SERVICE DESCRIPTION OF GENERAL EXAMS 2019-2020

These instructions apply to general exams held on the Linnanmaa and Kontinkangas campuses. General exams are used for the examination of courses with large numbers of students (more than 15 students/exam). Exams for small courses (less than 15 students) are held as lecture exams or E-exams.

1. The joint services of Academic Affairs prepares university-level decisions, service descriptions and instructions concerning exams
   - The service description of general exams has been drawn up in accordance with the Vice Rector of Education’s decision Assessment and examination of study attainments at the University of Oulu.
   - The joint services of Academic Affairs prepares the instructions concerning common exams and updates them on the website and in Notio.
     - Tentit website (in Finnish)
     - Exams website (in English)
     - Tenttikäytännöt page in Patio (in Finnish)
     - Exam practices page in Patio (in English)

2. Faculty Study Affairs schedules general exams
   - As part of the timetable planning process, the education designer plans general exams according to the timetable information provided by teachers and in compliance with the principles outlined in Assessment and examination of study attainments at the University of Oulu so that the exams will be accessible to students.
   - On the Linnanmaa campus, the length of general exams is 3 hours and the exams are held between Monday and Friday from 4.15 pm to 7.15 pm and on Saturdays from 9 am to 12 pm. On the Kontinkangas campus, the length of general exams is usually 3 hours and the exams are held on weekdays between 8 am and 6 pm (exceptions can be negotiated with the Education Dean).
   - In the timetable planning process, the aim is to place the general exams of faculties on the following days of the week:
     - FHum-FEdu-OBS: Wednesday (alternative days Monday and Friday)
     - FSci-FTech: Tuesday (alternative days Monday and Friday)
     - ITEE: Thursday (alternative days Monday and Friday)
     - FoM-FBMM: Thursday and Friday (alternative days Monday and Tuesday)
   - An accessible timetable will be confirmed to students for the first exam. No accessibility optimisation will be carried out for the first and second retakes.

3. Faculty Study Affairs reserves the exam venues for general exams
   - Faculty Study Affairs calculates the space need based on the general exams planned in connection with the timetable planning process and the major midterm exams (based on reports from SLH) and reserves the exam rooms for the entire academic year.
   - Services officers save the exam room reservations to the Timmi system.

4. Faculty Study Affairs creates the exam events in WebOodi
   - Faculty Study Affairs creates the exam events in WebOodi and determines the last date for registering for the exam. The last registration date is 7 calendar days before the exam.
5. The Faculty nominates the invigilators for general exams

- Faculty Study Affairs (education designer or secretary of academic affairs) calculates the need for invigilators (by research unit) in general exams in each faculty.
- The Education Dean discusses with the Service Manager of Academic Affairs the following principles and practices in the nomination of invigilators for common exams.
- Faculty Study Affairs prepares a proposal of the invigilation rota.
- Faculty Study Affairs sends the Education Dean's decision on the invigilation rota to the exam invigilators.
- Faculty Study Affairs sends a reminder via email to the exam invigilators about one week before the exam, after the registration period for the exam has ended.

6. The teacher is notified of exams and reads the instructions

- The teacher reads the “Instructions to teachers for submitting the questions and results of general exams” in good time before the general exam.
- The teacher can check his or her own exams in the My instruction (Oma opetus) section in WebOodi. The information is available in WebOodi as from 1 August.
- The teacher is also notified of the dates of his or her own exams, (exams in which he or she has been recorded as a teacher).
- The teacher will also be notified of his or her own exams by Outlook if he or she performs a calendar transfer from Tuudo (the transfer must have been performed according to instructions).

7. The teacher submits the exam questions

- The teacher submits the exam questions at the latest 7 calendar days before the exam. If the teacher does not submit the exam questions, the exam will be cancelled.
- The teacher sends the exam questions according to instructions by using electronic exam form or Word exam template.
- If the exam is cancelled for a reason caused by the teacher, the teacher is obliged to organise and supervise a replacement exam himself or herself, for example, as an E-exam.

8. The student is notified of exams and reads the instructions

- When the exam is held as a general exam, the teacher shall inform the students at the beginning of/during the course about the assessment practices, such as the time and date of the exam and the “Instructions to students taking a general exam”, and reminds them that registration for the exam is required in WebOodi 7 calendar days before the exam.
- The student can see the dates of general exams and the details of the exam venues in WebOodi and Tuudo.
- If the exam is cancelled or the exam venue is changed, Faculty Academic Affairs sends an email message to students who have registered for the exam.

9. Student registers for the exam

- The student checks the last date for registering for the general exam from WebOodi or Tuudo and registers for the exam in WebOodi or Tuudo at the latest 7 calendar days before the exam. N.B.
The University of Oulu may also have courses with different registration periods, such as 10 calendar days.

- It is not possible to take a general exam without having registered. The exam cannot be assessed if the student participates without registering.

10. Faculty Study Affairs prepares the exam materials

- Faculty Study Affairs prints the exam covers, the exam questions and the name lists of students registered for the exam (invigilation reports) and prepares the return envelopes and the seating arrangement for the exam room.
- Faculty Study Affairs compiles the exam materials (questions, answer sheets, calculators, etc.) and makes them available for the invigilators at the latest two hours before the examination and publishes the seating plans and other necessary information on the University exam website.

11. The tasks of exam invigilators before, during and after the exam

- The exam invigilator reads the Instructions to invigilators of general exams in good time before the exam.
- Each exam room has a head invigilator. The head invigilator retrieves the key to the exam room TM101 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: K201, Aapistie 7A
- On the Linnanmaa campus all the invigilators are meeting 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). The invigilators collect the materials for the general exam (exam questions in their return envelopes, the lists of names of students who have registered, calculators, etc.). On the Kontinkangas campus, invigilators fetch and return the answer sheets and other exam materials to Faculty Study Services.
- Before the start of the exam, the invigilators prepare the exam room for the exam. On the Linnanmaa campus, the invigilators place the exam questions and the answer sheets at the ends of the rows according to the seating plan for the room. No seating plans are used on the Kontinkangas campus, students collect the exam questions from the front of the room instead.
- The invigilators admit students into the exam room and ensure that students leave any extra belongings to the sides of the room, take the correct exam papers and move to their seats according to instructions.
- The invigilators open the exam session and announce the end time. At least two invigilators shall be present throughout the exam and concentrate on the invigilation.
- At the end of the exam, the invigilators collect the students' answer sheets, check the students' identities and record the students who attended the exam to the invigilation report (name list of students who had registered for the exam and those who attended the exam).
- On the Linnanmaa campus, invigilators return the answer sheets in sealed exam return envelopes to room TM101 (at the end of Prosessinkatu). The invigilators can access the room with the key
given to them by Faculty Study Affairs. The room has boxes for “outgoing post”, in which the answer sheets are left. On the Kontinkangas campus, invigilators return the answer sheets to Faculty Study Affairs.

• The tasks of the exam invigilator before, during and after the exam session have been described in detail in the “Instructions to invigilators of general exams”

12. Answer sheets are delivered to the teachers for assessment

• Services officers collect the return envelopes from room TM101 every working day morning and deliver them to Faculty Study Affairs. Faculty Study Affairs photocopied the invigilation report (name list of students who registered for the exam and students who attended the exam) for the teacher and archives the original one.

• Faculty Study Affairs delivers the answer sheets and a copy of the invigilation report in internal post to the teachers so that they can be assessed.

13. The teacher assesses the exams and submits the exam results so that they can be recorded to Oodi

• The teacher responsible for the course is responsible for creating the assessment criteria for the study attainments. The study attainments are assessed by the teacher responsible for the course or another teacher for the course. Passing or failing of study attainments and any grades involved are decided by the course teacher.

• A numerical scale from 0 to 5 (in integers), or a verbal assessment pass or fail is used in the assessment of study attainments (Education Regulations, Section 17).

• According to Section 20 of the Education Regulations, the results shall be published within three weeks at the latest after the instructor has been given the study attainments for assessment. The teacher submits the results to Faculty Study Affairs within 18 days from the time when he or she receives the exams for assessment so that the results may be published within the three-week deadline required in the Education Regulations.

• The teacher submits the study attainments (see Instructions to teachers for submitting the exam questions and results of general exams) in electronic format to his or her Faculty’s email address so that they can be recorded:
  o Faculty of Humanities: study.humanities@oulu.fi
  o Faculty of Education: study.education@oulu.fi
  o Oulu Business School: exams.obs@oulu.fi
  o Faculty of Biochemistry and Molecular Medicine: study.fbmm@oulu.fi
  o Faculty of Medicine: study.medicine@oulu.fi
  o Faculty of Science: study.science@oulu.fi
  o Faculty of Technology: study.technology@oulu.fi
  o Faculty of Information Technology and Electrical Engineering: study.itee@oulu.fi

14. Publishing, recording and registering exam results

• The secretary of student affairs will record the study attainments to Oodi according to the Study attainment registration guidelines within 3 days from the when the teacher has submitted the attainments for recording.

• The student can check his or her registered study attainments in WebOodi.
• The Education Dean may grant an extension to the assessment time limit because of the study method or some other special reason. If a time extension is granted, the teacher shall inform the students about the decision.

15. Retaining exam answers and the student’s right to see the assessed study attainment
• Under the Universities Act (2009/558, Section 44) students have the right to obtain information on how assessment criteria are applied to their study attainments. Students must be given an opportunity to see the assessed written or otherwise recorded study attainment. Written and otherwise recorded study attainments must be retained for a minimum of six months from the announcement of the results.
• The teacher must retain the exam answers for a minimum of six (6) months from the announcement of the results. After six months, the teacher will take the exam answers to the paper shredder.