

exams and performance:

new features in the "Studienservice"

for students of the faculties:

AKS, AMB, GPW, KFT

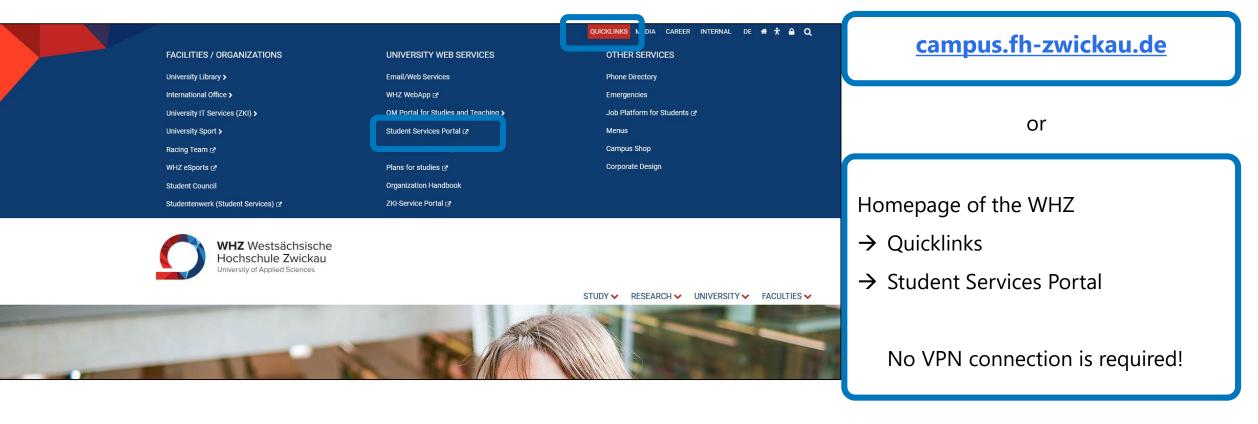
Content

WHZ Westsächsische Hochschule Zwickau Hochschule für Mobilität

- 1. Access: Find "new examination portal"
- 2. Exam registration
- 3. Exam deregistration
- 4. Certificate of registered examinations
- 5. grade certificate

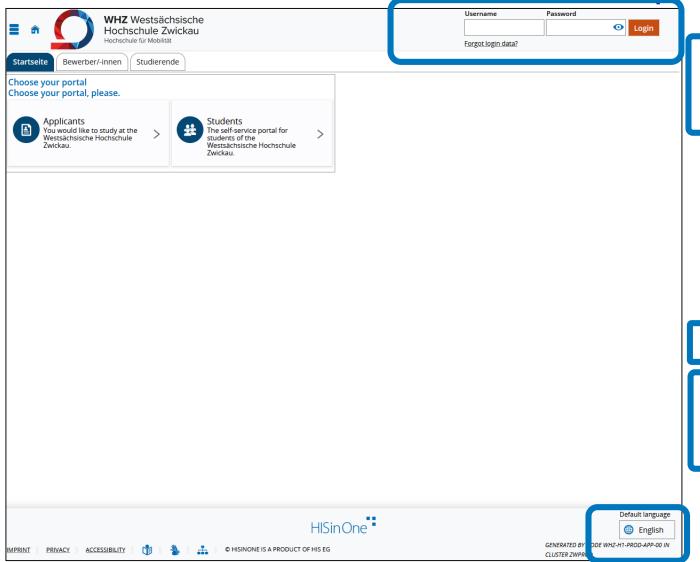
1. Access: Find "new examination portal"





1. Access: Find "new examination portal"





Login with university access data (as before)

change language

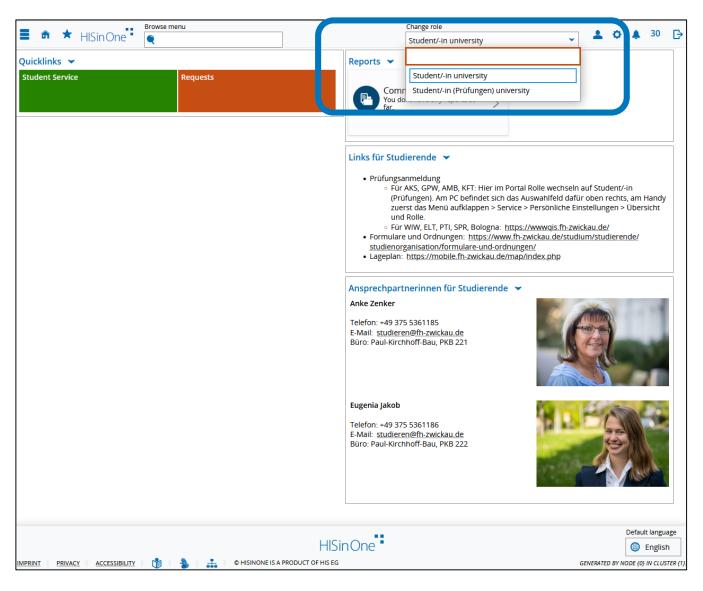
When logging in via mobile: o Click the menu button at the top left o Click "English"

1. Zugang -> "neues Prüfungsportal" finden



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Change role to:

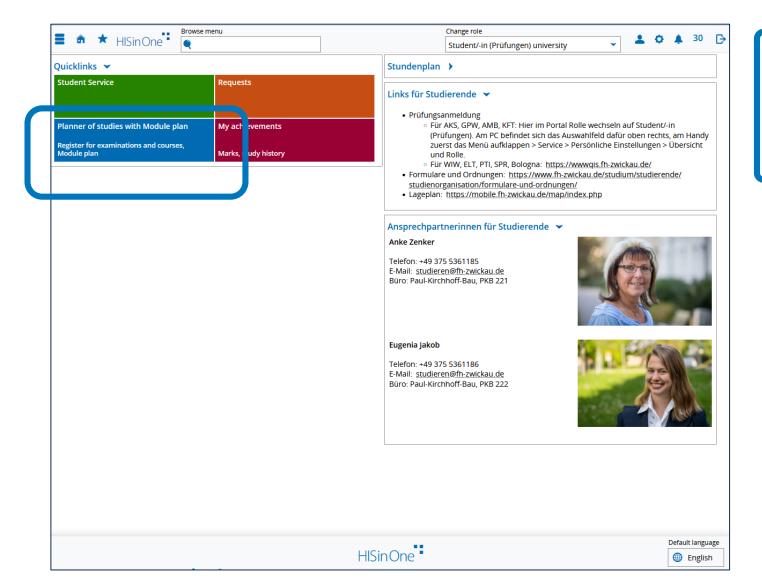
Student/-in (Prüfungen) university

Change role to:

Student/-in (Prüfungen) university

When logging in via mobile:

- o Click the menu button at the top left
- o Navigate to "Service" \rightarrow "Personal Settings" \rightarrow "Set Default Role"
- and select "Student in Exam" here as well.
- o Or go to "Overview and Role" and change the role there.

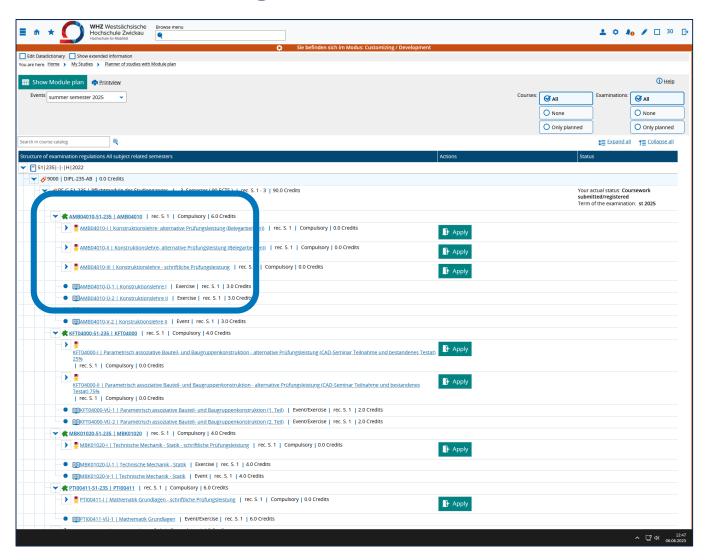




Startseite

→ Quicklinks:

"Planner of studies with Module plan"





Display

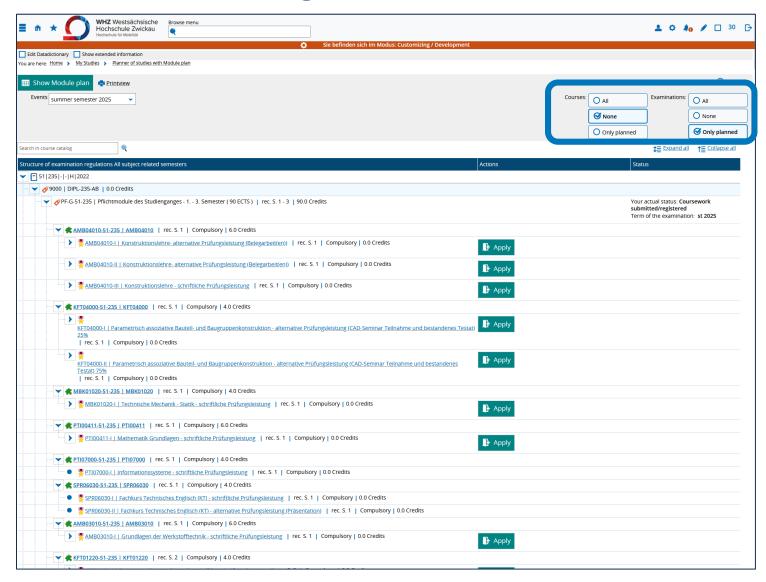
→ Structure of the Examination Regulations

Label:

- → Modules
- → Examination Performance
- → Events



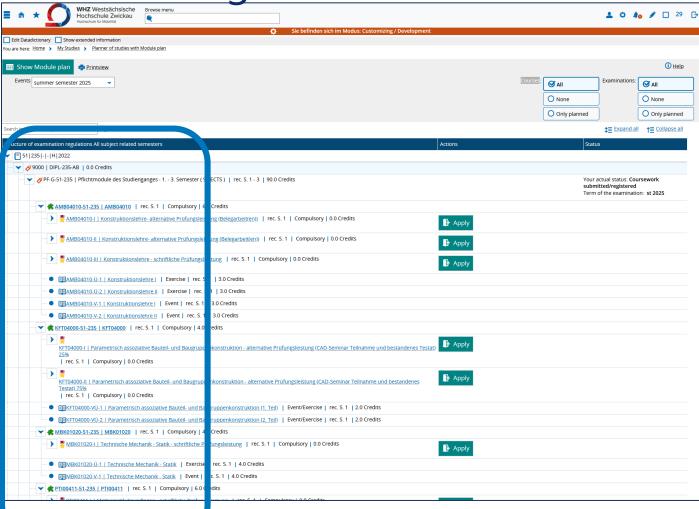






Select module exam

- → Use the filter function
 - → "Only planned" <u>Examinations</u>
 - → "None" Courses

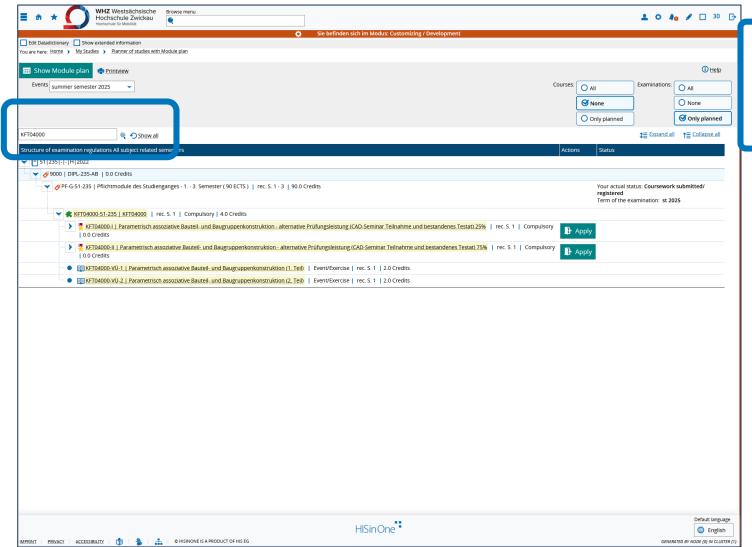




Select module exam

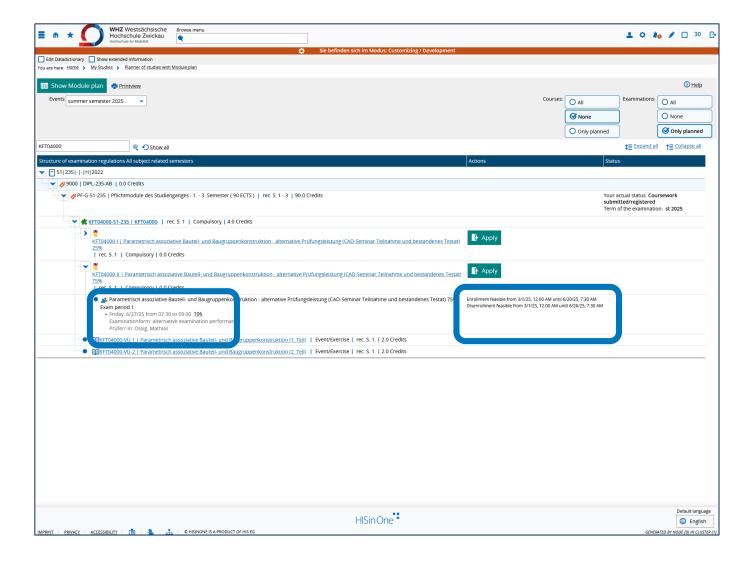
by scrolling in the overall view





Select module exam

→ via filter function with module number or name

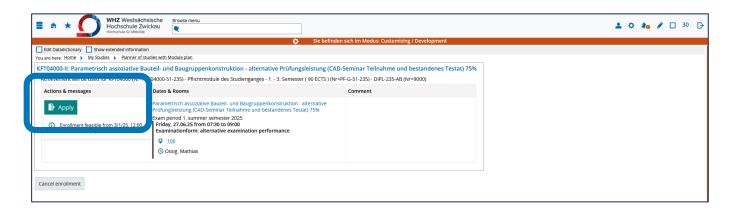




Exam registration

- → detailed information about the exam (date, place, time, examiner) by expanding the exam
- → Select Apply





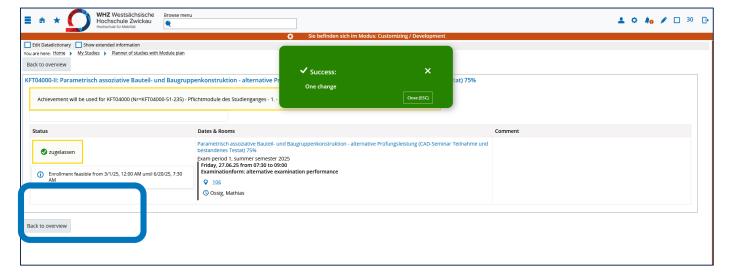


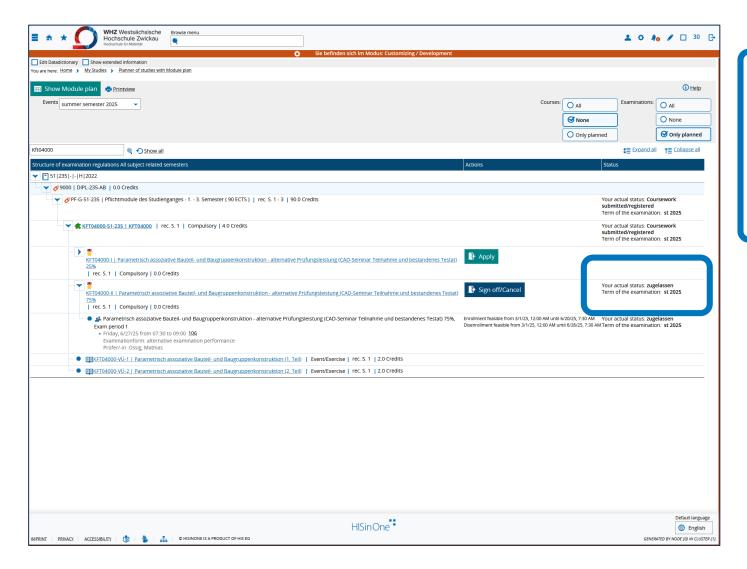
Exam registration

Exam registration

→ Select Apply

- → system confirmation
- → Select Back to overview



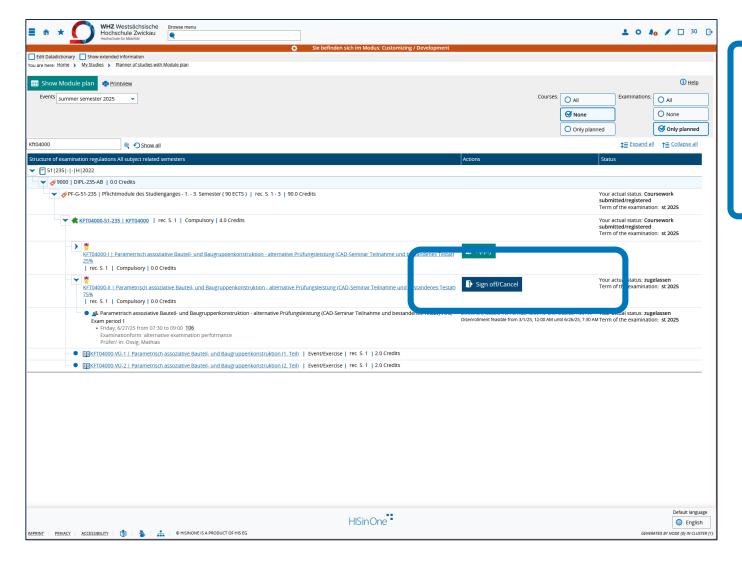




Exam registration

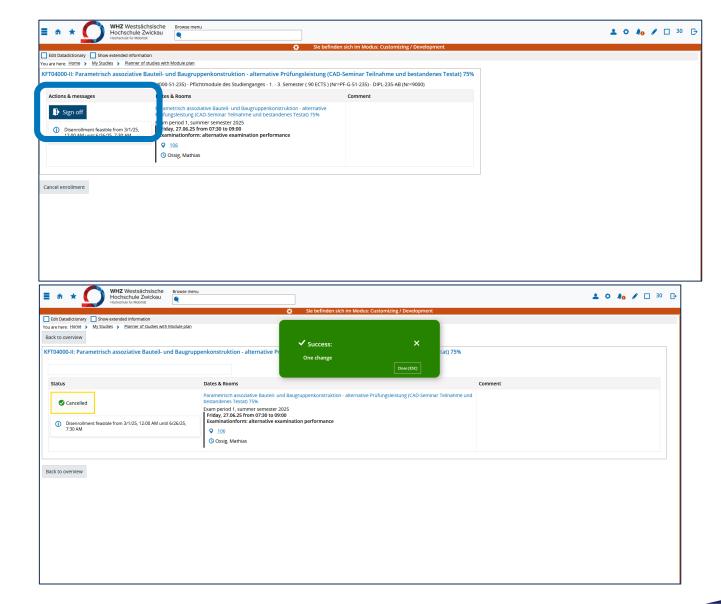
→ Status changed to "zugelassen" (in the "old" system the status was registered)





Exam deregistration

- → Module selection analogous to exam registration
- → Select Sign off/Cancel





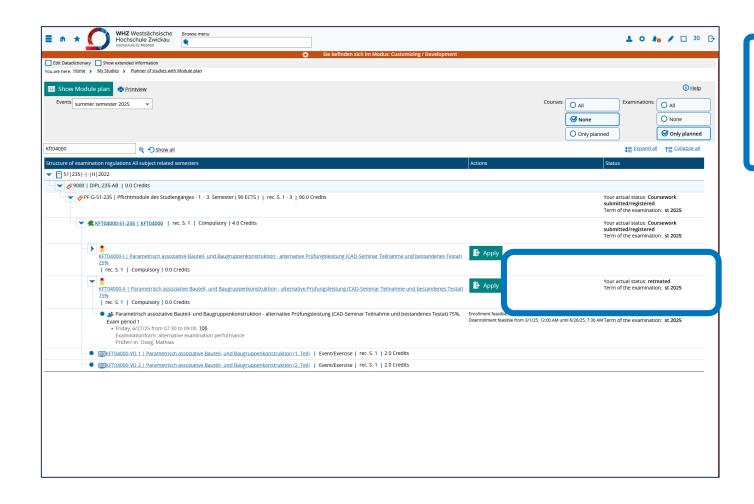
Exam deregistration

→ Select Sign off

Exam deregistration

- → system confirmation
- → Select Back to overview



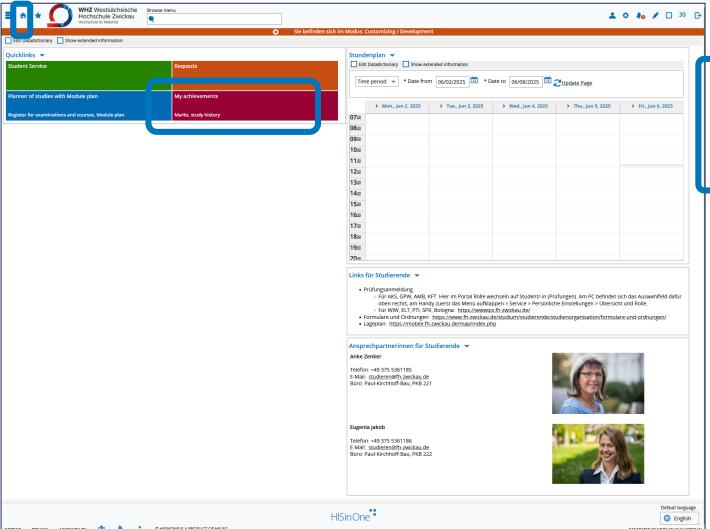


Exam deregistration

→ Status changed to retreated

3. Certificate of registered exams

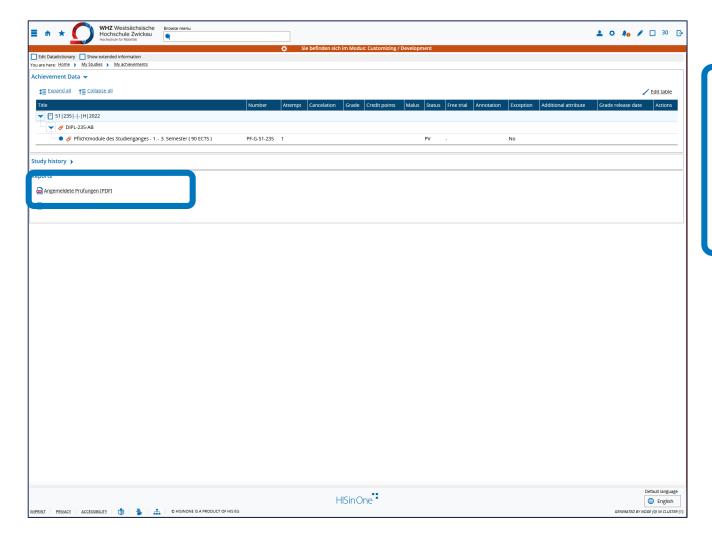




Select Home

- → above
- → Select My achievements

3. Certificate of registered exams



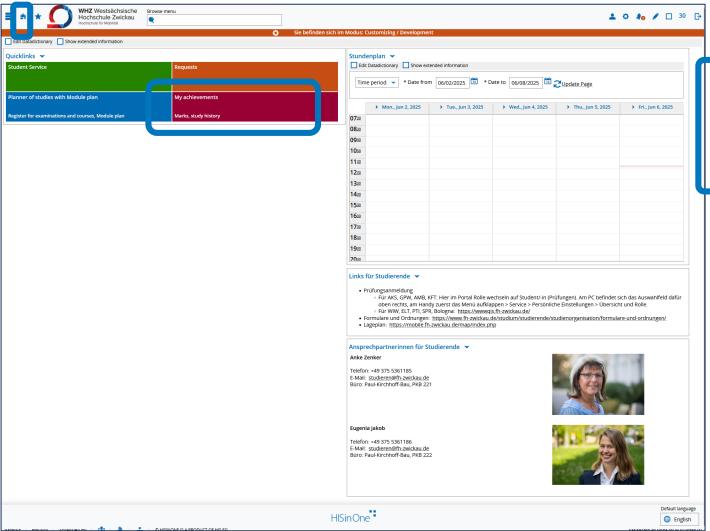


Certificate of registered exams

→ Select "Angemeldete Prüfungen", PDF is generated

4. Grade certificate

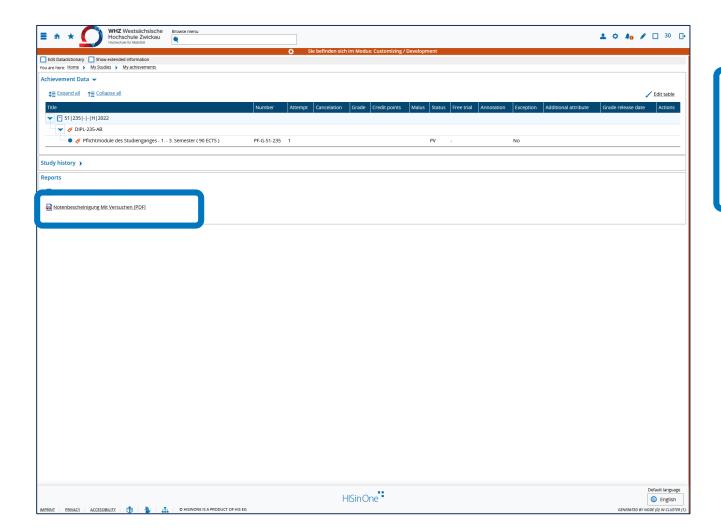




Select Home

- → above
- → Select My achievements

4. Grade certificate





Certificate of grades with attempts

→ select, PDF is generated

4. Questions and hints



Examination Office

pruefungsamt@fh-zwickau.de