# What you need to know about exams?

This guideline explains what you should know about ECE exam regulations. These regulations apply to all courses including oral or written exams, in addition to laboratory and seminar tests.

It is highly recommended that you read these guidelines; if you have any further questions please contact Student Services EECS.

# Important deadlines:

Signing in to an exam has to be done 7 working days prior to the exam.

Signing off from exams must take place 3 working days prior to the exam at the latest.

- 1. Example: Exam to be held on Thursday at 9:00h latest for signing off: preceding Monday until 11:59 pm.
- 2. Example: Exam to be held on Mo at 9:00h -latest for signing off: Thursday of preceding week until 11:59 pm.

# Students' responsibilities:

It is your responsibility to confirm the date, time and place of the exam by checking the exam schedules posted on the *On-line KlausurAnmeldung* (OKA).

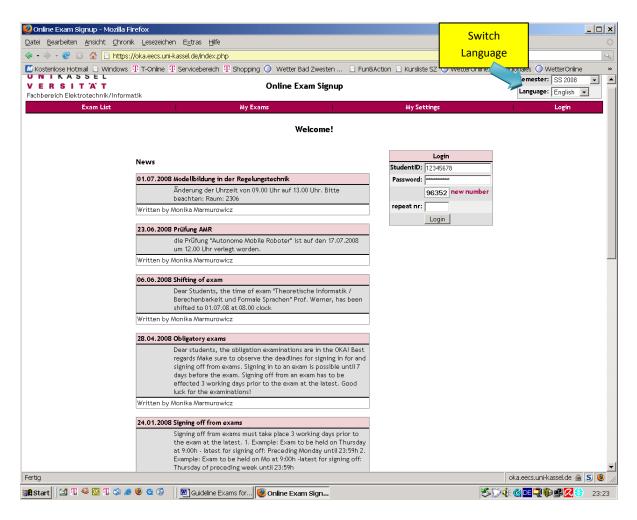
If you are willing to sign in for an exam it is also your responsibility to know the course registry code or course/instructor, and to make sure to activate the email-account given by the university IT service (*HochschulRechenZentrum* (HRZ)).

# University exam regulation:

To register for an exam, acknowledgment to the <u>OKA</u> is required. Here you will find a step-by-step tutorial:

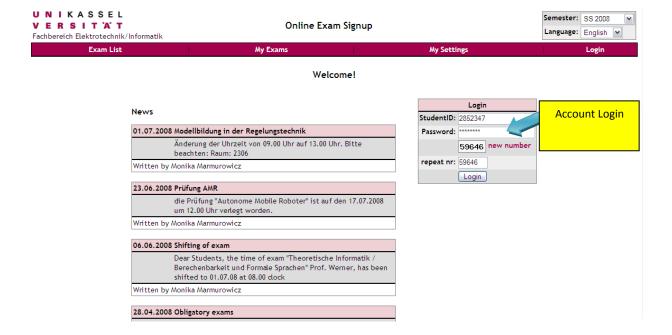
Step 1:

Enter to the **OKA** homepage.



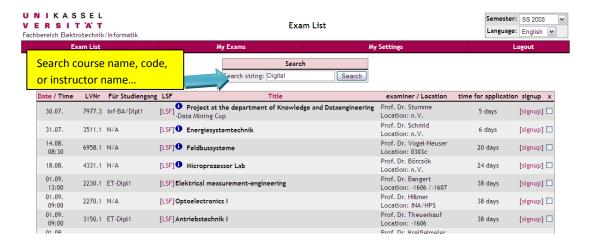
## Step 2 (login):

To login your exam profile, enter your student ID and the password of your internet account.



## Step 3 (search):

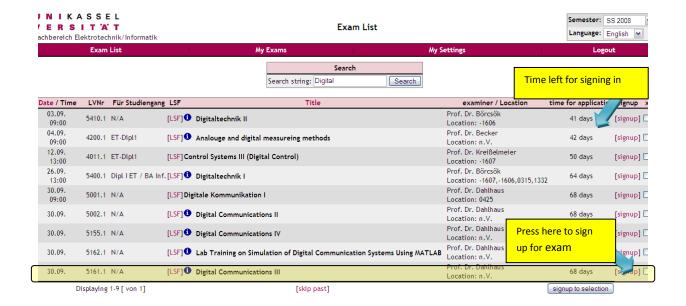
As mentioned before, to find the desired course, search by course keyword/code/instructor name.



### Step 4 (sign up):

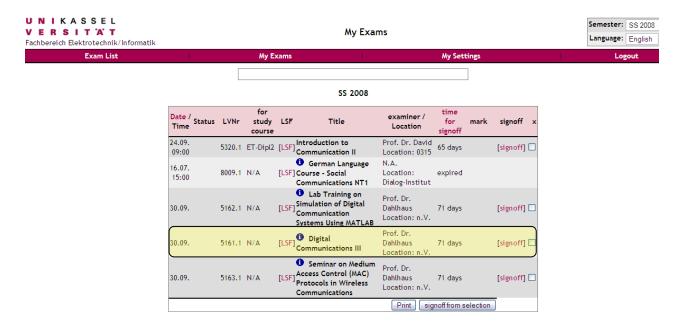
Signing up for an exam is simply done by pressing the signup bottom. A confirmation e-mail will be sent after a successful registration.

Note the time remaining for signing up. Once this date has passed, exam registration is not possible!!!



## Step 5 (overview):

An exam list will appear showing all the exams you have registered for.



### Attention:

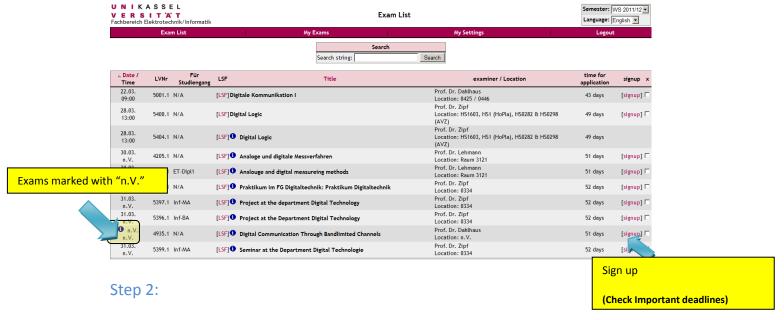
OKA Registration for exams "by negotiable" or "nach Vereinbarung" or "n.V."

Q: What are exams "by negotiable" or "nach Vereinbarung" or "n.V."?

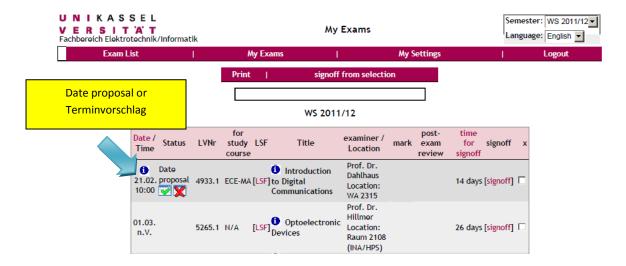
Ans: These exams are flexible, because the exam date can be negotiated between the Professor and the student. For each and every student a different date can be organized. The instructions to register for these exams are explained step-by-step.

#### Step 1:

After opening the OKA homepage and logged in with your UniAccount ID, search for the exam with n.V. and sign up



After sign up, an email will be send to the UniAccount ID and also to the Professor. When Professor suggests a date, it looks like as shown in the example.



### Step 3:

If you accept the date and click on the green coloured tick, the status changes to "Exam Date Binding or Termin verbindlich".



If you want to change the date, click the red cross and send an email to the Professor with your preferred dates to appear for the exam.

# **Important Notes:**

#### Signing off:

Some students decide not to attend an exam they registered for. In such a case signing off is mandatory. Otherwise it is considered a <u>failure</u> and the student will thus loose one attempt out of three possible attempts to pass an exam.

Attention: In case of the exams "by negotiable" or "nach Vereinbarung" or "n.V." after accepting the exam date, you cannot deregister it.

#### 3 chances to pass an exam:

Failed exams may be repeated twice, if you have passed an exam, no repeating it for improving the mark. 3 times "Fail" in an exam = final failure and expulsion.

Advise: If you have failed twice in the same exam, make sure to pass it,

OR

Do not touch it again, i.e. do a different module instead

For detailed guideline see:

ECE FAQ About Exams OKA OR contact Student Service

#### **E-mail account:**

Make sure to check your university e-mail address regularly during the exam period; any update (such as rescheduling) will be sent to this e-mail address. The e-mail address can be changed in "My Settings" bottom.

#### Illness:

In case of illness on the exam day, visit a physician/doctor for physical examination and ask him to fill in this <u>form</u>. Hand in the form to the student service as soon as possible.