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 degree programme

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

- Exams are arranged as **University exams on Mondays - Thursday at 2.30 p.m. - 5.30 p.m.**
- They are generally held in rooms L1, L3, L4 and L5
- Most of the 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 registration)
- Information can also be found from “**University Exams**”-web page (**important web page**)
  - [http://www.oulu.fi/university/node/35202](http://www.oulu.fi/university/node/35202)
When and Where?

- [http://www.oulu.fi/university/node/34979](http://www.oulu.fi/university/node/34979)
- **For Example:** UNIVERSITY EXAMS ON WEEK 39: 26.9.-1.10.2016 AT 2.30-5.30 p.m.
  - Seating order of exam hall is available here. Examination duration is 3 hour.
    - Mon 26.9. sali **L1**
    - Tues 27.9. salit **L1 ja L3**
    - Thur 29.9. salit **L1 ja L3**
- 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)
### University Exam

**2016-09-26 at 2.30 - 5.30 p.m.**

**L1**

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**DO NOT ENTER** the exam hall before you are allowed to. Use every second seat.

A student can not participate in an exam without registering in WebOodi (the exam will not be graded).

Exam time is always 3 hours!

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<table>
<thead>
<tr>
<th>Tdk/Fac</th>
<th>Tunniste / Code</th>
<th>Tentti/Exam</th>
<th>ECTS cr</th>
<th>Hours</th>
<th>Rivi/Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>TST/Sov &amp; lask mat ITEE/Appl &amp; Comp Mat</td>
<td>031023P</td>
<td>[Vk] Tietoteknilikan matematiikka (57) [Mt] Mathematical Structures for Computer Science</td>
<td>0</td>
<td>3</td>
<td>3, 5, 7, 9, 11</td>
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<tr>
<td>LuTK/Fysiikka FSci/Physics</td>
<td>761103P</td>
<td>Sähkö- ja magnetismioppi (9) Electricity and Magnetism</td>
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<td>3</td>
<td>2</td>
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<tr>
<td>LuTK/Fysiikka FSci/Physics</td>
<td>761113P-01</td>
<td>Sähkö- ja magnetismioppi, luennot ja tentti (4) Electricity and magnetism, lectures and exam</td>
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<td>3</td>
<td>8</td>
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<tr>
<td>LuTK/Fysiikka FSci/Physics</td>
<td>761661S</td>
<td>Molekyylinen kvanttimekanliikka (1) Molecular quantum mechanics</td>
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<td>6</td>
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<tr>
<td>LuTK/Fysiikka FSci/Physics</td>
<td>763106P</td>
<td>Johdatus suhteellisuusteoriaan 1 (3) Introduction to relativity 1</td>
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<tr>
<td>LuTK/Fysiikka FSci/Physics</td>
<td>766330A-02</td>
<td>Aineen rakenne, osa 2: Ydin- ja hiukkasfysiikka (1) Structure of matter, part 2: Nuclear and particle physics</td>
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<td>Ydin- ja hiukkasfysiikka (1) Nuclear and particle physics</td>
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Exam Info: Timo Kokkonen 7.10.2016
DO NOT ENTER the exam hall before you are allowed to. Use every second seat. A student can not participate in an exam without registering in WebOodi (the exam will not be graded). Exam time is always 3 hours!

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<thead>
<tr>
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<th>Hours</th>
<th>Rivi/Row</th>
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<tbody>
<tr>
<td>TST/Sähkötek. ITEE/EE DP</td>
<td>521098S-01</td>
<td>Elektroniikan testautestekniikka, tentti (1) Testing techniques of Electronics, Exam</td>
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<tr>
<td></td>
<td>521431A</td>
<td>Elektroniikkasuunnitelun perusteet (17) Principles of Electronics Design</td>
<td>5</td>
<td>3</td>
<td>15</td>
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<tr>
<td>TST/Tietoliik. ITEE/Department of C</td>
<td>521324S</td>
<td>Tietoliikennesignaalinkäsittely I (4) Communication Signal Processing I</td>
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<td>3</td>
<td>14</td>
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<tr>
<td>TST/Tietotekn. ITEE/CSE</td>
<td>521484A-01</td>
<td>Tilastollinen signaalinkäsittely, luennon tentti (6) Statistical signal processing, Exam</td>
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<td>555331S</td>
<td>Tilaus-toimitusketjun johtaminen (1) Advanced Supply Chain Management</td>
<td>5</td>
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<tr>
<td>OyKKK OBS</td>
<td>721334S</td>
<td>Environmental Economics (25) Environmental Economics</td>
<td>6</td>
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<td>721956S</td>
<td>Alternative Investments (25) Alternative Investments</td>
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<td>724614P</td>
<td>Vero-oikeus II (30) Tax Law II</td>
<td>5</td>
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<td>LuTK/Biologia FSci/Biology</td>
<td>750399A</td>
<td>Ympäristönsuojelun valingaiset kuulustelut (2) Optional examinations in environmental protection</td>
<td>2</td>
<td>2</td>
<td>4</td>
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</tbody>
</table>
**UNIVERSITY EXAM**

**2016-09-27 AT 2.30 – 5.30 P.M. L1**

DO NOT ENTER the exam hall before you are allowed to. Use every second seat. A student can not participate in an exam without registering in WebOodi (the exam will not be graded). Exam time is always 3 hours!

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<th>Rivi/Row</th>
</tr>
</thead>
</table>
| **TST/Sov & lask mat ITEE/Appl & Comp Mat** | 031078P         | **Matriisialgebra (22)**  
Matrix Algebra                             | 5        | 3     | 3, 5    |
| **LuTK/Fysiikka FSci/Physics**    | 761111P-01      | **[Vk] Perusmekaniikka, luennot ja tentti (L1 salissa 21 opiskelijaa L3 salissa 182)**  
**[Mt] Basic mechanics, lectures and exam**  
( In L1 hall 21 students and in L3 hall 182 students) | 0        | 3     | 19      |
|                                  | 761121P-01      | **Fysiikan laboratoriotoyöt 1, tentti (1)**  
Laboratory exercises in physics 1, exam | 0        | 3     | 1       |
|                                  | 764125P         | **Solujen biofysiikan perusteet (5)**  
Foundations of cellular biophysics | 5        | 3     | 6       |
|                                  | 766329A         | **Aaltoliike ja optiikka (6)**  
Wave motion and optics | 6        | 3     | 16      |
| **KaTK OMS**                     | 773346A         | **Ympäristögeologia (8)**  
Environmental geology          | 5        | 3     | 12      |
| **LuTK/Kemia FSci/Chemistry**    | 780114P         | **Yleinen ja epäorgaaninen kemia I (3)**  
General and Inorganic Chemistry I | 6        | 3     | 2       |
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/](http://www.oulu.fi/oodienglish/)
  - Quick guide: [http://www.oulu.fi/sites/default/files/content/Quick_Guide.pdf](http://www.oulu.fi/sites/default/files/content/Quick_Guide.pdf)
Choose examination language

- Finnish
- English

Select the language for the examination.
### Instruction and examinations

<table>
<thead>
<tr>
<th>Registration has ended</th>
<th>Code</th>
<th>Name/F</th>
<th>Study method</th>
<th>ECTS cr</th>
<th>Teacher</th>
<th>Schedule</th>
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<tr>
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<td>S213265</td>
<td>Radio Engineering 1</td>
<td>University exam</td>
<td>5</td>
<td>Risto Vuhtanen</td>
<td>31.10.16, mon 14.30-17.30</td>
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<td>S213265</td>
<td>Radio Engineering 1</td>
<td>University exam</td>
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<td>29.11.16, tue 14.30-17.30</td>
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<td>University exam</td>
<td>5</td>
<td>Risto Vuhtanen</td>
<td>19.01.17, thu 14.30-17.30</td>
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</table>

#### Data on teaching or examination

**5213265, Radio Engineering 1, 5 ECTS cr**

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>Name</td>
<td>Radio Engineering 1</td>
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<tr>
<td>Scope</td>
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<td>Form of study</td>
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<td>Date</td>
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<td>Teaching designed for</td>
<td></td>
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<tr>
<td>Data was last edited</td>
<td>01.09.2016</td>
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</table>

**Description**

No description

**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>Reg.</th>
<th>Cancel</th>
<th>No.</th>
<th>University exam</th>
<th>Teacher</th>
<th>Date and location</th>
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<td></td>
<td>17/40</td>
<td>Radio Engineering 1</td>
<td>Risto Vuhtanen</td>
<td>31.10.16, mon 14.30-17.30</td>
</tr>
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</table>

**Registration period**

05.08.16 klo 08.00-
25.10.16 klo 23.59
Is this the course (Introduction to Optimization) of yours?

Homework assignment!

When and how are the exams arranged?

If you are going to take the exam => MAKE registration to exam asap
Registration to exams

- Registration to University exams is done by Tuesday at 23:59 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
  - 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
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>Registration to exams must be done by Tuesday at 23.59 p.m. (noon) at the latest</td>
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</tbody>
</table>
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 (study together)

• **Be on time at right place!**
  – Students should arrive in time **to near** the exam room, **2.15 p.m. at the latest**. The exam starts at 2.30 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**
  - 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**
- 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 **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
  - 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)
  - 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
    - You may take a clear, **unmarked bottle of water** with you
Take papers and go to your place

- **PICK UP** the exam and answer sheets (max 2) from the beginning **of your row (look at the seating order)** and go to the “last” free seat on that row

- **EVERY OTHER SEAT** is filled

- Wait patiently: NO talking, NO writing, NO anything (even no laughing out loud J)

- 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.
  - From University exams page you can find seating order in advance:
    - [http://www.oulu.fi/university/node/34979](http://www.oulu.fi/university/node/34979)
  - Bottom row is a row number ONE (1) and so on.
L1 in action J
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
  - 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 paper
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 code into the ALL answer sheets.
- Before you leave, you must RETURN all answer sheets to the exam supervisors.
  - Also all unused (clean) 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 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 IN THE EXAM IS A SERIOUS VIOLATION!
  - Look more information from Dr Kari Kärkkäinen’s slides (WCE Orientation 24.8.2016) at slide 10
    - [http://www.oulu.fi/sites/default/files/content/WCE%20Orientation%2024.8.2016%20K%C3%A4rkk%C3%A4inen.pdf](http://www.oulu.fi/sites/default/files/content/WCE%20Orientation%2024.8.2016%20K%C3%A4rkk%C3%A4inen.pdf)

- 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 (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 and TS 440

- Students' exam papers are first stored for the period of 4 weeks after the results in Dr Kari Kärkkäinen’s office (TS 439)
- After that, Students' exam papers are stored for the period of 5 months in Dr Juha-Pekka Mäkelä’s office (TS 440)
- During this time students can see their papers and their grading when Dr Kärkkäinen or Dr Mäkelä is in his office
- 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
Examinarium

- University of Oulu provides a new form of taking exams with flexible hours
- Student can take exams in a camera supervised environment, Examinarium
- Examinarium room is TL102 and it is located on Fysiikankatu
- At the moment exams are paper exams, but the development of e-exams is in process and e-exams will be executed later on in Examinarium
- **Student always has to make an agreement with his/her teacher about taking an exam in Examinarium**
- Read more information: [http://www.oulu.fi/university/studying/examinarium](http://www.oulu.fi/university/studying/examinarium)
UNIVERSITY EXAM: EXAMINATION RULES FOR STUDENTS

1. A student can not participate in an exam without registration in WebOodi. Without registration the exam will NOT be graded.
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!

UNIVERSITY OF OULU