

fExam – Booking an appointment

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Guide for international students
Last edit: April 2024

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Prerequisites

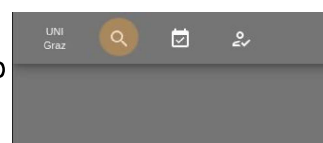
- uniACCOUNT (UGO-Account)
- valid exam registration
- exam is being offered as a fExam

Booking the exam appointment

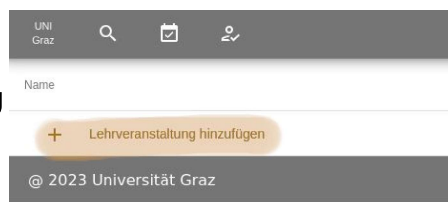
After having successfully registered to the exam in UNIGRAZonline, you must book an appointment via fExam. To do this, go to <https://flexam.uni-graz.at>, log in and carry out the following steps:

Adding exams to your bundle

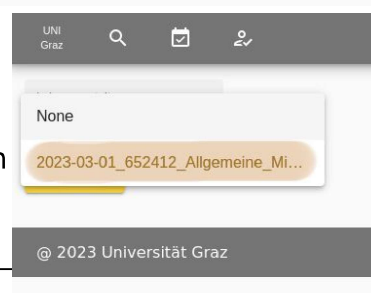
1. click on the magnifying glass icon in the top left-hand corner



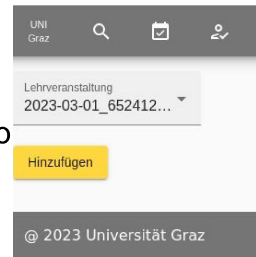
2. then click on „Lehrveranstaltung hinzufügen“



3. ... select the exam you wish to take from the drop-down menu ...



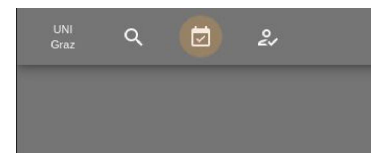
4. ... and finally click „Hinzufügen“ to add it to your choices of exams for this bundle.



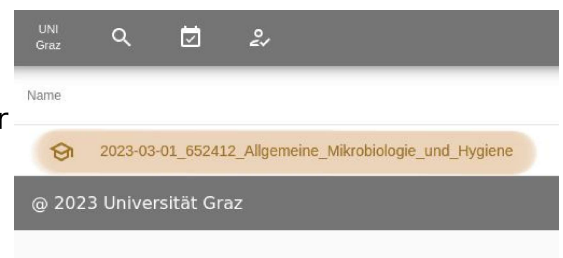
Booking the exam-slot

To be able to book a slot, the exam must have been added to your bundle as described above.

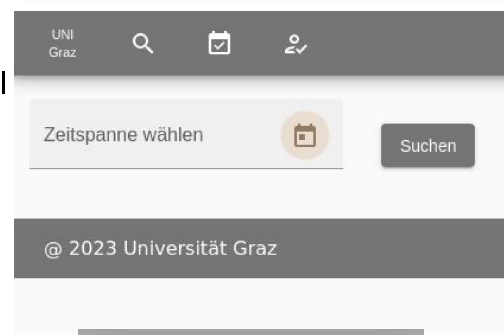
1. Click on the calendar icon at the top left, ...



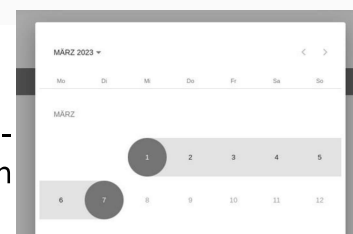
2. ... select the desired lecture, course or exam, ...



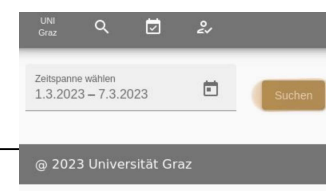
3. ... click on the smaller calendar symbol next to „Zeitspanne wählen“, ...



4. ... select the entire time period the flExam-bundle is taking place in the month you wish to take the exam, ...




5. ... then press „Suchen“.



6. Choose your desired exam-slot from the displayed list by clicking the “+” symbol next to it. Please note, that you will not receive any kind of confirmation via e-mail that your slot has been booked.

Datum	Beginn	Registrieren
01.03.2023	10:00	+
01.03.2023	11:45	+
01.03.2023	13:45	+
02.03.2023	10:00	+
02.03.2023	11:45	+
02.03.2023	13:45	+
03.03.2023	10:00	+
03.03.2023	11:45	+

7. Check your appointment by clicking on the symbol 

Mi., 24.Apr.

2024-04-24_652412_Allgemeine_Mikrobiologie_und_Hygiene

 Schuhmeister WALL Merangasse 70 **Exam Location**

 16:30 **Check In**

 60 **Exam Duration**

 16:45 **Start of the Exam**

fIExam Buchung für andere Prüfung verwenden?

[Alternativen anzeigen](#)

Von diesem fIExam abmelden?

[Abmelden](#)

Contact for further questions and information

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