

Examination Registration of Students

Students register for examinations in **BASIS** within fixed deadlines:

- for seminars and practical training courses from 1 to 30 April (summer semester) / from 1 to 30 October (winter semester),
- for lecture course examinations from 1 June (summer semester) / 1 December (winter semester) until two weeks before the examination date for written exams, and until two weeks before the end of the lecture period for oral exams.

In exceptional cases, late registrations will still be made manually up to one week before the actual exam date.

Access to the List of your Registered Examinees

If you are an examiner of Bonn Mathematics over several semesters, you will receive **an examiner's ID** of the form matxxx from the Bachelor-Master Mathematics Office. If you log in to BASIS with this ID, you can view and administrate your exam lists after the end of the above-mentioned exam registration periods.

After receiving your examiner's ID, please be sure to log into BASIS as soon as possible and use the *Change Password* option to replace the initial password of your examiner's access with a new individual **password**. If you forget or lose this password, please contact the Bachelor-Master Office Mathematics by e-mail.

Posting Success in Problem Sessions and Examination Results



After login in to BASIS with your examiner's ID please click the menu item **Booking of Grades** and select the respective semester and schedule. For each of your courses you will get a list of all students having registered for the course exam. (Note: As long as no one has registered for the exam, the course cannot be seen!)

The results of all examinations and problem sessions must be put into BASIS. A distinction must be made between the type of grading and the examination form.

Type of grading:

- Problem sessions are always **ungraded**. Please enter "+" (passed) or "-" (failed) into the grade field.
- Examinations are always **graded** in Bonn Mathematics. Please enter the grade in hundred format (e.g. "170" for 1.7 / "500" for 5.0) or "NE" ('nicht erschienen' = not shown) into the grade field.

Examination form:

- For **written** lecture course exams you only need to enter the grade. The examination date is pre-set.
- For **oral** lecture course exams you need to enter the grade and the individual exam date in the date field.
- For **seminars** you need to enter the grade and the date of the individual seminar talk.
- For **practical training courses** you need to enter the grade and the date of the last achievement of the course. This date must be no later than the end of the semester (31 March/30 September).

Notes:

- Sometimes the **status of a problem session** needs to be changed from "NB" to "BE" after the first posting. In this case, please be sure to notify the Bachelor-Master Mathematics Office, because the exam registration of affected students has been deleted due to the failed exercise and must be restored manually.
- All grades must be posted promptly, including "NE". Failed lecture exams (5.0 or NE) on the 1st exam date will result in affected students being **automatically registered** for the 2nd exam date and appearing on your list for the 2nd date. Without a grade entry of the 1st appointment, no registration for the re-examination will take place!

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- In the case of written lecture examinations, grade changes may occur in the examination review. If a 5.0 becomes a **passing grade** when reviewing the 1st exam date, please notify the Bachelor-Master Office. This is necessary because the registration for the 2nd examination date (see above) is not automatically deleted, but must be removed manually.
- At the end of the semester, the status “registered” must no longer appear on your lists. At the latest, you should also **finish** the booking of grades for all your examinations in BASIS. After that, changes can only be made by the Bachelor-Master Office.

iTAN Lists

In order to post your exam results you need iTANs. These are requested by the system when you wish to save an update. You will receive your first iTAN list together with your examiner's ID. After that, you will have to generate and activate new iTAN lists in BASIS yourself. To do this, you need two TANs from the previous list.

Generating and activating iTAN lists



After logging in to BASIS with your examiner's login please click the menu item **iTAN Management**. The system requires a certain TAN of your previous list which you need to enter. After that select **Activate iTAN list**. Another TAN from the old list is required. After completing the process, only the new list is valid.

Please save your iTAN list immediately after generating it and remember where you stored it. It is best to print out the list additionally and place the printout with your examiner's documents.

Notes:

- Only your most recently activated iTAN list is valid. TANs from older lists will not work, even if they were unused.
- Before entering TANs, you should clear the browser cache so that no preassignment is taken over in the TAN input field.
- Please enter only the TAN with the number requested by the system from your current list, no other will be accepted.
- If you copy TANs, please make sure that no blank spaces are included.
- After entering an incorrect TAN three times, your iTAN list will be locked.

If your iTAN list is **locked** or if you **cannot find** it, then please turn to the Bachelor-Master Office Mathematics via e-mail. We take over the communication with the central administration of the examination database, so that your list is unlocked again or you can create a new list.

Addresses

Examination administration: <https://basis.uni-bonn.de/> - login with examiner's ID (matxxx)

Information for teachers:

www.mathematics.uni-bonn.de/studium/en/pages/information-for-lectureres-of-mathematics

Study website of Bonn Mathematics: www.mathematics.uni-bonn.de/studium/en/

Bachelor-Master Office Mathematics: bama@math.uni-bonn.de, phone 3180