CaMS
for you!

Examination management in CaMS

Step-by-step instructions for students (mobile view)

Preliminary note

These instructions are aimed at **students of TH Köln** and describe the main functions of the *examination management* in our **campus management system (CaMS)**.
For example, you will find explanations on how to register for examinations, view your achievements or generate a transcript of records.

Please keep in mind that programs or assessments from other programs (see point 6) that have not yet moved their examination management to CaMS are still managed in PSSO. This may affect registrations for examinations as well as transcripts of records, etc.

In this overview, you can check when each program is moving its examination management to CaMS.[1]

If you have any questions or problems, please contact your office of Student and Examination Services.[2]

Note on the page layout

Please note that the page layout and descriptions may vary slightly depending on the faculty and program.

The layout on mobile devices (smartphones and tablets) is not fully optimized for mobile use in all areas. In particular, pop-up windows, dialog boxes, or complex input masks may be restricted on smaller screens. For certain functions, it may therefore be necessary to use the desktop view or a larger screen.
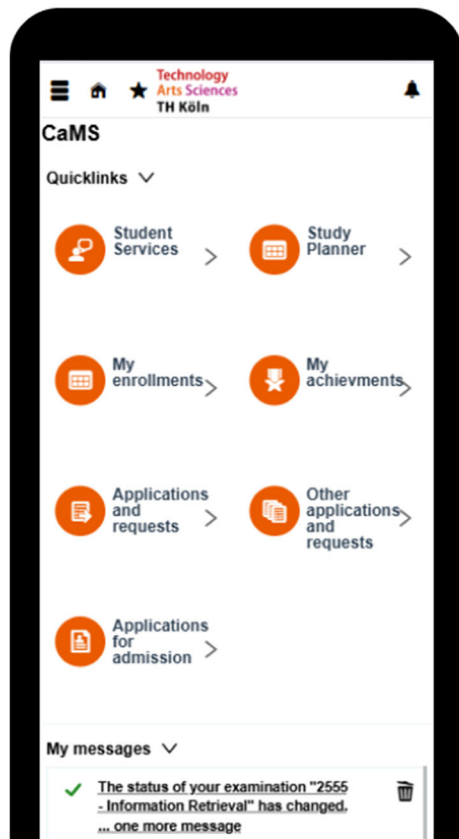
[1] www.th-koeln.de/camsready
[2] www.th-koeln.de/student-services

Contents

1. Login and home page

1. Log in to CaMS (www.cams.th-koeln.de) in the Students section using your campusID and password.

2. At the top of your home page, you will find "**Quicklinks**" that you can use to navigate directly to specific areas. Below, you can see "**My messages**" showing notifications and information relevant to you.
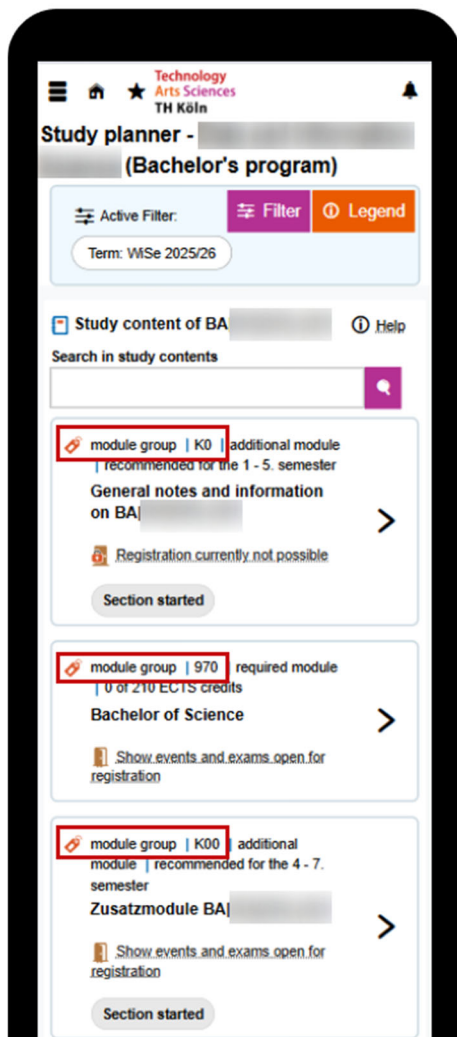
2. The Study Planner
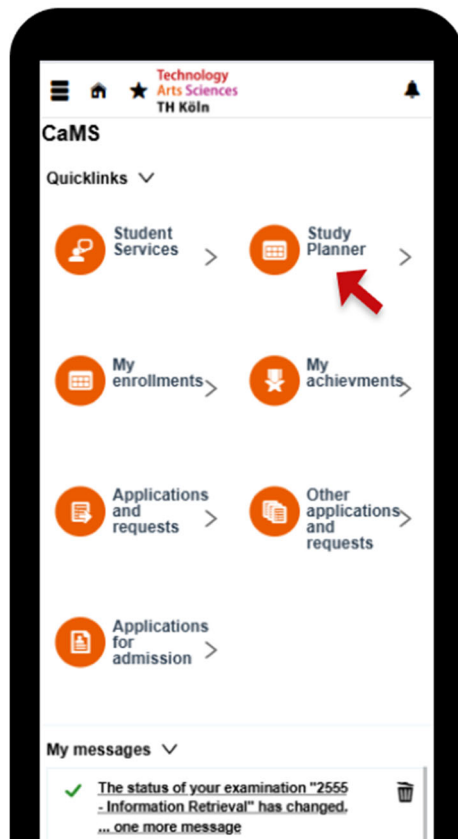
The *Study Planner* is the main resource within the system. Here, you can manage your semester schedules, keep track of your program content, assessments and examinations, register for examinations, etc.

On your home page, select **Study Planner** or use the menu:

≡ → My studies → **Study Planner**.

You will be directed to an overview of your program content.

Select the **>** **arrow** to view the details of a 🏷 Module group and the related modules.

Please note: The structure, order and names of the modules may vary.

> The following 🏷 Module groups are always displayed:
>
> **| K0**
> Here, you will find important information regarding your examination regulations as well as additional examination attempts and attempts to improve grades.
>
> **| 970**
> This is your main module group containing all required modules and required electives. When expanding **| 974** (ECTS credits), you will see all items of the selected semester and can directly register for examinations.

Optional: **| K00**
This module group (if available) shows all additional modules. It lists modules that you have taken but which are not part of your examination regulations and are not achievements from a different program.

Achievements unrelated to the examination regulations (surplus modules)
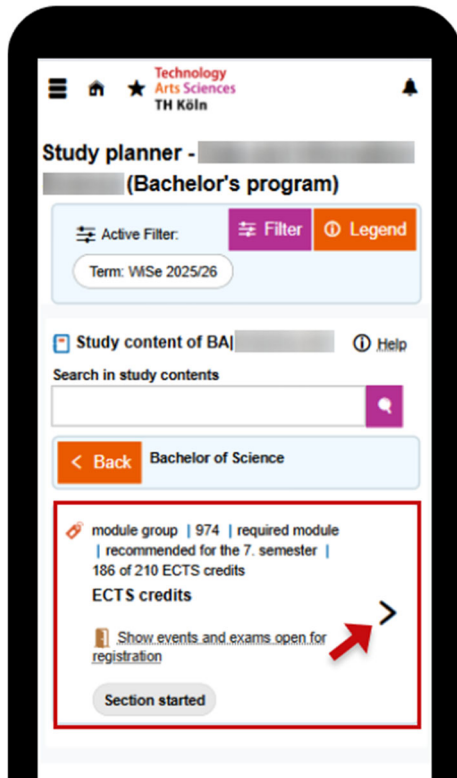The so-called **surplus modules** are displayed automatically once achievements from a different program have been entered.

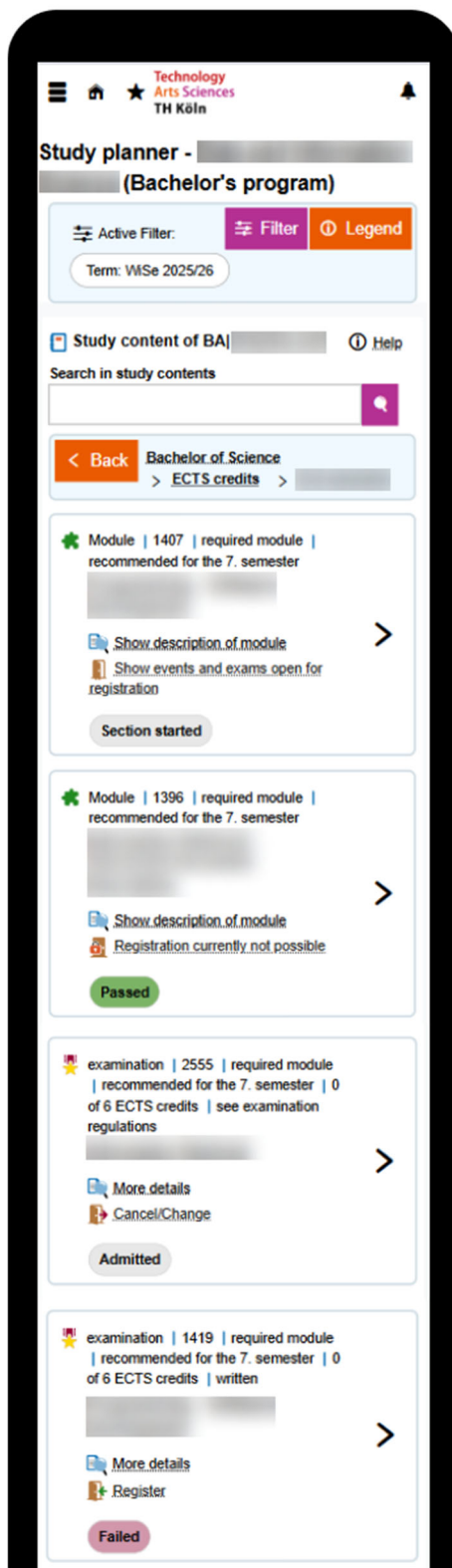## Finding information about modules and examinations
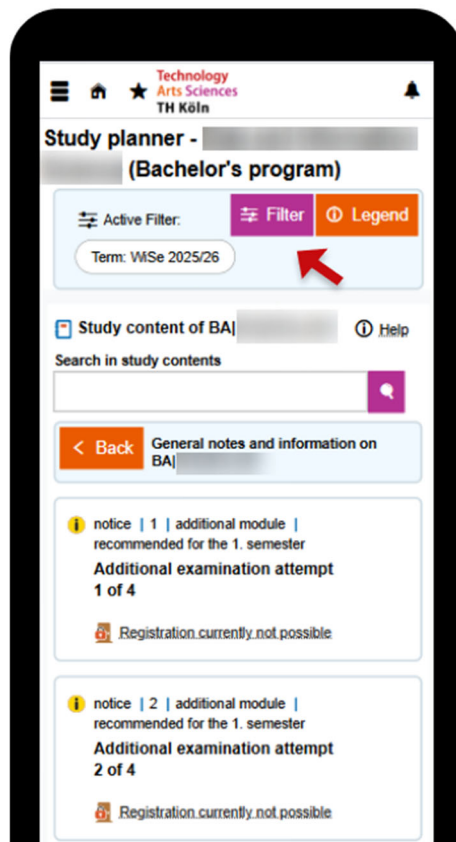
⚠ **Note**

By selecting [⇄ Filter], you can choose a semester to only display the modules and examinations from the selected semester.

In the Study Planner, select the 🏷Module group **| 970** and then the 🏷Module group **| 974** to see all 🧩**modules** of your program.

This view provides various details:

- **registration periods**
- **examination dates** (time and location)
- **examination status** (registered/admitted/passed/failed)
- **ECTS credits earned for each module**

By selecting a module, you will see the related ⭐examinations.

If a module examination consists of several components and not all components have been passed yet, the status "**Section started**" will be displayed below. By selecting this button, you can view the current status of this module.

⚠ **Note**

By selecting the 🚪 symbol in the module group | 974, you can view "**events and exams open for registration**": In a pop-up, you will see an overview of additional information regarding examinations that you have already registered for. You can also register for available exams, cancel registrations and change registrations in this list.


Search
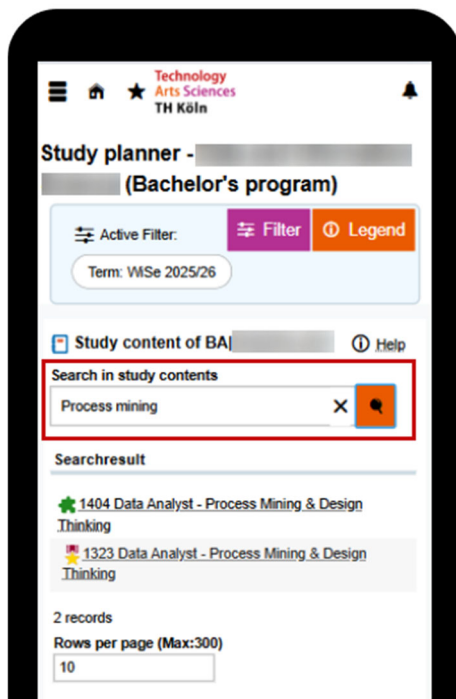
In the **Search bar** at the top, you can search for specific modules or examinations.

For example, you can enter the search term "Process mining" or the respective examination number to see a list of all relevant search results throughout all module groups.

This function is a **quick and easy way to find modules and examinations**. You can go directly to the detailed view or register for an examination.

Registering for examinations
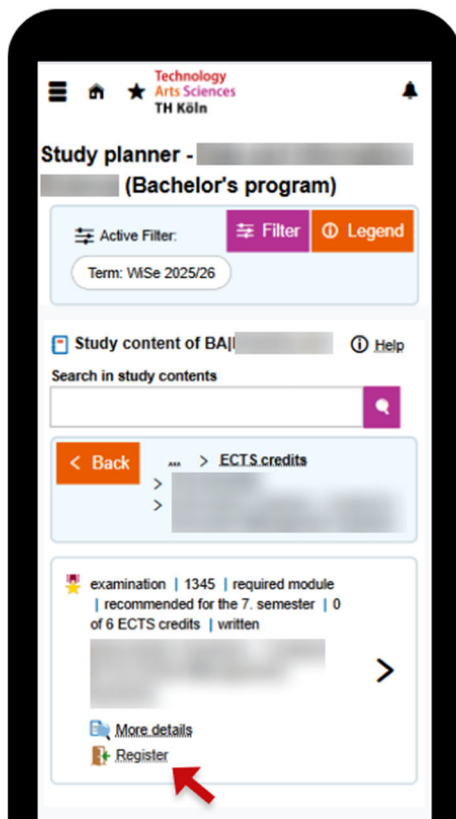
1. Go to the relevant examination via the **Study Planner**, for example by using the **Filter** function: Select 🔽 Filter at the top of the page and select examinations "with planned dates" to see all examinations that you can register for.

   Alternative: Use the **Search** bar in the Study Planner or select "**show events and exams open for registration**" in the module group | 974.

2. To register for an examination, expand the relevant module or search result and select the 🚪 symbol below the examination (see screenshot).
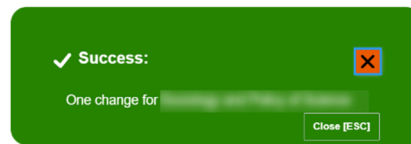
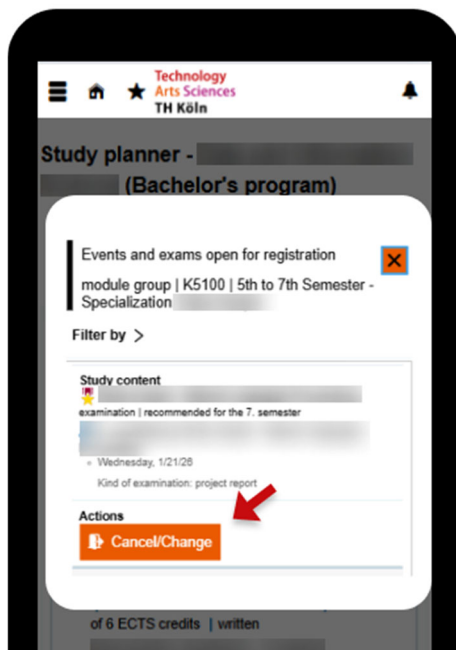   If you have found the examination via "show events and exams open for registration", please select 🚪 Register .
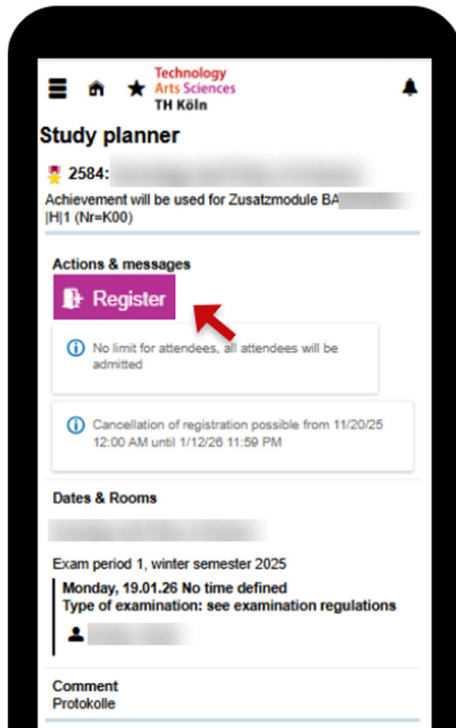
1. You will be directed to an overview listing all relevant information about the selected examination.

   On this page, you need to select **Register** again to complete your registration.

2. Once your registration is successful, you will receive a **confirmation** and the status of the examination will change to "**admitted**".

Cancelling or changing an exam registration

1. Go to the examination via the *Study Planner*. Alternative: Use the Search bar or select "show events and exams open for registration" in the module group | 974.

2. To cancel or change an exam registration, select the ⏻ symbol below the relevant examination.

   If you have found the examination via "Show events and exams open for registration", please select **Cancel/Change** (see screenshot).
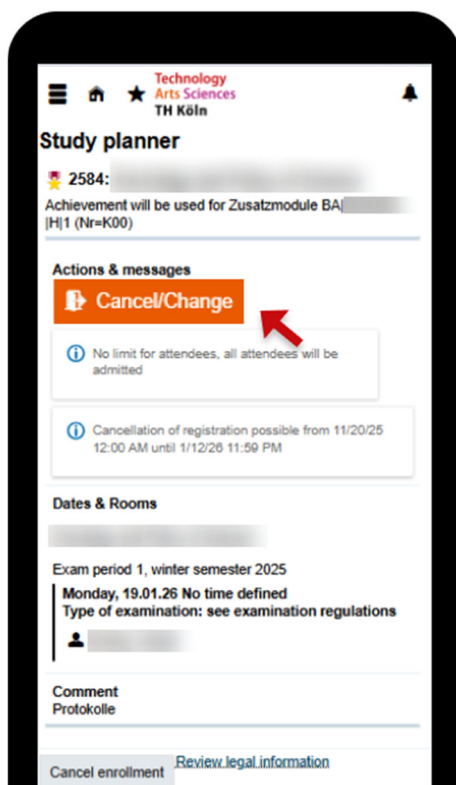
1. You will be directed to a new overview listing all relevant information regarding the selected examination.

   Select **Cancel/Change** to complete the cancellation or change.

2. Once your cancellation or change is successful, you will receive a **confirmation** and the status of the examination will change accordingly.
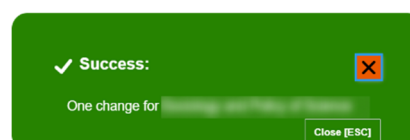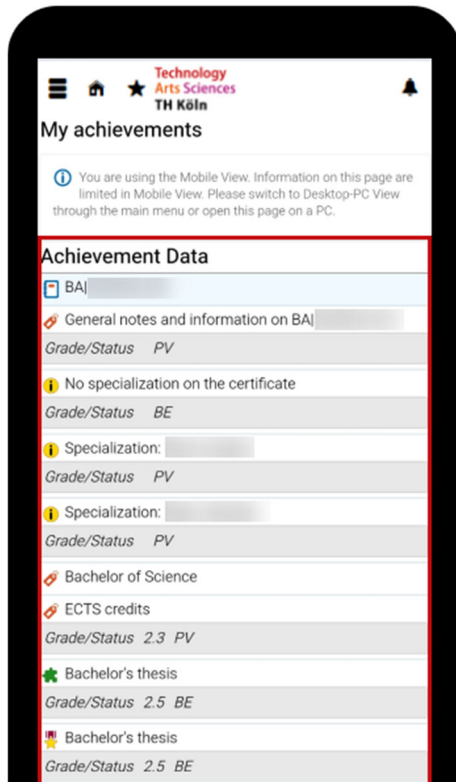
3. Viewing achievements / generating transcripts of records
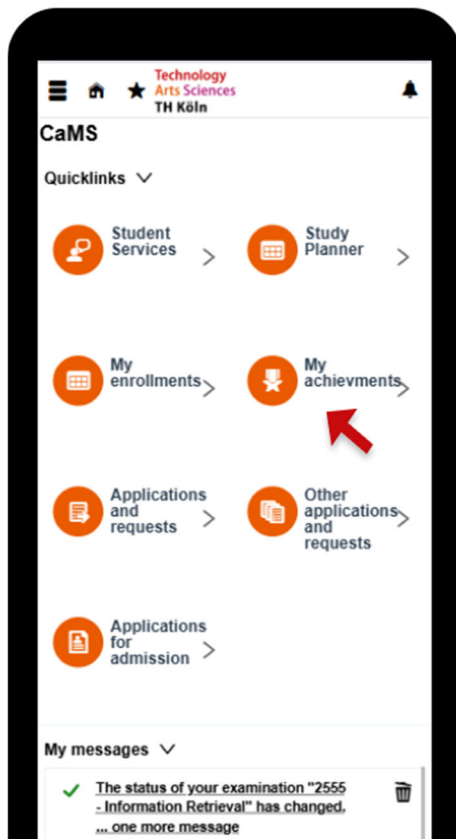
To view your achievements, i.e. your assessments that have been graded to date (including your surplus modules), please follow these steps:

On your home page, select the quicklink **My achievements** or navigate there via the menu:
☰ → My studies → **My achievements**.

For a complete and clear overview of your **achievements**, it is best to use the desktop view in your web browser. In the mobile view, it is not possible to access transcripts of records in PDF format from this section. To do so, please switch to the *Student Services* section.

In the **mobile view**, your achievements are displayed as a list below the *ECTS credits* account (see screenshot). There, you can see the **Grade/Status** for each module or examination.

# 4. Current exam registrations

To get an overview of your current exam registrations, please go to your home page and select the quicklink **My enrollments** or use the menu:

▤ → My studies → **My enrollments**.
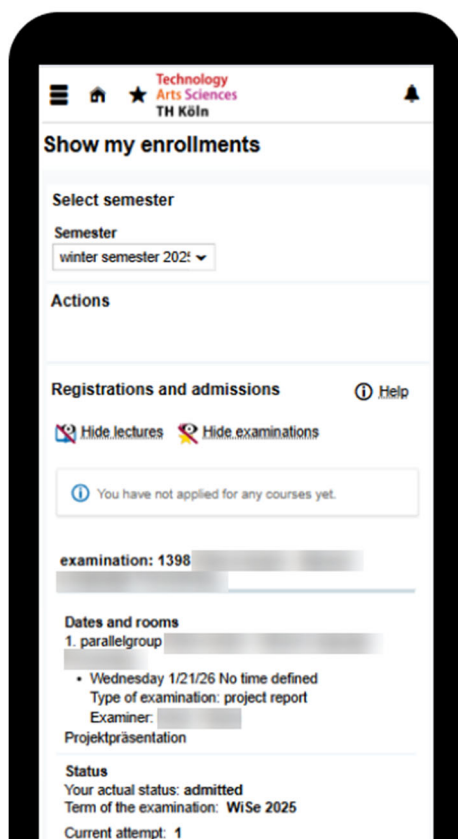
On this page, you can find information on examinations, i.e. date, time, room, type of examination, examiner and status. You can also view more details about individual examinations.
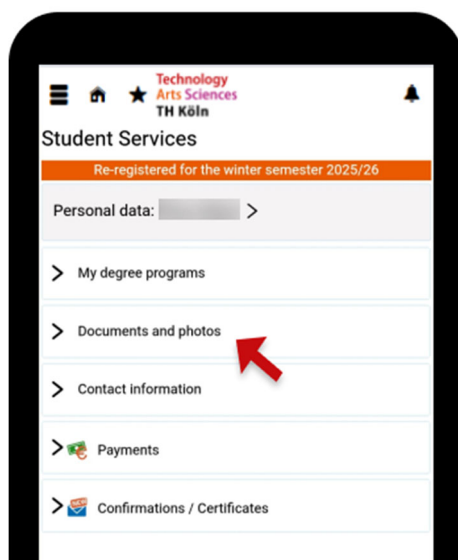
5. Documents / confirmations / certificates
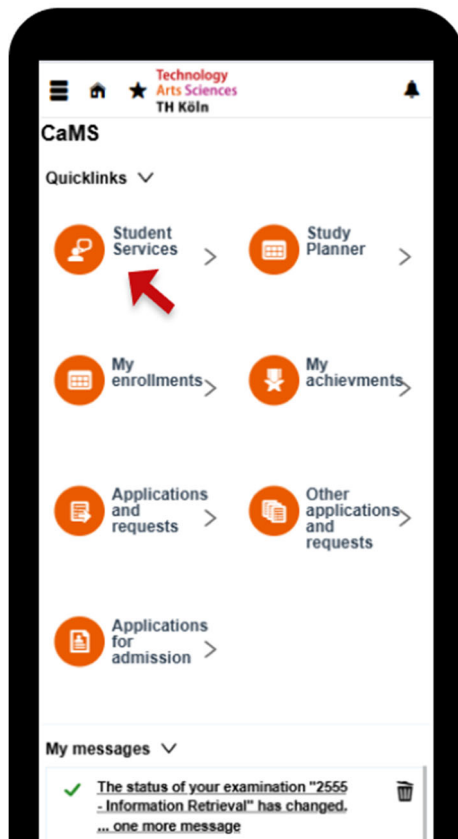
You can find various documents, confirmations and certificates in the *Student Services* section.
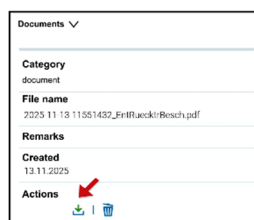
On your home page, select the quicklink **Student Services** or go there via the menu:
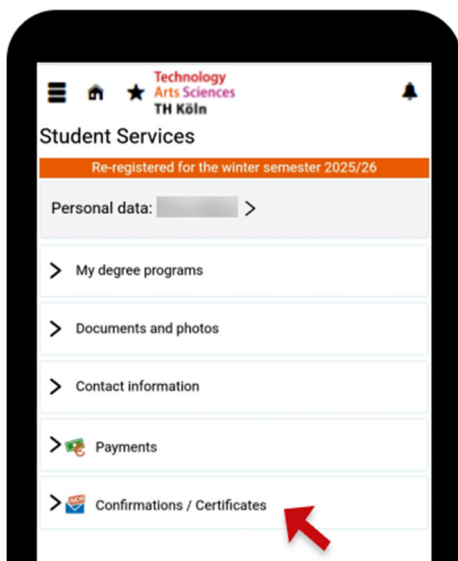≡ → My studies → **Student Services**.

In the section "**Documents and photos**", you will find all documents issued by the Office of Examination Services.

Here, you can download documents in PDF format, or delete them.

In the section "**Confirmations / Certificates**", you can download transcripts of records.

You will also find additional confirmations and documents such as certificates of enrollment, graduation documents/provisional certificates of graduation, etc.

6. Exception: examinations from other programs

In general, students can register for examinations from other programs by sending an email to the responsible Office of Examination Services.

Viewing these achievements differs depending on the cluster[3] the respective program belongs to:

Your program is in cluster 1 (examination management has already moved to CaMS)

- **Examinations from other programs in cluster 1:**
  The results can be viewed in CaMS along with your other assessments – both under "surplus modules" and in the "Transcript of records: Achievements from other programs".

- **Examinations from other programs in clusters 2–5:**
  The results can be viewed in PSSO. If required, you can also download transcripts of records under "Academic records".

Your program is in clusters 2–5 (examination management still in PSSO)

- **Examinations from other programs in cluster 1:**
  The results can be viewed in CaMS – both under "surplus modules" and in the "Transcript of records: Achievements from other programs".

- **Examinations from other programs in clusters 2–5:**
  All your examination results can be viewed in PSSO. If required, you can also download transcripts of records under "Academic records".

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[3] www.th-koeln.de/camsready