

E-Examination Portal

Instructions for Students

<https://pruefung.jura.uni-augsburg.de>

1. Registration and Login

Step 1: Receive Invitation E-Mail

At the beginning of the semester you will receive an e-mail at your university e-mail address containing a personal registration link. This link takes you directly to the portal's registration page.

Dear Max Mustermann,

You have been registered as a participant in an examination on the Examination Portal of the University of Augsburg.

Your username is: musterma

Please click the following link to set your password and complete registration:

<https://pruefung.jura.uni-augsburg.de/user/register?token=b61bf90f-c50e-4e10-aa86-aa27f76728ab>

This link is valid for 30 days.

Kind regards,

Examination Portal University of Augsburg

Step 2: Set Password

Click the registration link in the e-mail. The page "Set Password" will open, showing your data already imported from the campus portal:

- E-mail address (cannot be changed)
- First name and last name (cannot be changed)
- Student ID number (cannot be changed)

Now set a password. It must be at least 8 characters long. We recommend a combination of letters, numbers, and special characters. Repeat the password in the second field and click "Complete registration".

Important: This password is valid exclusively for the E-Examination Portal. It is not the same as your RZ password or campus portal password.

Step 3: Log in to the Portal

After registration you can log in at <https://pruefung.jura.uni-augsburg.de> at any time. On the login page you will see: "Please log in with your university credentials." Enter the following: <https://pruefung.jura.uni-augsburg.de>

- Username (Uni-ID): your RZ identifier, e. g. musterma – without @uni-augsburg.de
- Password: the password you set in Step 2

Then click “Log in”.

Forgot your password?

Below the login button you will find the link “Forgot your password?”. Click it and enter your username (RZ identifier). You will receive a password-reset link by e-mail valid for 2 hours. Use it to set a new password (at least 8 characters).

2. Examination Registration and Conduct

Examination Overview

After logging in you reach the examination overview. The page is divided into three tabs:

- Ongoing Examinations – Here you will find all exams for which you are currently registered or in which you can participate.
- Past Examinations (Grades/Inspection) – Here you can see completed exams with grades and corrected-paper downloads.
- Your Data – Here you can change your e-mail address and password.

Mandatory Examination Registration

Some exams require mandatory registration. In this case you will see a checkbox beneath the exam: “Register for this examination (participation is not possible without registration)”. Tick the box to register. A registration deadline may be displayed.

Mandatory Practice Exam (Demo)

Before you can participate in real examinations you must complete a mandatory practice exam in the Safe Exam Browser. It is not graded and serves to:

- ensure that the SEB is correctly installed and configured on your computer,
- familiarise you with the examination environment,
- identify any technical problems before the real examination.

Instructions for the practice exam are shown in the portal when you first log in. You will only gain access to real examinations after submitting the practice exam.

On-Screen Editing with Safe Exam Browser (Standard)

The standard form of examination is typing on your own laptop using the Safe Exam Browser (SEB). During the exam you cannot access any other programs, websites, or locally stored content.

Preparation:

1. Download the Safe Exam Browser (download links are in the portal) and install it. The SEB is available for Windows 10/11 and macOS.
2. If the SEB crashes on Windows, additionally install the “Visual C++ Redistributable” (link shown in the portal).
3. Download the SEB configuration file (file extension .seb) for the respective exam. Each exam has its own configuration file.
4. Open the .seb file by double-clicking – the Safe Exam Browser starts automatically.
5. Log in within the SEB using your RZ identifier (without @uni-augsburg.de) and your portal password.
6. After logging in the examination time begins. To finish, click “Submit” in the upper right corner. Once submitted, you can no longer continue working on the exam.

Tip: You can keep the SEB on your hard drive after installation and generally do not need to reinstall or update it.

Submission by PDF Upload (temporarily available)

Temporarily it is also possible to complete the exam by hand and upload it as a PDF. Click “Activate examination and make assignment available” in the portal to retrieve the assignment – from this moment your examination time starts.

1. Work on the assignment by hand.
2. Scan or photograph your work and save it as a single PDF file.
3. Upload the PDF using the button “Upload paper as PDF for the first time”. Exactly one PDF file is accepted.
4. After uploading you receive a confirmation directly in the portal. In addition, a confirmation e-mail will be sent to you.

Deadlines for PDF upload: After the examination time expires you still have a grace period to scan and upload your work. Within this period you may also replace an uploaded file with another. Late submissions must be justified by e-mail.

Hybrid Mode

For some exams the hybrid mode is available. The portal displays the notice: “This is a hybrid exam. You must first choose whether you want to work on screen or by hand.” You have two options:

- Write on screen – text input directly in the browser (via SEB). The examination time starts only after logging in within the Safe Exam Browser.
- Independent submission – handwritten work with subsequent scanning and uploading as PDF. The examination time starts after activating the exam.

You can make your choice in the portal in advance. The examination duration is shown on the selection page. Confirm your choice with the button “Confirm selection and start exam”.

Caution: The choice of examination mode is binding and cannot be changed after confirmation!

3. Results and Inspection

When are the results available?

The results are published in the portal as soon as grading is complete. While grading is in progress you will see the notice “This exam is currently being graded – please be patient.” with a yellow badge “being graded”.

It may happen that the grade and the corrected paper are released at different times. In this case the portal will display a corresponding notice.

How to retrieve your results

1. Log in to the portal and switch to the tab “Past Examinations (Grades/Inspection)”.
2. Click on the desired exam to expand the details.
3. If grading is complete, you will see your results and downloads.

What is displayed?

Depending on the exam and the examiner's release settings, you may see the following information:

- Grade – your grade as a badge (e. g. "9 points").
- Second review – if available, the grade of the second review.
- Final grade – the overall grade when first and second assessments differ.

Available Downloads

Below the results you will find the following download buttons, depending on what the examiner has released:

- Assignment – the assignment as PDF.
- My submission – your submitted paper.
- Model answer – the examiner's model answer as PDF.
- Corrected version – your exam with the examiner's annotations as PDF.
- Second review – if available, the second review as PDF.

Displaying correction annotations: If annotations in the corrected version are not displayed correctly, try a different program: Adobe Reader, Mozilla Firefox, Microsoft Edge, Google Chrome, or macOS Preview. Please test at least two different programs.

Contact for Technical Problems

For technical questions please contact: pruefung@jura.uni-augsburg.de

IMPORTANT NOTICE REGARDING SCREEN LOCK

WARNING: The Safe Exam Browser locks your computer completely!

The Safe Exam Browser (SEB) was developed by ETH Zurich to prevent access to other programs and websites during examinations. This means:

-  **The SEB takes complete control of your screen**
-  **You CANNOT open any other programs during the exam**
-  **Access to the operating system is blocked**
-  **The SEB can ONLY be closed regularly by clicking 'Submit'**

If the SEB unexpectedly loses focus (e.g. by closing the laptop lid, sleep mode, or empty battery), an unlock password is required. This password is known **ONLY** to the invigilator and will **NOT** be shared for security reasons.

It is therefore **EXTREMELY IMPORTANT** that you follow the Do's and Don'ts listed below to ensure a smooth examination!

Das müssen Sie beachten

-  **Gerät ans Stromnetz anschließen**
Stellen Sie sicher, dass der Akku nicht leer wird — sonst benötigen Sie das Entsperr-Passwort der Aufsicht.
-  **Bei Pausen den "WC-Pause"-Button klicken**
So bleibt der Bildschirm wach und der SEB schläft nicht ein.
-  **Richtige .SEB-Datei herunterladen**
Laden Sie die Einstellungsdatei für **DIESE** Klausur herunter (siehe unten) — nicht die Demo-Datei!
-  **Passwort merken**
Der SEB hat keinen Zugriff auf Passwort-Manager — Sie müssen Ihr Passwort auswendig kennen.
-  **Alle Programme schließen**
Vor dem Start des SEB: Browser, Office, etc. beenden.
-  **Externe Monitore abstecken**
Falls vorhanden, entfernen Sie zusätzliche Bildschirme.

Das dürfen Sie NICHT tun

-  **Gerät zuklappen oder Ruhezustand**
Der SEB verliert den Fokus → Sie benötigen das Entsperr-Passwort der Aufsicht!
-  **Herunterfahren oder neu starten**
Danach ist das Entsperr-Passwort der Aufsicht nötig.
-  **Akku leer werden lassen**
Ein Herunterfahren wegen leeren Akkus führt zum Entsperr-Problem.
-  **Falsche .SEB-Datei verwenden**
Jede Klausur hat ihre eigene Datei — die Demo-Datei funktioniert hier nicht!
-  **Handy, Notizen, unerlaubte Hilfsmittel**
Behandeln Sie die Klausur wie eine Präsenzprüfung.