

STUDOMAT TUTORIAL on how to schedule an exam

IMPORTANT (!!!): The deadline to schedule an exam is **3 DAYS BEFORE** the official exam term.
It is not possible to schedule an exam after the deadline.

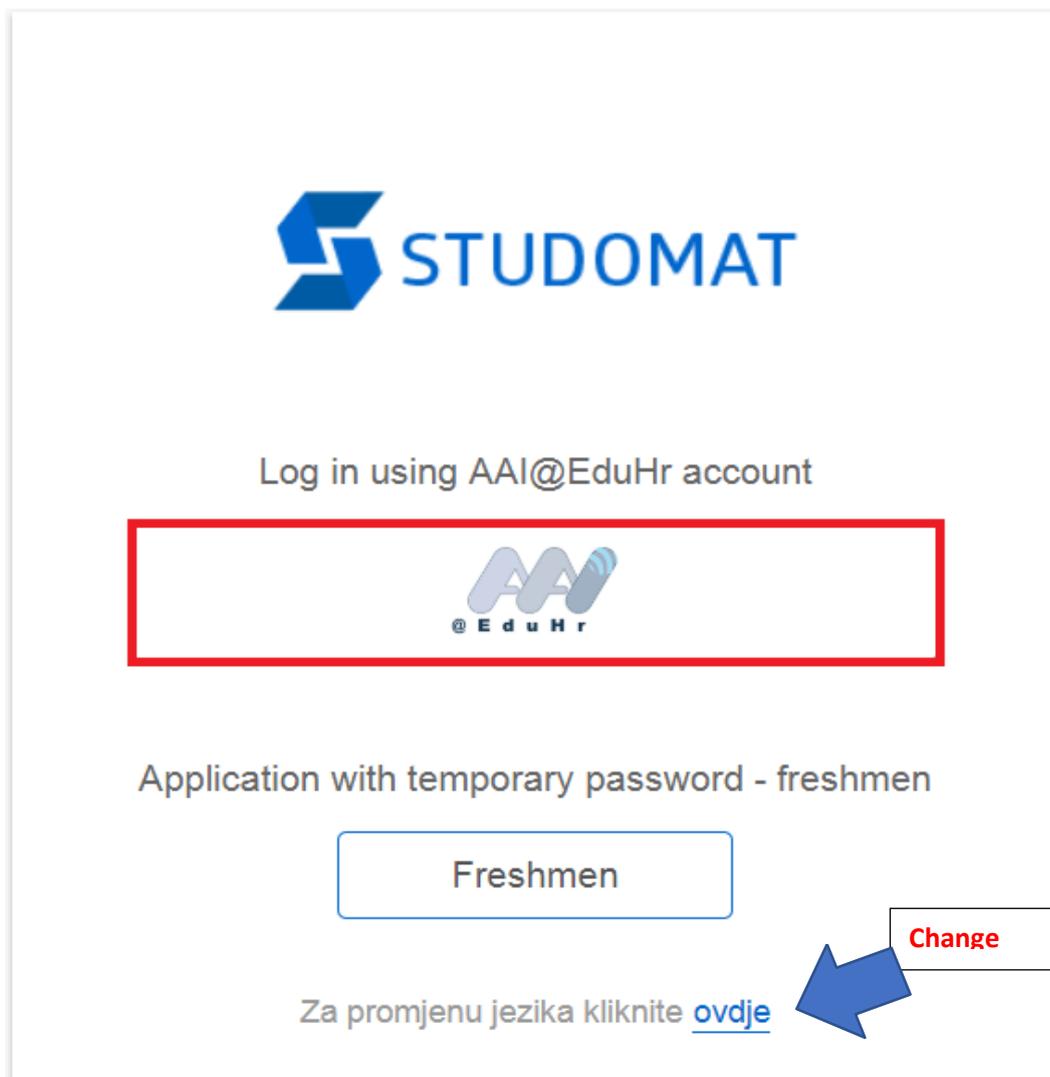
How to schedule an exam?

Step 1

Visit <https://www.isvu.hr/studomat/en/pocetna>

Step 2

Click on the AAI@EduHr





Log in using AAI@EduHr account



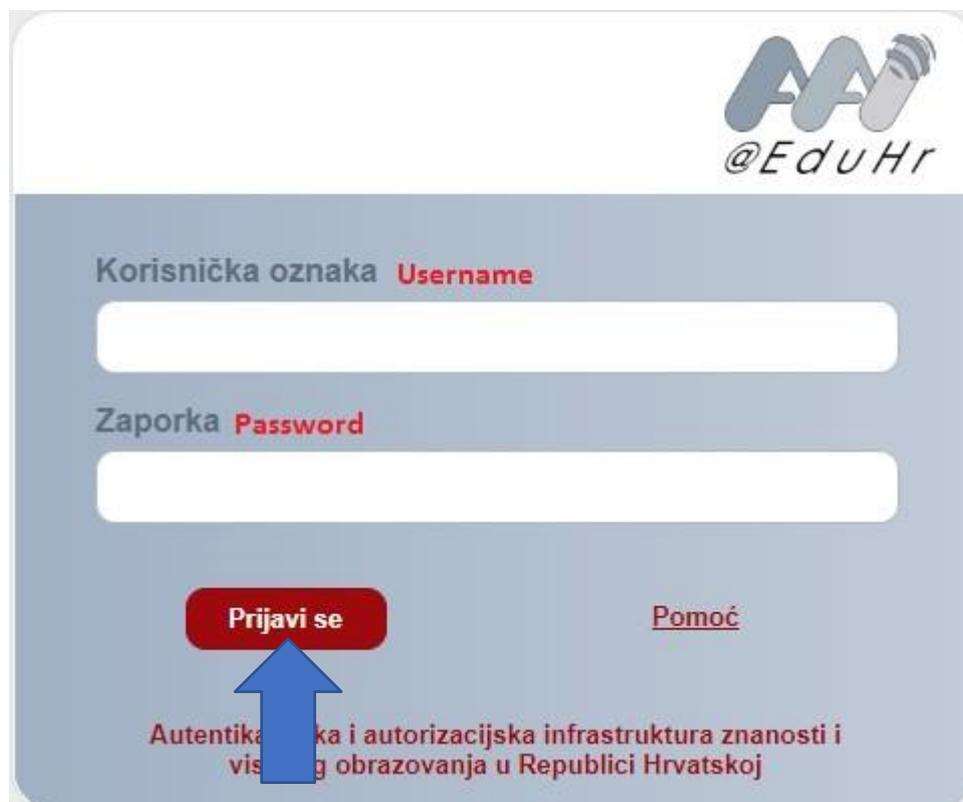
Application with temporary password - freshmen

Za promjenu jezika kliknite [ovdje](#) 

Step 3

Login with your AAI username (Korisnička oznaka) and password (Zaporka).

Click on Prijavi se (Sign in).



AAI
@EduHr

Korisnička oznaka **Username**

Zaporka **Password**

Prijavi se

[Pomoć](#)

Autentifikacijska i autorizacijska infrastruktura znanosti i
visokog obrazovanja u Republici Hrvatskoj

Step 4

Click on the EXAMS.

The screenshot displays a student portal interface. On the left is a dark sidebar with a navigation menu. The 'EXAMS' option, represented by a document icon, is highlighted with a red rectangular border. The main content area on the right is titled 'Diplomski studij politologije, smjer Nacionalna sigurnost' and shows data for the 'Akademska godina 2018./2019.'. It features two vertical panels: a blue one on the left and an orange one on the right. The blue panel shows 'OBAVLJENO PREDMETA: 0' at the top, a large white circle with the number '0' in the center, and 'UPISANO PREDMETA: 8' at the bottom. The orange panel shows 'POLOŽENO PREDMETA: 0 (1.10.2018. - 30.9.2019.)', 'PROSJEK: 0.000', and 'OSVOJENO ECTS BODOVA: 0.0'.

Category	Value
OBAVLJENO PREDMETA	0
UPISANO PREDMETA	8
POLOŽENO PREDMETA (1.10.2018. - 30.9.2019.)	0
PROSJEK	0.000
OSVOJENO ECTS BODOVA	0.0

Step 5

Select the Schedule an exam tab.



The screenshot displays the Studomat interface. The top navigation bar is blue with the Studomat logo and name. The left sidebar is dark grey and contains a list of menu items. The 'EXAMS' section is expanded, and the 'Schedule an exam' option is highlighted with a red rectangular border. The main content area shows the user's profile information and exam statistics for the academic year 2018/2019.

STUDOMAT

Diplomski studij politologije, smjer Nacionalna sigurnost

Akademski godina 2018./2019.

Statistika	Podaci
OBAVLJENO PREDMETA:	0
UPISANO PREDMETA:	8
POLOŽENO PREDMETA:	0
PROSJEK:	0.000
OSVOJENO ECTS BODOVA:	0.0

HOME

EXAMS

Schedule an exam

Cancel an exam

Scheduled exams

Exam dates

Exam timetables for all courses

KONTINUIRANO PRAĆENJE

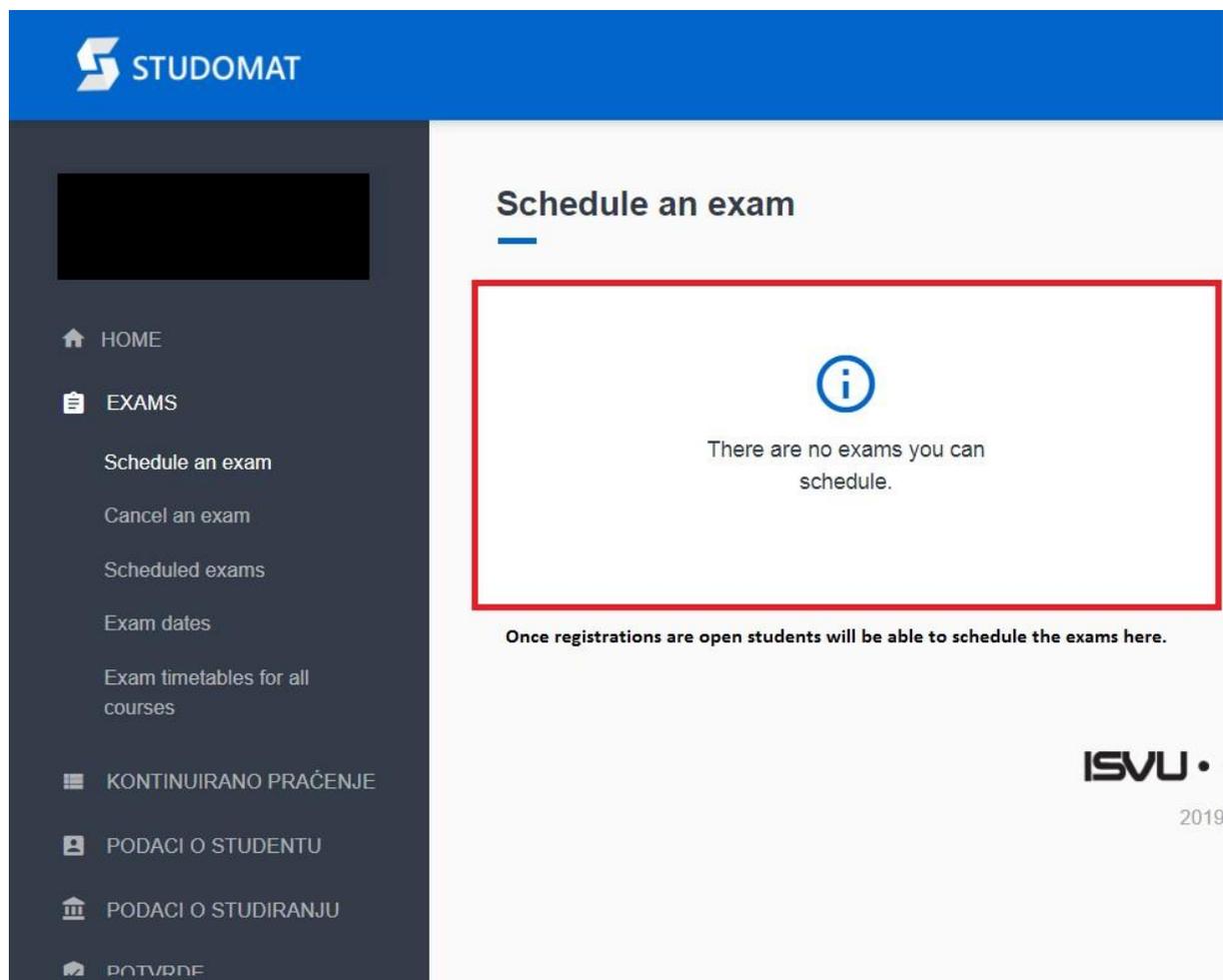
PODACI O STUDENTU

PODACI O STUDIRANJU

POTVRDE

Step 6

In case student receive a message „There are no exams you can schedule”, it means the exam registration is not open yet.



The screenshot shows the STUDOMAT website interface. The top navigation bar is blue with the STUDOMAT logo. A dark grey sidebar on the left contains a menu with options: HOME, EXAMS (with sub-items: Schedule an exam, Cancel an exam, Scheduled exams, Exam dates, Exam timetables for all courses), KONTINUIRANO PRAĆENJE, PODACI O STUDENTU, PODACI O STUDIRANJU, and POTVRDE. The main content area is titled "Schedule an exam" and features a red-bordered box containing an information icon and the text "There are no exams you can schedule." Below this box, a note states: "Once registrations are open students will be able to schedule the exams here." The bottom right corner of the page displays the ISVU logo and the year 2019.

Step 7

Once the registrations are open, students will be able to choose the date for the exam and schedule it by clicking SCHEDULE THE EXAM (PRIJAVI).

Students having problems with exam scheduling can visit the Office for International Cooperation.