How to sign up for exams on LSF*

* These are step-by-step instructions for **exchange students**. If you have any questions, please contact incoming@ash-berlin.eu.

Go to www.ash-berlin.eu/lsf and log in.

You may switch to the English version of LSF:

Click on „My Functions" > „Administration of exams" > and
„Register for Exams / cancel registration for exams":

Read the terms, click „I accept" and click on „Next":

My Functions	Courses	Departments	Rooms	Members

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Administration of exams
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Register for Exams/cancel registration for exams

Important registration information. Please read carefully!

Students wishing to obtain an exam certificate for a **course they are officially enrolled in** as per valid exam regulations for the current course of study, must use this function to **sign up online** with the **corresponding teaching staff for the respective examination.**

If students are **unable** to sit the exam on the date they have registered for, they must proceed to cancel registration for the exam before the exam date, using the cancellation function.

Registration for exams and cancellation of registration for exams are binding.

Please bear in mind that the registration / cancellation of registration function is only activated within an established period for the current semester (see lecture schedule)

Important: Only when you accept this notice by clicking on the box below can you proceed with your desired actions. Left click on the "Next" button and then choose the corresponding examination.

Register for Exams/cancel registration for exams - Summer 2020

Accept terms

☑ I accept

Next

Choose the corresponding study programme. A list of exams will open, *sorted by term*. Check the exam registration list for exchange students to find out to which term an individual exam is allocated.

My Functions	Courses	Departments	Rooms

You are here: Home → Administration of exams → Register for Exams/cancel registration for exams

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Register for Exams/cancel registration for exams

Please choose the exam from the structure given below. Click on the identifiers.

Bachelor of Arts Social Work 2008
  Bachelor's degree
    5630 Advanced Theory and Practice:
    5100 1st Term Social Work
    5200 2nd Term Social Work
    5300 3rd Term Social Work
    5400 4th Term Social Work
    5500 5th Term Social Work
    5600 6th Term Social Work
    5700 7th Term Social Work
    57512 Bachelorarbeit
  Bachelor's degree

Choose the module and individual exam (with the **correct** exam number, check the exam registration list for exchange students if you're not sure!):

General administration

Administration of study

Administration of exams

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Register for Exams/cancel registration for exams

Please choose the exam from the structure given below. Click on the identifiers.

📑 **Bachelor of Arts Social Work 2008**
　　📑 **Bachelor's degree**
　　　　ⓦ **5630 Advanced Theory and Practice:**
　　　　ⓑ **5100 1st Term Social Work**
　　　　ⓑ **5200 2nd Term Social Work**
　　　　ⓑ **5300 3rd Term Social Work**
　　　　ⓑ **5400 4th Term Social Work**
　　　　　　ⓑ **5410 Methods of Action II Counseling**
　　　　　　ⓑ **5420 Research Methods in Social Work**
　　　　　　ⓑ **5430 Educational Foundations of Social Work**
　　　　　　ⓑ **5440 Culture, Aesthetics and Media**
　　　　　　ⓑ **5442 Culture, Aesthetics and Media**
　　　　　　ⓑ **5450 International Social Work**
　　　　　　　　5451 International Social Work
　　　　　　ⓑ **5460 Organisation, Financing and Management of Social Work**
　　　　　　ⓑ **5470 Organisation, Financing and Management of Social Work**
　　　　ⓑ **5500 5th Term Social Work**
　　　　ⓑ **5600 6th Term Social Work**

Choose your individual teacher and click on „registration of exam":

LSF will ask you again to confirm that you wish to register (or deregister) for the exam, click „yes":

Afterwards, LSF will show that your exam registration was successful.

Note that in some cases, the English course titles in the exam registrations may slightly differ from the course titles in LSF and on Moodle (e.g. in the example below: course title „Foundations of Sociology" vs. course title in exam registraion „Sociological Principles of Social Work"). As long as you follow and choose the correct exam numbers from the exam no. overview, you're fine ☺

Bachelor of Arts Social Work 2008
    Bachelor's degree
        5630 Advanced Theory and Practice:
        5100 1st Term Social Work
        5200 2nd Term Social Work
            5210 Propaedeutics, History and Theory of Social Work
            5220 Methods of Action I
            5230 Fields of Work, Target Groups and Organisations in Social Work
            5240 Legal Foundations of Social Work I
            5250 Society, Health and Social Work
                5152 Sociological Principles of Social Work (U2 to Society, Health and Social Work) - Exam.
                5252 Political and Socio-Political Foundations of Social Work (U3 to Society, Health and Social Work) - Exam.
                5253 Social Medicine and Social Psychiatric Foundations of Social Work (U4 to Society, Health and Social Work) - Exam.
        5300 3rd Term Social Work
        5400 4th Term Social Work
        5500 5th Term Social Work
        5600 6th Term Social Work
        5700 7th Term Social Work
        57512 Bachelorarbeit

You can access all of your registered exams by clicking on „Administration of exams" > „Info on Exams (internships)":

Choose your degree and click on the little (i) symbol to access a list of all of your registered exams:

Info on Exams (internships)

Please choose:

- Degree 84 Bachelor of Arts
  - Soziale Arbeit (PO-Version 2008) ⓘ

Number of Exam	Name of Exam
5313	Racism and Migration (U1 to Diversity Studies)
5451	International Social Work

How to access your grades on LSF

Go to www.ash-berlin.eu/lsf and log in.

You may switch to the English version of LSF:

Click on „My Functions" > „Administration of exams" > and „Exams extract":

Choose your degree and click on the little (i) symbol to access your grades:

Exams Extract

Please choose:

- Bachelor of Arts
  - Soziale Arbeit (PO-Version 2008) (i)

- Studies process (i)

You will now see your grades. Check our [website](#) to learn more about ASH Berlin's grading system.

Number	Name of Exam	Term	Grade	Status	ECTS-Credits	Try	Date of Exam
5001	Voraussetzung 60 Credits	Summer term 20			60	1	
5400	4th Term Social Work				0		
5440	Culture, Aesthetics and Media	Summer term 20			0		
5441	Culture, Aesthetics and Media - Exam.	Summer term 20	1,3 ①		0	1	▬▬▬▬
S36101	Introduction in One Field of Cultural, Aesthetic or Media Social Work I (U1 Teil 1 zu Kultur - Ästhetik - Medien)						

Don't be confused if it says „0 ECTS" on LSF. Both your grades and the ECTS credits will be mentioned on your Transcript of Records which is issued by the International Office directly.