

## How to register and deregister for exams

This quick guide describes how to register for exams and cancel exam registrations (deregister) in Osiris.

In addition to registering for courses, you also need to register for exams. That does not happen automatically! You can register up to 10 working days before an exam. If you don't register, you cannot participate in an exam.




Six working days before an exam, Osiris will show where and when you can take an exam.

If you change your mind about taking an exam, cancel your registration no later than 1 working day (by 23:59) before the exam in Osiris. If you don't cancel an exam registration on time, you will have used an exam opportunity.


Too late to register? Contact [ASK HAN](#) to inquire whether you are entitled to late registration.

You have a maximum of 2 opportunities per academic year to pass an exam. Have you used those and want to request an extra opportunity? Then submit a request via a Case in Osiris (see quick guide "How to request an extra opportunity").

### Steps to register for exams

1. Click on the registration icon  on the left of the screen.
2. Click on "TEST".
3. You can use the filter options to search for the relevant course for which you want to take an exam.
  - a. Click open "My Programme" to register for exams belonging to your degree program.
  - b. Uncheck "Only from my regular programme" if you want to retake an exam that you have already passed.  
*As soon as you try to register for this, you will first see a warning.*
  - c. Uncheck "Only from my regular programme" and search for specific courses under "Course ID/name" to register for exams for extra courses.  
*Only courses with a red dot and white arrow have exams that are open for registration.*
  - d. "Only from my planning" only applies to students who participate in the pilot with the Osiris PlanApp.
4. Click on the course for which you want to take an exam.
5. You will now see the exams that correspond to your courses and that you can register for. Select the exams you want to register for.
6. Click on  to go to the next step.
7. You will see an overview of the special exam facilities assigned to you. Don't want to use these facilities for this exam? Then uncheck the facility/facilities.
8. Click on  to go to the next step.
9. You'll see an overview on the right with your selected options. Anything you want to change? Then click "CHANGE".
10. Click "CONFIRM ENROLLMENT" to finalize your registration.
11. A pop-up will appear saying you are successfully "enrolled". You will also receive an automatically generated confirmation email in your HAN email account.

### Steps to register and deregister for exams

1. Click on the registration icon  on the left of the screen.
2. Click on "SHOW MY ENROLLMENTS".
3. Click on the "TESTS" tab.
4. Click on the exam for which you want to cancel your registration.
5. On the right you will see an overview of the course with the exam and any exam facilities.
6. Click on the "DISENROLL TESTS" button on the screen.
7. A confirmation screen will appear. Click on "OK" to confirm you want to cancel your registration.
8. A pop-up will appear saying you are successfully "disenrolled". You will also receive an automatically generated confirmation email in your HAN email account.