UNIWEB – STUDENT GUIDE: HOW TO SIGN UP FOR EXAMS

“EXCHANGE” STUDENTS

**ENG:** [https://uniweb.unipd.it/Home.do](https://uniweb.unipd.it/Home.do)

**ITA:** [https://uniweb.unipd.it/](https://uniweb.unipd.it/)

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**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 exam that is expected to be recorded subsequently and it is used:
- Tests or midterm exams whose results will be published on Uniweb

![This is the symbol which appears next to the partial exam session.](image)

![This is the symbol which appears next to the partial exam results.](image)

2) **Final exams (about to be recorded)**

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

![This is the symbol which appears next to the final exam session.](image)

The exam will be recorded by the Professor within 7 days after the publication of the exam’s results.
Adding exams to your booklet (libretto online)

Log in to your Uniweb profile
Home \rightarrow “Libretto online” (Booklet)

Since you are an exchange student, your “Libretto online” will be empty.
You have to update it by adding the course/exams you are going to attend/take.
When the exams are added to your “Libretto online” you will be able to register for those exams.

Exams available for the courses in your “Libretto online”
No exams available for the courses in your “Libretto online”

In order to search for activities that do not appear in your booklet, please click on RICERCA APPELLI (“find sessions”).

PLEASE NOTE THAT YOU CAN FIND 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
By using the search filter is possible to visualize all the exams available for that subject. Uniweb will provide you a list of courses with the degree they are offered by.

In order to register for the right list, please click on the lens on the left.

**In order to identify the right exam is important to have the following pieces of information**

- Name of the course
- The degree which provides that specific course
- The Professor’s name
- Search should occur according to the degree which includes the course you are looking for.
- If you cannot find the exam you are looking for this means it is not in Uniweb yet.
- If you are a degree seeking student, it is important to sign up for the right list in order to avoid problems

If you are not able to find your exam with the abovementioned procedure please refer to the Erasmus Office of your School or to the Student Office (Segreterie Studenti), via Lungargine Piovego 2/3. Opening Hours: Monday and Wednesday (9.00-13.00), Tuesday and Thursday (9.00-15.00), closed on Friday.
Booking your exam

Now that you have added the exams you would like to take to your “Libretto online” you can register for them.

This is your “Libretto online”:

From your “Libretto online” 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 register for the exam!)

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. Unfortunately the questionnaire is only in Italian. If you do not understand, please answer all the same, otherwise you will not be able to continue.

Final and partial exams:

For final exams
Log in to Uniweb
Home → “Iscrizione esami” (Exam session)

For partial exams
Home → “Prove parziali” (Partial exams)

In both cases you can see the exams available for all the activities in your booklet.
After having selected the activity, please check that the information provided by Uniweb are correct (like 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, print a memo or cancel a booking go to:

Home → “Verifica iscrizione esami” (Booking notice board)

Registering your grades:

All successful exams’ results will be automatically registered in Uniweb within 7 days after the publication of the grades. They will be recorded in your Libretto (booklet) and will appear in your final Transcript of records. If you do not want to accept the mark, you have the possibility to refuse it within 7 days after its publication.

If you have any doubt about the recording procedures you can refer to the International Relations Officer responsible for your programme, to your buddy or to the Tutor students of your School.