How to register for an e-Exam?

Reservation for an e-Exam place needs to be done 7 days prior to the exam the latest, and 30 days prior to the exam the earliest. Cancelling your reservation needs to be done 3 days prior the exam the latest.

NOTICE! Remember to cancel your reservation in order to not to loose one chance for exam! Reservations and registering to e-Exam is done in Optima’s e-Exam workspace. If you have problems with login to Optima, contact: optima.helpdesk@oulu.fi

1. Login to Optima
2. Enter ‘Oulun yliopisto – Sähköinen tentti’ environment.
4. Registering is done at ‘Applicants’ [ ] , which can be found from the top left corner of the main frame.
5. Read Instructions carefully
6. Select ‘Varauskalenteri / Calendar’ (or if you are in need of special arrangements / electrically adjustable desk, select ‘Erityisvaraus-kalenteri / Special Calendar’)
7. Select ‘New entry’ from top right. Notice! You yourself need to count how many students are already listed at the time in question. If there are 24 students before you, all the places are reserved already (Calendar) and you are placed on a reserve place. The System allows you to book after 24 student reservations, and does not notify you in any way. ‘Erityisvaraus-kalenteri / Special Calendar’ has two places to book.
8. For ‘Subject’ field, put in course code, name and teachers name (eg. 687700P Introduction to museology / Janne Ikäheim). Check from the list in Optima for those course codes and names that are available for e-Exam pilot. Notice! You need to be registered for the course in question in WebOodi as well.
9. For ‘Type’, select ‘Single event’
10. Type date (one date) and time (on the hour: 8-12, 12-16, or 16-20 regardless of how long your own exam is) for your exam in ‘Start’ fields. Notice! It is possible to put in other times as well, but exams are offered during the before mentioned times only.
11. Set ‘Visibility’ to Public in order to reserve a place for yourself.
12. Select ‘Show more’ in ‘Additonal information’ box. Select the ‘Browse’ button from ‘Link from Optima’ and select the exam you register for. Select ‘Proceed’ button. (If you have personal exam please follow the section 8.)
13. Select ‘Save’.
14. You now see the exam your registered for in the Calendar.
15. You can delete or edit your registration by choosing your exam reservation in the Calendar. Cancelling your reservation needs to be done 3 days prior the exam the latest.

If you have any problems with the reservation, contact: e-exam@oulu.fi