

INTERNATIONAL STUDENT GUIDE—HOW TO SIGN IN FOR EXAMS IN UNIWEB

1) UNIWEB

Sign in to uniweb.

Go to: <https://uniweb.unipd.it/>



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 you find all the didactic activities and also the votes after registration.

Home

HOME - Libretto

Studente

Booklet of :

This page shows the information for the academic activities in the student's booklet. In the case of academic activities not yet passed and attended there is a link in the 'Exam Session' section that provides access to the list of sessions drawn up by the students' secretarial office.

Year of Course	Academic Activities	Value in credits	Status	AY att.	Grade/assessment	Rec.	Exams	Q.Val.	Exam sessions
1	LEN1036348 - ITALIAN LANGUAGE LAB - L2	3		2014/2015					

Key:

- AT/R = Attendance recognized
- EA/R = Entire activity recognized
- AT/V = Attendance validated
- EA/V = Entire activity validated
- = Supernumerary academic activity
- = Attività Didattica collegata al piano
- = Waiting for approval of Didactic Activity
- = Part of a group of Didactic Activities
- = Planned Didactic Activity
- = Attended Didactic Activity
- = Passed Didactic Activity

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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:

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Booking Exam sessions

The page shows the sessions that can be booked to date, only for the academic activities already in your booklet.

Exam sessions available for subjects in your own booklet

No session available

To book exam sessions for subjects not in your booklet go to the section [find sessions](#).

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Booking sessions from offer - Find session

Enter the title (or part of it) for the chosen academic activity and start the search by clicking on "Search".

The system will retrieve all the bookable sessions associated with the academic activities whose titles contains the specified search key.

Academic activity:

Search

The search carried out retrieved more than one Academic Activity compatible with the specified search key. Select one of these activities to access the list of available sessions.

Academic activity	Course offer
 SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS	FOREST SCIENCE - SCIENZE FORESTALI;

Key: L = Degree course; LS = Specialised degree course

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

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Academic Activity: SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS

Sessions offered in the University

Course offer	Exam session	Registration	Description	Sessions	Presidente
 FOREST SCIENCE - SCIENZE FORESTALI;	28/01/2015	13/01/2015 27/01/2015	appello ordinario	2014/2015	PIVIDORI MARIO
 FOREST SCIENCE - SCIENZE FORESTALI;	25/02/2015	01/02/2015 24/02/2015	appello ordinario	2014/2015	PIVIDORI MARIO

Key: L = Degree course; LS = Specialised degree course

New search

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

Studiante

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Booking exam sessions from offer - Confirm activities in booklet

Warning,
in order to book the exam session, the subject chosen by you must be entered in the booklet with the following details:

Academic activities:AVP4061400 - SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS

Study course: AV2091 - FOREST SCIENCE - SCIENZE FORESTALI (D.M. 270/2004)
 Education system: AV2091-14 - FOREST SCIENCE - SCIENZE FORESTALI
 Study plan: 003LE - RESPONSIBLE PRODUCTION OF FOREST GOODS AND SERVICES
 Offered in the A.Y.: 2014/2015
 C.F.U.: 6
 Professor in charge: MARIO PIVIDORI

Proceed

Cancel

5) Questionnaire

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

Studiante

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Prenotazione appelli - Esito prenotazione

Attività Didattica: AVP4061400 - SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS
 (offerta nel corso FOREST SCIENCE - SCIENZE FORESTALI[AV2091])
 Appello: SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS del 28/01/2015
 Sessioni: sessione unica a.a. 2014/2015
 Tipo esame: Orale

PRENOTAZIONE NON EFFETTUATA

Non risulta compilato il questionario di valutazione della didattica.
 Dopo aver completato il questionario sarà possibile prenotarsi all'appello a partire dal libretto on line.
 Per procedere ora alla compilazione [clicca qui](#)

Ritorna alla lista appelli

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

Studente Choosing evaluation questionnaires

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Evaluation questionnaire per - SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS

Academic Activity	Professor	Type of Activity	Partition	Cfu	Questionnaire
AVP4061400: SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS	MARIO PIVIDORI	Lezione	Nessun partizionamento	6	

[Exit](#)

Now you have to start the new questionnaire with “nuovo”

Studente HOME - Questionnaires

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Summary of fillable and completed questionnaires.

List of Questionnaires

In order to fill out a questionnaire for the first time, please click **NEVI**.
When you get to the last page of the questionnaire click **CONFIRM**

Student Evaluation of Teaching Questionnaire

Questionario per la Valutazione della Didattica
Il questionario è anonimo ed è compilabile per un massimo di 1 volta
No compilation was ever made!

[EXIT](#)

LEGENDA

- You cannot fill out new questionnaires in this area
- Allows to fill out a new questionnaire in the relative area
- Permette di modificare un questionario già compilato
- Allows to see an expired, or compiled and confirmed, questionnaire
- If the questionnaire is anonymous, it is not valid because it is not confirmed
- If the questionnaire is not anonymous, it has been confirmed
- If the questionnaire is not anonymous, it has not been yet confirmed

And follow the instructions

Studente HOME - Questionnaire

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Questionnaire

You cannot fill the questionnaire out again. You have to finish the one you have started and confirm your answers in the summary page.
E' garantito l'assoluto anonimato individuale nella diffusione dei risultati in quanto, le operazioni di elaborazione dei dati verranno effettuate esclusivamente da personale tecnico (soggetti incaricati) con vincolo di riservatezza totale. Le garantiamo quindi che il trattamento sarà improntato ai principi di correttezza, liceità e trasparenza, tutelando la Sua riservatezza, e i Suoi diritti di privacy. Le competono i diritti previsti all'articolo 7 del D.Lgs. 196/03, vale a dire che potrà chiedere al responsabile del trattamento la correzione, l'integrazione e la cancellazione dei propri dati.

(*) Would you like to proceed in completing the questionnaire?

Yes

No

[Back/Previous](#) [Cancel/Clear](#) [Next/Forward](#)

NOTES FOR GUIDANCE
The questions marked * are mandatory.
The questionnaire, once 'finished', it is to recompile. Finally, it is necessary to confirm the summary page.

Back/Previous	Allows you to go back one page. If you are on the first page return to the list or to the starting page of the questionnaire.
Cancel/Clear	Delete all the answers of the current page.
Next/Forward	Allows to go to the next page. If this was the last question, you will be redirected to the summary or the start page

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.

Studente HOME - Questionnaire

Questionnaire

You cannot fill the questionnaire out again. You have to finish the one you have started and confirm your answers in the summary page.

Il docente ha già consegnato in aula il questionario a domande aperte?

Sì

No

Non ancora, ha detto che lo farà più avanti

NOTES FOR GUIDANCE
 The questions marked * are mandatory.
 The questionnaire, once 'finished', it is to recompile. Finally, it is necessary to confirm the summary page.

Allows you to go back one page. If you are on the first page return to the list or to the starting page of the questionnaire.
 Delete all the answers of the current page.
 Allows to go to the next page. If this was the last question, you will be redirected to the summary or the start page

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.

Studente HOME - Questionnaire

Questionnaire - Questionario per la Valutazione della Didattica

SUMMARY

Questionnaire - Questionario per la Valutazione della Didattica

The questionnaire is not filled out again. To conclude, press "Confirm"

The questionnaire has not been CONFIRMED.

All questions of the questionnaire is complete.



PAGE 1

E' garantito l'assoluto anonimato individuale nella diffusione dei risultati in quanto, le operazioni di elaborazione dei dati verranno effettuate esclusivamente da personale tecnico (soggetti incaricati) con vincolo di riservatezza totale. Le garantiamo quindi che il trattamento sarà improntato ai principi di correttezza, liceità e trasparenza, tutelando la Sua riservatezza, e i Suoi diritti di privacy. Le competono i diritti previsti all'articolo 7 del D.Lgs. 196/03, vale a dire che potrà chiedere al responsabile del trattamento la correzione, l'integrazione e la cancellazione dei propri dati.

Would you like to proceed in completing the questionnaire?

No

PAGE 2

Studente HOME - Lista Questionari

Summary of fillable and completed questionnaires.

List of Questionnaires

In order to fill out a questionnaire for the first time, please click **NEV**.
 When you get to the last page of the questionnaire click **CONFIRM**

Student Evaluation of Teaching Questionnaire NO NEW

Questionario per la Valutazione della Didattica
 il questionario è anonimo ed è compilabile per un massimo di 1 volta

N.	Questionnaire	A.Y. of compilation	Compilation start date	Compilation end date	Status
1	Questionario per la Valutazione della Didattica	2014	14/01/2015 12:23:13	14/01/2015 12:24:29	●

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

Studente

Choosing evaluation questionnaires

Evaluation questionnaire per - SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS

Academic Activity	Professor	Type of Activity	Partition	Cfu	Questionnaire
AVP4061400: SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS	MARIO PIVDORI	Lezione	Nessun partizionamento	6	●

Now you find in your booklet online the course with the questionnaire green. Under "Exam session" 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:

Studente HOME - Libretto

Booklet of :

This page shows the information for the academic activities in the student's booklet. In the case of academic activities not yet passed and attended there is a link in the 'Exam Session' section that provides access to the list of sessions drawn up by the students' secretarial office.

Year of Course	Academic Activities	Value in credits	Status	AY att.	Grade/assessment	Rec.	Exams	Q.Val.	Exam sessions
1	LEN1036348 - ITALIAN LANGUAGE LAB - L2	3		2014/2015					
1	AVP4061400 - SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS	6		2014/2015					

Key:
 AT/R = Attendance recognized
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 P = Supernumerary academic activity
 P = Attività Didattica collegata al piano
 = Waiting for approval of Didactic Activity
 = Part of a group of Didactic Activities
 = Planned Didactic Activity
 = Attended Didactic Activity
 = Passed Didactic Activity

6) Signing in for the exam

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

Studente HOME - Exam sessions - List Exam sessions

Booking Exam sessions

The page shows the sessions that can be booked to date, only for the academic activities already in your booklet.

Exam sessions disponibili per l'insegnamento SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS

Academic activity	Exam session	Registration	Description	Sessions	Presidente	CFU
SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS	28/01/2015	13/01/2015 27/01/2015	appello ordinario	2014/2015	PIVIDORI MARIO	6
SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS	25/02/2015	01/02/2015 24/02/2015	appello ordinario	2014/2015	PIVIDORI MARIO	6

To book exam sessions for subjects not in your booklet go to the section [find sessions](#).

Then "Prenota all'appello".

Studente HOME - Appelli - Prenotazione appello

Prenotazione appelli - Dettaglio appello selezionato

Attività Didattica: AVP4061400 - SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS (offerta nel corso FOREST SCIENCE - SCIENZE FORESTALI[AV2091])
 Appello: appello ordinario del 28/01/2015
 Sessioni: sessione unica a.a. 2014/2015
 Tipo esame: Orale
 Docenti: MARIO PIVIDORI (Presidente)

Calendario delle prove

Data - Ora	Edificio e Aula	# Iscr	Docenti
28/01/2015 10:00 - appello ordinario	-	0	PIVIDORI MARIO

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.

HOME - Appelli - Stato Prenotazione Appello

Studente

Prenotazione appelli - Esito prenotazione

Attività Didattica: AYP4061400 - SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS (offerta nel corso FOREST SCIENCE - SCIENZE FORESTALI[AV2091])
 Appello: SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS del 28/01/2015
 Sessioni: sessione unica a.a. 2014/2015
 Tipo esame: Orale
 Docenti: MARIO PIVIDORI (Presidente)

PRENOTAZIONE EFFETTUATA

Sei invitato a presentarti:

Data - Ora	Edificio e Aula	Docenti
28/01/2015 - 10:00	-	PIVIDORI MARIO

[Ritorna alla lista appelli](#) [Stampa promemoria](#)

HOME - Libretto

Studente

Booklet of

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1	AVP4061400 - SILVICULTURE IN MEDITERRANEAN MOUNTAIN FORESTS	6		2014/2015					

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 = Attended Didactic Activity
 = Passed Didactic Activity

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.

HOME - Partial exams - List Partial exams

Studente

Booking Partial exams

The page shows the sessions that can be booked to date, only for the academic activities already in your booklet.

Partial exams available for subjects in your own booklet
 No session available

To book exam sessions for subjects not in your booklet go to the section [find sessions](#).

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.