

Exam periods, exam dates and registration

Guide for the student office

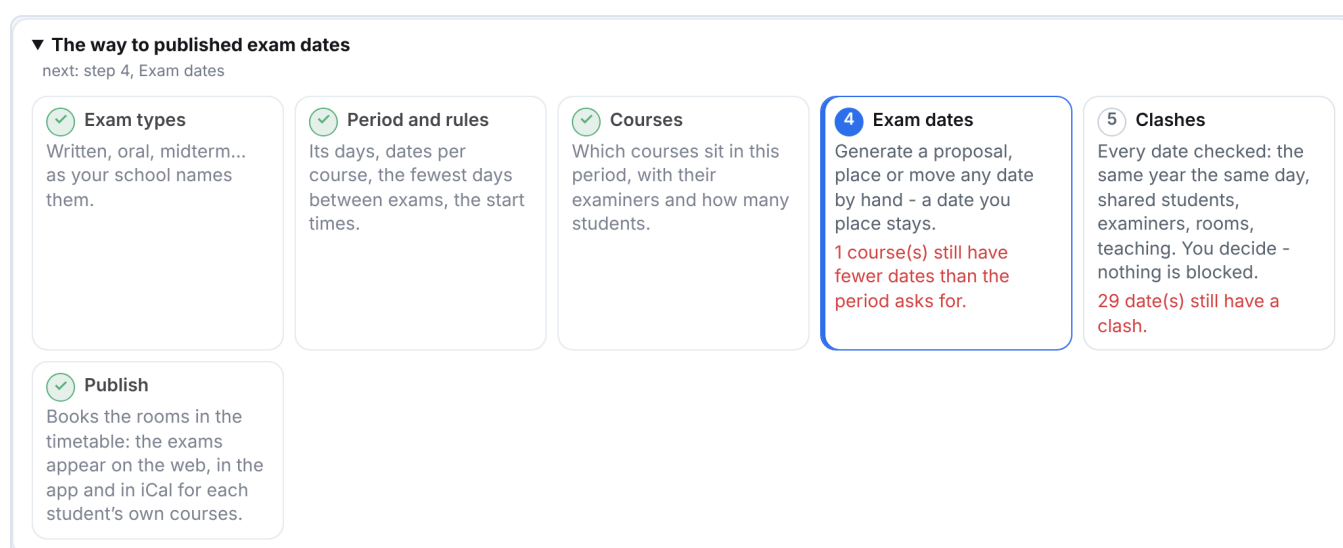
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Contents: The six steps · The calendar and the clashes · Publishing · Registrations · The rules and the student records

One screen for the whole exam season: set up a period and its rules, let the generator propose the dates, see every clash in words, move what you want by hand, publish - which books the rooms in the timetable - and, where your school has exam registration, follow who registered and give the examiners their lists.

In the administration, left rail, **Student affairs: Exam periods**. Tabs: **Exam dates**, **Registrations** (only with exam registration), **Courses**, **Period and rules**, **Settings**, **Changes** and **log**.

The six steps



The way to published exam dates: what is done, what is next, what is missing.

- 1. Exam types (Settings)** - written, oral, midterm, as your school names them.
Start with the usual types adds the usual three. A midterm type does not count running teaching as a clash.
- 2. Period and rules** - **New period**: the first and last day, how many dates each course gets, the fewest days between two dates of one course and between two exams of the same year, the start times (e.g. 09:00, 13:00), the weekdays, the programmes and years it covers, the rooms it may use.
- 3. Courses** - the period's courses, each with its examiners (from the timetable unless you choose), expected students (counted from the groups) and length. Leave a course out, or change any of these.
- 4. Exam dates** - **Generate a proposal** places every course's dates; **Place a date** places or moves one by hand (it is then locked and the next proposal keeps it).

5. **Clashes** - every date is checked; nothing is blocked, you decide.

6. **Publish** - **Publish** books the rooms in the timetable: the exams appear on the web, in the app and in iCal for each student's courses.

THE PERIOD
The period's days and the student office's rules. Set once a year, then the dates are planned inside it.

NAME

Winter period 2025/26

KIND OF PERIOD

winter

FIRST DAY

11/03/2025

LAST DAY

11/14/2025

A midterm period is set inside the teaching weeks, so running teaching is not called a clash there.

THE RULES

DATES PER COURSE

2

FEWEST DAYS BETWEEN TWO DATES OF A COURSE

5

So a student who fails has time to prepare again.

FEWEST DAYS BETWEEN EXAMS OF ONE YEAR

1

1 = never two on one day.

LENGTH OF AN EXAM (MINUTES)

90

START TIMES

09:00, 13:00

The times the proposal may start an exam, e.g. 09:00, 13:00.

EXAM TYPE OF THE PERIOD

Written exam

EXAM WEEKDAYS

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

▼ PROGRAMMES AND YEARS
1 CHOSEN
The period covers the courses of the programmes and years ticked here. None ticked: every course that has lessons.

97

☐ Erasmus Courses 28 courses

27

☐ Avtomatika in informatika 7 courses

☐ Biomedicinska tehnika 7 courses

☐ Elektroenergetika 7 courses

☐ Elektronika 7 courses

☐ Informacijsko komunikacijske tehnologije 7 courses

☐ IZB-Modul A 2 courses

☐ IZR-Modul B 2 courses

► ROOMS THE PROPOSAL MAY USE
EVERY ROOM WITH SEATS

NOTE

Save

Delete this period

The period and its rules.

The calendar and the clashes

The period card sums it up: how many dates for how many courses, how many with a clash, courses short of dates, how many are in the timetable. Below, **The period at a glance**: programmes and years down, the exam days across - what one year sits on which day. A chip outlined in red has a clash; point at it to read which. **Every date** repeats every date with its reasons in words.

WINTER PERIOD 2025/26

WINTER

PUBLISHED

Mon 3. 11. – Fri 14. 11. · 2 date(s) per course · at least 5 days between dates of one course · at least 1 day(s) between exams of one year · starts 09:00, 13:00 · 90 min

EDIT

Exam rooms are booked as "Izpiti".

29 dates for 15 courses

29 with a clash

1 course(s) short of dates

29 in the timetable

+ Place a date

Generate a proposal

☐ a different proposal

Publish the changes

EXPORT FOR THE SIS

The period card: the counts and the actions.

THE PERIOD AT A GLANCE

Programmes and years down, the exam days across: what one year sits on which day. A red outline is a clash - point at it to read which.

Programme and year	Mon 3. 11.	Tue 4. 11.	Wed 5. 11.	Thu 6. 11.	Fri 7. 11.	Mon 10. 11.	Tue 11. 11.	Wed 12. 11.
VS-EL-1.stopnja, 1.	13:00 64607	09:00 64707	09:00 64706	09:00 64610	09:00 64611	09:00 64613	09:00 64706	09:00 64608
		09:00 64604	09:00 64609	09:00 64700	09:00 64608	09:00 64603	09:00 64612	09:00 64607
		09:00 64612	13:00 64605	13:00 64700-2	13:00 64601	13:00 64707	13:00 64607	13:00 64603
		13:00 64603						

fine

bends a rule

clash

placed by hand

in the timetable

The period at a glance.

The checks: the same year on the same day or too close; students who sit both exams (at the same time or too close); the same course too close; an examiner or a room already taken; a room too small for the expected students; teaching still running for those students; a holiday or a day outside the period or the timetable's year; a time not on the bell schedule.

THE EXAM DATE

- Programiranje I is at the same time (2025-11-04 09:00-10:30) - its students sit this one too.
- Programiranje I, the same programme and year (VS-EL-1.stopnja, 1.), is on the same day (2025-11-04 09:00-10:30).
- Komunikacijski sistemi is at the same time (2025-11-04 09:00-10:30) - its students sit this one too.
- Komunikacijski sistemi, the same programme and year (VS-EL-1.stopnja, 1.), is on the same day (2025-11-04 09:00-10:30).
- Osnove elektrotehnike I, the same programme and year (VS-EL-1.stopnja, 1.), is on the same day (2025-11-04 13:00-14:30).
- The students have Programiranje I at the same time (08:00-10:00).
- The students have Matematika I at the same time (10:00-12:00).
- P01-C0 is taken by Programiranje I then (08:00-10:00).
- P01-C0 is taken by Matematika I then (10:00-12:00).

COURSE

Atomika in optika (64707) · 2 of 2

EXAM TYPE

Written exam

DAY

11/04/2025

START

09:00 AM

MINUTES

90

STUDENTS

202

Empty: as many as the course has. The students are split over the rooms, the biggest first.

ROOMS

P01-C0 · 314 seats
Fizika (Jadranska 26) · 300 seats
P02-C0 · 135 seats
P03-C0 · 84 seats
P15-B1 · 77 seats
P04-CK · 72 seats
P06-B0 · 72 seats
P11-B1 · 72 seats

Several rooms for a large exam: the students are split, the biggest room first. Ctrl or ⌘ to pick more than one.

EXAMINERS

Examiner 1
Examiner 4
Examiner 3
Examiner 8
Examiner 6
Examiner 7
Examiner 2

Nobody chosen: the course's examiners.

NOTE

Save

CANCEL

Delete this date

One date: its reasons in words, the course, day, time, rooms and examiners.

Publishing

Publish first says what it will write, change and take out, and how many dates still have a clash; **Do it anyway** goes ahead. Each date becomes one approved booking in the exam booking type, with all its rooms, the examiners and the course's groups. Publishing again changes only what changed. After the first publish every change is kept on **Changes and log** with how many people it touches - the queue the notifications will be sent from.

Before this is saved:

- 0 exam booking(s) will be written into the timetable, 0 changed and 0 taken out; 29 are already there as planned.
- 29 exam date(s) still have a clash - they are published as they are.

Do it anyway

CANCEL

Asked before anything is written.

Which booking type, and is it public?

Settings names the booking type exams are written as and why it was chosen; change it there. Whether exams appear on the public timetable or only for signed-in users is that type's own switch, on the school settings' bookings tab (the link is beside it). **Export for the SIS** gives the SIS a CSV of every date.

Registrations

Where your school has exam registration, students register for the published dates themselves, on their page (the address is on the **Registrations** tab). The tab shows, per date, how many registered against the rooms' seats, how many withdrew, when registration closes and - after the day - presence. **List** opens one date.

REGISTRATIONS FOR THIS PERIOD

Students register for the published dates themselves, on the student page. Here you see how many per date, open a date for its list, and register or withdraw a student by hand.

1 registered on 29 dates

1 students blocked by the student records

registration closes 3 days before the exam, withdrawal 1 days before · every flag of the student records blocks · the examiner's list is not e-mailed **EDIT**

Students register at: <https://wise-tt.com/web/temp/a/exams>

EXPORT REGISTRATIONS

Registrations for the period, the rules in one line, the students' address.

PROGRAMIRANJE II

64608

Fri 14. 11. · 09:00–10:30 · LST-A4, Drugo 1, Diplomska soba-B0, Avla-C0, Drugo 3, Applab-A1, Drugo 2 · Examiner 1

Registration until Tue 11. 11. 23:59 · withdrawal until Thu 13. 11. 23:59

5 registered, 2 seats**3 more registered than the rooms seat. You can: [add a room](#) · [split it into a second sitting](#) · or [leave it as it is](#)****Print the list**

CLOSE THE LIST

ENROLMENT NUMBER	NAME	STATE	WHEN	BY	PRESENCE
S0001	Student 1	registered	Fri 24. 10. 10:00	the student	

Register or withdraw a student by hand

Also past a deadline. Every rule that would stop the student is named first and you decide; the reason is kept with the change.

ENROLMENT NUMBER

WHAT

☒ register ☐ withdraw

REASON

Save

► The examiner's letter of the day before

no examiner of this date has an e-mail address

One date: over the seats, with the three ways out; the list; the office's own hand.

- Over the seats: you are warned with the count, never refused. Add a room (the date's own form), split it into a second sitting (a new date of the course), or leave it.
- **Register or withdraw a student by hand:** type the enrolment number, choose register or withdraw, and give the reason - it is required and kept. Also past a deadline: every rule that would have stopped the student is named first, and **Do it anyway** goes ahead.
- **Print the list** gives a sheet with the registered students and a column to sign in, plus three empty lines for anyone who comes unregistered.
- **Export registrations** gives the SIS every student on every date, withdrawn ones too, with presence once taken.

Programiranje II (64608)

Friday 14. 11. 2025, 09:00–10:30 · LST-A4, Drugo 1, Diplomska soba-B0, Avla-C0, Drugo 3, Applab-A1, Drugo 2

Examiners: Examiner 1

1 students registered.

#	Enrolment number	Name	Signature
1	S0001	Student 1	

Print with the browser (Ctrl+P). The three empty lines at the end are for students who come without registering - the office decides afterwards.

The printed list.

The rules and the student records

The rules: registration closes so many days before the exam (default 3), withdrawal so many days before (default 1), both at the end of that day; which flags of the student records block; whether the examiners get their list by e-mail the day before, and at what time (off by default). Once a time is set, each examiner gets the list of tomorrow's exam within five minutes of it, once per exam date, at the address on their lecturer record - an examiner with no address gets nothing, so check the addresses first. The same rows are in the school settings (configAdmin).

From the student records: we do not compute fees, prerequisites or attempts - we read them. Export from your SIS one line per student (enrolment number; course code or empty for every course; flag; yes/no; reason; who to ask), and **Read the file**. A flag saying no stops that student's registration and shows them the reason and who to ask.

FROM THE STUDENT RECORDS
Export from your student records system who may not register, and why, and read the file here. Each new file replaces the last one.

2 rows, 1 students blocked

SHOW WHO IS BLOCKED

FILE (CSV)

Choose File

No file chosen

OR PASTE THE LINES

63210001;;fees;no;Tuition not paid;Accounts office
63210002;64607;prerequisites;no;Lab work missing;Prof. Novak

One line each: enrolment number; course code (empty = every course); flag (fees, prerequisites, attempts ...); ok (yes/no); reason; who to ask.

☒ replace what the last file said

Read the file

Reading the flags of the student records.

When a date with registrations moves

Moving or deleting a date that students registered for is asked first, with how many. On a moved date they stay registered; a deleted date is shown to them as cancelled. Generate warns when it would place again dates that have registrations - lock a date to keep it.