EXAM 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 degree programme

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

• Exams are arranged as **General exams on Mondays - Thursday at 4.15 p.m. - 7.15 p.m.**
  – Mostly on Thursdays

• They are generally held in rooms L1, L3, L4 and L5 L6

• Most of the TST (= **Faculty of Information Technology and Electrical Engineering**) exams will be arranged as General exams
  – ALSO Exam taken during a course (lecture exam) and E-exam

• Information can been found from “**Exams**”-web page (important web page)
When and Where?

- Students can find **up-to-date exam information** from [WebOodi](#) (e.g. when the exam is held, when to register to the exam and where the exam is held); **TUUDO also**

- **For Example (16.10.2018):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Department</th>
<th>Exam Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>031025A</td>
<td>Introduction to Optimization</td>
<td>5 cp</td>
<td>Applied Mathematics and Computational Mathematics</td>
<td>4.5.2018 - 19.10.2018</td>
</tr>
<tr>
<td>General exam</td>
<td>Introduction to Optimization</td>
<td>5 cp</td>
<td>Ruotsalainen Keijo</td>
<td>Registration ended</td>
</tr>
<tr>
<td>General exam</td>
<td>Introduction to Optimization</td>
<td>5 cp</td>
<td>Ruotsalainen Keijo</td>
<td>Registration ended</td>
</tr>
</tbody>
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<th>Credits</th>
<th>Department</th>
<th>Exam Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>General exam</td>
<td>Statistical Signal Processing</td>
<td>5 cp</td>
<td>Junhti, Mariku Johannes</td>
<td>Registration ended</td>
</tr>
<tr>
<td>General exam</td>
<td>Statistical Signal Processing</td>
<td>5 cp</td>
<td>Junhti, Mariku Johannes, Janne Lehtomäki</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Department</th>
<th>Exam Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>521316S-01</td>
<td>Broadband Communications Systems, exam</td>
<td>0 cp</td>
<td>Electrical Engineering DP</td>
<td>29.10.2018</td>
</tr>
<tr>
<td>General exam</td>
<td>Broadband Communications Systems, exam</td>
<td>0 cp</td>
<td>Matti Latva-aho, Patri Luoto, Rajathova Rajathova</td>
<td></td>
</tr>
<tr>
<td>General exam</td>
<td>Broadband Communications Systems, exam</td>
<td>0 cp</td>
<td>Matti Latva-aho, Patri Luoto, Rajathova Rajathova</td>
<td></td>
</tr>
</tbody>
</table>

Timo Kokkonen 24.10.2018
Registration to exams

• The student **have to register** to the general exam (or cancel the registration) seven (7) calendar days before the exam in **WebOodi** or **Tuudo**.

• **NOTE.** The exam **is not graded** if a student has not registered.

• Note also that if a student registered for the exam does not arrive for the exam, he or she is marked "**not received**", meaning that the course is listed in WebOodi as failed.
  
  – 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).
  
  
  – Quick guide: [http://www.oulu.fi/sites/default/files/content/Quick_Guide.pdf](http://www.oulu.fi/sites/default/files/content/Quick_Guide.pdf)
Course search

Name or code
521316S

Organisation
- select -

SEARCH CLEAR
<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Scope</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>521316S</td>
<td>Broadband Communications Systems</td>
<td>5 cp</td>
<td>Electrical Engineering DP</td>
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<tr>
<td></td>
<td>Course: Broadband Communications Systems</td>
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<tr>
<td></td>
<td>4.9.2018 - 24.10.2018</td>
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<tr>
<td></td>
<td>5 cp</td>
<td></td>
<td>Sabya Joshi</td>
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<td>Registration ended</td>
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<td>Broadband Communications Systems, exam</td>
<td>0 cp</td>
<td>Electrical Engineering DP</td>
</tr>
<tr>
<td>General exam wound: Broadband Communications Systems, exam</td>
<td>0 cp</td>
<td>Matti Latva-aho, Petri Luoto, Rajatheva Rajatheva</td>
<td></td>
</tr>
<tr>
<td>General exam wound: Broadband Communications Systems, exam</td>
<td>0 cp</td>
<td>Matti Latva-aho, Petri Luoto, Rajatheva Rajatheva</td>
<td></td>
</tr>
<tr>
<td>521316S-02</td>
<td>Broadband Communications Systems, exercise work</td>
<td>0 cp</td>
<td>Electrical Engineering DP</td>
</tr>
<tr>
<td>No teaching or exams</td>
<td></td>
<td></td>
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</table>
Data on teaching or examination

<table>
<thead>
<tr>
<th>Code</th>
<th>521316S-01, Broadband Communications Systems, exam, 0 ECTS cr</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>Broadband Communications Systems, exam</td>
</tr>
<tr>
<td>Scope</td>
<td>0 ECTS cr</td>
</tr>
<tr>
<td>Form of study</td>
<td>General exam</td>
</tr>
<tr>
<td>Date</td>
<td>29.10.2018</td>
</tr>
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<td>Teaching designed for</td>
<td></td>
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<tr>
<td>Data was last edited</td>
<td>10.10.2018</td>
</tr>
</tbody>
</table>

Description

No description

16.10.2018 at 16:06

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>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17/-</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Registration period</td>
<td>01.09.18 klo 08.00-22.10.18 klo 23.59</td>
<td></td>
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</tr>
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</table>

Additional data (4000 merkää jäljellä (E))

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

Timo Kokkonen 24.10.2018
<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Scope</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>521323S</td>
<td>Wireless Communications I</td>
<td>5 cp</td>
<td>Electrical Engineering DP</td>
</tr>
<tr>
<td></td>
<td>Course</td>
<td>5 cp</td>
<td>Jari Jouni</td>
</tr>
<tr>
<td>521323S-01</td>
<td>Wireless Communications I, Exam</td>
<td>0 cp</td>
<td>Electrical Engineering DP</td>
</tr>
<tr>
<td></td>
<td>General exam</td>
<td>0 cp</td>
<td>Jari Jouni</td>
</tr>
<tr>
<td>521323S-02</td>
<td>Wireless Communications I, Exercise</td>
<td>0 cp</td>
<td>Electrical Engineering DP</td>
</tr>
</tbody>
</table>

No teaching or exams
Data on teaching or examination

521323S, Wireless Communications I, 5 ECTS cr

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Languages of instruction</th>
<th>Finnish</th>
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<tbody>
<tr>
<td>521323S</td>
<td>Wireless Communications I</td>
<td>Wireless C</td>
<td></td>
</tr>
<tr>
<td>Scope</td>
<td>5 ECTS cr</td>
<td>Electrical Engineering D</td>
<td></td>
</tr>
<tr>
<td>Form of study</td>
<td>Course</td>
<td></td>
<td></td>
</tr>
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<td></td>
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Description
No description

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<tr>
<th>Registration</th>
<th>Course</th>
<th>Teacher</th>
<th>Date and location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. Cancel</td>
<td>Wireless Communications I</td>
<td>Jan Jnatti</td>
<td>29.10.18 - 17.12.18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration</th>
<th>Lecture</th>
<th>Teacher</th>
<th>Date and location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. X</td>
<td>Luento</td>
<td>Jan Jnatti, Timo Kokkonen</td>
<td>29.10.18 mon 14.15-16.00 SA102</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>31.10.18 wed 12.15-14.00 SA124</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>02.11.18 fri 12.15-14.00 IT116</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>05.11.18 mon 14.15-16.00 SA102</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>07.11.18 wed 12.15-14.00 SA124</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>09.11.18 fri 12.15-14.00 IT116</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14.12.18 fri 12.15-14.00 IT116</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>17.12.18 mon 14.15-16.00 L10</td>
</tr>
</tbody>
</table>

Additional data (4000 markia jäljella [E])

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

Timo Kokkonen 24.10.2018
What other courses do you have?  

Answer

Course code?

Answer

MAKE registration to courses AND exams now!

Miracle page: www.oulu.fi/cwc/wce
Registration to exams

• The student have to register to the general exam (or cancel the registration) seven (7) calendar days before the exam in WebOodi or Tuudo.
  – The service will freeze after that (23:59)!

• Registration is mandatory and it is done in WebOodi or Tuudo

• NOTE! The exam is not graded if a student has not registered
  – Do not sent any email to the teachers, he/she can not help

• Note also that if a student registered for the exam does not arrive for the exam, he or she is marked "not received", meaning that the course is listed in WebOodi as failed.

• ➔ Do NOT do registration if you are not coming to exam OR Cancel your registration
If student is late from the exam registration, what is the procedure?

• Student cannot come to the exam without registration
• If you are late from the exam registration, you can ask the Academic Secretary of your faculty to add your name to the exam list no later than 3 days before the exam
  – BUT if they say NO, it means NO
• You cannot go to the exam without registration and your name must always be on the exam list
• Canceling exam registration after the registration time:
  – You can cancel your registration via the Academic Secretary not later than three days before the exam
  – In this case the Academic Secretary may not mark your exam with "did not arrive"
If student is late from the exam registration, what is the procedure?

• If the student is late from the registration, he/she can register to the next exam
  – Or ask the teacher to make an Examinarium exam
    • DO NOT DO THAT!

• The teacher does not have an obligation to organize such extra exams to for the students

• Faculty of Information Technology and Electrical Engineering Study Affairs: TS107

• Faculty Study Affairs e-mail address
  – study.itee@oulu.fi
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, WC I…

- **Read always the course instructions!**

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

• Be prepared well in advance!
  – check out the material in advance
  – read and practice
  – follow teaching, make notes
  – read and practice
  – use the help of your friends (study together)

• Be on time at right place!
  – Students should arrive in time to near the exam room, 4.05 p.m. at the latest. The exam starts at 4.15 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 **jacket pocket**
  - Using communication devices during exam leads to the exam being discontinued and the student being expelled from the exam hall
- **Wrist watches are not allowed**
- **Pencil cases or boxes are not allowed**
- **Snacks are not allowed in the exam hall**
- **Importing your personal notes or scrap papers into the exam hall is forbidden**
- Do those things **BEFORE** you go into the exam hall
  1. Leave everything you can at home
  2. Leave your outerwear in the rack and leave your bag in the locker outside of the hall
- **DO NOT ENTER** the exam hall **before** you are **allowed** to
The Door of the L1
Inside examination hall

• Leave **immediately** you bags and coats (and **all** other **extra items**) at the **side steps** of the room

• A student can (**must**) only have a **student card** (or identity card), **writing tools** and **other tools that are allowed in your specific exam** at your seat
  
  – If you are allowed to have a **calculator**, the **memory has to be cleared** (the invigilators check this with random tests)

  – You may take a **transparent, unmarked bottle of water** with you

  • 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 => you can take snacks
Take papers and go to your place

• **PICK UP** the exam question papers (**Exam form**) and answer sheets (max 2) from the beginning (on both sides of the exam hall, if possible) of your row (**look at the seating order**) and go to the “last” free seat on that row
  
  – The exam seating plan can be found both from the **exam hall door** and from the **whiteboard** at the beginning of the exam

• **EVERY OTHER** (second) **SEAT** is filled

• Wait patiently: **NO talking, NO writing, NO anything** (even no laughing 😁)

• You are **not allowed to turn the** papers (exam papers or answer sheets), **nor** should you **write anything** to them, **before** the invigilators (supervisors) have given **permission** to start the exam
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

- Look at the **seating order by rows**, the seat MUST be chosen according to that
  - 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
L3 before 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

• There is absolute silence in the exam hall

• Communication with other examiners is forbidden and it is interpreted as a misconduct

• For example, you can NOT borrow ANYTHING from students next to you

• The tools allowed in a specific exam (e.g. a calculator or “note”) are mentioned in the exam form
Calculation regulations

• Only a **normal function calculator** (= Scientific 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
  – **Mobile phone can not used as a calculator!**

• 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 is 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 date in to the ALL answer sheets
- Fill out your name and student number on the exam form ALSO
- Before you leave, you must RETURN all answer sheets and Exam form to the exam supervisors
  - Also all unused (empty) answer sheets must be returned to the invigilators
  - EVERY STUDENT HAS TO RETURN AT LEAST ONE ANSWER SHEET WITH THEIR NAME ON IT even if you have not answered to the exam
  - Please put a clear cross over the answer sheet that was used as a scribble (scrap) paper
- Show your student card (electric student card is OK) or identity card (passport or picture id), and the invigilator will sign you out of the student list
Remember!

- NOTE! CHEATING (MISCONDUCT) IN THE EXAM IS A SERIOUS VIOLATION!
  - Look more information from Dr Kari Kärkkäinen’s slides (WCE Orientation 6.9.2018) at slide 13
    • WCE Orientation 6.9.2018 (Kärkkäinen)
  - 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 can be reviewed at the laboratory office (look at the next slide)

• 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
Offices TS 439

- Students' exam papers are stored for the period of 6 months after the results in Dr Kari Kärkkäinen’s office (TS 439)
  - OR they are stored in the lecturer’s room
- During this time students can see their papers and their grading when Dr Kärkkäinen (OR lecturer) is in his office
- NOTE that you have 14 days time to ask change your results after results publishing
- Faculty’s (or so) secretaries will but to result into the WebOodi
  - There might be delay after exams have been evaluated, which the teacher can not affect/help
  - Many courses include the exam and the laboratory work
    - To get pass grade and ECTS credits, you will need both
E-exam - Examinarium

• University of Oulu provides electronic examination with flexible hours in camera supervised environment
  – Examinarium (TL102), Fysiikankatu

• Student can take exams in a **camera supervised environment**
  – Time periods for taking the exams are 8-11 am, 11 am-2 pm, 2-5 pm and 5-8 pm
  – There are electronic locks on e-exam room doors
  – The doors will be open 5 minutes prior to beginning of the exam and 30 minutes after the exam has began, for example between 7.55-8.30

• MON at 8 am - 8 pm only **exams that are answered on paper**

• E-exam: [https://exam.oulu.fi](https://exam.oulu.fi)
E-exam - Examinarium

• **Things allowed in Examinarium**
  – student card or identity card (compulsory)
  – the locker key
  – only on **Monday exams** (in Linnanmaa campus): writing tools (pencil and eraser)

• **NOT ALLOWED**
  – jacket
  – phone
  – calculator, **not even with your teachers permission**
  – dictionary
  – books
  – pens
  – paper
  – snacks or even a water bottle
E-exam - Examinarium

• **Inside the room** you can find answer papers and an envelope for those answer papers (Monday)
  – And information (for example, how you should log in to the computer) => **READ IT**!
  – NOTE: YOU ALSO HAVE TO ANSWER TO THE "EXAM SYSTEM QUESTION" USING EXAM ELECTRONIC ANSWERING (You can for example give feedback) <= Monday’s exams
  – There is a mailbox, where you must put the envelope when you go out (Monday)

• **REGISTRATION IS MANDATORY!**
  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

• Read more information: **http://www.oulu.fi/university/studying/aquariumexams**
GENERAL EXAM: EXAMINATION RULES FOR STUDENTS

1. A student can not participate in an exam without registration in WebOodi.
2. TURN OFF and LEAVE communication devices, pencil cases and wrist watches into your bag. LEAVE bags and coats at the side steps of the room.
3. Using communication devices during exam leads to the exam being discontinued and the student being expelled from the exam hall.
4. PICK UP the exam and answer sheets (max 2) from the beginning of your row.
5. EVERY OTHER SEAT is filled.
6. DO NOT TURN papers and DO NOT WRITE on papers before you are allowed.
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.
• RETURN all answer sheets (also blank) to the exam supervisors.
EVERY STUDENT HAS TO RETURN AT LEAST ONE ANSWER SHEET WITH THEIR NAME ON IT.

EXAM STARTED AT:
A STUDENT MAY LEAVE AT:
EXAM ENDS AT:

DO NOT DISCUSS WITH OTHER STUDENTS!