#### INTERNATIONAL STUDENT GUIDE-HOW TO SIGN IN FOR EXAMS IN UNIWEB

## 1) UNIWEB

Sign in to uniweb.

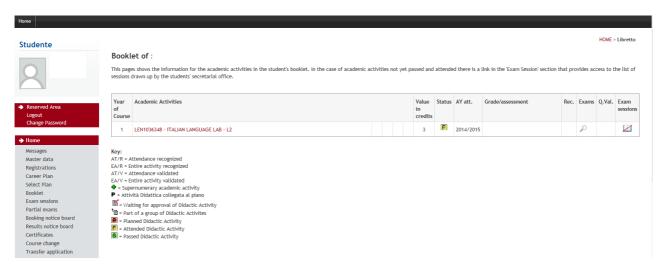
Go to: <a href="https://uniweb.unipd.it/">https://uniweb.unipd.it/</a>



Put it in English, if you want and do the login via the Single Sign On Login: name.surname@studenti.unipd.it

#### 2) Booklet

Open under "home" your "booklet". In this table youfind all the didactic activities and also the votes after registration.



### 3) Exam sessions "Appello"

Usually you can find in the booklet already the exams of your study plan (Degree seeking students/ Mundus students) or your Learning Agreement (Erasmus and other exchange students).

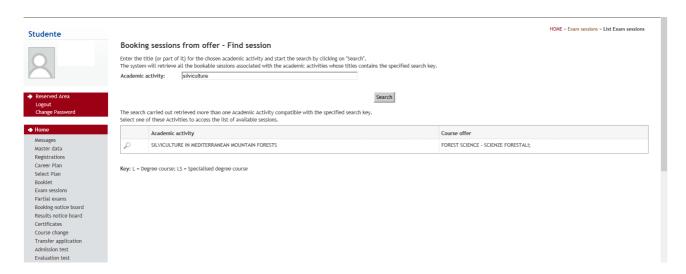
If you do not find it and the table is empty you have to use either:

- Exam sessions "Prova finale" for oral exams and the registration or the registration of written exams
- Partial exams for signing into written tests

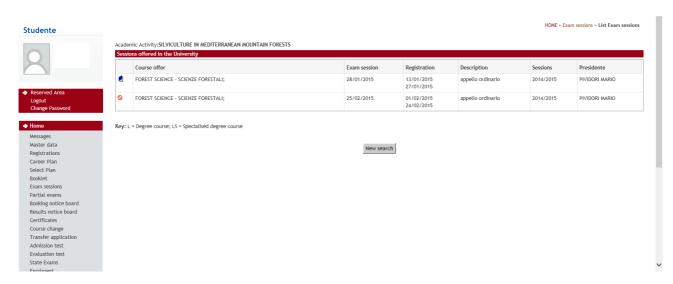
If you click on "Exam sessions" → find session

Tape the name of the exam or a part of name to search for it:





4) Then you will get the information about the exam date and the registration period.

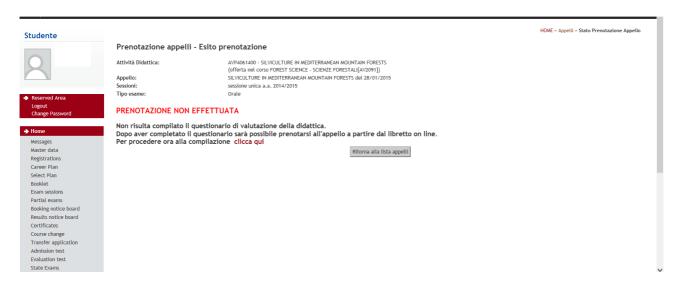


Select the right session, when you have more than one clicking on the little blue book and then go ahead with "proceed".

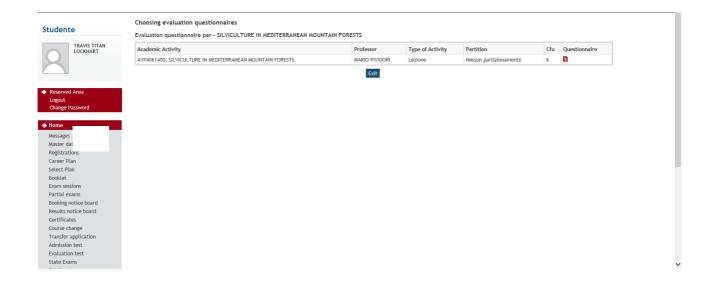


### 5) Questionnaire

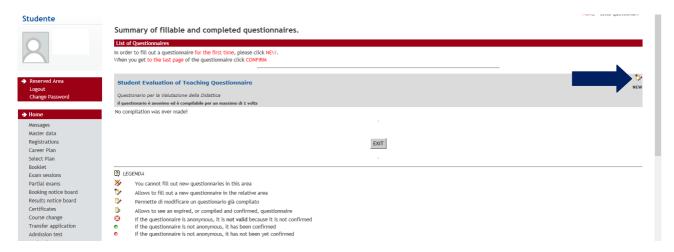
In this case you find PRENOTAZIONE <u>NON</u> EFFETTUATA, that means something went wrong. In this case you are asked to fill in the "questionario". A questionnaire about the quality of the didactic activities. Please fill that out! You have to go to "clicca qui"



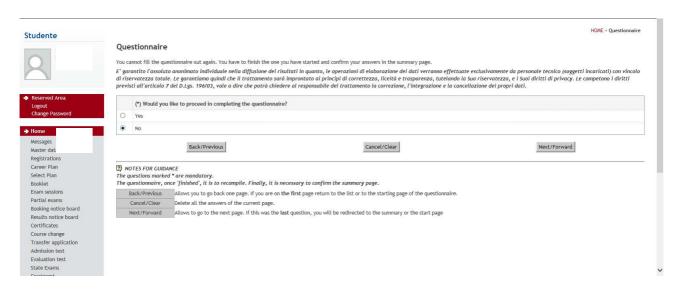
Now you see the course and the questionnaire sign in red. Click on that red questionnaire sign:



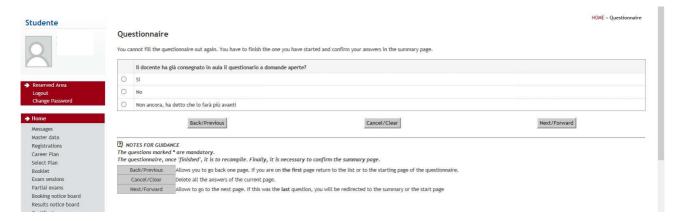
### Now you have to start the new questionnaire with "nuovo"



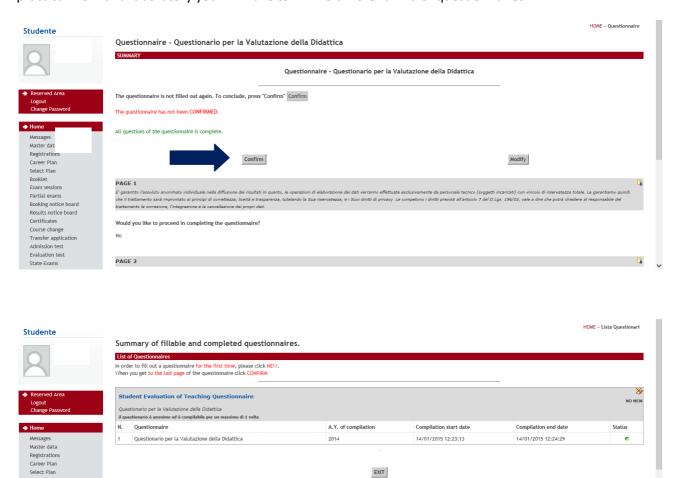
#### And follow the instructions



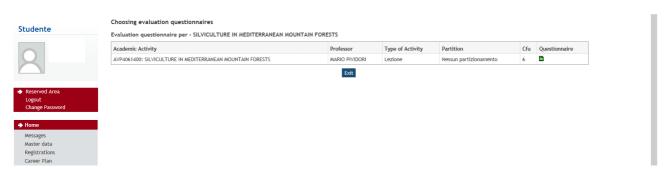
At the end you are asked if the teacher gave to you a questionnaire during the lectures. Please confirm or not. Then you go on.



At the end you have to confirm the questionnaire. In case that the didactic activity foresees lectures, practical work and laboratory you will have to fill in 3 different kind of questionnaires.



If you did everything the questionnaire sign will get green. Then "exit".



Now you find in your booklet online the course with the questionnaire green. Under "Exam sessior" you find a white open book. When there is no red crossing line you can sign in for the exam now. Click on the white booklet:



## 6) Signing in for the exam

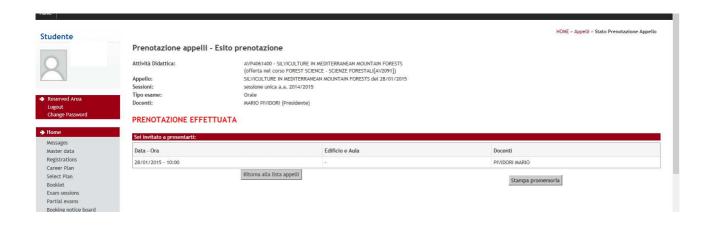
Now we are at step 4 again. Click on the little blue booklet.



# Then "Prenota all'appello".



At the end you can see that this time the system tells you: **PRENOTAZIONE EFFETTUATA** So you are in the list of students for the exam or for the registration.





If everything is correct you can also see the exam registrations in the **booking notice board**. There you can also cancel a registration.

## 7) Partial exams

In case that the exam consists of more than one part you need to search in "Partial exams" instead of "Exam sessions". This is the case for example when you do a written test followed by the oral one. In case that you have only written tests you need to sign in ones again for the official registration of the vote.



You can recognize partial exams (written tests) because the little booklet is not blue but red. It is obvious that you first have to sign in for the written test and in another date for the registration.