EXAMS PRACTICE INFORMATION SESSION

Learning outcomes: know how to register for the exam on time, know how to work and to behave properly in examination session, and know when and how you can inspect your answering papers/results at our department

TIMO KOKKONEN
timo.kokkonen@ee.oulu.fi
When and Where?

- Exams are arranged as **University exams on Mondays - Thursday at 4.00 p.m. - 8.00 p.m.**
- They are generally held in rooms L1, L3, L4 and L5
- Most TST (= **Faculty of Information Technology and Electrical Engineering**) exams will be arranged as University exams
- Students can find **up-to-date exam information** from **WebOodi** (e.g. when and where)
- Information can also been found from “**University Exams**”-web page (important web page)
  
  - [https://drupal.oulu.fi/english/studying/supporting-your-studies/university-exams](https://drupal.oulu.fi/english/studying/supporting-your-studies/university-exams)
When and Where?

- For Example: UNIVERSITY EXAMS ON WEEK 42: 12.-15.10.2015 AT 4.00-8.00 p.m.
  - Seating order of exam hall is available here on the examination day. Examination can be shorter than 4 h.
    - Mon 12.10. room L1, L3, L4 and L5
    - Tue 13.10. room L1
    - Wed 14.10. room L4
    - Thu 15.10 room L1
- The University Exams are organized by the Academic Affairs (Exam team), who takes care of the supervision schedules and the exam division by room (and possible seating orders)
DO NOT ENTER the exam hall before you are allowed to. Seats are reserved only for students who have registered in WebOodi.
EXAMS AND ANSWER SHEETS can be found ON THE ROW according to the seating order.

<table>
<thead>
<tr>
<th>TDK / FACULTY</th>
<th>TUNNISTE / CODE</th>
<th>TENTIN NIMI / EXAM</th>
<th>RIVI / ROW</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMS</td>
<td>771113P</td>
<td>Geologian peruskurssi I/ Introduction to Geology I</td>
<td>2,4,6</td>
</tr>
<tr>
<td>LuTK/ Science</td>
<td>780119P</td>
<td>Johdatus analyyttiseen kemiaan, 1. vk / Introduction to Analytical Chemistry, 1st Midterm Test (3 h)</td>
<td>11,13, 15,17</td>
</tr>
<tr>
<td></td>
<td>780326A</td>
<td>Johdatus polymeerikemiaan / Introduction to Analytical Chemistry (3 h)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>781655S</td>
<td>Röntgenkristallografia / X-Ray Crystallography (3 h)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>782636S</td>
<td>Hydrometallurgistenprosessien kemia / Chemistry of Hydrometallurgical processes (3 h)</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>783650S</td>
<td>Johdatus polymeerikemiaan / Introduction to Chemistry (3 h)</td>
<td></td>
</tr>
<tr>
<td>Tekn. Mat./ Math. Tech.</td>
<td>031051S</td>
<td>Numeerinen matriisilaskenta/Numerical Matrix Analysis (3 h)</td>
<td>3</td>
</tr>
<tr>
<td>TTK/ Technology</td>
<td>477712S</td>
<td>Rikastustekniikan ilmiöt/ Phenomena in Mineral Processing</td>
<td>1</td>
</tr>
</tbody>
</table>
DO NOT ENTER the exam hall before you are allowed to. Seats are reserved only for students who have registered in WebOodi. EXAMS AND ANSWER SHEETS can be found ON THE ROW according to the seating order.

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<thead>
<tr>
<th>TDK / FACULTY</th>
<th>TUNNISTE /CODE</th>
<th>TENTIN NIMI / EXAM</th>
<th>RIVI / ROW</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMS</td>
<td>772344A</td>
<td>Sedimenttikivien petrologia / Sedimentary Petrology</td>
<td>1</td>
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<tr>
<td>LuTK/Science</td>
<td>802158P</td>
<td>MAT Matematiikkaa kauppatieteilijöille, 1. välikoe / Mathematics for Economic Sciences, 1st Midterm Test</td>
<td>7, 9, 11</td>
</tr>
<tr>
<td>TTK / Technology</td>
<td>477202A</td>
<td>Reaktorianalyysi / Reactor Analysis</td>
<td>2</td>
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<tr>
<td></td>
<td>555242A</td>
<td>Product development</td>
<td>4, 6</td>
</tr>
<tr>
<td>TST / IE</td>
<td>521025S</td>
<td>Tehoelektroniikka / Power Electronics</td>
<td>3</td>
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<tr>
<td></td>
<td>521223S</td>
<td>Elektroniikan ja optoelektroniikanmateriaalit / Electronic and Optoelectronic Materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>521225S</td>
<td>RF-komponentit ja mittaukset / RF Components and Measurements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>521360S</td>
<td>Tietoliikennesignaalinkäsittely II / Communication Signal Processing II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>521266S</td>
<td>Hajautetut järjestelmät / Distributed Systems</td>
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</tbody>
</table>
When and Where?

- [https://drupal.oulu.fi/english/studying/supporting-your-studies/university-exams](https://drupal.oulu.fi/english/studying/supporting-your-studies/university-exams)

- UNIVERSITY EXAMS ON WEEK 43: 19.-22.10.2015 AT 4.00-8.00 p.m.

  - Seating order of exam hall is available here on the examination day. Examination can be shorter than 4 h.

    - Mon 19.10. room **L5**
    - Tue 20.10. room **L1, L3, L4 and L5**
    - Wed 21.10. room **L1**
    - Thu 22.10 room **L1, L3**
Registration to exams

• Exam registration takes place through WebOodi.
  – To log in you need to have a University of Oulu account
    • something@student.oulu.fi
    • If you are missing a user id, or you have problems with login, contact IT Services Helpdesk (neuvonta(at)oulu.fi or tel. 0294 48 3080).
  – Instructions and links: http://www.oulu.fi/oodienglish/
  – Quick guide: http://www.oulu.fi/sites/default/files/content/Quick_Guide.pdf
• IMPORTANT (not anymore): when registering, remember to write ”Questions in English” in the field FURTHER INFORMATION

* Choose examination language

- Finnish
- English
Search for instruction and courses

To find instruction in English, select 'Unit' or 'Course catalogue' and English for 'Language of instruction'. Search by selecting 'Search for instruction and examinations'.

If you wish to register for courses, see Registering for courses Guide.

| Name or code | Communication Signal Processing I |
| Study method | No selection |
| Unit | No selection |
| Course catalogue | No selection |
| Academic term | No selection |
| Start date - End date (dd.mm.yyyy) | |
| Language of instruction | No selection |
| Only instruction and examinations, for which registration is ongoing | |

[Search for instruction and examinations]  [Search courses]  [Clear search criteria]

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### Instruction and examinations

#### Search results 4

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Study method</th>
<th>ECTS cr</th>
<th>Teacher</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>521373S</td>
<td>Communication Signal Processing I</td>
<td>General exam</td>
<td>6</td>
<td>Juntti, Markku Johannes</td>
<td>04.11.15 wed 16.00-20.00</td>
</tr>
<tr>
<td>521360S</td>
<td>Communication Signal Processing II</td>
<td>General exam</td>
<td>4</td>
<td>Juntti, Markku Johannes</td>
<td>14.10.15 wed 16.00-20.00</td>
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<td>521325S</td>
<td>Communication Signal Processing II</td>
<td>General exam</td>
<td>5</td>
<td>Juntti, Markku Johannes</td>
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<td>521325S</td>
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<td>General exam</td>
<td>5</td>
<td>Juntti, Markku Johannes</td>
<td>17.11.15 tue 16.00-20.00</td>
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</table>
### Data on teaching or examination

**Code** 521373S  
**Name** Communication Signal Processing I  
**Scope** 6 ECTS cr  
**Form of study** General exam  
**Date** 04.11.2015  
**Teaching designed for**  
**Data was last edited** 05.10.2015

### Description

**Other information** From www.oulu.fi/english/studying/supporting-your-studies/university-exams you will find information on University exams. The page will also have information on exam rooms.

### Answer the questions.  
* = Compulsory question

#### * Choose examination language
- Finnish
- English

### Choose the courses or examinations you wish to register for.

Save data by clicking on the Save registration button at the bottom of the page.

<table>
<thead>
<tr>
<th>Registration</th>
<th>General exam</th>
<th>Teacher</th>
<th>Date and location</th>
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</thead>
</table>
| Reg. Cancel No. | Communication Signal Processing I | Juntti, Markku Johannes | 04.11.15  
  wed 16.00-20.00 |

**Registration period**  
05.10.15 klo 08.00-26.10.15 klo 12.00

### Additional data

- My name can be published in the list of students registered for the course.

Save

Back
Search for instruction and courses

To find instruction in English, select 'Unit' or 'Course catalogue' and English for 'Language of instruction'. Search by selecting 'Search for instruction and examinations'.

If you wish to register for courses, see Registering for courses Guide.

<table>
<thead>
<tr>
<th>Name or code</th>
<th>521316S</th>
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</thead>
<tbody>
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<td>Unit</td>
<td>No selection</td>
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<td>Course catalogue</td>
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<td>Academic term</td>
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<tr>
<td>Only instruction and examinations, for which registration is ongoing</td>
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Search for instruction and examinations

Search results 4

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<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Study method</th>
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<th>Teacher</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>521316S</td>
<td>Broadband Communications Systems</td>
<td>Course</td>
<td>5</td>
<td>Latva-aho, Matti Sakari</td>
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<td>General exam</td>
<td>5</td>
<td>Latva-aho, Matti Sakari</td>
<td>16.12.15</td>
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</table>

Registration has ended.  
Registration has ended.  
Go to registration  
Registration has not begun.
Registration to exams

- Registration to University exams is done by Monday at 12.00 p.m. (noon) a week prior to University Exam
  - The service will freeze after that!
- Registration is mandatory and it is done in WebOodi
- NOTE! The exam is not graded if a student has not registered (after 26.10.2015)
- But on the other hand: Do NOT do registration if you are not coming to exam OR Cancel your registration
  - That will cause an extra work and is not polite
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<th>Saturday</th>
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<tr>
<td>44</td>
<td>Exam day</td>
<td>Exam day</td>
<td>Exam day</td>
<td>Exam day</td>
<td>30</td>
<td>31</td>
<td></td>
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</tbody>
</table>

Registration to exams must be done by Monday at 12.00 p.m. (noon) at the latest.
Registration to exams

- It is possible to complete some courses with **partial exams**; registration for the partial exams takes place in WebOodi as well (OR NOT)
  - BUT exam registration through WebOodi is NOT in use for example minor exams of EITC
    - **Read always the course instructions!**

- **General rule**: follow the main information source of the course
  - Remember that for example **Lukkari** is not necessary always provide the right information…
Before Exam

• Be **prepared** well **in advance**!
  – check out the material in advance
  – follow teaching
  – read
  – practice
  – use the help of your friends

• **Be on time at right place!**
  – Students should arrive in time **to near** the exam room, **3.45 p.m. at the latest**. The exam starts at 4 p.m.
    • remember normal ”human” thinks before that 😊
    • don’t read anymore
Before Exam (before you go in)

- Communication devises have to be turned off and left in your bag or in your coat pocket.
- Wrist watches are not allowed.
- Personal notes or scribble papers are not allowed in the exam room.
- Do those things **BEFORE** you go into the exam hall.
  - Leave everything you can at home.
- **DO NOT ENTER** the exam hall **before** you are allowed to.
The Door of the L1
Inside examination hall

• Leave your bags, coats and all other extra items at the side steps of the room
  – A student can only have a student card (or identity card), writing tools and other tools that are allowed in your specific exam at your seat
  – Pencil cases or boxes are not allowed
  – If you are allowed to have a calculator, the memory has to be cleared (the invigilators check this with random tests)
  – Water bottles or snacks are not allowed in the exam room

• This rule can differ for a student with a health condition (e.g. diabetes); in such a case, contact your own Faculty academic affairs office during the registration period of the exam
Go to the front of the hall (OR NOT)

- Pick up your exam papers and answer sheets (MAX 2) from the tables in front of the room
- Wait in line patiently, NO talking
- You are not allowed to turn the papers (exam papers or answer sheets), nor should you write anything to them, before the invigilators have given permission to start the exam
- Or the EXAMS AND ANSWER SHEETS can be found ON THE ROW according to the seating order
  - Case the exam has a seating order by rows, the seat should be chosen according to that
Find your place and sit down

- **Seats** in the exam room are reserved only for those students who have registered for the exam during registration period in WebOodi.
- Students are seated on every row and in every other seat.
- In case the exam has a seating order by rows, the seat should be chosen according to that:
  - In this case the seating order is posted in the exam room doors and is shown in the front of the exam room.
  - Bottom row is a row number **ONE (1)** and so on.
L1 in action 😊
L3 - no action 😊
Rules

- THE EXAM SUPERVISORS WILL GIVE YOU PERMISSION TO START THE EXAM!
- As a rule, suspected cheating or a student violating against the guidelines of the invigilators, leads to the exam being left ungraded
- All communication during exam is forbidden and can be considered as a misconduct
- The tools allowed in a specific exam (e.g. a calculator or “note”) are mentioned in the exam paper
Calculation regulations

- Only a **normal function calculator** is **normally allowed** in the exam
  - The calculator may **not be programmable** or capable of storing text
  - The calculator may not include library programs or a graphic display (there may be exceptions to this regulation)
  - Instructions, handbooks, etc. for calculators may not be brought into the examination room
- The invigilators can inspect the calculators during the examination
  - Possession of an unapproved calculator at an exam is comparable to cheating
Toilet

• Students have a **restricted right** to visit the toilet during examination

• The invigilator is obligated to **accompany** them **to** the **toilet** and **guide** them **back** to their seat

• The invigilator in the exam room is not signing anyone out during a toilet visit

• The students are **not allowed** to visit the toilet during the **last hour** of the exam
  
  – The toilet visits are not allowed if there is only one invigilator
Exam times

- The invigilators will post the **exact times in front of the exam room:**
  - when the exam started,
  - when a student can leave and
  - when the exam ends
- A student **can leave the exam 30 minutes from the beginning of the exam at the earliest**
- Answering time (in our exams) is normally 3 h
- The invigilators notify the students 30 minutes and 10 minutes prior the exam ends
When leaving the exam

- Fill in your personal information (= your name), your student number, the course name and code in to the answer sheets.
- Before you leave, you must return all answer sheets even if you have not answered to the exam.
- Show your student card or identity card (passport or picture id), and the invigilator will sign you out of the student list.
- All unused (clean) answer sheets should be left in a pile at the front table.
Remember!

• NOTE! CHEATING IN THE EXAM IS A SERIOUS VIOLATION!

• Ask if you are not sure about something
  – Rise your hand and supervisor will come to you

• Notice: Permanent ink pen is not required in order to write your answer
  – You should write down your answer with a pencil; It is also easier to erase and correct your answer when using pencil
After submit the papers

- Take you gear and go out without any noise or talking
- Teachers have 3 week time (after they have got the answer papers) to check the results
- Students’ exam papers are archived for the period of six months at the laboratory (or so) providing the course
  - During this time, the exam papers and the evaluation can be reviewed at the laboratory office
- If you have something to ask about the grading of your exam, send an e-mail to lecturer
  - or visit his/her office OR both
    - some of teacher are in the restricted area, where you can not come in
Office TS 440

- Students' exam papers are stored for the period of six months after the exam in Dr Juha-Pekka Mäkelä’s office (TS 440).
- During this time students can see their papers and their grading when Dr Mäkelä is in his office.
- Department's secretaries will but to result into the WebOodi.
  - Many courses include the exam and the laboratory work.
  - So, to get pass grade and ECTS credits, you will need both.
UNIVERSITY EXAM: EXAMINATION RULES FOR STUDENTS

1. **DO NOT ENTER** the exam hall before you are allowed to. Seats are reserved only for students who have registered in WebOodi.

2. **TURN OFF** communication devices. **LEAVE** communication devices, pencil cases and wrist watches into your bag. **LEAVE** bags and coats at the side steps of the room.

3. **TAKE** writing tools, a student/identity card (and tools which are allowed in your specific exam).

4. **PICK UP** the exam and answer sheets (max 2) from the front table, waiting in line.

5. **SIT DOWN** on the exam row according to the seating order. **EVERY OTHER SEAT** is filled.

6. **DO NOT TURN** papers and **DO NOT WRITE** on papers.

7. **THE EXAM SUPERVISORS WILL GIVE YOU PERMISSION TO START THE EXAM.**

WHEN LEAVING THE EXAM:

- **WRITE** your name, your student number, the course name and code to all papers.
- **SHOW** your student /id card to prove your identity.
- **LEAVE** all answer sheets (also blank) to the exam supervisors.

NOTE! **DO NOT DISCUSS WITH OTHER STUDENTS!**

As a rule, suspected cheating or a student violating against the guidelines of the exam supervisors, leads to the exam being left ungraded.

EXAM STARTED AT:
A STUDENT MAY LEAVE AT:
EXAM ENDS AT:
NOTE!
Register for University Exam until Monday BY 12.00 P.M. (NOON) a week prior the exam.