HOW TO REGISTER FOR EXAMS
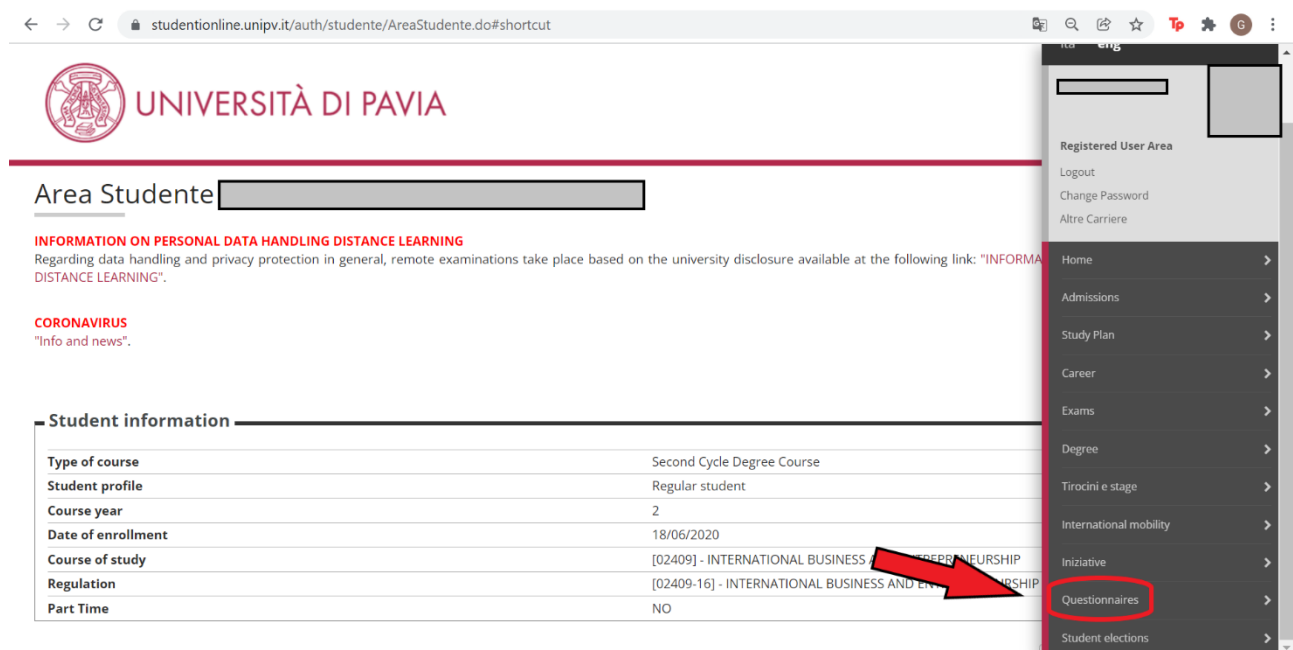
You can find here the **exam calendar** ordered by date or Professor ("docente").

PLEASE NOTE: You can register for an exam only if:

- you paid all university tuition fees;
- that course is included in your Study Plan;
- you passed all propaedeutic exams related to the one to which you want to be registered;
- you attended the course, in case the attendance is compulsory.

In order to register for an exam date, you have to access your "Area Riservata" and follow these steps:

STEP 1: go to the **Questionnnaires section** to fill out the survey relevant to the exam

STEP 2: go to the **Exams section**

STEP 3: Within the Exams section, go to **Exam sessions**

STEP 4: here you have a list of dates of the exams in your study plan. For each exam you have to click on the "blue book" icon.

	CORPORATE REPUTATION & STORYTELLING	10/02/2022 11:00	11/01/2022 07/02/2022	CORPORATE REPUTATION & STORYTELLING	P		2020/2021 2021/2022 2021/2022	0
	CORPORATE REPUTATION & STORYTELLING	31/05/2022 09:00	01/05/2022 28/05/2022	CORPORATE REPUTATION & STORYTELLING	P		2021/2022 2021/2022	0
	CORPORATE REPUTATION & STORYTELLING	22/06/2022 11:00	23/05/2022 19/06/2022	CORPORATE REPUTATION & STORYTELLING	P		2021/2022 2021/2022	0
	CORPORATE REPUTATION & STORYTELLING	13/07/2022 11:00	13/06/2022 10/07/2022	CORPORATE REPUTATION & STORYTELLING	P		2021/2022 2021/2022	0
	CORPORATE REPUTATION & STORYTELLING	07/09/2022 11:00	08/08/2022 04/09/2022	CORPORATE REPUTATION & STORYTELLING	P		2021/2022 2021/2022	0
	INTERNATIONAL ECONOMICS AND POLICY	11/01/2022 14:00	12/12/2021 08/01/2022	INTERNATIONAL ECONOMICS AND POLICY	P		2020/2021 2021/2022 2021/2022	3
	INTERNATIONAL ECONOMICS AND POLICY	17/02/2022 09:00	18/01/2022 14/02/2022	INTERNATIONAL ECONOMICS AND POLICY	P		2021/2022 2019/2020 2020/2021 2021/2022 2021/2022	0
	INTERNATIONAL ECONOMICS AND POLICY	24/05/2022 14:00	24/04/2022 21/05/2022	INTERNATIONAL ECONOMICS AND POLICY	P		2021/2022 2019/2020 2021/2022 2021/2022	0
	INTERNATIONAL ECONOMICS AND POLICY	15/06/2022 14:00	16/05/2022 12/06/2022	INTERNATIONAL ECONOMICS AND POLICY	P		2021/2022 2019/2020 2021/2022 2021/2022	0

STEP 5: To finalize the process, click on "Students Registered".

In your "Area Riservata", within the "Exams" section, you have **"Booking notice board"** where you can find a list of the exams you registered for.

EXAMS RESULTS

The exams' results will be sent to the student's university email account.

From receipt of this email, you will have 5 days to refuse the result in your "Area Riservata", in case you want to repeat the exam to get a better result. **Without any action taken** in these 5 days, **the result will be confirmed and accepted automatically** by the system.

To accept or refuse the results you have to access your "Area Riservata" and, within the "Exams" section, go to **"Results notice board"**.

If after a few weeks a passed exam is not listed among "Results notice board", please contact the professor to check if he/she has registered the result in the system.