

How to request a personalised test

The request form must be sent to esami.studenti@unipd.it **at least 15 days before the exam date.**

You find the form under "support for exams" :

<https://www.unipd.it/en/inclusion-support-lesson-attendance-individual-study-and-examinations>

The form must be completed on the computer and saved **in PDF format**. No photos of forms, nor handwriting forms will be accepted. You can find the **information on the exam** at this [LINK](#).

The service will send the request to the professors, after evaluating it.

In the e-mail we will send to the professors you will be in copy so that you can see any changes we have made and their response. On the day of the exam, please remind the professor of your request, possibly even showing the e-mail exchange.

Please do not send requests for customised tests directly to your professors on behalf of the Inclusion Unit or by putting us in copy.

Pay attention: **for each exam you need to fill in a different form with the object *Request of personalisation for the exam of "exame name" of "exam date"***. Always write to us from your institutional mail address (@studenti.unipd.it).

Do not send the same form or request more than once.

What happens if I submit the application form late?

If the 15 days are not respected, **the request will not be taken into consideration by the Inclusion Unit and professors will not be required to grant a personalised test for the indicated date of exam.**

You will therefore not be able to send requests for a personalised test directly to professors on behalf of the Inclusion Department or by putting us in copy.

What happens if I submit an incomplete application form?

Also in this case, **your request will not be processed by the Inclusion Unit until you send in the correctly completed form.**

If you are missing information about the exam you can find it at this [link](#).

Only if registration for the exam date is not open and you cannot find the information [here](#) at the time you need to send the form, you can still send it, informing us of the date later.

CONCEPT MAPS/FORMULARIES

For requests of concept maps or of a formulary it is necessary to:

- Start designing and constructing them from the beginning of the semester, submitting an example of a map and/or formulary to the professor at the beginning of the course for a feedback. It is important to do this during receiving hours, in presence or in Zoom, and not via email.
- at least 15 days before the exam date, send to esami.studenti@unipd.it the concept maps or the formulary, preferably completed (or at least the draft revised following the professor's instructions), together with the form for the personalized test: we'll forward them to professors for final approval

To learn more about maps and formularies and to view an example of a correctly designed map and formulary, you can consult these links:

[Video: the graphic representation of knowledge – Zamperlin](#)

[Example of a concept map](#)

[Video: compensatory tools and forms- Casadio](#)

[Example of a formulary](#)

**COMPUTER, TECHNOLOGICAL AID/ TUTOR READER and/or
TRANSCRIBER**

If you are requesting: a computer, or other technological aids, a tutor reader and/or transcriber, it is mandatory to indicate **where** the examination will take place, the **time** and **duration**. You can find the information at this [LINK](#).

**What do I do if I do not receive confirmation from the professor within
7 days of the exam date?**

If, 7 days before the exam, the professor hasn't replied yet, please let us know so that we can send them a reminder and try to contact them urgently.

CANCELLATION OF REQUEST

If you will no longer be taking the exam for which you have requested a personalised test, you must notify us and the professor by e-mail as soon as possible.