UNIWEB – STUDENT GUIDE: HOW TO SIGN UP FOR EXAMS

"DEGREE SEEKING" STUDENTS

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

ITA: https://uniweb.unipd.it/

Signing up for an exam: what you should check

In order to sign up for an exam it is necessary to be enrolled for the current academic year and have paid all the fees of the previous academic years and the first fee of the current year (if you are a scholarship holder the fees might be paid by the university on your behalf).

How to verify whether your enrolment status is updated:

- Log in to your Uniweb profile.
- Home → Registrations

If the registration for the current academic year is missing or the traffic light is red it is necessary to verify whether you have paid your university fees (or whether they have been paid by the local contact person of your mobility programme).

How to verify fee payments:

- Log in to your Uniweb profile.
- Registrar's Office – payments

Verify that the previous academic years fees and the first fee of the current year are recorded – green traffic light.

It is possible to sign up for exams even though the second and third fees of the current year have not been paid yet.

The failure to pay the second or third fees prevent you from enrolling the following year.

If you pay your fees personally and an already paid fee is not recorded, please contact the Servizio Diritto allo Studio:

- By sending the receipt of the payment by fax (049.8275030) with your identification student number
- By delivering the receipt to the front office (via Portello, 31)

If the fees should be pay by the local contact person of your mobility programme please get in touch with them.

Signing up for your exam

Log in to your Uniweb profile

Home → Booklet

Exams available for the courses in your Booklet

No exams available for the courses in your Booklet

THIS SYMBOL MEANS THAT AN EXAMS SESSION IS OPEN FOR THIS COURSE UNIT

Please check here the period of registration for your exams:
https://uniweb.unipd.it/ListaAppelliOfferta.do;jsessionid=02EE189CD0B18BB8FD3C5919D354945B.jvm4a?cod_lingua=eng

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!)
What does it mean "THERE ARE NO EXAMS AVAILABLE"?
Bookings are not open yet or are already closed.

Just click on this icon to register:

IMPORTANT!!!
Before being able to register for each exam you will be obliged to answer to the questionnaire on the course unit. This is mandatory in order to continue with the procedure.

Shift choice (DATE AND TIME)

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

After having selected the activity, please check that the information provided by Uniweb is correct (like the image below).

If they are, you can proceed and book your exam.

The registration will be confirmed on the same webpage:

Exam types

There are two types of exams :
- Partial exams ("moduli")
- Final exams (those which will be recorded in your log-book)

1) Partial exam

It is an test that is expected to be recorded in a subsequent Final exam session and it is used for:
- Written exams whose results will be published on Uniweb
- Tests or midterm exams whose results will be published on Uniweb

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

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

2) Final exams (session including the registration in the booklet)

An exam that will be recorded by the teacher in the student's booklet and it is used for:
- Registering a written exam
- Taking and registering an oral exam

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

In both cases you can see the exams available for all the activities in your booklet.

Verifying exam booking

In order to **verify your bookings, print a memo or cancel a booking** go to:

Home → Booking notice board

Registering your grades:

All successful exams results are automatically registered; if you wish, you can refuse the grade of an exam and repeat it, you will have 7 days to refuse it.

In order for all your exams results to be registered correctly you must sign up for all of them in Uniweb, there is no alternative procedure!

If you want to know more about the procedure for refusing a grade you can read the guide "How to refuse a grade" available here:

http://www.unipd.it/download/file/fid/47930

If you have any doubt about the recording procedures you can refer to the administrative officer responsible for your programme, to your Buddy or to the Tutor students of your School/Department.