

# What you need to know about exams?

This guideline explains what you should know about ECE exam regulations. These regulations apply to all courses including oral or written exams, in addition to laboratory and seminar tests.

It is highly recommended that you read these guidelines; if you have any further questions please contact Student Services EECS.

## Important deadlines:

Signing in to an exam has to be done 7 working days prior to the exam.

Signing off from exams must take place 3 working days prior to the exam at the latest.

1. Example: Exam to be held on Thursday at 9:00h - latest for signing off: preceding Monday until 11:59 pm.

2. Example: Exam to be held on Mo at 9:00h -latest for signing off: Thursday of preceding week until 11:59 pm.

## Students' responsibilities:

It is your responsibility to confirm the date, time and place of the exam by checking the exam schedules posted on the *On-line KlausurAnmeldung* (OKA).

If you are willing to sign in for an exam it is also your responsibility to know the course registry code or course/instructor, and to make sure to activate the email-account given by the university IT service (*HochschulRechenZentrum* (HRZ)).

## University exam regulation:

To register for an exam, acknowledgment to the [OKA](#) is required. Here you will find a step-by-step tutorial:

### Step 1:

Enter to the [OKA](https://oka.eecs.uni-kassel.de/) homepage.

Online Exam Signup - Mozilla Firefox

https://oka.eecs.uni-kassel.de/index.php

Online Exam Signup

Faculty of Electrical Engineering/Computer Science

Exam List | My Exams | My Settings | Login

Welcome!

News

**01.07.2008 Modelbildung in der Regelungstechnik**  
Änderung der Uhrzeit von 09.00 Uhr auf 13.00 Uhr. Bitte beachten; Raum: 2306  
Written by Monika Marmurowicz

**23.06.2008 Prüfung AMR**  
die Prüfung "Autonome Mobile Roboter" ist auf den 17.07.2008 um 12.00 Uhr verlegt worden.  
Written by Monika Marmurowicz

**06.06.2008 Shifting of exam**  
Dear Students, the time of exam "Theoretische Informatik / Berechenbarkeit und Formale Sprachen" Prof. Werner, has been shifted to 01.07.08 at 08.00 clock  
Written by Monika Marmurowicz

**28.04.2008 Obligatory exams**  
Dear students, the obligation examinations are in the OKA! Best regards Make sure to observe the deadlines for signing in for and signing off from exams. Signing in to an exam is possible until 7 days before the exam. Signing off from an exam has to be effected 3 working days prior to the exam at the latest. Good luck for the examinations!  
Written by Monika Marmurowicz

**24.01.2008 Signing off from exams**  
Signing off from exams must take place 3 working days prior to the exam at the latest. 1. Example: Exam to be held on Thursday at 9:00h - latest for signing off: Preceding Monday until 23:59h 2. Example: Exam to be held on Mo at 9:00h -latest for signing off: Thursday of preceding week until 23:59h

Login

StudentID: 12345678  
Password:   
repeat nr: 96352 new number  
Login

Language: English

Fertig

oka.eecs.uni-kassel.de

23:23

## Step 2 (login):

To login your exam profile, enter your student ID and the password of your internet account.

Welcome!

News

<b>01.07.2008 Modellbildung in der Regelungstechnik</b>
Änderung der Uhrzeit von 09.00 Uhr auf 13.00 Uhr. Bitte beachten: Raum: Z306
Written by Monika Marmurowicz
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Written by Monika Marmurowicz
<b>28.04.2008 Obligatory exams</b>

**Login**

StudentID: 2852347

Password: \*\*\*\*\*

59646 new number

repeat nr: 59646

Login

Account Login

Step 3 (search):

As mentioned before, to find the desired course, search by course keyword/code/instructor name.

Search course name, code, or instructor name...

Search

Search string: Digital Search

Date / Time	LVNr	Für Studiengang	LSF	Title	examiner / Location	time for application	signup	x
30.07.	7977.3	Inf-BA/Dipl1	[LSF]	Project at the department of Knowledge and Dataengineering -Data Mining Cup	Prof. Dr. Stumme Location: n.V.	5 days	[signup]	<input type="checkbox"/>
31.07.	3511.1	N/A	[LSF]	Energiesystemtechnik	Prof. Dr. Schmid Location: n.V.	6 days	[signup]	<input type="checkbox"/>
14.08. 08:30	6958.1	N/A	[LSF]	Feldbussysteme	Prof. Dr. Vogel-Heuser Location: 0303c	20 days	[signup]	<input type="checkbox"/>
18.08.	4331.1	N/A	[LSF]	Microprozessor Lab	Prof. Dr. Börcsök Location: n.V.	24 days	[signup]	<input type="checkbox"/>
01.09. 13:00	2230.1	ET-Dipl1	[LSF]	Elektrical measurement-engineering	Prof. Dr. Bangert Location: -1606 /-1607	38 days	[signup]	<input type="checkbox"/>
01.09. 09:00	2270.1	N/A	[LSF]	Optoelectronics I	Prof. Dr. Hillmer Location: INA/HPS	38 days	[signup]	<input type="checkbox"/>
01.09. 09:00	3150.1	ET-Dipl1	[LSF]	Antriebstechnik I	Prof. Dr. Theuerkauf Location: -1606	38 days	[signup]	<input type="checkbox"/>
01.09.					Prof. Dr. KraftReimer			

Step 4 (sign up):

Signing up for an exam is simply done by pressing the signup bottom. A confirmation e-mail will be sent after a successful registration.

**Note the time remaining for signing up. Once this date has passed, exam registration is not possible!!!**

Exam List	My Exams	My Settings	Logout				
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">           Search            Search string: Digital <input type="button" value="Search"/> </div>							
Time left for signing in							
Date / Time	LVNr	Für Studiengang	LSF	Title	examiner / Location	time for application	signup
03.09. 09:00	5410.1	N/A	[LSF]	Digitaltechnik II	Prof. Dr. Börcsök Location: -1606	41 days	[signup]
04.09. 09:00	4200.1	ET-Dipl1	[LSF]	Analouge and digital measureing methods	Prof. Dr. Becker Location: n.V.	42 days	[signup]
12.09. 13:00	4011.1	ET-Dipl1	[LSF]	Control Systems III (Digital Control)	Prof. Dr. Kreißelmeier Location: -1607	50 days	[signup]
26.09. 13:00	5400.1	Dipl I ET / BA Inf.	[LSF]	Digitaltechnik I	Prof. Dr. Börcsök Location: -1607,-1606,0315,1332	64 days	[signup]
30.09. 09:00	5001.1	N/A	[LSF]	Digitale Kommunikation I	Prof. Dr. Dahlhaus Location: 0425	68 days	[signup]
30.09.	5002.1	N/A	[LSF]	Digital Communications II	Prof. Dr. Dahlhaus Location: n.V.	68 days	[signup]
30.09.	5155.1	N/A	[LSF]	Digital Communications IV	Prof. Dr. Dahlhaus Location: n.V.		[signup]
30.09.	5162.1	N/A	[LSF]	Lab Training on Simulation of Digital Communication Systems Using MATLAB	Prof. Dr. Dahlhaus Location: n.V.		[signup]
30.09.	5161.1	N/A	[LSF]	Digital Communications III	Prof. Dr. Dahlhaus Location: n.V.	68 days	[signup]
Displaying 1-9 [ von 1 ]				[skip past]	[signup to selection]		

## Step 5 (overview):

An exam list will appear showing all the exams you have registered for.

Exam List	My Exams	My Settings	Logout						
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">           SS 2008         </div>									
Date / Time	Status	LVNr	for study course	LSF	Title	examiner / Location	time for signoff	mark	signoff
24.09. 09:00		5320.1	ET-Dipl2	[LSF]	Introduction to Communication II	Prof. Dr. David Location: 0315	65 days		[signoff]
16.07. 15:00		8009.1	N/A	[LSF]	German Language Course - Social Communications NT1	N.A. Location: Dialog-Institut	expired		
30.09.		5162.1	N/A	[LSF]	Lab Training on Simulation of Digital Communication Systems Using MATLAB	Prof. Dr. Dahlhaus Location: n.V.	71 days		[signoff]
30.09.		5161.1	N/A	[LSF]	Digital Communications III	Prof. Dr. Dahlhaus Location: n.V.	71 days		[signoff]
30.09.		5163.1	N/A	[LSF]	Seminar on Medium Access Control (MAC) Protocols in Wireless Communications	Prof. Dr. Dahlhaus Location: n.V.	71 days		[signoff]
				[Print] [signoff from selection]					

## Attention:

OKA Registration for exams “by negotiable” or “nach Vereinbarung” or “n.V.”

Q: What are exams “by negotiable” or “nach Vereinbarung” or “n.V.”?

Ans: These exams are flexible, because the exam date can be negotiated between the Professor and the student. For each and every student a different date can be organized. The instructions to register for these exams are explained step-by-step.

### Step 1:

After opening the OKA homepage and logged in with your UniAccount ID, search for the exam with n.v. and sign up

UNIKASSEL  
VERSITÄT  
Fachbereich Elektrotechnik/Informatik

Exam List

Semester: WS 2011/12  
Language: English

Exam List | My Exams | My Settings | Logout

Search string:  Search

Date / Time	LVNr	Für Studiengang	LSF	Title	examiner / Location	time for application	signup
22.03. 09:00	5001.1	N/A	[LSF]	Digitale Kommunikation I	Prof. Dr. Dahlhaus Location: 0425 / 0446	43 days	[signup]
28.03. 13:00	5400.1	N/A	[LSF]	Digital Logic	Prof. Dr. Zipf Location: HS1603, HS1 (HoPla), HS0282 & HS0298 (AVZ)	49 days	[signup]
28.03. 13:00	5404.1	N/A	[LSF]	Digital Logic	Prof. Dr. Zipf Location: HS1603, HS1 (HoPla), HS0282 & HS0298 (AVZ)	49 days	[signup]
30.03. n.v.	4205.1	N/A	[LSF]	Analoge und digitale Messverfahren	Prof. Dr. Lehmann Location: Raum 3121	51 days	[signup]
ET-Dipl1	N/A	[LSF]	Analoge and digital measuring methods	Prof. Dr. Lehmann Location: Raum 3121	51 days	[signup]	
31.03. n.v.	5397.1	Inf-MA	[LSF]	Praktikum im FG Digitaltechnik: Praktikum Digitaltechnik	Prof. Dr. Zipf Location: 0334	52 days	[signup]
31.03. n.v.	5396.1	Inf-BA	[LSF]	Project at the department Digital Technology	Prof. Dr. Zipf Location: 0334	52 days	[signup]
31.03. n.v.	5396.1	Inf-BA	[LSF]	Project at the Department Digital Technology	Prof. Dr. Zipf Location: 0334	52 days	[signup]
31.03. n.v.	4935.1	N/A	[LSF]	Digital Communication Through Bandlimited Channels	Prof. Dr. Dahlhaus Location: n.v.	51 days	[signup]
31.03. n.v.	5399.1	Inf-MA	[LSF]	Seminar at the Department Digital Technologie	Prof. Dr. Zipf Location: 0334	52 days	[signup]

### Step 2:

After sign up, an email will be send to the UniAccount ID and also to the Professor. When Professor suggests a date, it looks like as shown in the example.

UNIKASSEL  
VERSITÄT  
Fachbereich Elektrotechnik/Informatik

My Exams

Semester: WS 2011/12  
Language: English

Exam List | My Exams | My Settings | Logout

Print | signoff from selection

WS 2011/12

Date / Time	Status	LVNr	for study course	LSF	Title	examiner / Location	mark	post-exam review	time for signoff
21.02. 10:00	proposal	4933.1	ECE-MA	[LSF]	Introduction to Digital Communications	Prof. Dr. Dahlhaus Location: WA 2315			14 days [signoff]
01.03. n.v.		5265.1	N/A	[LSF]	Optoelectronic Devices	Prof. Dr. Hillmer Location: Raum 2108 (INA/HPS)			26 days [signoff]

### Step 3:

If you accept the date and click on the green coloured tick, the status changes to "Exam Date Binding or Termin verbindlich".

Exam Date Binding or Termin verbindlich		8009.1 ECE-MA [LSF]	German Language Course - Social Communications NT1	N.A.	Location: Dialog Institut	20 days [signoff] <input type="checkbox"/>
Exam 28.02. Date 11:00 Binding	5003.1 ECE-MA [LSF]	Signal Processing in Wireless Communications	Prof. Dr. Dahlhaus	Location: WA 2315		21 days

If you want to change the date, click the red cross and send an email to the Professor with your preferred dates to appear for the exam.

## **Important Notes:**

### **Signing off:**

Some students decide not to attend an exam they registered for. In such a case signing off is mandatory. Otherwise it is considered a **failure** and the student will thus lose one attempt out of three possible attempts to pass an exam.

Attention: In case of the exams "by negotiable" or "nach Vereinbarung" or "n.V." after accepting the exam date, you cannot deregister it.

### **3 chances to pass an exam:**

Failed exams may be repeated twice, if you have passed an exam, no repeating it for improving the mark. 3 times "Fail" in an exam = final failure and expulsion.

Advise: If you have failed twice in the same exam, make sure to pass it,

OR

Do not touch it again, i.e. do a different module instead

For detailed guideline see:

[ECE FAQ About Exams OKA](#) OR [contact Student Service](#)

### **E-mail account:**

Make sure to check your university e-mail address regularly during the exam period; any update (such as rescheduling) will be sent to this e-mail address. The e-mail address can be changed in "My Settings" bottom.

### **Illness:**

In case of illness on the exam day, visit a physician/doctor for physical examination and ask him to fill in this [form](#). Hand in the form to the student service as soon as possible.