

# Reservation of Appeals exam Online

Students Handbook  
(version 1.0 of 11.26.2014)

## TABLE OF CONTENTS

I

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. WEB ACCESS RESTRICTED AREA.....</b>	<b>ERRORE. IL SEGNALIBRO NON È DEFINITO.</b>
<b>3. SECTION EXAMS.....</b>	<b>4</b>
3.1 RESERVATION APPEALS .....	<b>ERRORE. IL SEGNALIBRO NON È DEFINITO.</b>
3.2 BOARD BOOKING .....	5
3.3 BOARD RESULTS .....	6
<b>4. HELP DESK.....</b>	<b>8</b>

# 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>

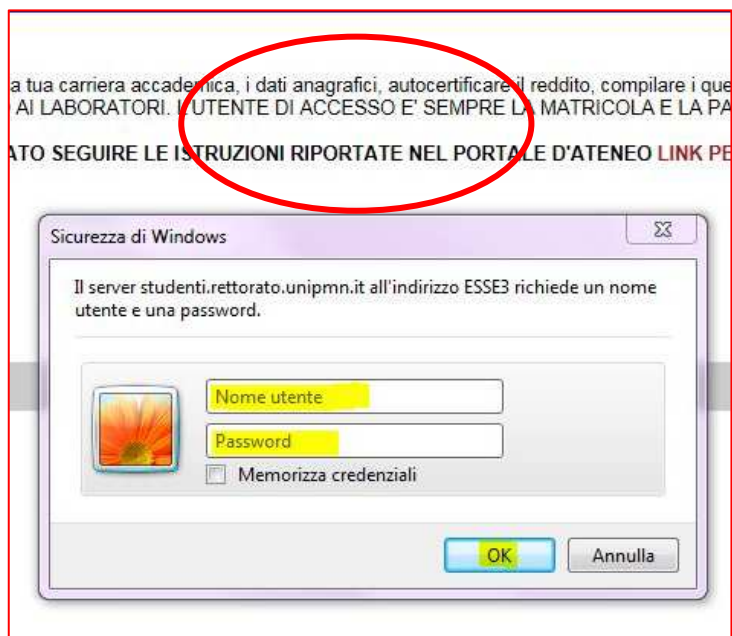
Click on ONLINE SERVICES FOR STUDENTS.

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



The screenshot shows a student profile for PAOLINO PAPERINO (MATRICOLA 10000000). The left sidebar contains a menu with items like 'Area Riservata', 'Logout', 'Cambia Password', 'Home', 'Segreteria', 'Piano di Studio', 'Carriera', 'Esami', 'Laurea', 'Tirocini e stage', 'Opportunità', 'Gestione tirocini', 'Questionari', and 'Questionari generici'. The 'Esami' item is circled in red with a black arrow pointing to it. The main content area displays student information and a table of enrollment situations.

Anno accademico	Corso di Studio
2011/2012	1724 FILOSOFI
2012/2013	1724 FILOSOFI
2013/2014	1724 FILOSOFI

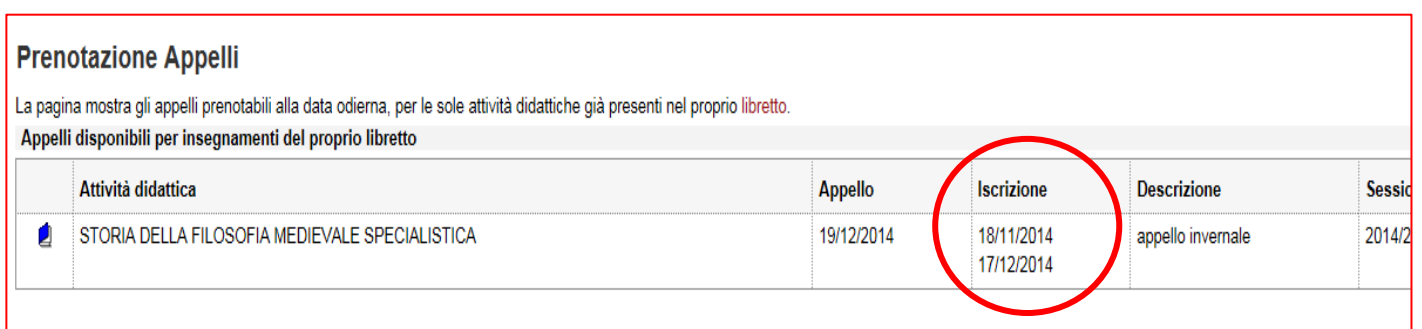
EXAM menu,  
you can view all  
functions

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.



The screenshot shows the 'Prenotazione Appelli' page. It includes a header, a description, and a table of available appeals. The 'Iscrizione' column in the table is circled in red.

Attività didattica	Appello	Iscrizione	Descrizione	Sessio
 STORIA DELLA FILOSOFIA MEDIEVALE SPECIALISTICA	19/12/2014	18/11/2014 17/12/2014	appello invernale	2014/2

At the field up, shows the dates of opening and closing of the reservations

**Prenotazione appelli - Dettaglio appello selezionato**

**Attività Didattica:** L0501 - STORIA DELLA FILOSOFIA MEDIEVALE SPECIALISTICA  
(offerta nel corso FILOSOFIA[1777])  
**Appello:** appello invernale del 19/12/2014  
**Sessioni:** Invernale  
**Tipo esame:** Orale  
**Docenti:** LUCA MARIA BIANCHI (Presidente)  
PAOLO ACCATTINO (Membro Effettivo)  
FEDERICA CALDERA (Supplente)  
GIANENRICO PAGANINI (Supplente)  
RAFFAELLA TABACCO (Supplente)  
FRANCESCO TOMASONI (Supplente)

**Calendario delle prove**

Data - Ora	Edificio e Aula	# Iscr	Docenti
19/12/2014 10:30	EX OSPEDALETTO - B6	0	BIANCHI LUCA MARIA ACCATTINO PAOLO CALDERA FEDERICA PAGANINI GIANENRICO TABACCO RAFFAELLA TOMASONI FRANCESCO

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:

1

**Studiante**

**Bacheca Prenotazione Appelli d'Esame**

Stato delle prenotazioni effettuate aggiornato al 11/12/2009

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

Disegno - [MI12-00240] - appello

Numero Iscrizione: 1 su 3

Giorno	Ora	Edificio	Aula	Riservato per	Docenti	Cancella	Stampa
29/09/2009	08:00			Nessun partizionamento	ALBA D'ATA CARMINE FRANCESCO	X	🖨️

**Bacheca prenotazioni** (1)

**Revoca prenotazione** (2)

**Ri-stampa promemoria** (3)

### 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

**Studiante**

**Bacheca esiti**

La pagina mostra gli appelli già sostenuti per i quali è stato assegnato un esito da parte del docente. In caso di rifiuto del risultato, è possibile cliccare sul rifiuto il rifiuto cliccare

Disegno - [MI12-00240] - appello

Data esame	Docenti	Data chiusura esame	Nota finale
11/12/2009	ALBA D'ATA CARMINE FRANCESCO	11/12/2009	30

**Bacheca Esiti** (1)

**Gestione esito esame** (2)

Nota del docente: accettato  
accettato

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 [number@studenti.uniupo.it](mailto:numero@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.

**Bacheca esiti**

La pagina mostra gli appelli già sostenuti per i quali è stato assegnato un esito da parte del docente. Per gli appelli in cui è consentito il rifiuto cliccare l'icona mostrata a fianco di ogni esito.

Data esame	Ora	Docenti	Data chiusura esame	Voto o giudizio
11/12/2009	08:00		11/12/2009	30

Nota del docente: accettato  
accettato

**Conferma accettazione esito esame!**

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



**Gestione esito esame**

**Dettaglio Appello**

Attività didattica: Disegno [11112 00010]  
 Descrizione appello: appello prova  
 Data e ora esame: 14/12/2009 - 08:00  
 Docenti: ADESSI ANNA RITA, DIANEI MARIO

**Esito esame**

Voto/Giudizio: 28

Esci

Visualizzazione esito esame

4.

## STUDENTS HANDBOOK

In this section you can view the results of the exams after they have been loaded in career.

Libretto di : PAOLINO PAPERINO - MATRICOLA 10000000

Questa pagina visualizza le informazioni relative alle attività didattiche del libretto dello studente. Per le attività didattiche non ancora superate e frequentate è attivo il link sull'icona della sezione 'Appelli' che permette di accedere alla lista degli appelli definiti dalla segreteria didattica.

Media Aritmetica degli esami: 24.867 / 30  
 Media Ponderata degli esami: 24.949 / 30

Anno di Corso	Attività Didattiche	Peso in crediti	Stato	AA Freq.	Voto - Data Esame	Ric.	Prove	App
1	LE0057 - Ermeneutica	6	●	2011/2012			🔍	📄
1	L0208 - FILOSOFIA MORALE B	9	●	2011/2012	28 - 28/03/2012		🔍	
1	L0905 - FILOSOFIA POLITICA	9	●	2011/2012	24 - 19/12/2011		🔍	
1	L1276 - LABORATORIO DI COMPETENZE DIGITALI	6	●	2011/2012	ASV - 10/04/2013		🔍	
1	L0176 - LINGUA INGLESE	6	●	2011/2012	ASV - 29/01/2014		🔍	
1	L0904 - STORIA DELLA FILOSOFIA ANTICA	9	●	2011/2012	21 - 21/12/2011		🔍	

## 4. HELP DESK

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

[segreteria.studenti.med@uniupo.it](mailto:segreteria.studenti.med@uniupo.it)

[scuola.medicina@med.uniupo.it](mailto:scuola.medicina@med.uniupo.it)