UNIWEB – STUDENT GUIDE: HOW TO SIGN UP FOR EXAMS

“EXCHANGE” STUDENTS

**Exam types**

There are two types of exams :
- Partial exams
- Final exams (those which will be recorded in your booklet)

1) Partial exam

It is an exam that is expected to be recorded subsequently and it is used for:
- Tests or midterm exams whose results will be published on Uniweb, but not registered in the booklet

This is the symbol which appears next to the partial exam session.

2) Final exam (to be reported in the Transcript of records)

It is an exam that will be registered by the teacher in the booklet and it is used for:
- Signing up, taking and registering a written or oral exam
- Registering partial exams

This is the symbol which appears next to the final exam session.

**Signing up for exams**

Log in to your Uniweb profile

**ENG: https://uniweb.unipd.it/Home.do**
**ITA: https://uniweb.unipd.it/**

Home → Booklet

Since you are an exchange student, your booklet will be empty.

You can add the course units to your booklet by filling in the Study Plan

Home → Study Plan

When the course units are in the booklet you will be able to register for exams.

Exams available for the course units in your booklet

No exams available for the course units in your booklet
PLEASE NOTICE THAT YOU CAN SIGN UP FOR THE EXAM ONLY IF THE REGISTRATION IS OPEN
Please check here the period of registration for your exams
https://uniweb.unipd.it/ListaAppelliOfferta.do;jsessionid=E925683DBD8EC88ED66AC5B81BAD642F.jvm1c

From your booklet you have direct access to partial and final exams.

You can check from the book icon whether the session is open or closed (if the session is closed you can’t sign up for the exam!)

Just click on this icon to register:

**IMPORTANT!!!**
Before being able to sign up for each exam, you will have to answer to the questionnaire about that course unit. This is mandatory in order to continue with the procedure.
Unfortunately the questionnaire is only in Italian. If you do not understand, you can avoid answering the questionnaire by clicking on the button "non desidero rispondere al questionario", otherwise you will not be able to continue.

**Final and partial exams:**

**For final exams**
Log in to Uniweb
Home → Exam session

**For partial exams**
Home → Partial exams

In both cases you can see the exams available for all the activities in your booklet.
After having selected the course unit, please check if the information provided by Uniweb are correct:
- Name of course unit
- Code of course unit
- Name of the teacher
- Location / Campus
(see the image below).

If they are, you can proceed and book your exam.
**Shift choice (DATE AND TIME)**

Whenever possible, you can choose on which date you want to take the exam by selecting your shift before confirming your booking.

**Verifying exam booking**

In order to verify your bookings or cancel a booking go to:

Home → Booking notice board

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**Registering your grades:**

Exams’ results will be published in the section EXAM RESULTS. If you want to refuse the grade, you have the possibility to do that within 7 days after its publication. After this deadline, the teacher will have to confirm the grade in the booklet.

When the grade is registered, it will no longer appear in EXAM RESULTS section, and you will find it in the BOOKLET.

Only exams registered in the booklet will be listed in the final Transcript of Records.