

# **Exam Participation via flExam**

University of Graz Instructions for Students April 2025

## 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 <u>not</u> 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.

#### **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 - flExam-Prüfung 2024 W			
05 MAY 2025 08:15 - 09:15 ♀ Schuhmeister (0033EG0100)	Registration period Deregistration until Currently registered	14.04.2025, 00:00 - 29.04.2025, 08:15 04.05.2025, 08:15 3 (max, 9999)	
Examiner: 💄 Göderle, Wolfgang	Exam mode	flExam (in-person or online)	



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



If you are still unsure whether it is actually a flExam, write an email to <u>flexam@uni-graz.at</u>.

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 <u>this has nothing to do with your actual exam date</u>! You can and must individually book your exam date ("slot") for flExams. 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 exam booking has been released by the flExam team; this usually happens about 14 days before the respective bundle.

If you are registered for a flExam 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 flExam team enables slot booking as early as possible.

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

1. Click on the magnifying glass icon at the top left.	UNI Graz Q 🗹 🛃
	UNI Q 🗹 🏞 Graz
<ol> <li>Click on "Add course"/ "Lehrveranstaltung hinzufügen".</li> </ol>	Lehrveranstaltung hinzufügen     2023 Universität Graz

3. Select the appropriate exam from the drop-down menu.	UNI Graz Q D 20 None 2023-03-01_652412_Allgemeine_Mi
4. Click on "Add"/"Hinzufügen".	UNI Graz Q D 20 Lehrveranstaltung 2023-03-01_652412 T Hinzufügen
5. Now click on the calendar icon at the t	cop. UNI Q 🔽 🧞
6. Click on the exam.	Q       الله         2023-03-01_652412_Allgemeine_Mikrobiologie_und_Hygiene
7. A new window will open. Click on the small calendar icon.	UNI Graz Q 🗹 2x Zeitspanne wählen
8. Select the period of the bundle (you ca an overview of the bundles at the end document).	An find of the MARZ 2023 - < > Mo Di M Do Fr Sa So MARZ 1 2 3 4 5 6 7 8 9 10 11 12 10 11 12
9. Then press "Search"/"Suchen".	Zeitspanne wählen 1.3.2023 – 7.3.2023



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	🖺 16:30 Einlass/ Check In			
60 Prüfungsdauer	() 16:45 Prüfungsbeginn			
flExam Buchung für andere Prüfung verwenden?				
Von diesem flExam 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 is possible about two weeks before the placeholder date on UNIGRAZonline. Subject to change.

MayBundle 2025: from 05.05.2025 to 16.05.2025 Placeholder date on UNIGRAZonline: 05.05.2025 (08:15-09:15h)

JuneBundle 2025: from 23.06.2025 to 03.07.2025 Placeholder date on UNIGRAZonline: 23.06.2025 (08:15-09:15h)

SeptemberBundle 2025: from 22.09.2025 to 03.10.2025 Placeholder date on UNIGRAZonline: 22.09.2025 (08:15-09:15h)

NovemberBundle 2025: from 10.11.2025 to 21.11.2025 Placeholder date on UNIGRAZonline: 10.11.2025 (08:15-09:15h)

DecemberBundle 2025: from 01.12.2025 to 12.12.2025 Placeholder date on UNIGRAZonline: 01.12.2025 (08:15-09:15h)

**Questions?** Check out the FAQs on our <u>Homepage</u>!

Suggestions, ideas, criticism? Email <u>flexam@uni-graz.at</u>.