Dear students,

the area of examination administration the online porta offers the possibility of registering and de-registering from exams.

1. **General information on exam registration and de-registration**
2. **Exam Registration**
3. **Problems with exam registration or de-registration**
4. **Additional information**

You can access the online portal by using your matriculation number as the user name (e.g. 12345) and your general password.

Do not forget to log off after your session by clicking the **| Logout |** button.

Additionally close the browser in order to prevent misuse!

1. General information on exam registration and de-registration

Under ,My Functions' ,Exam registration and de-registration' you are initially directed to an information site which informs you on the terms of use. This includes very important information. Please read the information closely!

The Examination Service recommends to complete the following steps on a computer or laptop in order to make sure that the complete ,pedigree' of the study program is visible.
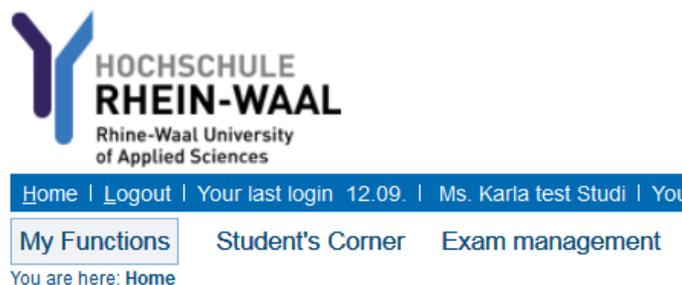
You are obliged to timely check the correct acquisition of your registrations and de-registrations. Please contact the examination service immediately if there are inconsistencies.

Please note: You can find an overview of the registrations and de-registrations (e.g. withdrawal due to illness) under:

Exam administration -> „info on registered exams" or „info on de-registered exams"
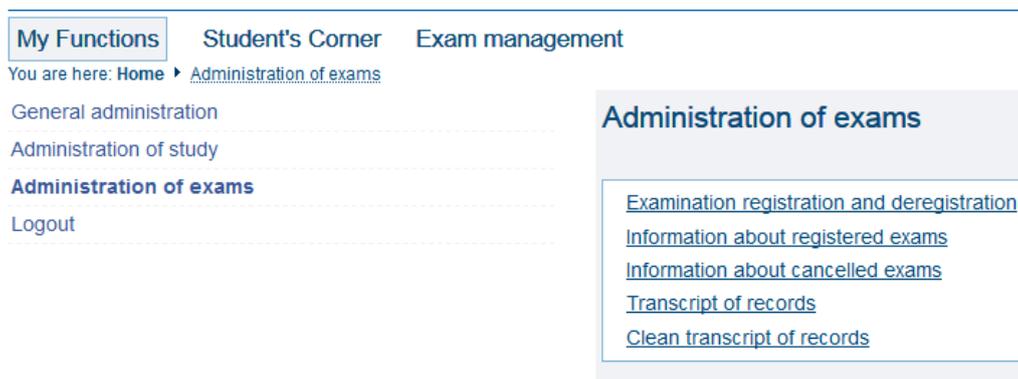
2. Exam registration

Exam registration is only accepted during the period that is determined by the examination board. The periods can vary between faculties. You can find an overview under https://www.hochschule-rhein-waal.de/de/studium/studierende/pruefungsservice/pruefungs-und-anmeldetermine

If a registration/de-registration is not possible due to technical difficulties or for other reasons please contact the examination service (pruefungsservice@hochschule-rhein-waal.de).

2.1 Display of exam pedigree

By clicking on the degree program the exam pedigree is displayed which maps the whole degree program.

Please first choose the account „8900 Total Score" or. „890 Total Score " and then the subitem „7000 PM Modules" or „700 PM Modules ". All exams of your degree program are listed under this point.

Please note: If an exam should be missing in this list please contact the examination service pruefungsservice@hochschule-rhein-waal.de.

2.2 Register for exam

The exam that is marked with a blue dot and contains the letter P in the middle offered and can be chosen. In order to register please click on the button ‚register for exam'.

Please note: WiSe Termin 01 = exam period in the beginning of the winter term (usually September)

WiSe Termin 02 = exam period at the end of the winter term (usually January/February)

SoSe Termin 01 = exam period at the end of the summer term (usually July)

In order to register for this exam please click on ‚Yes' in this window.
If you cancel this demand with the button ‚No' then you are redirected to the previous window.

Examination registration and deregistration

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Bachelor of Arts Gender and Diversity 2015	10011	Geschlechtergeschichte und Frauenbewegungen	Hinterhuber, Eva Maria	not specified yet	Registration of exam

yes no

<u>Please note:</u> If the registration should not be possible due to a „requirement error" then you have not yet met the requirements according to the examination regulations.

2.3 Check executed task

After you have registered for an exam the confirmation is displayed. Furthermore you receive the overview of all executed registrations and de-registrations in this session.

Examination registration and deregistration

You have registered/deregistered the following exam:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Bachelor of Arts Gender and Diversity 2015	10021	Grundlagen der Soziologie	Gesellschaft u. Ökonomie, Fakultät	not specified yet	Registration	OK

During this session on 01.10.2018 you have registered/deregistered the following exams:

Curricula	Nr.	Exam	Examiner	Date	Activity	Reservation
Bachelor of Arts Gender and Diversity 2015	10011	Geschlechtergeschichte und Frauenbewegungen	Hinterhuber, Eva Maria	Noch nicht festgelegt	Declared	
Bachelor of Arts Gender and Diversity 2015	10021	Grundlagen der Soziologie	Gesellschaft u. Ökonomie, Fakultät	Noch nicht festgelegt	Declared	

Continue registration Homepage Logout

3. Withdrawal from an exam

Withdrawal period

In accordance with 15 par. 6 on the general examination regulations for bachelor's and master's degree programs of Rhine-Waal University of Applied Sciences the examinee can de-register from the exam without minimizing the number of possible attempts up to **7 days before** the exam takes place, usually by using the online feature or otherwise in written form tot he head of te examination board.

3.1 Choose exam and de-register

All exams that you registered for are marked with the symbol [an]. You can de-register from these exams within the withdrawal period.
Example: exam "10021 Basics of Sociology "

ⓚ **GD_2 Basics of Sociology**
 ⓐ **GD_2.1 Basics of Sociology**
  deregistration until: 20.01.2019, Examiner: Gesellschaft u. Ökonomie, Fakultät , period: 02 (registered) - cancel registration of exam

By clicking „cancel exam registration" you are directed to the following page:

By clicking the button „Yes" you can de-register from the exam. If you cancel the task by clicking "No" the registration is still valid.

2.4 Check executed task

After having de-registered from an exam by clicking the button „Yes", the following confirmation is displayed.

Please note: This is an overview of all de-registered exams in this session (de-registration and withdrawal).

4. Problems with exam registration or de-registration

In case an error occurs please check the exam overview whether all exam registrations were actually successfull. If this is not the case please try again. If you should still experience difficulties please contact the examination service within the registration or withdrawal period *pruefungsservice@hochschule-rhein-waal.de*.

4.1 If the semester fee has not been paid
Registration for exams is only possible if you have re-registered for the according semester on time.

4.2 Requirement error…
You are trying to register for an exam which includes a requirement. E.g. you must have earned at least XXX credit points in ordert o take part in this exam. The exact requirements are stated in the examination regulations of the study program.

4.3 The process could not be completed within 15 minutes
An error occurs since access to the exam administration system is not possible anymore at this point. The online system usually saves tis registration and enters it as soon as access is possible again. Please check under "info on exam registration and de-registration" whether you actually registered for the exam. If this is not the case please try again.

4.4 My error is not mentioned here

In case a different error is mentioned please send a screen shot and description to the examination service *pruefungsservice@hochschule-rhein-waal.de*.

5. Further Notices

a. **Meaning of the symbols in front of the exam names**

Please find the meaning of the individual symbols in the following overview:

Symbole

- Abschnitt (klicken zum Öffnen nächster Ebene)
- Abschnitt (klicken zum Schließen darunterliegender Ebene)
- Konto (klicken zum Öffnen nächster Ebene)
- Prüfung (klicken zum Anzeigen der Prüfungstermine)
- Prüfung bestanden
- Prüfung angemeldet
- Von Anmeldung zur Prüfung zurückgetreten
- Von Prüfung zurückgetreten
- Prüfung nicht bestanden
- Prüfung endgültig nicht bestanden
- Wahlpflichtkonto
- Wahlpflichtkonto
- Prüfung gesperrt, da in anderem Konto angemeldet