# INSTRUCTION FOR STUDENT TAKING EXAM

1. Check the exam registration policies in Peppi or with the course teacher. If the exam requires registration and you miss the registration deadline, you can contact the person in charge of the course and discuss with him or her whether it is possible to register for the exam late. Please note that the person in charge of the course is not required to accept students who have registered late for the exam.
2. Arrive on time, no later than 10 minutes before the start of the exam. The exam hall is not allowed to arrive 30 minutes after the exam begins.
3. The exam start time, the earliest time you are allowed to leave, and the exam end time will be announced in the examination room. You may leave the exam no earlier than 30 minutes after the exam has started.
4. Leave your outerwear in the rack and leave your bag in the locker outside of the hall or at the side steps of the exam hall. Close your mobile phone and other communication devises and leave them in your bag or jacket pocket. Importing your personal notes or sketch papers into the exam hall is forbidden.
5. Snacks are not allowed in the exam hall, but you may take a transparent, unmarked bottle of water with you. Exception to this rule can be made for health reasons, e.g., diabetes. In this case, read the instructions Accessibility in Studies and fill out the application for Special Study Arrangements. Show the recommendation for invigilators on exam.
6. At your seat you can only have a student card or identity card, writing tools (pen) and tools which are allowed in your exam (e.g., calculator). Pencil cases are not allowed. Please notice that the calculator memory has to be cleared before the exam (the invigilators check this with random tests).
7. Question papers and answer sheets are either placed at the ends of the rows in the first seat or distributed from the front of the examination room. Take one question paper and the required number of answer sheets from the stack, then proceed to your seat as instructed. Do not read the questions or write anything on the papers until the invigilators announce that the examination has begun.
8. Students sit in every other place according to the instructions given by the invigilators.
9. There is absolute silence in the exam hall. Conversation with other examiners is forbidden and it is interpreted as a misconduct. As a rule, suspected misconduct or a student violating against the guidelines of the invigilators, leads to rejection of the study attainment or failure to disregard the exam.
10. During the exam students have a restricted right to visit the toilet. You can ask for a toilet visit by raising your hand. The invigilator is obligated to accompany a student to the toilet and also guide his/ her back to the seat. The toilet visits are not allowed if there is only one invigilator in the exam hall.
11. Fill out to the answer sheet (and the exam form) your personal information (name, study right number or personal identity number, course name and date). Make sure that you write your name in all the papers in which there are your examination answers.
12. Return the answer sheet(s) to the invigilator before leaving the exam hall even **if you have not answered the exam questions**. Show the student card (or mobile student card on the mobile phone) or identity card (passport, ID card, or KELA card with a photo) for the exam invigilator. Also unused (empty) exam answer papers and sketch papers (trash) will be returned to the invigilator. Clearly overwrite the notes you have made on the papers so that they do not interfere with the actual exam answers.

**PLEASE NOTE! MISCONDUCT (CHEATING) IN EXAM IS A SERIOUS VIOLATION**