

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>

UNIVERSITÀ DI PAVIA
Servizi online

Name ita en

Guest Indirizzo Teaching Structure Area

Registered User Area

- Registration
- Login
- Forgotten password

Exams

International mobility

- Authorization code from
- Access Code

Teaching Structure Area

This page is the starting point for browsing the information regarding the University's teaching and for accessing the relevant on-line services; in order to access the system, you need to gain your own log-in credentials.

If you are already enrolled at the University of Pavia (or if you have been enrolled in the past), please select login and enter the username (Italian personal identification number, in capital letters) and password (in capital letters) you use for the University services, e.g. to connect to the WI-FI network etc.

If you have never been enrolled at the University of Pavia, please select Registration. You will be asked to enter your personal data. At the end of the procedure, you will be awarded a username and a password.

If you already have a username and a password but you forgot them, please follow the instructions you can find at the below web address:
<http://www.unipv.eu/on-line/Home/Navigator/Studenti/documento4683.html>.

ONLY FOR INCOMING ERASMUS STUDENTS:
Please enter Application form for incoming students

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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”

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Fill out the boxes with your Italian Tax Code and the e-mail address you used for your online registration

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 your 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:

Appelli	Anno di Corso	Attività Didattiche	Stato	AA Freq.	Peso in crediti	Data Esame	Voto / Giudizio	Prove	Ric.	Q.Val.
	1	300264 - INTERNATIONAL BUSINESS LAW	P	F	2009/2010	6			--	
	1	300261 - INTERNATIONAL ACCOUNTING	P	F	2009/2010	6			--	
	1	300266 - INTERNATIONAL FINANCE	P	F	2009/2010	9			--	
	1	300263 - INTERNATIONAL BUSINESS AND MANAGEMENT	P	P		9			--	--
	1	300253 - ECONOMICS OF EMERGING ECONOMIES	P	P		9			--	--
	1	300265 - INTERNATIONAL ENTREPRENEURSHIP AND MARKETING	P	P		9			--	--
	1	300262 - INTERNATIONAL AGRIFOOD ECONOMICS	P	F	2009/2010	6			--	

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).

The screenshot shows a vertical navigation menu with the following sections:

- Registered User Area**
 - Logout
 - Change Password
 - Altre Carriere
- Home**
- Admissions**
- Study Plan**
- Career**
- Exams** (highlighted)
 - Exam sessions
 - Partial exams
 - Booking notice board
 - Results notice board
- Tirocini e stage**
 - HomePage Stage
 - Opportunità
 - Gestione tirocini
 - Accedi ad AlmaLaurea
- International mobility**
 - Application Form for Incoming students
 - Mobility Exam Notices
- Iniziative**
 - Iniziative
- Questionari**
 - Questionario Generico 1
 - Questionari generici
 - Questionari valutazione attività didattiche

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”.

The screenshot shows the 'Prenotazione Appelli' page. A red box highlights a book icon in the left sidebar, and a red arrow points to it from the text below.

Selezionare l'icona per procedere alla prenotazione dell'appello d'esame

Attività didattica	Appello	Iscrizione	Descrizione	Sessioni
MATEMATICA GENERALE	02/02/2010	27/01/2010 31/01/2010	daada	2009/2010

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 screenshot shows the 'Prenotazione appelli - Dettaglio appello selezionato' page. A red box highlights the 'Prenotati all'appello >>' button at the bottom.

Calendario delle prove

Data - Ora	Edificio e Aula	# Iscr	Docenti
02/04/2012 - 09:30	AULA L1 (LET. 200 posti) - AULA L4 (LET - 70 POSTI)	0	E C A C

Buttons: Annulla, Prenotati all'appello >>

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.

HOME > Appelli > Stato Prenotazione Appello

// Prenotazione appelli - Esito prenotazione

Attività Didattica: [02401 - MANAGEMENT - MANAGEMENT](#)
(offerta nel corso SCIENZE MOTORIE[33400])

Appello: ANTONOMIA UMANA - Jul-09/04/2010

Sessioni: SESSIONE UNICA, SESSIONE UNICA

Tipo esame: Scritto

PRENOTAZIONE NON EFFETTUATA

Non risulta compilato il questionario di valutazione della didattica.
Per procedere ora alla compilazione [clicca qui](#)

[Ritorna alla lista appelli](#)

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.

PRENOTAZIONE NON EFFETTUATA

L'attività selezionata non risulta frequentata.

[Ritorna alla lista appelli](#)

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

Home
Segreteria
Piano di Studio
Carriera
Esami
Appelli
Prove parziali
Bacheca prenotazioni
Bacheca esiti
Tirocini e stage
Mobilità internazionale
Area Riservata
Logout
Cambia Password

Prenotazione Appello d'Esame - Stato Prenotazione

Corso di Studio: 02401 MANAGEMENT - MANAGEMENT
Percorso di Studio: CORSO GENERICO
Attività Didattica: 500142 - MATEMATICA GENERALE

Data Appello: 29/01/2010 Scritto -
Unità Didattica: -
Tipo Verbalizzazione: Appello senza verbalizzazione

PRENOTAZIONE EFFETTUATA

Sei invitato a presentarti:

Giorno	Ora	Edificio	Aula	Partizione	Docenti	
					Nome	Cognome
29/01/2010				Nessun partizionamento		

[Stato di Prenotazione all'Appello.](#)

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On the web page like the one here on the left, at the end of a successful 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 you 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.

Area riservata studente

Home
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Cambia Password

Bacheca Prenotazione Appelli d'Esame

Stato delle prenotazioni effettuate aggiornato al 29/01/2010

Visualizza la [cronologia completa](#) delle operazioni di prenotazione di appelli

MATEMATICA GENERALE - [500142] - Scritto

Numero Iscrizione: 3 su 3

Giorno	Ora	Edificio	Aula	Riservato per	Docenti		Cancella	Stampa
					Nome	Cognome		
29/01/2010				Nessun partizionamento			X	

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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.

Università degli studi di Pavia

HOME > Appelli > Bacheca esiti

Area riservata studente

// Bacheca esiti

La pagina mostra gli appelli già sostenuti per i quali è stato assegnato un esito da parte del docente. Per accedere alla funzione di verbalizzazione on-line cliccare l'icona mostrata a fianco di ogni esito.

Data esame	Ora	Docenti	Data chiusura esame	Voto o giudizio
15/01/2010	01:00		23/01/2010	30

Cliccare con il mouse sull'icona per accedere alla pagina di accettazione / rifiuto

Università degli studi di Pavia

HOME > Appelli > Gestione esiti

Area riservata studente

// Gestione esito esame

Dettagli Appello

Attività didattica: MATEMATICA GENERALE [500142]
Descrizione appello: Scritto A-K
Data e ora esame: 15/01/2010 - 01:00
Docenti:
Nota del docente:

Voto/Giudizio: 30

Selezionare l'accettazione o "Mi ritiro" e successivamente premere Conferma per confermare la scelta

Attenzione: se non si intende effettuare una scelta selezionare il tasto Esc. Nel caso in cui si sceglie e si conferma un'opzione, non sarà più possibile astenersi da una delle due scelte, anche accedendo nuovamente a questa pagina.

Intendo completare l'esame con il conseguente inserimento del voto nella mia carriera.
 Mi ritiro

Lo studente può esprimere la volontà di ritirarsi entro il 23/01/2010.

Conferma Annulla Esci

Select “Mi ritiro” e “Conferma” to reject the proposed grade.

Università degli studi di Pavia


HOME > Appelli > Bacheca esiti

Area riservata studente

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MATEMATICA GENERALE - [500142] - Scritto A-K

Data esame	Ora	Docenti	Data chiusura esame	Voto o giudizio
15/01/2010	01:00		23/01/2010	30 

Lo studente ha rifiutato il voto

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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.