

Register for written examination:

First an appointment has to be fixed; this requires coordination with the staff members. Then the examination department is informed about the appointment and the process room assignment follows. Then the examination sheets are ordered and prepared at the office-supply department. Then the examination and the correction takes place. The marks are added to the LSF-system and published. After that an appointment for the inspection is fixed and the process room assignment is started. The examination department is informed about this appointment. Finally required corrections are made and the examination papers are sent back to the examination department.