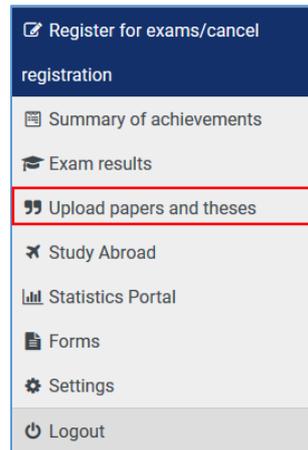


## Uploading Exams via FlexNow

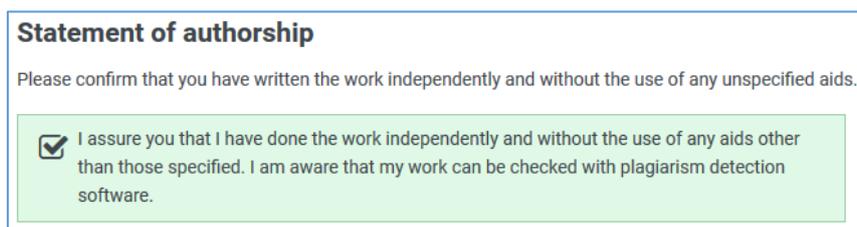
1. Log in to FlexNow as usual with your access data. Use Google Chrome or Mozilla Firefox as browser, user never Microsoft Internet Explorer!
2. Now click on the **Upload papers and theses** button on the left.



3. Click on the title of the module for which you want to upload an exam. Here you can see the date when the processing time ends. Please make sure you meet to the deadline given by the responsible persons for this module!



4. In order to be able to upload the exam, you must confirm that you have written the exam independently and without using any unspecified aids. To do this, click on the orange statement of authorship.



5. Now you can start to upload your exam. Please note the following instructions:
  - Upload your exam in PDF file format
  - If possible, please name the file with your matriculation number and the name of the exam; do not give your name!
  - You can only upload one file
  - The total size of the file must not exceed 100 MB. It may be helpful to upload large files as ZIP files

6. Select your exam by clicking on the **Select file** button (1) and then click on **Upload** (2). If the upload was successful, you will see your exam under the section "Already Uploaded files".

### Upload Files

- Please upload your thesis in PDF format and attachments in PDF or ZIP format. You can still upload 1 file(s).
- Please check your file(s) for correctness after uploading.
- The total size of all files must not exceed **100 MB**.

12345678\_Bürgerliches Recht.pdf Select file(s) 1.

upload 2.

7. In any case, please check your file after the upload to ensure your file is correct. You can do so by clicking on the file. If you would like to remove your file, you can do so by clicking the button **Delete file**.

### Upload Files

You have reached the maximum number of uploaded files. If you want to upload new files, you must delete a file.

#### Already uploaded files

date	file name	
22.06.2020, 10:49:40	12345678_Buergerliches_Recht.pdf	Delete file

8. To submit your exam finally and bindingly, you have to click on the button "Hand in finally". **Important note:** This procedure is the same as handing in your exam and leaving the room for a regular examination. Further editing is no longer possible! This action cannot be undone!

### Hand in finally

You can hand in your thesis before the end of the processing period. This action will be final and cannot be undone.

Hand in finally

9. After final submission, you will receive a confirmation. The text for submission in due time must be ignored for exams at this point (1). An exam is only submitted on time if the upload was carried out within the processing period of the respective exam. See the dates in UniVZ and Stud.IP. You can check this yourself using the time displayed.

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✓ You handed in files on time. (1)

End of processing time: 23.06.2020

#### Submitted files

date	file name
22.06.2020, 10:49:40	(2) 12345678_Buergerliches_Recht.pdf