1) |
|             |                                                                              |           |               |            |              | 11:50 (0/1) |

## Cannot register for the exam

If there is the image of a lock instead of the registration button at the end of the exam line, you cannot register for the exam. To see the reason, take the cursor to the icon of the lock (see Figure).

Kui eksami rea lõpus registreerumise nupu asemel on luku kujutis, ei saa sellele eksamile registreeruda. Põhjuse vaatamiseks viige kursor luku ikoonile (vt joonis).

#### Eksamitele / kontrolltöödele registreerumine

| Õppeained   |                                                   | Eksamid/Kontrolltööd |              |                          |             |                                |
|-------------|---------------------------------------------------|----------------------|--------------|--------------------------|-------------|--------------------------------|
| Kood        | Õppeaine nimetus                                  | Õppetund             | Reg. tähtaeg | Toimumise aeg            | Reg. isikud | Toimumiskoht                   |
| FLGR.01.088 | Keeleõppe teooriad ja meetodid (3 EAP) 19/20 S SÕ |                      |              |                          |             |                                |
|             | Eksam/arvestus                                    |                      | 11.01.2020   | 15.01.2020 14:15 - 16:00 |             | Registerimistähtaeg on möödas. |
|             | Eksam/arvestus                                    |                      | 21.01.2020   | 25.01.2020 12:15 - 14:00 | 0           |                                |
|             | Eksam/arvestus                                    |                      | 30.01.2020   | 03.02.2020 10:15 - 12:00 | 6 / 6       |                                |

## Olen registreeritud eksamile

Kui olete eksamile registreerunud, kuvatakse selle rea lõpus info **Registreeritud** (vt joonis).

| Kood        | Õppeaine nimetus                    | Õppetund | Reg. tähtaeg | Toimumise aeg            | Reg. isikud | Toimumiskoht   |
|-------------|-------------------------------------|----------|--------------|--------------------------|-------------|----------------|
| FLER.04.231 | Keel ja ühiskond (3 EAP) 19/20 K PÕ |          |              |                          |             |                |
|             | Eksam/arvestus *                    |          | 17.05.2020   | 21.05.2020 14:15 - 16:00 | 1           | Registreeritud |
|             | Eksam/arvestus                      |          | 01.06.2020   | 05.06.2020 10:15 - 12:00 | 0           | Registreeru    |
|             | Eksam/arvestus                      |          | 08.06.2020   | 12.06.2020 10:15 - 12:00 | 0           | Registreeru    |
|             | Korduseksam                         |          | 17.06.2020   | 19.06.2020 10:15 - 12:00 | 0           |                |



Kõiki eksamiaegu näidatakse ka õppija isiklikus tunniplaanis.

#### Registration for exams and tests

| Courses     |                                                                                 | Exams/Tests |               |                          |              |       |
|-------------|---------------------------------------------------------------------------------|-------------|---------------|--------------------------|--------------|-------|
| Code        | Course title                                                                    | Õppetund    | Reg. deadline | Event date               | Reg. Persons | Venue |
| FLGR.01.088 | Language Learning Theories and Teaching Methods (3 ECTS) 19/20 A block mode Est |             |               |                          |              |       |
|             | Exam                                                                            |             | 11.01.2020    | 15.01.2020 14:15 - 16:00 |              |       |
|             | Exam                                                                            |             | 21.01.2020    | 25.01.2020 12:15 - 14:00 | 0            |       |
|             | Exam                                                                            |             | 30.01.2020    | 03.02.2020 10:15 - 12:00 | 6 / 6        |       |

## I have registered for the exam

When you have registered for the exam, the word **Registered** is displayed at the end of the line (see Figure).

| Code        | Course title                                      | Õppetund | Reg. deadline | Event date               | Reg. Persons | Venue      |
|-------------|---------------------------------------------------|----------|---------------|--------------------------|--------------|------------|
| FLER.04.231 | Language and Society (3 ECTS) 19/20 S regular Est |          |               |                          |              |            |
|             | Exam *                                            |          | 17.05.2020    | 21.05.2020 14:15 - 16:00 | 1            | Registered |
|             | Exam                                              |          | 01.06.2020    | 05.06.2020 10:15 - 12:00 | 0            | Register   |
|             | Exam                                              |          | 08.06.2020    | 12.06.2020 10:15 - 12:00 | 0            | Register   |
|             | Result                                            |          | 17.06.2020    | 19.06.2020 10:15 - 12:00 | 0            |            |



All the exam times are also shown in the learner's personal timetable.