Exam grade refuse – New procedure

Instructions for students

Version 3.0
Exam grade refuse – new rules

The Academic Senate in the sitting of 03/05/2016, with deliberation no.62, modified the art. 22 paragraph 14\(^1\) of the “Regulations of student career” (Regolamento delle carriere degli studenti), including these new rules:

- Tacit approval: student can simply refuse his/her exam grade
- Student will have 7 days to refuse his/her exam grade
- 7 days after the publication of the exam grades the professor will record all the positive grades.

The procedure of exam grade refuse starts when the professor publics the results. The publication will be communicated to the student’s personal university e-mail address and it will also be immediately available at the link “Exam results” in Uniweb.

In order to view the exam grade, click on “Exam results” from the menu on the left (Fig. 1).

![Exam results](image)

**Figure 1: Exam results.**

In order to refuse the exam grade, click on the icon *sheet of paper* alongside each grade (fig. 1).

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\(^1\)“If using online grade registration, the student, who wants to refuse his/her exam grade, has to use the online procedure within 7 days of the publication of the exam results. If the student do not express himself/herself within such deadline the exam grade will be recorded. If using paper grade registration, the student, who wants to refuse his/her exam grade, will have to communicate it to the Chair of the Exam Board.”
Figura 2: From this window the student can refuse his/her exam grade.

The online procedure for the exam grade refuse will be available for seven days. Starting from the eighth day onward the exam grades of the students, who have not refused their grade within these 7 days, will be recorded.

**Booking the exam in the subsequent term**

The student who has not refused the grade cannot book the same exam in the subsequent term. If the student tries to book the exam, the system will stop him/her showing the message in the figure below (fig. 3).

Figura 3: Booking feedback for the student with a pending grade in a previous term.