e-Exam Rules

1. e-Exam room is located on Linnanmaa campus, room TL 102 (on Fysiikankatu). Please arrive on time for your exam. There are lockers outside the e-Exam room where to put your coat and other things. Take the key with you to the exam room.
2. The door to e-Exam room opens 5 minutes prior to the exam start time (7.55, 11.55 and 15.55).
3. The e-Exam room door is open for half an hour from exam start time i.e. until 8.30, 12.30 and 16.30. The room can not be entered after this time (the door is locked).
4. Take only a pencil, eraser, your student id card and any other tools instructed by the teacher with you to the e-Exam room.
5. When entering the room, you will find alphabetized exam envelopes on your right. The envelopes contain your seat number (you need sit in the seat marked on the envelope), exam questions, answering paper, and return envelopes.
6. Put your student id card on the table to a visible place. In case of random spot checks, prove your identity by showing your student id card. Spot checks take place daily.
7. Your question paper indicates answering time for your exam. Write the time of leaving to your exam paper. Exiting times are always 10 to the hour, i.e. 11.50, 15.50, or 19.50 the latest, regardless of how long the exam is.
8. During the exam it is forbidden to leave the e-Exam room. If a student leaves the room in the middle of the exam time to continue after returning, the exam is rejected.
9. In the e-Exam room, talking with other students who are taking an exam is forbidden. Avoid unnecessary disturbing movement.
10. After finishing your exam, use the return envelope with teacher’s name on it to return your exam question, answers, possible sketches and blank papers. You are not allowed to take any papers with you outside the e-Exam room.
11. Put the sealed envelope to the return mail box.
12. In case you require additional answering papers, they are available at the bottom right corner of the exam envelope locker.
13. If any technical problems prevent you from finishing your exam, fill in ‘Form to Report Exam Interruption’ immediately. The form can be found on the exam envelope locker. Put the form to return mail box (or alternatively use the red mailbox outside Student Center).
   NOTICE! Do not put ‘Form to Report Exam Interruption’ in the return envelope.
14. After you leave the e-Exam room, take your things from the locker outside, and leave the key for other students to use.