INSTRUCTIONS TO INVIGILATORS OF GENERAL EXAMS
These instructions apply to general exams held on the Linnanmaa and Kontinkangas campuses.

SERVICES OFFICER ON DUTY: 0294 48 3007 (Mon-Fri 8.00-17.00, Sat 8.00-13.00)
SECURITY GUARD (AVARN SECURITY): 010 620 2000

1. General exams at the University of Oulu are held on working days between 4.15 pm and 7.15 pm. The exam date and the details of the exam venue are announced in WebOodi.

2. The Faculty nominates the invigilators for the entire academic year. Each exam room has a head invigilator and at least one assistant invigilator. Faculty Study Affairs informs the teachers of their invigilation duties at the beginning of the academic year. If the invigilation duty is not convenient for the invigilator, the invigilator is obliged to arrange another invigilator to replace him or her (e.g. to swap the duty with a colleague). A swapped invigilation duty must always be notified to the supervisor and to Faculty Study Affairs.

BEFORE THE EXAM

3. The invigilator shall read these instructions carefully in good time before the exam invigilation.

4. Each exam room has a head invigilator, who will be given a key to exam room TM101. The head invigilator retrieves the key to the exam room from Faculty Study Affairs between 10am and 2pm on the exam day. At the same time, the Faculty Study Affairs also guides the head invigilator in organizing the exam. The addresses of the Faculty Study Affairs are as follows:
   - Faculty of Education, Faculty of Humanities and Oulu Business School Study Affairs: KE1020
   - Faculty of Science and Faculty of Technology Study Affairs: KE1020
   - Faculty of Information Technology and Electrical Engineering Study Affairs: TS107
   - Faculty of Medicine and Faculty of Biochemistry and Molecular Medicine Study Affairs

5. The invigilators will meet at the latest 45 minutes before the start of the exam (at 3.30 pm) in front of the exam room TM101 (at the Prosessinkatu, see Linnanmaa campus map). The invigilators collect the materials for the general exam:
   - Exam questions and student lists (in a blue basket)
   - Required number of exam answer papers (take the box from the shelf)
   - Bag with calculators, which can be borrowed for students
   - Bag with pencils, erasers and sharpeners, which can be borrowed for students.

The invigilators will take the exam materials to the lecture hall. Usually the exam room will be released from the previous lesson by 3.45 pm or no later than 4.00 pm.

On the Kontinkangas campus invigilator will take exam materials from the Faculty Study Affairs.

6. On the Linnanmaa campus, on the exam day, the invigilators post the seating plan for the exam on the door of the exam room at the latest 15 minutes before the exam starts and display the seating plan with a projector or an overhead projector. Faculty Study Affairs have sent the seating plan to the invigilators by e-mail.

Seating plans are not used on the Kontinkangas campus.

7. The invigilators open the slide Tenttiohjeet opiskelijalle/ Examination Rules for Students and display the rules with a projector.

8. The invigilators prepare the exam room for the exam. On the Linnanmaa campus, the invigilators take the question papers from the exam envelopes and place them (questions facing down) and a sufficient number of answer sheets at the ends of the rows according to the seating plan (see the seating plan). Students collect the other material (such as calculators) from the invigilators at front of the room. No seating plan is used on the Kontinkangas campus, but students collect both the exam questions and other material at the front of the room.
9. The invigilators move the exam envelopes and the lists of participants (invigilation report) to the front table where students return the exam papers when they sign out.

10. The invigilators admit the students into the room as soon as they have completed the preparations of the exam room (in general exams on the Linnanmaa campus, this happens around 4.05-4.15 pm).

**AT THE BEGINNING OF THE EXAM**

11. Invigilators monitor that the students leave their bags, outdoor clothing and other extra belongings to the sides of the room. Only a student card or an identity document, writing equipment and the other aids permitted in the exam can be kept by the seat. Mobile phones, which must be switched off, and other communication devices must be left in the bag or in a coat pocket. Own notes and scrap paper cannot be brought into the room. Food must not be brought into the exam room. The student is allowed to bring a clear bottle of water to the exam.

12. The invigilators monitor that the students find their exam questions and answer sheets smoothly and sit down on every second seat according to the seating plan for the exam room.

13. The exam form contains the instructions for the specific exam, explains what aids are permitted in the exam and the exam questions. If needed students can borrow calculators and writing tools.

14. The invigilators ensure and remind the students that they must not turn over the question paper or write anything on the papers before the invigilators announce the start of the exam.

15. When all students are ready to start the exam, the invigilator instructs/reminds them verbally about the following: “The exam starts now and will last for 3 hours. Talking is not allowed during the exam. You can leave the exam room at the earliest 30 minutes after the start of the exam.”

16. The start time of the exam, the earliest permitted time to leave and the end time are recorded by hand on the board or electronically to the “Tenttiohjeet opiskelijalle/ Examination Rules for Students”.

- Start time of the exam = when all students have received their papers and are ready to start the exam (on the Linnanmaa campus, at the earliest at 4.15 pm or when the exam preparations have been completed)
- Earliest permitted time to leave = 30 minutes from the start of the exam
- End time of the exam = 3 hours after the start of the exam

17. Students must register for general exams in WebOodi and the answer papers of only those students who have registered will be assessed. It is a good idea to point this out if a student requests a permission to attend the exam without having registered for it.

18. A student taking the exam may have a written recommendation for special study arrangements signed by a study counselling psychologist, which means, that the student may be given, for example, extra time to complete the exam. In that case, the student may have started the exam somewhere else and may be escorted to the exam room to continue it in the general exam. For health reasons, the student may have a recommendation or a certificate for a special permit concerning food, in which case the student may bring food to the exam room. See Accessibility in Studies website.

**DURING THE EXAM**

19. A student who arrives late can be admitted into the exam room within 30 minutes of the start of the exam (on the Linnanmaa campus until 4.45 pm).

20. A minimum of two invigilators are present throughout the exam and concentrate on the invigilation. One of the invigilators occasionally walks around the room during the exam, conducting spot checks of calculators and exam papers, while the other invigilator sits at the front of the room invigilating the exam and accepting the answer sheets of candidates leaving the exam room. Students are expected to clear the memory of the calculator before the exam, and this is verified by conducting spot checks.

21. If an exam invigilator notices a case of misconduct or attempted misconduct during the exam, such as a discussion, giving assistance to another student, copying another student’s answers, handing over one’s
answer sheet to another student or if the teacher finds material that is used for cheating or detects the use of technical aids, he or she must intervene immediately. The exam invigilator can choose between two options depending on the situation: a) giving a verbal warning or b) discontinuing the exam.

a) A verbal warning can be given, for example, if the exam invigilator notices a student’s attempt to talk to another student. The invigilator may ask the students to end the conversation and indicate that the student must comply with the rules of exam situations. The invigilator may also move the involved students further apart in the exam room. If the invigilator notices, while conducting spot-checks, that unauthorised content has been stored in a calculator or that a student uses a wrong type of calculator, the invigilator records to the invigilation report and on the answer sheet information about this and, for example, the time when the calculator was removed or changed. The invigilator gives the student a new answer sheet and asks the student to continue the exam on the new sheet.

b) If the student, despite receiving a verbal notice, does not comply with the exam rules, or if the invigilator notices an obvious case of misconduct or an attempt to cheat, the invigilator will ask the student to leave the exam room, and the exam of the student in question will not be completed. The student is obliged to return his or her exam papers and prove his or her identity. The invigilator informs the student that he or she will be contacted in order to clarify the matter. If there is reason to suspect that several students have committed misconduct together, such as a student showing his or her answers to another student, all students involved will be removed from the exam hall, and the matter will be investigated as a case of suspected misconduct for all parties involved.

22. If suspicion of misconduct arises in the exam, the invigilators record both on the answer sheet and in the list of participants (invigilation report) that student in question was suspected of misconduct in the exam. The answer sheet is delivered to the teacher/examiner as usual. After the exam the invigilators shall write a report of the suspected misconduct. See section 30.

23. The student has a restricted right to go to toilet. An exam invigilator is obliged to supervise the student on the way to the toilet and direct the student back to the seat. During the toilet visit, the invigilator in the exam room shall not sign out any of the other students. Toilet visits are not allowed during the last hour of the exam. If the exam has only one invigilator, no toilet visits are allowed during the exam.

AT THE END OF THE EXAM

24. The invigilators remind the candidates of the end time of the exam 30 minutes and 10 minutes before the end of the exam.

25. The invigilators fill in the list of participants, the so-called invigilation report (tenttipöytäkirja), meaning that they record on the list the invigilators’ names and the start and end times of the exam. When students hand in their answer sheets, the invigilator verifies the identity of the student and makes sure that the details on the answer sheet are those of the same student. The identity of the students handing in answer sheets is verified from a student card or an identity document (passport, photo identification, electronic student card (on a mobile phone) or a KELA card with a photograph). If the student is not able to prove his or her identity, the invigilator records to the list of participants that the student’s identity has not been verified. The invigilator advises the student to contact the teacher to clarify the matter.

26. The invigilators receive each student’s exam answers and put all his/her papers between one answer paper. Each student participating in the exam must hand in the answer sheets (even if they have not answered) stating the candidate’s name, student id number/personal identity code, the name of the course and the date. The student may request to keep the exam form.

27. The invigilator records the students participating in the exam by circling the number in front of the student’s name. If a large number of students sign off at the same time, the students who attended can be circled in the invigilation report after the exam. The invigilators record in the invigilation report also all deviating events that occurred during the exam, such as suspected misconduct or if the student has participated in the exam without registering.
AFTER THE EXAM

28. At the end of the exam, the invigilators sign the invigilation report.

29. On the Linnanmaa campus, the invigilators put the answer sheets and exam forms in their envelopes, close the envelopes and return the envelopes to room TM101 (at the end of Prosessinkatu). The room has boxes for “outgoing post”, in which the exam envelopes are left. Leave also the scrap papers to the litterbin of the papers to be destroyed. The invigilators leave the key (pilkki) of the exam room and the other exam materials in room TM101. The invigilators shall also make sure that the door of the room is locked when they leave.

On the Kontinkangas campus, invigilators return the answer sheets to Faculty Study Affairs.

30. If suspicions of misconduct arise in the exam situation, the invigilators shall write a report of the suspected misconduct and the reasons why the student had to discontinue the exam within one week from the suspected misconduct and submit it to the course teacher/examiner. The invigilators write their name and contact information on the report. The invigilators must also mention any other possible witnesses, such as another invigilator or another student taking the exam. At the University of Oulu, the Education Dean investigates the suspected cases of misconduct according to the instructions in the “Code of conduct for the prevention and processing of misconduct in studies at University of Oulu”.

PROCEDURES IN CASE OF ACCIDENT OR DANGER

Each lecture room has an exit instructions. At lecture rooms L1-L6 there is an alarm button under the teacher table, which sends an emergency call to the officers and guard.

The Services officers and Guard numbers are as follows:

SERVICES OFFICERS: 0294 48 3007 (Mon-Fri 8.00-17.00, Sat 8.00-13.00)
GUARD (AVARN SECURITY): 010 620 2000

More detailed instructions can be found on the University of Oulu website: “Basic operating instructions in case of a serious threat or danger to a person”.