UNIVERSITY EXAM RULES FOR A STUDENT
Concerns Faculties SCI, OBS, OMS, TECH, ITEE and BMM (Linnanmaa campus)

1. Students should arrive in time to the exam room, 3.45 p.m. at the latest. The exam starts at 4 p.m.

2. 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.

3. Leave you 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). 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.

4. The exams have a seating order by rows, and the seat should 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. The exam papers and answer sheets are allocated in the first place of every row. Students sit in every other seat. 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.

5. Seats in the exam room are reserved only for those students who have registered for the exam during registration period in WebOodi. The exam will not be graded without the registration in WebOodi.

6. 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.

7. 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.

8. 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. A student does not get additional time when doing two (or more) exams in one exam day.

9. Fill in your personal information, your student number, the course name and code in to the answer sheets. Before you leave, you must return an answer sheet 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. Also all unused (clean) answer sheets must be returned to the invigilators. Please put a clear cross over the answer sheet that was used as a scribble paper.

NOTE! CHEATING IN THE EXAM IS A SERIOUS VIOLATION!