## How to enrol in a test?

You need to enrol yourself in a test if you want to make the resit only and not follow a course again. You will gain access to view the Brightspace page of the course in the current academic year. Only under certain conditions, it is not possible to enrol in a test. This can be for various reasons, for example when the registration deadline has already passed. In this case, contact the secretarial office of the chair group of the course coordinator.

**BE AWARE** that you are only allowed to enrol for a test for a maximum of 2 times per academic year. However, you can enrol for a course more than 3 times a year. But, if you do not want to take the test when following the course, you should disenrol yourself in time for the test to not waste 1 opportunity of taking the test. The deadlines for disenrolment can be found on the following website: https://www.wur.nl/nl/Onderwijs-Opleidingen/Huidige-Studenten/Agenda-en-Kalender-Academisch-Jaar.htm

**BE AWARE** that it is not possible to be enrolled for more than one test registration at a time. This means that when your grade for a test has not yet been entered in Osiris, you can't enrol for the next test. For example: You did the test for the course ADP20306 in period 2. The grade has not yet been entered in Osiris and therefore you can't enrol in the resit in February. Please wait for the grade and thereafter you can enrol in the resit.



## 1. Click on **Enrol** in the home screen or enter the menu bar and click on **Enrol**



## 2. Click on **TEST**



3. Select the course you want to enrol in by filling in the Course Code / Name in the search box

*TIP:* multiple **Filter options** to specify your search are available on the right. For a detailed explanation on the filter options, go to the manual "<u>How to use the filters in the Enrol menu</u>".

$\equiv$ Enrol test			?
<		Select a course	
	CLEAR FILTERS	Accounting X	
Show	~	1 course found	
My programme	~	Accounting (BEC22806)	
Academic year	~	Chair Group: Business Economics Credits: 6 ECTS Language of Instruction: English	
Period	~		
Timeslot	~		
Chair Group	~	~	

4. When you have found the right course, click on the course

≡	Enrol test			
<	Select a test		Selected course	EDIT
	Interim examination 12 February 2021 Note: date mentioned is the last Friday of the (exam)period, not the actual test date.		Accounting (BEC22806) 2020	
✓	Friday Interim examination			
	12 March 2021 Note: date mentioned is the last Friday of the (exam)period, not the actual test date. Friday	-	6	
	Interim examination 13 August 2021 Nata data mantioned in the last Friday of the (overs)existed and the extual test data			
	Friday			
	6			

5. On the left side of the screen, select the interim examination you want to enrol in. For each interim examination, a date is shown. **PLEASE NOTE:** this is **not** the date of your test, but the last Friday of a period on which your grade will be booked

6. After selecting the correct interim examination, click on the green arrow

≡ Enrol	test	0	
<	Check data	Selected course EDIT	
0	Check your choices and confirm enrolment	Accounting (BEC22806) 2020	
		Selected tests EDIT	
		Interim examination 12 March 2021 Note: date mentioned is the last Friday of the (exam)period, not the actual test date. Friday	

7. After checking the details of the selected course, click on **CONFIRM ENROLMENT** 

**NOTE:** The details of the selected interim examination, for example the period in which the interim examination is given, are shown on the right hand side of the screen.

When you have permission for special facilities, you can select these facilities before you confirm enrolment in a test. For more information on how to add facilities to test enrolment, see the manual <u>How to make use of special facilities</u>?

≡ Enrol test			
<		Select a course	
	CLEAR FILTERS	Q Course Code / Name	
now	^	2020 🛞	
Only open for interim exam	n registration (1165)	1498 courses found	
My programme	~	A Global Sense of Place: Inclusive place-based development (RS055306)	0
cademic year	^	Chair Group: Rural Sociology Credits: 6 ECTS Language of Instructi	
2020 (1498)		Academic Consultancy Training (YMC60809)	0
eriod	~	Chair Group: Master Cluste	
neslot		Vou're successfully enrolled for the interim examination (test).	

**NOTE:** You are now enrolled in the interim examination. On the bottom of the screen, a notification is given that you're successfully enrolled for the interim examination (test). **TIP:** A confirmation of your enrolment can also be found in **Show my enrolments** (How can I find the courses, tests or specialisation where I am enrolled in?) or in your messages.