

# Guide for booking exams on Delphi

# First step

PROCEDURES AND ONLINE SERVICES For enrolled students	
PERSONAL INFORMATION	<ul style="list-style-type: none"><li>• Change Password</li><li>• View and Change Personal Information</li></ul>
PAYMENT OF TAXES AND CONTRIBUTIONS	<ul style="list-style-type: none"><li>• 2nd Instalment information</li><li>• Household Members Entry of personal details of household members is <b>NECESSARY</b> for the printing and the confirm of the second instalment</li><li>• AA 2019/2020: Print invoice of succeeding instalments (The procedure must be done also if there are no amounts to be paid)</li><li>• <u>Confirm Payment of Succeeding instalments (rate successive)</u></li><li>• Fee Status (Situazione Bollettini)</li><li>• View ISEE subscribed on 2019/2020</li><li>• Request for partial exemption from taxes and contributions</li></ul>
EXAMINATIONS	<ul style="list-style-type: none"><li>• Examination Booking (Prenotazione esami)</li><li>• View Registered Examinations (Esami verbalizzati)</li><li>• Courses Attendance</li><li>• Ongoing exams registration (Esami in corso di verbalizzazione)</li><li>• Verbals of interest not closed</li></ul>
DURING YOUR CAREER	<p>Course switch request (Richiesta di Passaggio di corso) <b>Terms expired</b></p> <p>Request Transfer Out (Richiesta di Trasferimento in uscita) <b>Terms expired</b></p> <ul style="list-style-type: none"><li>• <b>Reprint Application for Enrollment/Registration (iscrizione/immatricolazione)</b> Cancel Application for Enrollment (domanda di iscrizione)</li></ul>

Enter in your Delphi personal area and click on “Examination Booking”.

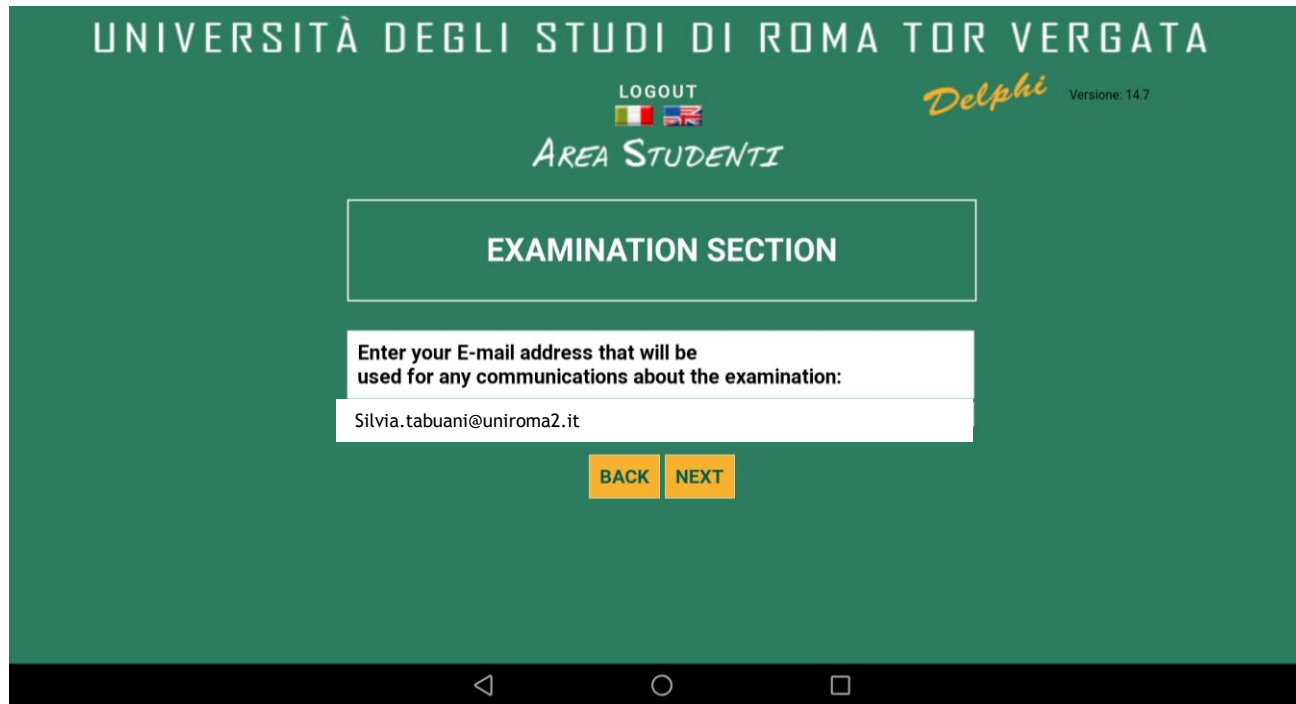
# Second step



Select “Book Examination” to book the exam. [red box] This option can be chosen if you already know that the exam registrations are open.

Otherwise, if you want to see the Exam Calendar for the entire a.y., click on “Calendar of Exam Tests”. [blue box]

# Third step



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT *Delphi* Versione: 14.7

AREA STUDENTI

**EXAMINATION SECTION**

Enter your E-mail address that will be used for any communications about the examination:

Silvia.tabuani@uniroma2.it

BACK NEXT

The screenshot shows a mobile application interface with a dark green background. At the top, the university name is displayed in white. Below it, there are links for 'LOGOUT' and the 'Delphi' logo with the version number '14.7'. The 'AREA STUDENTI' is indicated in a stylized font. The main section is titled 'EXAMINATION SECTION' in a white box. Below this, there is a text input field with a label asking for an email address. The email 'Silvia.tabuani@uniroma2.it' is entered. At the bottom of the form, there are two orange buttons labeled 'BACK' and 'NEXT'. The Android navigation bar is visible at the very bottom.

If you have selected “Book Examination”, check that the e-mail is correct.

# Fourth step

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT

AREA STUDENTI

*Delphi* Versione: 14.7

**EXAMINATION SECTION**

- Sort by Examination
- Sort by Teacher
- Search Examination
- Search Teacher

BACK NEXT

In this section you can decide in which order to visualize the exams or to search for one specific exam or teacher.

# Fifth step

INSEGNAMENTO	CODICE VERBALIZZAZIONE	CODICE ANAGRAFICO	DOCENTE	AA	TIPOLOGIA	FINE PRENOTAZIONE	DATA ESAME	APPELLO	NUMERO PRENOTATI	SEDE	TURNO	
BUSINESS ORGANIZATION (6 cfu)	8011768	8011768	GNAN LUCA	2018/2019	ESAME FINALE ORALE	07/02/2020	11/02/2020	II	2			Book
COMPUTER SKILLS (6 cfu)	8011548	8011548	COVINI ANDREA GIOVANNI GIUSEPPE	2019/2020	ESAME FINALE SCRITTO	30/01/2020	03/02/2020	III	18			Book
COMPUTER SKILLS (6 cfu)	8011548	8011548	COVINI ANDREA GIOVANNI GIUSEPPE	2018/2019	ESAME FINALE SCRITTO	30/01/2020	03/02/2020	III	1			Book
CONTRACT AND OBLIGATIONS LAW (6 cfu)	8011767	8011767	SIRGIOVANNI BENEDETTA	2018/2019	ESAME FINALE SCRITTO	30/01/2020	03/02/2020	III	1			Book
CONTRACT AND OBLIGATIONS LAW (6 cfu)	8011767	8011767	SIRGIOVANNI BENEDETTA	2019/2020	ESAME FINALE SCRITTO	30/01/2020	03/02/2020	III	10			Book
CORPORATE AND BUSINESS STRATEGY (6 cfu)	8011766	8011766	CERRUTI CORRADO	2019/2020	ESAME FINALE SCRITTO	09/02/2020	13/02/2020	III	10			Book
CORPORATE AND BUSINESS STRATEGY (6 cfu)	8011766	8011766	CERRUTI CORRADO	2018/2019	ESAME FINALE SCRITTO	09/02/2020	13/02/2020	III	0			Book
ECONOMIC HISTORY (6 cfu)	8011758	8011758	VECCHI GIOVANNI	2018/2019	ESAME FINALE SCRITTO	10/02/2020	14/02/2020	II	4			Book
EUROPEAN CORPORATE LAW (6 cfu)	8011732	8011732	CIOCCA NICOLETTA	2019/2020	ESAME FINALE SCRITTO	06/02/2020	10/02/2020	III	20			Book
EUROPEAN CORPORATE LAW (6 cfu)	8011732	8011732	CIOCCA NICOLETTA	2018/2019	ESAME FINALE SCRITTO	06/02/2020	10/02/2020	III	2			Book
FINANCIAL ACCOUNTING (6 cfu)	8011759	8011759	BRUNELLI SANDRO	2019/2020	ESAME FINALE SCRITTO	02/02/2020	07/02/2020	III	10			Book
FINANCIAL ACCOUNTING (6 cfu)	8011759	8011759	BRUNELLI SANDRO	2018/2019	ESAME FINALE SCRITTO	03/02/2020	07/02/2020	III	2			Book
FINANCIAL ANALYSIS (6 cfu)	8011575	8011575	BRUNELLI SANDRO	2018/2019	ESAME FINALE SCRITTO	03/02/2020	07/02/2020	II	3			Book
FUNDAMENTALS OF BUSINESS ADMINISTRATION (6 cfu)	8011730	8011730	DI CARLO EMILIANO	2018/2019	ESAME FINALE SCRITTO	01/02/2020	05/02/2020	III	0			Book

You will visualize this page.

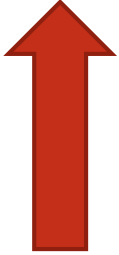
In this section you will find only the ACTIVE registrations (calls that can be already booked).

If you want to see all the exam calls for the entire academic year, you should have chosen the “Calendar of Exam Tests” option (on the Second Step).

# Fifth step

**BE CAREFUL!** When you find two exam calls of the same subject on the same date, select the one with the a.y. of your current enrolment.

If you are in «domanda cautelativa», book the exam of the previous academic year, otherwise book the one with the current a.y..



INSEGNAMENTO	CODICE VERBALIZZAZIONE	CODICE ANAGRAFICO	DOCENTE	AA	TIPOLOGIA	FINE PRENOTAZIONE	DATA ESAME	APPELLO	NUMERO PRENOTATI	SEDE	TURNO	
BUSINESS ORGANIZATION (6 cfu)	8011768	8011768	GNAN LUCA	2018/2019	ESAME FINALE ORALE	07/02/2020	11/02/2020	II	2			Book
COMPUTER SKILLS (6 cfu)	8011548	8011548	COVINI ANDREA GIOVANNI GIUSEPPE	2019/2020	ESAME FINALE SCRITTO	30/01/2020	03/02/2020	II	18			Book
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