

Guide to requesting a re-grade of a passed exam

Request for a re-grade of a passed exam - student steps in Neptun

In brief:

To request a re-grade of a passed exam in Neptun, open the Take exam menu item, find the relevant exam, then start the Request for a re-grade of a passed exam using the Request fill button on the Details page.

Steps

Step 1 - Open the Take exam menu item

In the left-hand menu, select **Exams**, then click **Take exam**.

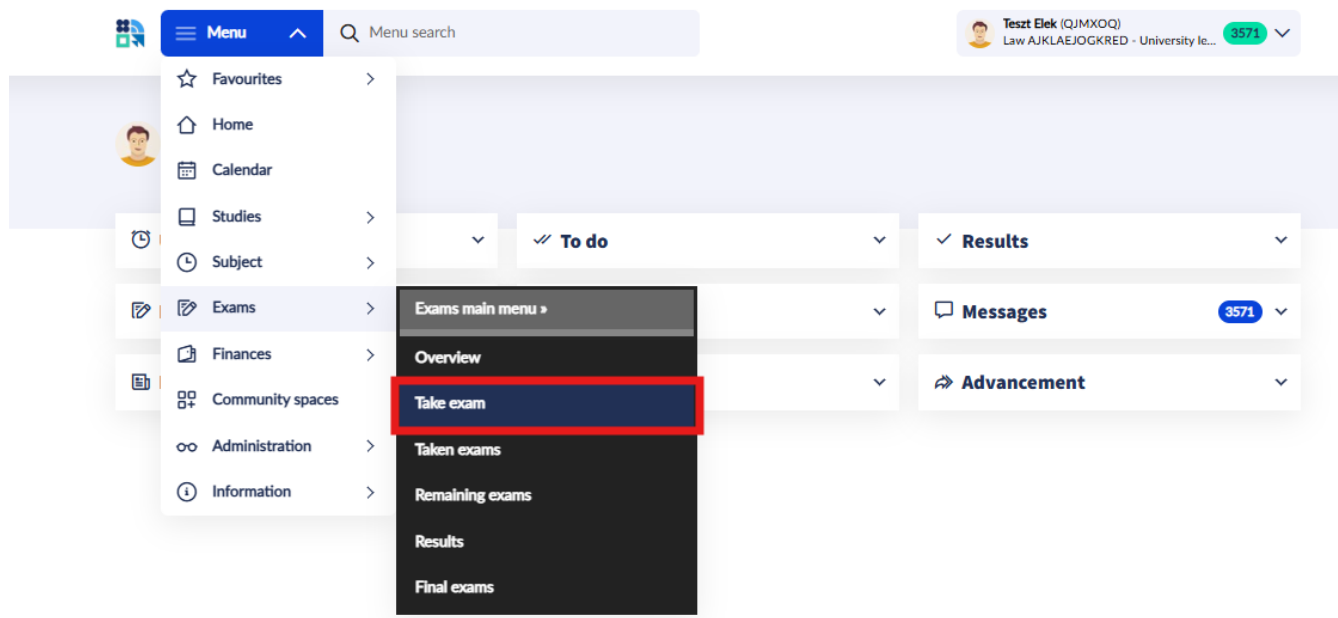
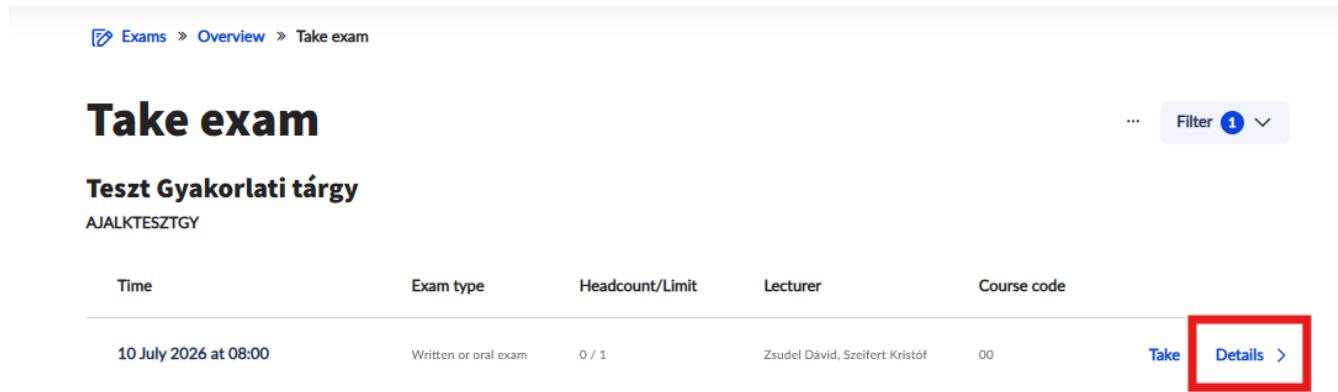


Figure 1 - Open the Take exam menu item

Step 2 - Find the relevant exam

On the Take exam page, find the subject and exam date for which you would like to request a re-grade of a passed exam. Check the subject name, exam date and exam type.



Exams > Overview > Take exam

Take exam

Filter 1

Teszt Gyakorlati tárgy

AJALKTESZTGY

Time	Exam type	Headcount/Limit	Lecturer	Course code	
10 July 2026 at 08:00	Written or oral exam	0 / 1	Zsudel Dávid, Szeifert Kristóf	00	Take Details >

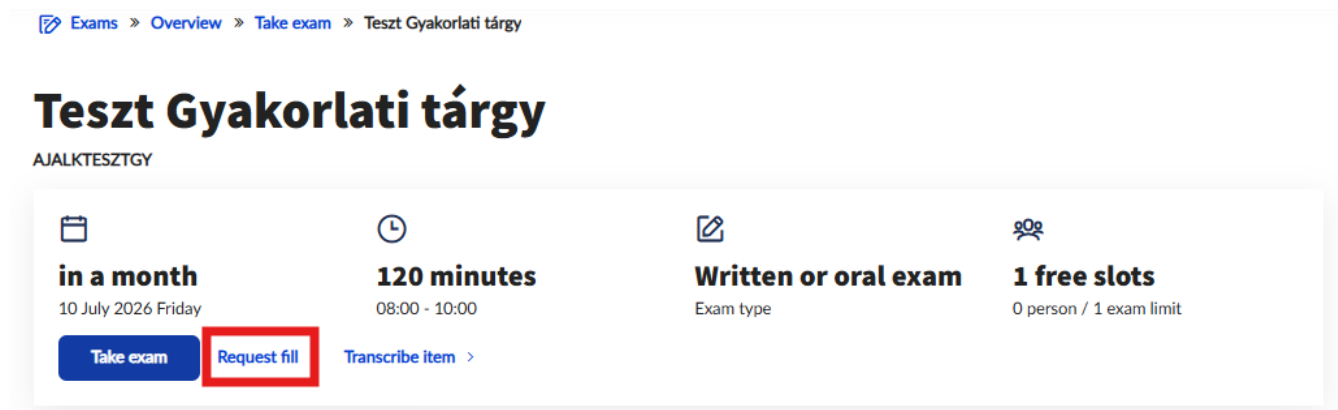
Figure 2 - Find the relevant exam

Step 3 - Click the Details button

On the right side of the selected exam row, click the **Details** button. This opens the detailed exam page, where further options related to the exam are available.

Step 4 - Start filling in the request

On the detailed exam page, click the **Request fill** button. This button opens the list of requests related to the exam and starts the request completion process.



Exams > Overview > Take exam > Teszt Gyakorlati tárgy

Teszt Gyakorlati tárgy

AJALKTESZTGY

in a month
10 July 2026 Friday

120 minutes
08:00 - 10:00

Written or oral exam
Exam type

1 free slots
0 person / 1 exam limit

Take exam **Request fill** Transcribe item >

Figure 4 - Start filling in the request

Step 5 - Select the Request for a re-grade of a passed exam

In the pop-up window, check that the **Request for a re-grade of a passed exam** request is displayed. Then click the **Request fill** button, complete the request and submit it in Neptun.

Request for a re-grade of a passed exam

Valid from	22 May 2026 at 00:00
Valid until	-
Fee obligation	-
Description	-



Figure 5 - Select the Request for a re-grade of a passed exam

Step 6 - Complete and submit the request

After completing the request, click the **Next page** button to open the summary page. If all details are correct, you can finalize the request with the **Submit request** button.

The request is accepted automatically. Processing takes approximately **5-10 minutes**. After that, the system registers you for the exam.

Next page

Request for a re-grade of a passed exam

General data

Name:	Elek Teszt
Neptuncode:	QJMXOQ
Faculty:	Faculty of Law
Programme:	Jogász levelező kredites képzés
Degree programme:	Law
Specialisation:	Correspondence training
Training format:	University level training

Subject data

Subject code	Name of subject	Requisite	Credit
AJALKTESZTGY	Teszt Gyakorlati tárgy	Term mark	2

Exam data

Previous results in this subject	Exam date	Exam type	Examiner
Excellent(5), Pass(2)	2026. 07. 10. 8:00:00	Written or oral exam	Zsuzdel Dávid, Szeiffert Kristóf

Reasons

I acknowledge that, in the case of an improvement examination for an already passed exam, the grade obtained in the improvement examination will be valid for the calculation of the semester average, even if it is worse than the previous grade. No additional credits can be earned by improving a passed exam.

I hereby declare that with the data processing guide related to the electronic processing of applications.

Munka: 5262928 Teszt ELEK applicant

Please check the accuracy of the data before submitting.

Figure 6 - Complete and submit the request

If you cannot find the request

- Check that you are trying to start it from the exam's Details page.
- Check whether the request completion period is valid.
- Check whether the subject/exam meets the conditions for requesting a re-grade of a passed exam.
- If it still does not appear, please contact the Neptun Group.