








Guidelines for the Online Registration of Exams GUIDE FOR PROFESSORS

Area Reserved for Professors

Please find below detailed directions for registering student grades online. For technical questions, please contact UNISG Academic Office at didattica@unisg.it.

Registering Exam Sessions Online

- (1) Click [here](#) to enter the online portal. Login by clicking the “Login” button at the upper left-hand corner of the screen. Enter your login credentials. Should you forget your password, click “Forgot your password?” or contact UNISG Academic Office at didattica@unisg.it.
- (2) Upon entering your reserved online area, click on “Academics” and then the subsection “Exam Sessions”. Should certain exam sessions not be present, please contact UNISG Academic Office at didattica@unisg.it.
- (3) To view exam sessions for each of your classes, simply click on the pencil icon  to the right of the class name. A new window will open with all currently open exam sessions. Additionally, you can toggle between “recent” and “all” exam sessions depending on your needs.
- (4) In order to visualize all students currently registered for the exam session, click on the following icon with a head and checkmark: . The page that now appears displays a list of all currently registered students to that exam session, to which you may add others by clicking the “student registration” button . Upon the successful conclusion of an exam session, this is where you will come to add student exam results by clicking the “enter results” button . Professors have 15 days time to grade students after the exam session.
- (5) Once you click the button “enter results”, you should select “Grade (in thirtieths)” as your method of evaluation. Once you have done so, click “Next”. Assign grades for all students present at the exam. **Note that the minimum passing grade in the Italian system is 18.** Students who receive an evaluation below 18/30 should receive the grade of “fail” and they must re-take the exam (penalties may apply). Students not taking part to the exam session must be indicated as “absent”.



For every student you are requested to write a brief comment (1.000 characters max) by clicking the “communicate to registered students” icon  (on the toolbar below “List of Students registered for the Exam Session”). From this page, professors can send messages to students selected from the enrolled student list. **Each lecturer is required to fill in the “text” box adding a comment for the student/s.**

Checkbox: take care to select only the student/s you wish to send the message to. If the checkbox “select all” has been selected, the communication will be sent to all recipients from the list. Once you have entered the feedback/comment, click “Send” and then “Exit” to pass to the next student. You may either choose to send an automatic message from the system (info_esse3@unisg.it) or from your personal e-mail address (by selecting it in the “recipient e-mail” box) and you can decide to receive (or not) an e-mail confirmation. Optional notifications (Bcc) to a different e-mail contact are also possible.



EXAM REGULATIONS:

If a student fails the exam, she/he must take the exam again. The new exam will be assessed with a penalty. Penalties increase for each consecutive attempt at passing the exam. If a student does not show up in class for the exam, leaves before the completion of the exam, fails to take the exam in any way, or submits the work that counts as an exam after the deadline, she/he must take the exam again, and the same penalties will apply as for those that apply to failed exams. If a student fails to take an exam because of illness or other very serious reason, she/he must provide a medical certificate or other official document to prove that she/he was unable to do so. In any other situation, the student will be automatically considered to have failed the exam. Penalties for failed/missed exams or late submission of paper: - 1st failure/missed exam (or 1-10 days late submission): 10% off the assessed grade; - 2nd failure/missed exam (or 11-20 days late submission): 20% off the assessed grade; - 3rd failure/missed exam (or 21-30 days late submission): 30% off the assessed grade. If a student hands in a paper more than 30 days late, she/he will automatically fail the evaluation and will no longer be allowed to present her/his thesis and receive the Master degree.

- (6) At this point, you must now proceed to make the grades official: **click “Save” and then “Exit”**. In order to publish the exam results entered on the system you have to click the **“publish results”** icon  that you will find both at the top and bottom of the page. Once you have done so, click “continue” and then again “publish results”. An e-mail is sent to all students registered in the exam session with the grade and the feedback. The first part of the procedure has been finalized, you can now logout from your reserved area.
- (7) To conclude the grading procedure, 24 hours after publishing the exam results, you must proceed to finalize the grades by logging in again and clicking on the “print exam result records” icon  that you will find both at the top and bottom of the page; once you have done so, you are required to send the PDF of your exam record, generated automatically by the system, to didattica@unisg.it.

Thank you for your cooperation!

- The UNISG Academic Office

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