Introduction to examination registration

Here is a brief description of how to register for examinations. In case of questions or suggestions about examination registration, please contact: pruefungsamt@hs-heilbronn.de

Important to know:

- You will not be informed via e-mail about the registration for or cancellation of registration for an examination. To confirm the registration or cancellation of registrations, you can create a certificate (see Creating a certificate).
- If you cancel your registration for an examination during the cancellation period, the cancellation cannot be undone.
- Your grade report will display examinations not passed if the withdrawal is unexcused.

Call:

https://linda.hs-heilbronn.de/

Administration of exams:

After selecting the Administration of exams link, you will see all the functions available to you.

Figure 1: Administration of exams functions
Registration and cancellation of exams:

After selecting the Registration and cancellation of exams menu, you must first accept the terms.

In the following view, you see the examinations for your study programme. Already passed examinations are displayed with the appropriate status. Depending on how advanced you are in your studies, you will see the sections Basic Studies (“Grundstudium”), Advanced Studies (“Hauptstudium”) or both sections.

In order to register for an examination, select Register for examination for the selected examination; for a cancellation, select Cancel examination registration.

Please note:
If you cancel registration for an examination during the cancellation period, the cancellation cannot be undone.

Figure 2: Registration and cancellation of exams
Registration for external exams:

You have the opportunity to register for external exams, that is, examinations for other courses of study.

For this, select *Registration for external exams* under Administration of exams (see Figure 1).

However, this menu element only appears if you have the necessary rights (e.g. for all Master's students after completion of the pre-Bachelor, etc.).

**Figure 3: Registration for external exams**
Creating a certificate for registrations and cancellations:

Under the *Info on exams registered* menu element (see Figure 1), you will see an overview of all the examinations for which you are registered.

With the *PDF* button, you can create a certificate for the examinations for which you have registered. This serves as proof of the registrations.

Analogously, using the *Info on exams cancelled* menu element, you can create a certificate for the cancelled examinations.

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**Figure 4: Info on exams for which you have registered**
List of records and grade spectrum:

To view your previous examination results, click the List of records menu element (see Figure 1).

For examinations you did not pass, you can see in the Notation column whether this was an unexcused withdrawal.

Figure 5: List of records

By selecting the info button in the Grade column, you can see the grade spectrum for the examination.

Figure 6: Grade spectrum