ON-LINE EXAM REGISTRATION PROCEDURE

Access your personal area

On-line exam registration is possible through the student portal (personal area) on the following webpage

https://studentonline.unipv.it

Access credentials are provided by the University Administration Office

Username = Italian tax code (Capital Letter)

Password = personal password for students’ service (the same you use to gain access to the University WI-FI – Capital Letter)

Please note that Erasmus students, students enrolled before the DM 509/99 and, just for now, students enrolled in single courses do not have to follow this instructions.

Forgotten Password

Please use the following webpage and select the link on the right column called “Forgotten Password”
On-Line Exam Registration

It is possible to register only to exams that you have included in your study plan. Please note that in order to register to an exam, once the course is finished, you are asked to fill out a survey on the course’s learning activities. If you do not fill out the requested survey first, the procedure will stop and ask you to fill it out.

At the end of the on-line exam registration procedure the system will issue a warning if students have some irregularities registered in their personal area (i.e. you have not paid your annual tuition fee yet). Later on, in order to have you exam result registered in your personal area, you have to solve your “irregularity” first.

Fill out the survey.

In order to register to an exam, once the course is finished, you are asked to fill out a survey on the course’s learning activities. If you do not fill out the requested survey before registering for an exam, the procedure will stop and ask you to fill it out first.

To fill out the survey before registering for an exam, use the webpage that usually shows your study plan:

Select “Career” and then “Booklet” on the left column. The last column after “Exam Session” has a icon to select the survey if you want to fill out the survey.
Please note that if there is nothing in the column “Survey” that means that there is no need to fill out the survey in order to register to exam.

**Online exam registration**

In order to register to an exam select “Exams” on the left column and than “Exam Session”. The system will show on the right the exam you can register online (the box will show the exam date and for how long the online registration procedure will be open).

You can gain access to register for extra activities exams (which do not require a final grade registration) through the left column: select “Exams” and “Partial exams”.

Select the book icon on the left column and than in the next webpage click on the “Register to the Exam Session” button in the centre of the page.

The webpage shows the type of exams (written or oral), the exam date, the exam commission, the classroom and a possible student partitioning.

After you start to register, the system may shows some additional notes.
For example if there was a survey available for the course of which you want to take the exam, the system will ask you to fill out the survey. Only after you fill it out you are allowed to go on with the registration.

If the system shows this kind of warning “Registration not completed – the selected activity has not been attended”, please contact the Student Administration Office.

On the web page like the one here on the left, at the end of a successfully online exam registration procedure, the system could issue a warning if students have some irregularities registered in their personal area (i.e. you have not paid your annual tuition fee yet). Later on, in order to have you exam result registered in your personal area you have to solve your “irregularity” first.

Please note that the professor could contact the students registered to the exam using this system. Check your university mail box regularly.

Please remember to logout from your personal area after you complete the registration procedure.

Check the list of your registered exam and cancel your registration.

In order to check the list of exams you registered for go on your homepage, select “Exams” and than “Booking notice board” on the right column.
If you want to cancel your registration, select the “X” icon in the Cancel box.

**Exam results**

The exam results will be published in your personal area by the professor. As soon as the professor publishes the exam results, you are going to receive an e-mail on your university email address. The mail will tell you your grade and eventually the deadline for you to accept the proposed grade.

To check the exam results you can also check the “Result notice board”: select “Exams” and than “Results notice board” on the left column.

**Rejection of the proposed grade.**

In some cases you can reject within the deadlines the grade proposed by the professor using your personal area.

Use your “Results notice board” and select the icon with the grade.

Select “Mi ritiro” e “Conferma” to reject the proposed grade.
When you select “Mi ritiro”, the grade will be shown with an “x”.

Please note that is possible to reject a grade only and on the webpage within the deadline written on the mail you receive where you are told your grade.