

## Brief Handbook: How to Check your Exam's Grade

Right after the registration of the exam, you will receive an official e-mail from **totem@uniroma2.it** informing you as follows:

Dear Student,

We are writing to inform you that the exam xxx you took on dd/mm/yyyy has been successfully registered.  
You are kindly requested to check the information you will find on the Delphi, "Registered Exams" section. If you find any mistake into, please click on "MODIFY" within 4 days after this e-mail has been sent.

Warm regards,  
CCD Staff - Uniroma2

Therefore, go to **delphi.uniroma2.it** and log in with your matricola and password.

Click on "Registered exams" (i.e., "Esami in corso di verbalizzazione") under the "Examinations" block, the highlighted line in the picture below.

AREA STUDENTI	
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 TUITION AND CONTRIBUTIONS	<ul style="list-style-type: none"><li>• Household Members Entry of personal details of household members is <b>NECESSARY</b> for the printing of the second installment AA 2015/2016: Print invoice of succeeding installments To print, proceed with the declaration of the household members</li><li>• Invoice Status (Situazione Bollettini)</li><li>• View ISEE AY 2015/2016</li><li>• Richiesta esonero parziale II rata</li></ul>
EXAMINATIONS	<ul style="list-style-type: none"><li>• Examination Booking (Prenotazione esami)</li><li>• View Registered Examinations (Esami verbalizzati)</li><li>• Frequency of Courses Taught</li><li>• <b>Registered exams (Esami in corso di verbalizzazione)</b></li></ul>

You will now have access to the “Registered Exams” area, where you can find the list of exams recently registered on Delphi (as in the following example).

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT Delphi Versione: 11.6

AREA STUDENTI

Student: [REDACTED]  
 Matricola: [REDACTED]  
 Degree Course: ECONOMICS

Please fill this space just in case you find any mismatch with what it is written on your libretto

N.	EXAMINATION	SSD	AY	DATE	CREDITS	ESITO	GRADE	NO. OF VERBAL
1	LEGAL THEORY AND ETHICS OF BUSINESS	IUS/05	2015/2016	10/02/2016	6.0	Superato / Passed	28/30	ECO-00001780

Please fill this space just in case you find any mismatch with what it is written on your libretto

[BACK](#)

Please note that you will have **4 days** starting from the date of the transmission of the e-mail from **totem@uniroma2.it** to write requests of modification, if any, in the blank space (red circled above). Allowed requests must deal with mistakes in the date, credits or grade of the registered exam. Please remind to be clear in stating what mismatches with your libretto.

It is also allowed to use the blank space to communicate the refusal of your grade. In order to be sure that your communication will be considered valid, please refer to what your Instructor's rules are about the communication of the grade's refusal.

By the end of the 4th day the registration of the exam will be completed. Your exam will finally appear in the area “View Registered Examinations” (Esami verbalizzati), which you can check by simply clicking on the specific area, as shown below.

EXAMINATIONS	<ul style="list-style-type: none"> <li>• Examination Booking (Prenotazione esami)</li> <li>• <b>View Registered Examinations (Esami verbalizzati)</b></li> <li>• Frequency of Courses Taught</li> <li>• Registered exams (Esami in corso di verbalizzazione)</li> </ul>
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