For Students

Instructions on the electronic examination called Exam

The process of electronic examination in Exam system for the student:

1. Find out about the time of the exam and be sure the exam is available in Exam system.
2. Read the instructions and the Code of Conduct for the Exam system in University of Oulu.
3. Make a reservation for electronic exam room in Exam system (date, time and number of the computer). If you cannot attend, remember to cancel the reservation.
4. Go to the exam room and take the exam on computer reserved for you. Note the instructions of the exam room and of the problem situations. Remember there is a camera surveillance in the exam room.
5. After the teacher has evaluated your exam you will get email about the preliminary grade.
6. The grade is transferred from Exam system to Oodi system and a secretary of academic affairs registers the grade as official grade to WebOodi.

Login: https://exam.oulu.fi

Use Mozilla Firefox tai Google Chrome browser.
(Do not use Internet Explorer)

For more information, see: http://www.oulu.fi/university/studying/aquariumexams
Signing up for your exam

Use Firefox- or Chrome (not IE): https://exam.oulu.fi

Prefer your own computer for enrolling. If you use a public computer, remember to clear browsing data.

1. Sign up system with your university account.

You can change the language to English from a dropdown menu before login. After signing up you can press on the left side EN to change the language.

All the exams are not available on Exam system. Note also, there are many exams open at the same time. Be on time to sign up for your exam to be sure to get a time suitable for you.

2. During your first registration, you must accept The Code of Conduct of an Electronic Exam. It will be asked on the first time you sign in.

3. Find and select the exam you want to take and make a reservation.

If you have a personal exam like maturity test, use the enrollment link if you got it from the teacher by e-mail. You will also find your exam in section Locked exams.

You’ll find all available exams in section Exams. You can search exams by course code, exam name or examiner name. When you find the right exam, select it by clicking on its name. Read the possible instructions and click on Register for the exam.
Remember to book the exam room and time. If you cannot attend to the exam booked, remember to cancel the room AND the registration.

4. Book a suitable timeslot from the rooms.

Calendar shows you the available times.

In the weekly calendar view, select a suitable time slot. Browse between weeks by green dots. Free exam slots show in green colour. To make the reservation, click on the time slot you want to reserve and further click on Confirm exam time.

You will receive a confirmation email. Pay attention to the number of the computer (see the picture below). This is the computer you must use when writing the exam.
You can change or cancel your reservation before your exam takes place. Change and cancel by starting from … mark at the right side of the screen. Please cancel your reservation on time so that others can use it. You can delete or change your registration before the exam starts, if needed. However, do this as soon as possible to make it available for others.

If you want to take several separate exams after each other on the same day, remember not to make reservations on times on top of each other. Remember also to reserve time for lunch, toilet and breaks between exams.

Taking the exam in the Exam room

Remember that it is required to have total silence at the examination room. The rules apply when you step in to the room even if your exam has not yet started. Electronic exam differs from the normal exam because it is supervised by cameras and done on computers. That is why there are more strict rules about how to act during your exam.

Before entering the exam

1. Before entering the examination class room, leave all your belongings outside. There are lockers near the exam room. You can leave your belongings there. The only thing you have to take with you to exam room is your student identification card and the locker key. You are not allowed to bring jacket, phone, calculator, dictionary, books,
pens, paper, snacks or even a water bottle. You must be able to present a proof of identity if there should be a check on it. Put your student card on the left corner of the desk.

You can start your exam anytime within your reserved timeslot. However, if you come late, your time available for the exam is shorter. If you enter the room late, be considerate to other students.

The door opens 5 minutes before the starting time and is open 30 minutes past the starting time.

2. Find the right computer and log in using the general user name (you find them by the computer). If you try to start the exam on a wrong machine, there will be a notification and information about the right one (see the picture below).

3. Open Firefox.

4. Log in to the Exam system using your personal login name and password.

There is a recording camera surveillance system in the exam room which is used to supervise students taking the exam. Records may also be checked afterwards if there is any reason to suspect cheating.

How the Exam system works

5. When you have logged in, you will find starting page of your exam. If you are early, just wait, and the exam starts at sharp hour. On the top of the view, there is an egg clock that shows you the time left. In the menu at the right of the view there is the list of questions and their highest scores. In the middle of the screen you’ll find the answering space for each question. At the end of the answering box there is the word count info telling you the length of your answer. If the teacher has attached a file for you, you’ll see it on the starting page. If the attachment is for the specific question, you will find it just below the question.
6. You can answer to the questions in any order. You can for example first make notes for each question and then return to answer more thoroughly. You can move between the questions in the menu on the right by clicking the questions.

The system autosaves your answer one minute intervals. Also moving between questions autosaves the answer. Note that if you delete your answer, the system may autosave the empty answer! The system does not autosave the possible attachments. Be sure you save them yourself at the desktop.

7. When you are ready, return to the starting page. Be sure to attach any attachments before you finish the exam. You may attach files only if your teacher has asked you to do so.

8. Click on the Save and Submit button. Computer asks for the confirmation -> click Yes.

9. You will be logged out automatically. Close the Firefox browser. You can leave the computer running.

House rules for the exam room

You are not allowed to leave the exam room before completing the exam. (No toilet visits!)
You are not allowed to talk with other students in the exam room.
Do not walk or move unnecessarily during your exam.
There is no technical support available during exams. If there is problem with your computer or e.g. fire alarm, leave the room and report the problem. You will be offered a new exam.
Remember

Remember that sanctions will always be imposed against any student who is found in breach of examination regulations.

Monday exams (exams that are answered on paper. Only at Linnanmaa campus aquarium)

On Mondays it is possible for a student to take exams in which she/he can answer on paper. These examinations are used only in exams in which it is not possible to answer in Exam system or by using the software/programmes available in e-examinations. See the software/programme list.

Also in these exams a teacher creates an exam in Exam system and adds questions in Exam system, not in paper. A teacher has to also add at least one question to exam, to which a student can answer in Exam system in order to grade the exam and transfer the grade to Oodi.

The time period for Monday exams is always one day (a certain Monday).

When making the reservation for a Monday exam, be sure to choose a time slot from MONDAY!

After you have entered the exam room, take the answering papers and a return envelope from the orange locker. Otherwise everything goes like in the ordinary electronic exam. You only answer to the paper instead of exam system. At the end of your exam you must answer to the check question in the Exam system, just to keep the process in the exam system. The teacher registers the evaluation on the Exam, and the grade is transferred to webOodi automatically.

When you are ready with your answers, put the papers and possible other material into the envelope, address it to your examiner (internal address and teacher’s name on it). Drop the envelope in the orange mail box.

After examination

When the teacher has assessed your answer, you will get an automatic feedback email including a preliminary grade. You can check the feedback also in Exam system. The final grade is registered to webOodi.
What to do in problem situations?

If the browser or computer jams or crashes during the examination: Restart the computer and browser, log in and continue with the exam.

If there is problem with your computer, and the restarting does not help, leave the room and report the problem by form. Available at http://www.oulu.fi/university/studying/aquariumexams.

You will be offered a new exam.

There is no technical support available during exams.