# 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.

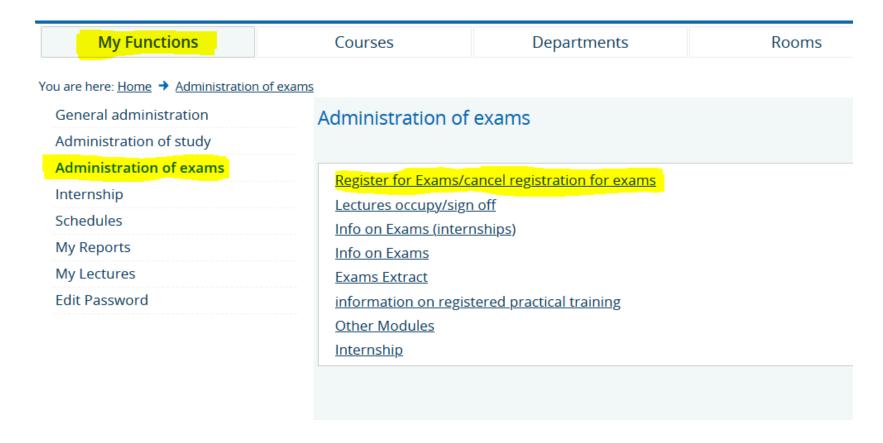
## Go to www.ash-berlin.eu/lsf and log in.



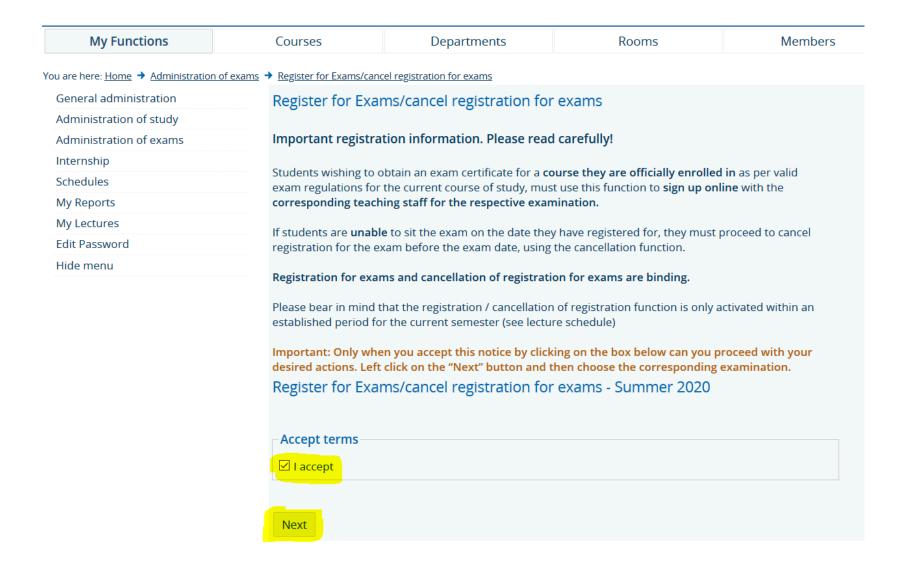
### You may switch to the English version of LSF:



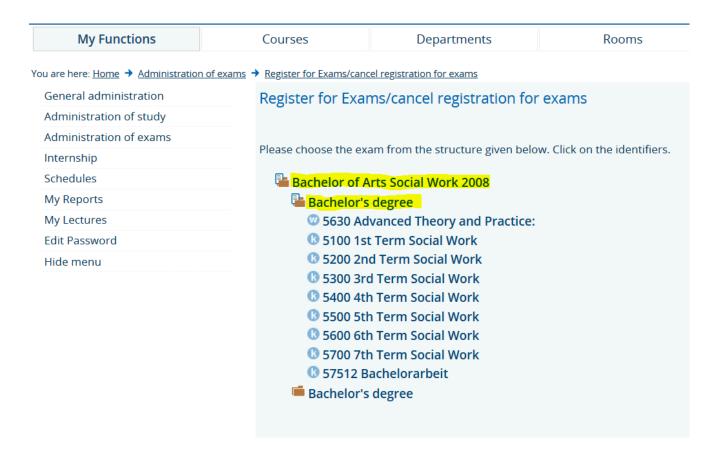
## Click on "My Functions" > "Administration of exams" > and "Register for Exams / cancel registration for exams":



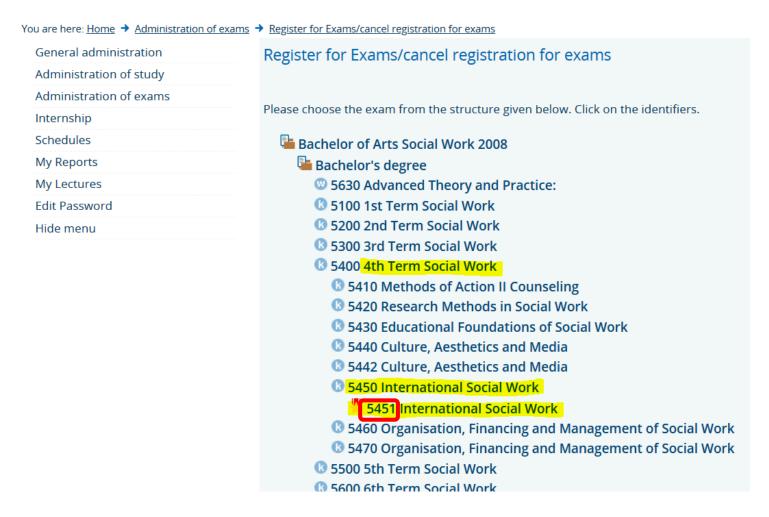
#### Read the terms, click "I accept" and click on "Next":



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.



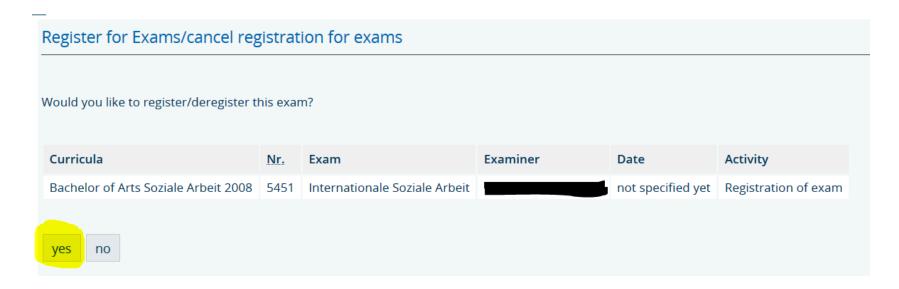
Choose the module and individual exam (with the **correct** exam number, check the exam registration list for exchange students if you're not sure!):



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

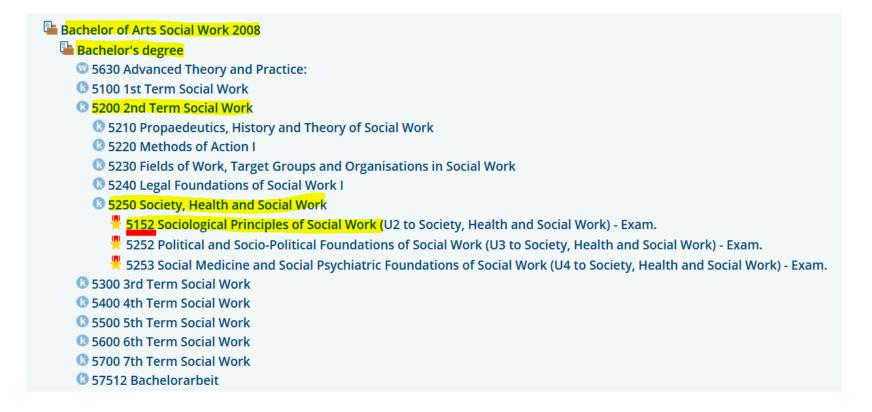


LSF will ask you again to confirm that you wish to register (or deregister) for the exam, click "yes":



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 ©



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

My Functions	Courses	Departments					
ou are here: <u>Home</u> → <u>Administration of</u>	<u>exams</u>						
General administration	Administration of	Administration of exams					
Administration of study							
Administration of exams	Pagistar for Evams/c	ancel registration for exams					
Internship	Register for Exams/cancel registration for exams  Lectures occupy/sign off  Info on Exams (internships)  Info on Exams						
Schedules							
My Reports							
My Lectures	Exams Extract	Exams Extract					
Edit Password	information on regis	information on registered practical training					
	Other Modules						
	<u>Internship</u>						

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



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.



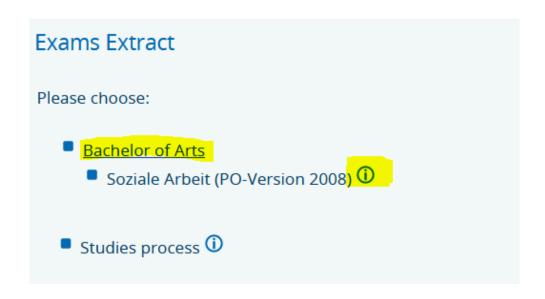
### You may switch to the English version of LSF:



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



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



You will now see your grades. Check our <u>website</u> 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)				1		

Don't be confused if it says "O 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.