INSTRUCTIONS FOR EXAMINATIONS

1. Enrolment must take place no later than one week before the examination in the manner laid down by the department or the clinic concerned. Candidates are expected to check if enrolment for a particular examination is possible via Weboodi.

2. Candidates are expected to arrive for the examination on time. No candidate is admitted to the examination hall after the first half-hour has expired.

3. No candidate is allowed to leave the examination hall within the first half-hour of the official examination period.

4. Mobile phones must be turned off and out of sight; bags and coats must be left at the sides or at the front of the examination hall. Only ordinary equipment necessary for writing is allowed in the examination. All communication is forbidden in the examination hall.

5. Candidates should occupy only every second seat in the examination hall, unless the invigilator states otherwise.

6. Duration of the examinations:
   A three-hour examination = 3 x 60 min.; a two-hour examination = 2 x 60 min. etc.

   An examination commences when the invigilator gives permission to look at the questions. The finishing time can be seen clearly on the blackboard or projector at the front of the examination hall. Five minutes before the end of the examination, the invigilator will draw the candidates’ attention to that fact.

   When the invigilator announces the end of the examination, students must cease writing and turn over their answer sheets on their desks.

7. The invigilators will walk around in the examination hall to maintain order and to prevent any misconduct.

   If a candidate is guilty of misconduct or cheating during an examination, his or her examination will be terminated. Any such candidate will be required to leave the examination hall immediately. A remark about the incident will be recorded on the student’s answer sheet. If a candidate is suspected of improper behaviour, the case will be investigated later in consultation with the appropriate Head of Department or Clinic, Course Convener or with the Faculty Registry, at an agreed later date. Misconduct leads to failure of the course.

8. If reference material is allowed in the examination, this will be stated on the question sheet.
9. All candidates who present themselves for an examination must hand in an examination script which should carry their names and identity numbers. When handing in their papers, the candidates write down their names on the name list and present their identity cards or student cards. In the event of a candidate not carrying an identity card or student card, and not being known to the invigilator, the candidate should show either card at a later time determined by the invigilator.

10. The invigilator shall check that the answer scripts carry the candidate’s name and identity number.

11. If the question sheets are to be handed in with the answer scripts, this should be stated clearly on the question sheets, otherwise students are allowed to keep them.

12. The invigilators of the examination are responsible for the occasion. Before announcing the start of the examination, the invigilator should issue clear instructions which the candidates are expected to follow. The candidates can ask the invigilators for further clarification. If such clarification is needed during the progress of the examination, the candidate should raise a hand and wait for an invigilator to approach. Extra paper can be requested from the invigilator.

13. All candidates who present themselves for an examination are deemed to have taken the examination. Any candidate who has enrolled, but cannot attend the examination, should cancel the enrolment at least one day before the examination. Failure to cancel enrolment is interpreted as one attendance.

14. A candidate is allowed to sit an examination three times. If after three attempts an examination has not been passed, the candidate may be obliged to retake the course.

15. More detailed information about examinations and rights to participate in them is given in the Examination Regulations of the Faculty of Medicine.

The University of Oulu Ordinance on Degrees, Teaching and Students provides the regulations on examining, assessment and the publication of examination results, feedback and appeals

Adopted by the Faculty Committee, 24th April, 2007 (C5/2007).