Reservation of Appeals exam Online

Students Handbook
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1. INTRODUCTION
With the introduction of the Course Program for exams, booking procedures appeal, visualization vote and pass / fail result will be made on line. This handbook provides the following instructions for the students
- Reserved area
- Section exams:
  - Appeals
  - Tests partial
  - Board reservations
  - Board results

2. WEB ACCESS AREA RESERVED
In order to use the functionality of the system online service for examinations, you must access the service

https://www.studenti.uniupo.it/Home.do

Click on ONLINE SERVICES FOR STUDENTS.

On the page that appears, click on LOGIN

Please enter your credentials:
username: Matricola Number
default password brief: initial Sex (M/F)
date of birth (DDMMYYYY)

EXAMPLE:
10000000 student with Matricola number, M/F
born 15051975
He will have the credentials:
username: 10000000
password: M15051975
REMEMBER:
If you forgot your password: you can request a new password at the Students’Office.

3. SECTION EXAMS

EXAM menu, you can view all functions linked to the system of examinations available online verbalization.
   a. appeals
   b. partial tests
   c. board reservations
   d. board results

3.1 RESERVATION APPEALS

Clicking APPEALS appear all appeals of educational activities in the booklet.
At the field up, shows the dates of opening and closing of the reservations

You can get more informations by clicking on the icon on the appeal, at the teaching activity of interest.

The new page shows the informations of the appeal and it allows you to book clicking on booked appeal.

To book call click PROCEED.

On the page of CONFIRM RESERVATION, you can choose whether or not to print a memo entry by selecting corresponding item Print Reminder. You can also post messages to the teacher in the SPACE NOTES. To proceed with the registration Press the Reminder button or click on the Booking confirmation.

If everything is in order, if the controls set at time of booking are exceeded, a message confirmation (Reservation made), otherwise a warning signal the detected anomaly.

INTEGRATED EXAM: To book the Partial Test, the procedure is identical to that described for the appeals:
You must try the “parent code”:
• You need to subscribe to the first partial if it is the first time that you sign up
• you must subscribe to the second set and then the father if you have to close the integrated examination

3.2 BOARD RESERVATIONS
Once the reservation is made, the appeal is no longer visible. To view all the reservations and their status must click BOARD BOOKING.
From here you can:
• revoke the reservation by clicking on the X in the Delete field. Once withdrawn the reservation, you can run it again.
Both operations cancellation and re-registration is permitted only within the limits defined by the dates of opening and closing of the list subscribers.
• print or reprint the memo entry by clicking on the icon

To revoke a reservation you must confirm the cancellation:

3.3 BOARD RESULTS
IN THIS SECTION YOU CAN VIEW THE RESULTS OF THE EXAMINATIONS THAT INCURRED.

IF THE APPEAL PROVIDES FOR THE PUBLICATION OF THE RESULTS, YOU CAN ACCESS THE PAGE OF RESULTS BY CLICKING ON THE FIELD UNDER THE FINAL EVALUATION
After choosing the desired item (accept or back out), proceed with the confirmation.

Warning: if you exceed the date of last refusal will not be able to make a choice.

if the examination is only in written form:
• You need to register for the exam written
• the vote will be sent to your institutional e-mail (matricola \textbf{number@studenti.uniupo.it}) and you have seven days time to accept it. If you do not make your choice within a 7 days the vote will be accepted.

if the writing is binding on access to oral examination:
• You need to register for the exam written. Then the teacher will tell you if you can support the oral

If you proceed with the acceptance of the vote, it will see a green V next to the vote at the field Final Evaluation.

If you proceed with the withdrawal, it will see a red X eg.

Until the end of the closing date of examination it is possible to change the choice.

If the appeal is without publication of the outcome, then it is not required to make any choice, and you can see the vote in BACHECA OUTCOMES only after the teacher will have generated the report. Entering the page of results will be displayed just the vote
4. HELP DESK

The service is organized by the Students’ Office of the School of Medicine:

secreteria.studenti.med@uniupo.it

scuola.medicina@med.uniupo.it