

How to Register and Pay Online for Repeat Examinations – Student Quick Reference Guide

Introduction

This quick reference guide contains step by step instructions on how to:

1. Register for repeat examinations online.
2. Pay for repeat examinations online.

This guide is a tool to be used by students who are required to re-sit an examination and would like to register and make payment for the examination online. For further information, please contact your student administration office.

Step by Step Instructions – How to Confirm your Attendance

1. Open Online Services (for Students): A link to the online services site for students is provided by your Institute. If you do not have the address, please refer to your Institutes website or contact your student administration office for further details.

2. Log into 'Secure Area' with your User ID and Pin

[Enter Secure Area](#) ← Click here

Login here to access Web For Faculty/Student.

[Apply for Admission](#)

Enter a new application or return to complete an applicat

[Programme Catalogue](#)

[Open Public General Surveys](#)

Please check if you have any pending Public General Surv

RELEASE: 8.1

3. Select Student Services

Personal Information Student and Financial Aid

Search

Welcome, Resit Test, to the IADT Student Inform:

[Student Services](#) ← Click here

Web Registration, View your academic records and Financial Aid

[Personal Information](#)

View or update your address(es), phone number(s), e-mail addr

[Return to Homepage](#)

4. Select Final Grades page

Personal Information Student and Financial Aid

Search



Student Services

[Admissions](#)

File an application for admissions; Review existing applications

[Registration](#)

[Student Records](#)

View your holds; Display your grades and transcripts; Review ch

[Graduation Ceremony](#)

[Final Grades page](#) ← Click here

[Student Account](#)

5. Select Term

Final Grades

Select the appropriate term from the drop down menu

Select a Term:

Click Submit

Step by Step Instructions – How to Confirm your Attendance (Continued)

7. Review Final Grades Page

Student Information

Current Program

Honours Bachelor Degree

Level: NFQ Level 8
Program: HB Computer Games Development
Admit Term: Academic Year 2010-2011
Admit Type: CAO Applicant
Catalog Term: Academic Year 2010-2011
College: Science
Campus: Main Campus
Major and Department: Computer Games Development, Computing and Networking
Academic Standing:
Student Class: Y1
Award Title: Bachelor of Science (Honours) in Computer Games Development

Award Classification: No Classification

NFQ Level 8 Course work

CRN	Subject	Course	Section	PoT	Sitting	Course Title	Campus	Final Grade	Attempted Credits	Earned Credits	Status
31390	XXBD	X0001	L00	1	May/June Exam Session	Bachelor Degree Dummy	Main Campus	90	10.000	10.000	Passed
31393	XXBD	X0002	L00	1	May/June Exam Session	Bachelor Degree Dummy	Main Campus	87	20.000	20.000	Passed
32578	GRAP	H1201	L00	1	May/June Exam Session	Computer Graphics	Main Campus	85	10.000	10.000	Passed
32581	COMP	H1209	L00	1	May/June Exam Session	Computer Games	Main Campus	33	10.000	0.000	Failed
32590	COMP	H1210	L00	1	May/June Exam Session	Computer Architecture	Main Campus	19	10.000	0.000	Failed

Click on the following link to register for repeat Exams: [Re-apply](#)

[Select Another Term](#)

If you have failed an exam, it will appear under the courses 'Status' heading

The 'Re-apply' link will be present at the bottom of the page if you have failed any examinations. Click to continue with registration.

7. Register for Repeat Course

Resit course registration

Recent Resit Registration Messages

Date CRN Message

Select All

De-select All

Register for re-sit examinations by selecting the checkboxes for the examination you want to register for and then click the Register button.

Select the checkboxes

Resits available

Term	Part of Term	CRN	Course Code	Course Title	Section Type	Start Date	End Date	Select
Academic Year 2010-2011	Autumn Repeats	32583	COMP1209	Computer Games	X02	Exam Only 24-AUG-11	06-SEP-11	<input checked="" type="checkbox"/>
Academic Year 2010-2011	Autumn Repeats	32592	COMP1210	Computer Architecture	X02	Exam Only 24-AUG-11	06-SEP-11	<input checked="" type="checkbox"/>

Register

Click Register

Courses currently assigned

Term Part of Term CRN Course Code Section Course Title Type Start Date End Date Status

Make Payment

Step by Step Instructions – How to Confirm your Attendance (Continued)

12. Add in any Special Arrangements

Resit course registration

Recent Resit Registration Messages

Date	CRN	Message
03-JUN-2011 17:10:27	32592	Registration request successfully processed.
03-JUN-2011 17:10:27		Fee assesment: assessment posted/account was updated
03-JUN-2011 17:10:26	32583	Registration request successfully processed.

Select All De-select All

Resits available

Term Part of Term CRN Course Code Course Title Section Type Start Date End Date Select

Register

Once exams are registered for, they appear under the 'Courses currently assigned' section.

Courses currently assigned

Term	Part of Term	CRN	Course Code	Section	Course Title	Type	Start Date	End Date	Status
Academic Year 2010-2011 Autumn Repeats		32583	COMPH1209	X02	Computer Games	Exam Only	24-AUG-11	06-SEP-11	Courses Assigned
Academic Year 2010-2011 Autumn Repeats		32592	COMPH1210	X02	Computer Architecture	Exam Only	24-AUG-11	06-SEP-11	Courses Assigned

Make Payment

Click here to pay for the registered exams

13. View Registration Fees Page

Registration Fees

Academic Year 2010-2011

Description	Charge	Payment Balance
Term Charges:	€3844.00	
Term Credits and Payments:		€0.00
Term Balance:		€3844.00

You can chose to pay your re-sit fee now or later . If you select the 'Pay Later' option, you will exit the process and can re-enter at a later time and complete the payment.

I agree to the terms and conditions above

Pay Now

Pay Later

If you select the 'Pay Now' option, you must first select the terms and Conditions checkbox before the 'Pay Now' button can be selected.

13. Enter Payment Details

Card Type: MasterCard
Card Number:
Security Code: (About security code)
Expiration Date:
Cardholder's Name:

Pay Now

Enter the card details and click 'Pay Now'



13. Payment Confirmation

Payment Status

Once the payment is processed, the following confirmation page will appear.

Your request has been approved and a payment credited to your account. Press Credit Card Payment to enter another payment or menu to return to the menu.

Please do not use the browser's Back button. If you do, unpredictable results may occur.