



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

My personal area
Logout
Change Password

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Master data
Identity documents
Dichiaraz. accettazione
Registrations
Study Plan
Select Plan
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Exam sessions
Partial exams
Booking notice board
Exam results
Certificates
Course change
Transfer application
Admission test
Evaluation test
State Exams
Enrolment
Career Analysis

Certificazione Unica
Registrar's Office
Course Registration

Year of Course	Academic Activities	Credits	Status	Attendance	Grade - Exam date	Rec.	Exams	Exam sessions
1	AVP7078837 - FOREST ECOLOGY AND MANAGEMENT	11	●	2017/2018				
1	AVP7078797 - FOREST POLICY FOR A BIO-ECONOMY STRATEGY	6	●	2017/2018				
1	AVP7078857 - NATURAL DISTURBANCES ECOLOGY AND MANAGEMENT	6	●	2017/2018				
1	AVP7078738 - RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS	3	●	2017/2018				

Key:
 AT/R = Attendance recognized
 EA/R = Entire activity recognized
 AT/V = Attendance validated
 EA/V = Entire activity validated
 ● = Academic activity not in your career plan
 ● = Academic activity in your career plan
 ● = Waiting for approval of Didactic Activity
 ● = Part of a group of Didactic Activities
 ● = Planned Didactic Activity
 ● = Attended Didactic Activity
 ● = Passed Didactic Activity

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?sessionId=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.



Student

NAME SURNAME

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Select Plan
Booklet

Booking exams

Warning: You can book written exams and partial exams selecting the link "Partial exams" from the menu on the left. Select the link "Booking notice board" to check your booking. Select the link "Results notice board" to see the your exam grade or assessment.. The page shows the exam sessions currently available only for the academic activities already in your booklet .

disponibili per l'insegnamento RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS

	Academic activity	Exam session	Registration	Description	Sessions	President	CFU
🚫	RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS	20/06/2018	18/06/2018 19/06/2018	Written examination (option 3)	2017/2018	SECCO LAURA	3
📄	RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS	23/07/2018	17/01/2018 20/07/2018	Written examination (option 4)	2017/2018	SECCO LAURA	3
📄	RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS	12/09/2018	17/01/2018 11/09/2018	Written examination (option 5)	2017/2018	SECCO LAURA	3

If you do not find some of the exam sessions please verify in "Partial exams" (from the menu on the left).

To book exam sessions for subject not in your booklet please look for the exam session in the page [find sessions](#) .

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.

Student

NAME SURNAME

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Terms booking - Selected term details

Riepilogo dati

Teaching activity	AVP7078738 - RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS (offered in the course FOREST SCIENCE - SCIENZE FORESTALI [AV2091])
Term	Written examination (option 4) del 23/07/2018
Sessions	sessione unica
Tipo esame	Written
Verbalizzazione	Prova finale senza pubblicazione del voto e con Firma Digitale
Professors	SECCO LAURA (Presidente)

Exams schedule

Date - Time	Building and classroom	Stud.#	Professors
23/07/2018 10:00 - Written examination (option 4)	COMPL.AGRIPOLIS - CORPO LABORATORI 1 (EDIFICIO PRIMA STECCA) - VIALE DELL UNIVERSITA , 16- LEGNARO (PD) - Saletta estimo	0	SECCO LAURA

[Book your term >>](#) [Cancel](#)

The registration will be confirmed on the same webpage:

Student

NAME SURNAME

My personal area
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Exam sessions
Partial exams

Exam terms booking - booking result

Riepilogo dati

Teaching activity	AVP7078738 - RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS (offered in the course FOREST SCIENCE - SCIENZE FORESTALI [AV2091])
Term	RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS on 23/07/2018
Sessions	sessione unica
Exam type	Written
Docenti	SECCO LAURA (Presidente)

PRENOTAZIONE EFFETTUATA

BOOKING CONFIRMED

Data - Ora	Edificio e Aula	Docenti
23/07/2018 - 10:00	COMPL.AGRIPOLIS - CORPO LABORATORI 1 (EDIFICIO PRIMA STECCA) - VIALE DELL UNIVERSITA , 16- LEGNARO (PD) - Saletta estimo	SECCO LAURA

[Stampa promemoria](#) [Back to the list of exam terms](#)

PRINT A MEMO



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

Student HOME - Exam Sessions Booking Board

NAME SURNAME **NABI MD NUR UN [MAT. 1162225]**

Exam Sessions Booking Board

Status of bookings made up to 15/05/2018

View the [complete chronology](#) of the processes of your exam session booking

RESEARCH AND PROJECT DEVELOPMENT METHODOLOGY: APPLICATIONS - [AVP7078738] - Written examination (option 4)

Registration number: 1 on 1

Exam Type: scritto

Day	Time	Building	Classroom	Reserved for	Professors	Delete	Print
23/07/2018	10:00	COMPL.AGRIPOLIS - CORPO LABORATORI 1 (EDIFICIO PRIMA STECCA) - VIALE DELL UNIVERSITA , 16- LEGNARO (PD)	Saletta estimo	Nessun partizionamento	SECCO LAURA	X	🖨

CANCEL A BOOKING

PRINT A MEMO



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.