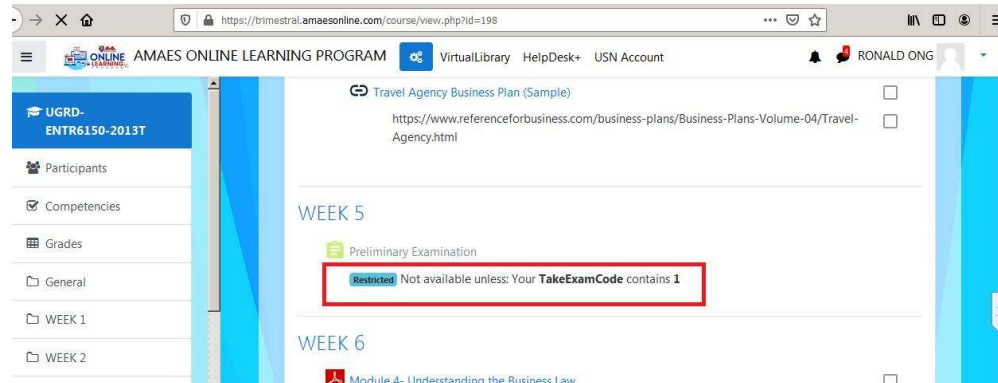


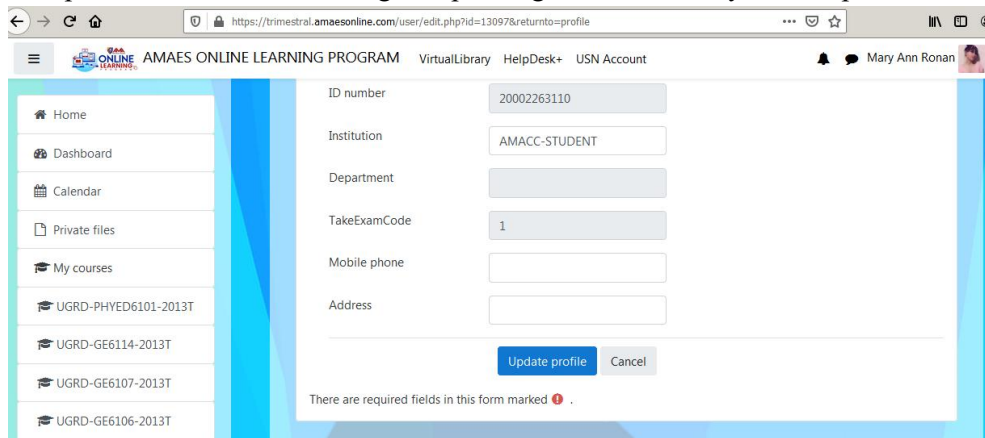
FAQ on BLOCKED / RESTRICTED MAJOR EXAM

The TAKEEXAMCODE defined

1. During major exams, you might see the messages like ‘Not Available unless your take exam code contains ‘n’’



2. The TakeExamCode is computed based on the major exam schedule versus the amounts that you have already paid. It can be seen also in the TakeExamCode via LMS EDIT PROFILE , OPTIONAL profile. This number changes depending on the amount you have paid.



3. The exact meanings and interpretations of the exam code are shown below

Preliminary Examination

Restricted Not available unless: Your **TakeExamCode** contains **1**

TEACHER VIEW

▼ Restrict access
Access restrictions

User PROFILE FIELD: TakeExamCode

Student must match the following

User profile field TakeExamCode contains VALUE 1

Add restriction...

SHS	TRI	SEM
1 Quarter 1 Exam	1 PRELIM	1 PRELIM
2 Quarter 2 Exam	2 MIDTERM	2 MIDTERM
3 FINAL	3 PRE-FINAL	3 PRE-FINAL
	4 FINAL	4 FINAL

4. BOTTOMLINE: If you see said message, you have to talk to accounting to ensure that your account is updated in order for you to take exams.

The Payment Cycle

1. In general, any payment that you make today will take effect on the following day. Hence, if you want your exam service to be undisrupted, you have to ensure that **you are always completely paid on the day prior to the exams (based on the posting date in your ledger).**
2. After making your payments, make sure that it is immediately reflected in your ledger. If you do not see it THEN immediately coordinate with accounting.
3. In general, any payment that you make today will take effect on the following day. Hence, if you want your exam service to be undisrupted, you have to ensure that **you are always completely paid on the day prior to the exams.**

The Exam Unblocking Cycle

1. Any payment you make will take effect one day after so any effect on exam unblocking of payments made today will happen tomorrow.
2. If it does not work then try logging out, clearing your cache and logging in again. This is most applicable to those using cell phones as they tend to cache more.

