

Exam Participation via flExam

University of Graz
Instructions for Students
Juli 2026

Content

General Information about flExam.....	1
Exam Registration.....	1
Slot Booking.....	2
Bundle Overview	5

General Information about flExam

flExam refers to so-called digital presence exams. This means that you will take your exam on a PC at the University of Graz. What makes flExam special is the ability to independently book an appointment ("slot") within specified exam weeks (so-called "bundles"). This slot booking is very flexible; you can easily book another slot if the originally chosen slot is not feasible for you. This allows for better compatibility of studies, work, and family, as well as a reduced exam load at the end of the semester.

Failure to appear for an exam booked via flExam is not being sanctioned. This means if you do not take the exam, you will not be charged for an exam attempt, and there is no ban for the next exam session.

To take the exam, you must register via UNIGRAZonline within the designated registration period.

On the day of your individually booked exam slot, you will need your University of Graz email address, your password, and two-factor authentication.

Exam Registration

In principle, you must register for every exam you wish to take at the University of Graz via UNIGRAZonline. This also applies to flExams. You can recognize whether an exam is conducted via flExam by the **exam mode**. You can find this by clicking on "Go to exam registration":

COURSE EXAMINATION			
731.004 Basic Module of the University: Digitalization in Academia and Society - fExam-Prüfung 2024 W			
05 MAY 2025	08:15 - 09:15 📍 Schuhmeister (0033EG0100)	Registration period	14.04.2025, 00:00 - 29.04.2025, 08:15
Examiner: 👤 Göderle, Wolfgang		Deregistration until	04.05.2025, 08:15
		Currently registered	3 (max. 9999)
		Exam mode	fExam (in-person or online)

Additionally, it is usually noted in the exam overview on UNIGRAZonline in the **info box** that it is a fExam:

LEHRVERANSTALTUNGSPRÜFUNG

731.004 **Universitätsweites Basismodul: Digitalisierung in Wissenschaft und Gesellschaft** 2023 W

16

Okt 2024

08:15 - 09:15
📍 Schuhmeister (0033EG0100)

Anmeldezeitraum

23.09.2024, 00:00 - 14.10.2024, 08:15

Abmeldung bis

14.10.2024, 08:15

Aktuell angemeldet

5 (max. 9999)

Prüfer*in: 👤 Göderle, Wolfgang

Nicht angemeldet

Zur Prüfungsanmeldung

⚠️ ACHTUNG: Diese Prüfung wird im Rahmen von fExam abgehalten, dem Uni-Projekt zur Flexibilisierung des Prüfungswesens. Nach Ihrer Prüfungsanmeldung in UNIGRAZonline müssen Sie für diese Klausur via <https://flexam.uni-graz.at> einen individuellen Prüfungszeitpunkt buchen. Der Termin in UNIGRAZonline bzw. in Ihrem UNIGRAZonline-Kalender bleibt als Platzhalter-Termin bestehen, entspricht jedoch nicht Ihrem tatsächlichen Prüfungstermin. Ihren tatsächlichen Prüfungstermin sehen Sie über <https://flexam.uni-graz.at>. Sanktionsloses Nichterscheinen. [weniger anzeigen](#)

If you are still unsure whether it is actually a fExam, write an email to flexam@uni-graz.at.

Note: Unfortunately, there is no option on UNIGRAZonline to create an exam without a date or with a date range longer than one day. Therefore, a specific date always appears on UNIGRAZonline ("placeholder date"), but this has nothing to do with your actual exam date! You can and must individually book your exam date ("slot") for fExams. More on this in the next section.

Slot Booking

The prerequisite for booking your individual exam slot is that

- you are registered for the corresponding exam on UNIGRAZonline.
- the slot booking must be approved by the fExam team. This usually takes place from the day on which exam registration is also available in UNIGRAZonline; however, deviations may occur in individual cases.

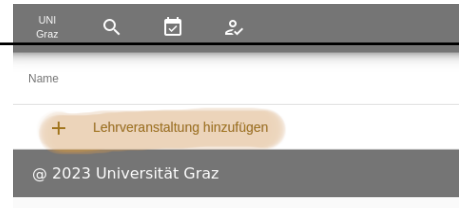
If you are registered for a fExam via UNIGRAZonline but cannot book slots, it is most likely because the slot booking has not yet been released. Please refrain from inquiries regarding this; the fExam team enables slot booking as early as possible.

Once slot booking is possible, you can perform it by visiting <https://flexam.uni-graz.at>, logging in with your UNIGRAZonline user data, and following these steps:

1. Click on the magnifying glass icon at the top left.



2. Click on „Add course“/
„Lehrveranstaltung hinzufügen“.



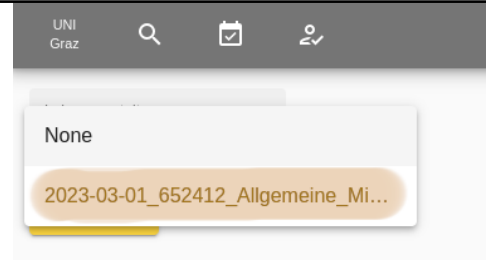
UNI Graz

+

Lehrveranstaltung hinzufügen

@ 2023 Universität Graz

3. Select the appropriate exam from the drop-down menu.

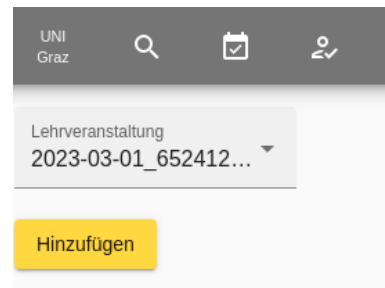


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None

2023-03-01_652412_Allgemeine_Mi...

4. Click on „Add“/„Hinzufügen“.



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Lehrveranstaltung
2023-03-01_652412...

Hinzufügen

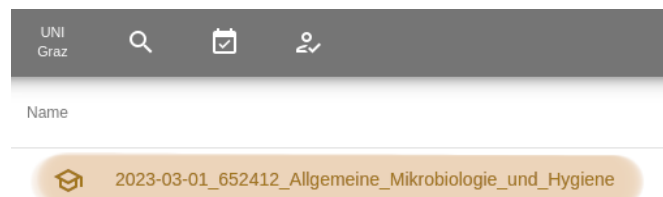
5. Now click on the calendar icon at the top.



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Calendar icon highlighted

6. Click on the exam.

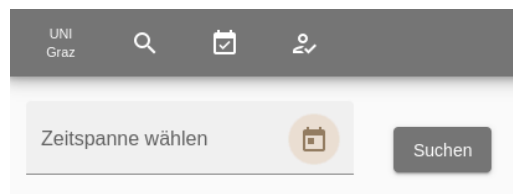


UNI Graz

Name

2023-03-01_652412_Allgemeine_Mikrobiologie_und_Hygiene

7. A new window will open.
Click on the small calendar icon.

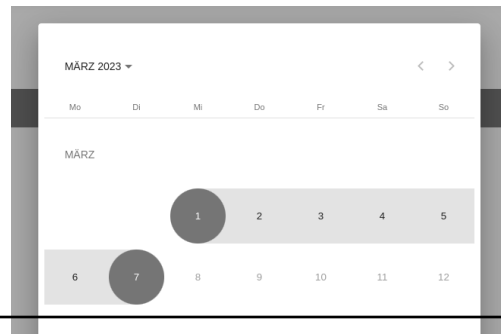


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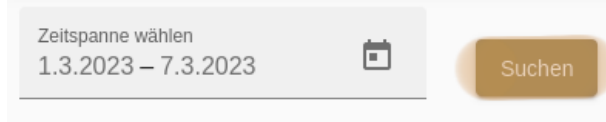
Zeitspanne wählen

Suchen

8. Select the period of the bundle (you can find an overview of the bundles at the end of the document).



9. Then press „Search“/„Suchen“.



In the list that appears, all available slots are being displayed to you. You can reserve a slot of your choice by clicking on the "+" symbol.

Datum	Beginn	Registrieren
01.03.2023	10:00	
01.03.2023	11:45	
01.03.2023	13:45	
02.03.2023	10:00	

You can check or check/change your appointment booking by clicking on  at the top.

There you will see **the exam you are taking**, as well as the **location**, **date**, and **time** of your exam appointment. You can also **rebook the slot** ("Alternativen anzeigen") or **deregister from the exam** ("Abmelden").

Mi., 24.Apr.

2024-04-24_652412 Allgemeine Mikrobiologie und Hygiene

 Schuhmeister WALL Merangasse 70 Prüfungsort

 60 Prüfungsdauer

 16:30 Einlass/ Check In

 16:45 Prüfungsbeginn

flExam Buchung für andere Prüfung verwenden?

Alternativen anzeigen

Von diesem flExam abmelden?

Abmelden

Bundle Overview

Here are all the bundles listed that are offered during the current semester. Please note that not every course participates in every bundle. The registration and deregistration deadlines for the respective exam dates can be found on UNIGRAZonline; slot booking must be approved by the flExam team. This usually takes place from the day on which exam registration is also available in UNIGRAZonline; however, deviations may occur in individual cases.

JulyBundle 2026: 1 July 2026 to 17 July 2026

Placeholder date on UNIGRAZonline: 1 July 2026 (08:15–09:15)

SeptemberBundle 2026: 7 September 2026 to 11 September 2026

Placeholder date on UNIGRAZonline: 7 September 2026 (08:15–09:15)

OctoberBundle 2026: 5 October 2026 to 16 October 2026

Placeholder date on UNIGRAZonline: 5 October 2026 (08:15–09:15)

NovemberBundle 2026: 9 November 2026 to 20 November 2026

Placeholder date on UNIGRAZonline: 9 November 2026 (08:15–09:15)

DecemberBundle 2026: 7 December 2026 to 19 December 2026

Placeholder date on UNIGRAZonline: 7 December 2026 (08:15–09:15)

JanuaryBundle 2027: 11 January 2027 to 22 January 2027

Placeholder date on UNIGRAZonline: 11 January 2027 (08:15–09:15)

FebruaryBundle 2027: 10 February 2027 to 19 February 2027

Placeholder date on UNIGRAZonline: 10 February 2027 (08:15–09:15)

MarchBundle 2027: 10 March 2027 to 19 March 2027

Placeholder date on UNIGRAZonline: 10 March 2027 (08:15–09:15)

AprilBundle 2027: 14 April 2027 to 23 April 2027

Placeholder date on UNIGRAZonline: 14 April 2027 (08:15–09:15)

MayBundle 2027: 12 May 2027 to 21 May 2027

Placeholder date on UNIGRAZonline: 12 May 2027 (08:15–09:15)

JuneBundle 2027: 9 June 2027 to 18 June 2027

Placeholder date on UNIGRAZonline: 9 June 2027 (08:15–09:15)



JulyBundle 2027: 14 July 2027 to 23 July 2027

Placeholder date on UNIGRAZonline: 14 July 2027 (08:15–09:15)

SeptemberBundle 2027: 8 September 2027 to 17 September 2027

Placeholder date on UNIGRAZonline: 8 September 2027 (08:15–09:15)

Questions? Check out the FAQs on our [Homepage!](#)

Suggestions, ideas, criticism? Email flexam@uni-graz.at.
