Enroll for an examination term using the web interface KOS
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1. Log into KOS
Start your web browser and open address https://www.kos.cvut.cz.

Sign in using your username and (all-school) password. If you are unable to sign up, follow the instructions under the login button.

2. Enroll / change enrollment for an examination on a particular term (date and time).
In the menu, choose Assessments and exams - Assessments and exams dates'.

- In the field ‘Semester’, verify that you selected a semester in which you want to take the examination.
- Select the course from the local menu (1).
- Click the ‘Select terms’ button (2). A list of the examination dates of the selected course appears.
- If you move the cursor on the headline of the column, you can see the explanation text in a bubble (0).
• For the still-available dates of examinations, the ‘Enroll’ button is available on the right (3a).
• For already fully booked examination terms that however allow for a waiting list, the button **Enroll as substitute** is available. (3b)
• For the term you are currently registered for, you can see the **Withdraw** button on the right (3c).
• For terms that are not intended for you, no button will be active (or you will not see any buttons).

You can enroll for the terms, where the **Enroll** button on the right is available. If you are enrolled and you click **Enroll** to another term (later), you will be irrevocably unsubscribed from the originally selected term. If the change of the enrollment for an examination fails, you will remain enrolled for the original term.

2. **Withdraw from an examination**

Use the **Withdraw** button only if you do not want to be enrolled for any examination term. If you just want to enroll to another examination term, follow the instructions in the previous paragraph. If you first withdraw and subsequently tried to enroll for another examination term, you might not be able to get to the required new term, as somebody else might have enroll to ‘your’ place in the meantime. Hence, you might not be able to return.

3. **Substitute queue**

There might be a substitute queue for a particular examination term; its meaning is obvious. If you have already enrolled for an examination term, you can only sign up for a substitute queue (waiting list) to an examination term that precedes the term you are enrolled for. Once (if) you get to be enrolled for the examination term from the waiting list (cf. you were promoted to the ‘proper’ enrollment), your enrollment for the later examination term will automatically be cancelled.

When you click the **Enroll as substitute** button, an additional pop-up window appears.
Should there appear a space on the examination date (a student cancelled her/his registration, the examiner increased the capacity of the date), the first student in the queue automatically becomes ‘properly’ enrolled. Hence, pay attention to the settings, i.e. in how many days you are still willing to move from the queue to the enrolled students for the examination. In the picture, for example, two (days) is selected, thus, two days before the actual term of the examination you will be irrevocably removed from the waiting list. Often, students complain that they were removed from the substitute queue – the number of days, then, is the reason.