How to request a personalised test

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

Link to the web site for the support. You can 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.

You will no longer have to send requests for adaptations directly to professors on behalf of the Inclusion Unit or by putting us in copy.

Pay attention: A different e-mail should be sent for each exam 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 Department 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.

**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.

CONCEPT MAPS/FORMULARIES

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

- Start designing and constructing them from the beginning of the lessons, submitting an example of a map and/or formulary to the professor at the beginning of the course for a comparison. 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 inclusione.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.