S.O.S. Exams:

how to book exams online using the UniBg dashboard

Here's a quick guide

1. **Go on UniBg website** https://en.unibg.it/ **and look for the dashboard**
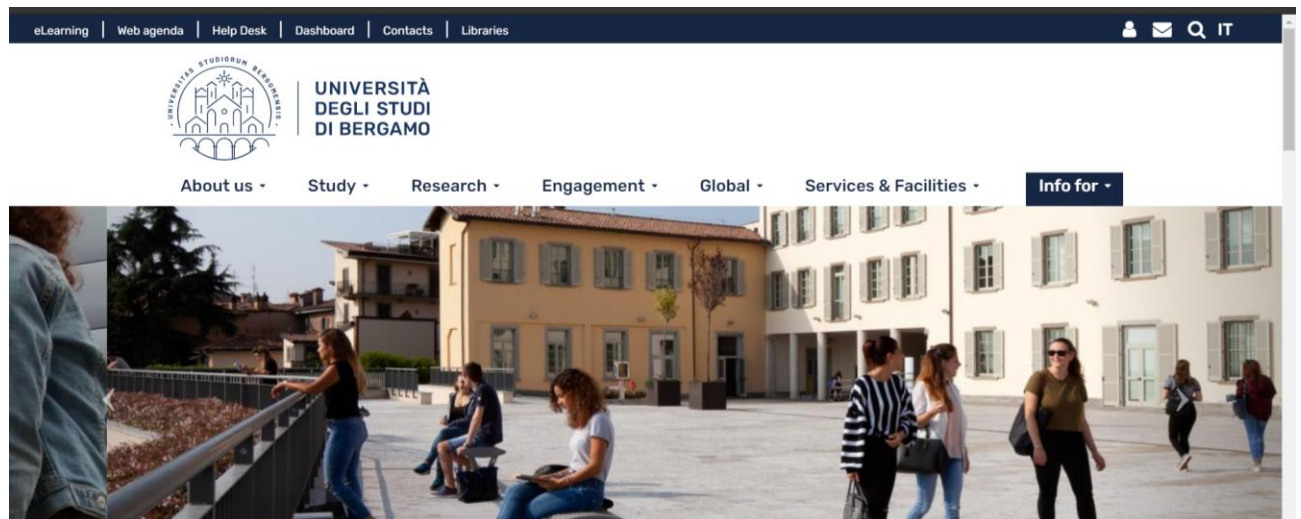
OR go on the dashboard directly:

https://sportello.unibg.it/Home.do;jsessionid=6FE185E1F5DCD2157F963

8C908073054.jvm1a?cod_lingua=eng

2.   Log in with your Id and password

3.   Click on the top right MENU and then EXAMS > EXAMS SESSION
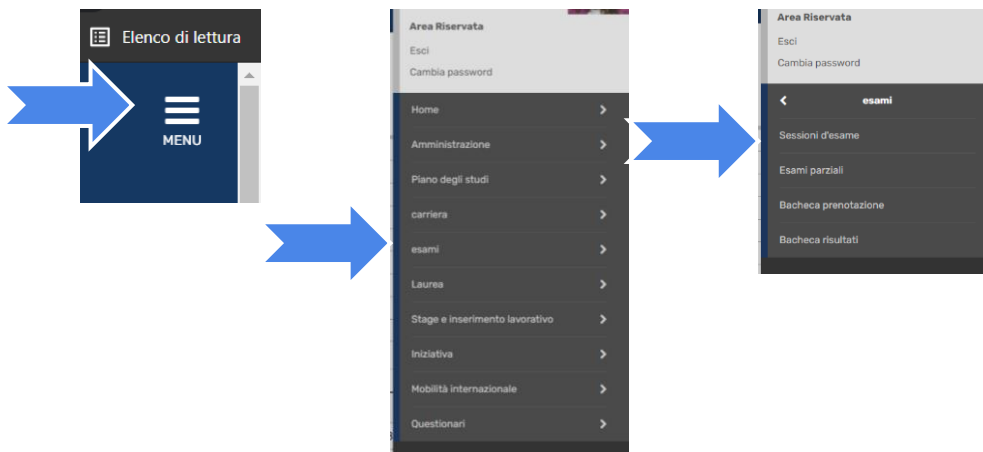
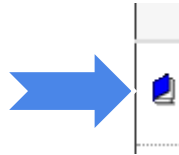## 4.   Click BOOKLET, where you see the exams list of your academic booklet (the page shows the bookable exams concerning your booklet)

5.   Click on the BLUE BOOK near the relevant exam and date

6.   Click on PRENOTATI ALL'APPELLO (book for this exam)

7.   Fill the online questionnaire

8.   Confirm your reservation

☆   **You have time till 5 days before the exam for reserving or cancelling your exam booking ;)**

☆   **Normally the opening time for enrolment is seventeen calendar days before the exam while the closing time is three days before each exam.**

☆   **To sit exams, the student must show his student card or an identity document to the commission.**

There are 3 exam sessions:

Session I: from January to February

Session II: from March to April

Session III: from June to July and from August to September.