

Electronic examination

For Students - Instructions for the electronic examination called Exam

With electronic examination a student can book an exam through the Exam-system and complete it in a separate, computer equipped, electrically supervised Examinariumin, within its opening hours. In University of Oulu, the Examinariums are at Linnanmaa and Kontinkangas campuses. Student can also see their grade and possible written feedback through the Exam-system.

The process of electronic examination in Exam-system for the student:

1. Find out the time of the exam and make sure that the exam is available in the Exam-system.
2. Read the instructions and the Code of Conduct for the Exam-system in University of Oulu.
3. Make reservations for the electronic exam in Exam-system (date, time and number of the computer). **If you cannot attend the exam you have booked, remember to cancel the reservation.**
4. Go to the exam room and take the exam on computer reserved for you. Note the instructions for the exam-room and for the problem situations. **Remember there is a camera surveillance in the exam room.**
5. After the teacher has evaluated your exam you will get email about the preliminary grade. Teacher can also give written feedback on your exam. The grade is transferred from Exam-system to Oodi-system.



Login to the Exam-system:

<https://exam.oulu.fi>

Use Mozilla Firefox tai Google Chrome browser

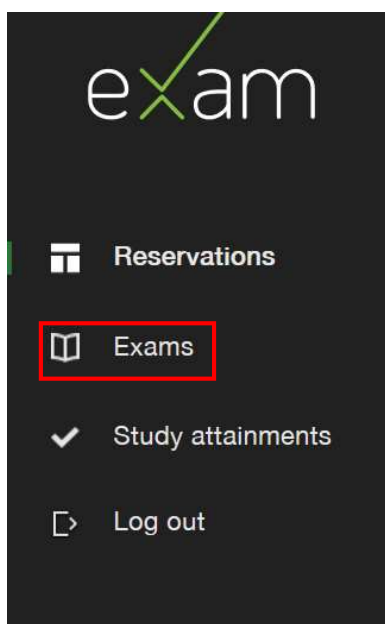
(Do not use Internet Explorer).

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1. Signing up for your exam

1. Log into the system with your university account <https://exam oulu.fi>. All of the exams are not available as electronic exams. Please note that there are several exams on multiple courses available in the Examinarium at the same time. The earlier you book your exam time, more certain you can be to get the exact time you want.
2. To use the service, you need to agree to the conditions of use. The permission is asked the first time you log in. You can find the conditions of use beforehand from the University of Oulu's e-exam page. Please note, that the exams are always done at one's own risk.
3. Register for an exam on the Exams-selection on the left side menu.



Personal exam


Log in to the system at least once, before asking a teacher to create a personal exam. You cannot be added as a participant before the code of conduct has been agreed to. If a teacher has created a personal exam for you like a maturity test, you will get an email about it and you can see the exam **in Reservations**. You don't need to register for a personal exam, but the exam time and place needs to be reserved through the system.

4. Find the exam you want to take by the course code, exam name or by the name of the teacher. Select Register for the exam to sign up for the exam.

⚠ Remember to book the exam room and time. If you cannot attend the exam booked, cancel the **room AND the registration**. Directions in chapter 2.

Exams

 You can search exams by course code, exam name or by examiner name.

Lehtori  Results for exam search 4 exams Lehtori

2. Testitenti Sovitus	Course name: Examiners:	422261A Sovitus Leena Lehtori	Exam period: Exam language:	03.10.2017 - 15.11.2017 suomi	Register for the exam
Uusintatenti Sovitus	Course name: Examiners:	422261A Sovitus Leena Lehtori	Exam period: Exam language:	03.10.2017 - 27.10.2017 suomi	Registered

5. The calendar will open automatically. If you need to book time for an exam you've already registered for, select Book an exam time from Reservations.

Reservations

Test exam ⋮

Remember to book a place for the exam

Course name: **811168P Tietoturva** Examiners: **Taru Torssonen**
[Message to examiner \(the examiner sees the message when assessing the exam\)](#)

Exam period: 02.01.2020 – 31.12.2021

[Instructions >](#) [Book an exam time](#)

6. Select the exam room from the dropdown menu. Book a suitable timeslot from the calendar below. You can move between weeks from the green circles. Confirm your booking from the button under the calendar.

January 2019 7. — 13.1.2019 Today

	Mo 7.1	Tu 8.1	We 9.1	Th 10.1	Fr 11.1	Sa 12.1
8:00		8:00 - 10:55 Available (26)	8:00 - 10:55 Available (26)	8:00 - 10:55 Available (26)	8:00 - 10:55 Available (26)	8:00 - 10:55 Available (26)
9:00						
10:00						
11:00	11:00 - 13:55 Available (26)	11:00 - 13:55 Available (26)	11:00 - 13:55 Available (23)	11:00 - 13:55 Available (26)	11:00 - 13:55 Available (23)	11:00 - 13:55 Available (26)
12:00						
13:00						
14:00	14:00 - 16:55 Available (25)	14:00 - 16:55 Available (25)	14:00 - 16:55 Available (24)	14:00 - 16:55 Available (25)	14:00 - 16:55 Available (25)	14:00 - 16:55 Available (25)
15:00						
16:00						
17:00	17:00 - 19:55 Available (26)	17:00 - 19:55 Available (24)	17:00 - 19:55 Available (25)	17:00 - 19:55 Available (24)	17:00 - 19:55 Available (25)	
18:00						
19:00						
20:00						

3. Reservation ✔

Kirjatentti: Työn sosiologia

Course name: 414085A Työn sosiologia Exam period: 04.09.2018 - 10.05.2019
 Exam room: Linnanmaa Examinarium Booking: 08.01.2019 11:00 - 13:55
 Exam duration: 2 h 55 min

Confirm exam time
Cancel

The system will raffle a computer for you. You will receive a confirmation on your booking. Remember the computer raffled for you, since it is the only computer you can use to complete the exam. You can check your reservation and its detail afterwards either by logging into the system or from the confirmation email.

Locked exams

06 OCT **Uusintatentti Sovitus**
Available for students

Course name: **422261A Sovitus** Examiners: **Leena Lehtori**
 Exam room: **Kone 15** Examinarium (Examinarium) Booking: [Message to examiner](#)
 06.10.2017 08:00 - 10:55

[Guidance >](#)

If you want to complete multiple exams on the same day, make a new booking. Remember to leave time in between exam, since you cannot leave the Examinarium mid exam, not even for toilet breaks. You can write a note for your examiner during the booking, but please note, that the examiner can read the note only after you have completed the exam. If you have questions for example exam arrangements or exam materials before the exam, contact the examiner some other way.

Cancel in time

If you cannot complete the exam you have booked, cancel or change it. In some exams the number of times the exam can be taken is limited. By canceling your booking, you won't lose one exam time.

1.1. Exams that are answered on paper on Mondays

In University of Oulu it is possible to complete exams that are answered on paper, i.e. mathematics or Japanese. When booking the exam, the place and the time are booked on a Monday.

Paper exams are organized in University of Oulu's Linnanmaa campuses Examinarium on Mondays. **On Mondays in Linnanmaa campus one can only complete these paper exams.**

Paper exam questions are in the Exam-system

When entering the examroom, take writing supplies with you, please note, that calculators are not allowed even with your teachers permission. Exam papers and return envelopes are in the examroom. A paper exam is completed the same way as other electronic exams, only the answers are written on the paper. Open the exam computer following the instructions, the exam questions are in the system either as an attachment or within sections. When ready, answer teachers check-up question in the system if needed i.e. "I have completed the exam and returned it on paper." This is so that the student will complete the exam within the system and it can be graded through it.

When you have completed the exam, put all the papers, even your notes, in the return envelope, write your **teachers name** and internal mail address on it and leave the envelope in the orange mailbox in the exam room.

1.2. Special arrangements/Unobstructed access

As the code of conduct states, you are not allowed to bring anything with you to the Examinarium: not even food or drinks. If you need to eat during examination for example for health reasons, you need to complete your exam somewhere else. Please contact your faculty or the teacher of the course for these arrangements. This is forbidden because of unbiased treatment of the students and also for your own safety: there are no supervisors present in e-exams as in general exams have.

If you need additional time to complete the exam, contact the teacher of the course. It is not possible to add time for a student for exam, but if you have certificate from student counselling psychologist, teacher can create a personal exam, that other students can't register for. These four-hour exams can be completed on the time slot that starts Mon-Fri at five o'clock. Other option is to complete the exam somewhere else than in the Examinarium.

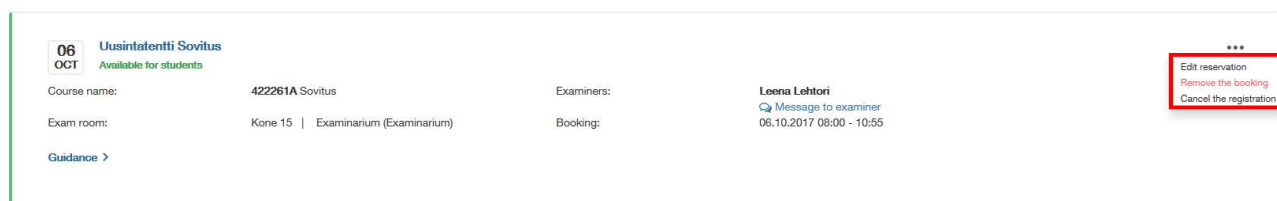
Students are not allowed to talk during examination. If you need even more quieter space for examination, please contact your faculty or the teacher of the course.

In Linnanmaa exam room Examinarium there are 2 computers with unobstructed access with electric tables (places 1 and 23) and in Dentopolis Examinarium there is one computer with unobstructed access with electric table.

2. How to change exam time or remove it

2.1. How to change exam time

You can change or cancel your reservation before your exam takes place. Change your reservation starting from ... mark at the right side of the screen. Please cancel your reservation on time so that others can use it. Select **Edit reservation**.



Select the new exam place and time from the booking calendar and confirm your reservation.

2.2. How to cancel exam booking

You can delete or change your registration before the exam starts, if needed. However, do this as soon as possible to make it available for others. Cancel your exam booking starting from ... mark at the right side of the screen. Select **Remove the booking**. Confirm your selection.

2.3. How to cancel exam reservation

You have to remove your exam booking before you can remove the exam reservation.

Cancel your reservation starting from ... mark at the right side of the screen. Select **Cancel the registration**. Confirm your selection.

3. During the examination

Remember that it is required to have total silence at the examination room. The rules apply when you step in to the room even if your exam has not yet started. Electronic exam differs from the normal exam because it is supervised by cameras and done on computers. That is why there are more strict rules about how to act during your exam.

You are not allowed to bring anything with you to the exam room, **not even a water bottle** (student card and locker key allowed). Exam-system has everything you need to complete the exam. There are lockers outside the Examinarium where you can leave your belongings during examination.

There are electronic locks on e-exam room doors. The doors will be open 5 minutes prior to beginning of the exam and 30 minutes after the exam has begun. A student can leave the Examinarium 30 minutes from the beginning of the exam at the earliest.

You are not allowed to leave the exam room during examination, exam needs to be completed when leaving the Examinarium.

You can complete the exam only on that computer that is raffled for you. You can check the number by logging into the system or from the exam booking confirmation email.

Place your student card on the left corner of your desk for random checkups.

3.1. Log in to the exam computer

1. Find the right computer and log in using the general user name (you'll find them by the computer).
2. Open Firefox-browser.
3. Log in to the Exam-system using your university account.

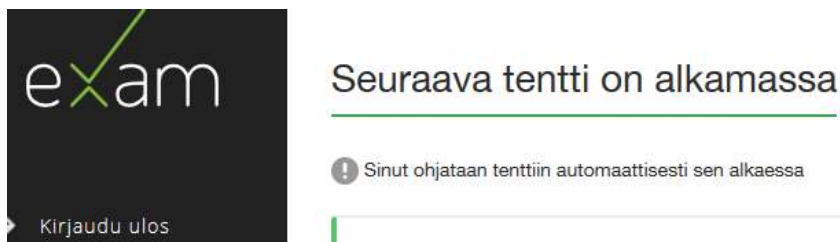
Information view

When you log in to the exam computer in the Examinarium, you will see information view:

- a) If you try to start the exam on a wrong machine, there will be a notification and information about the right one. Sign out and find the right computer. **VAIHDA KUVVA**

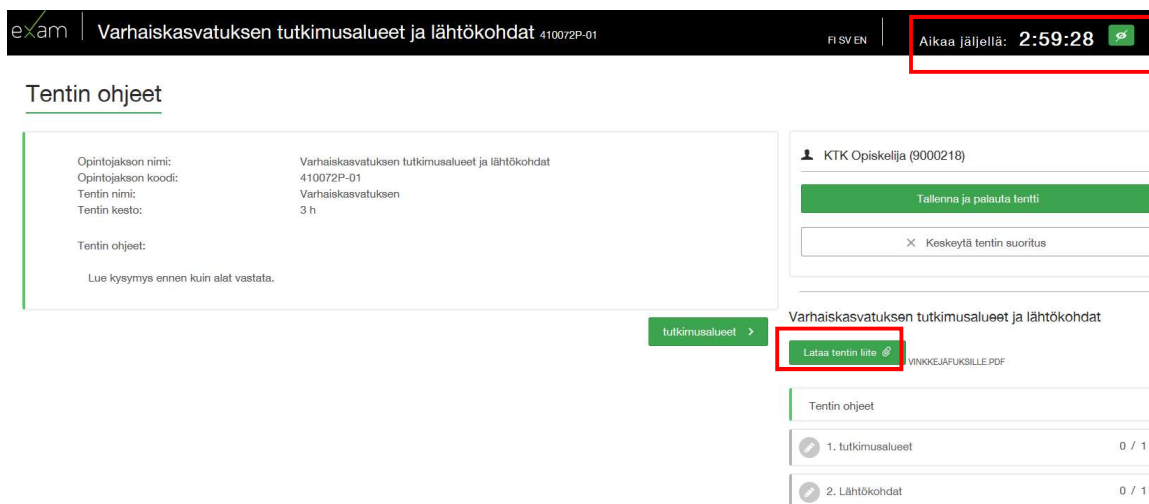


- b) If you get a notification Exam is about to start, you are early. Wait and the exam will open automatically as the exam time begins. **VAIHDA KUVA**



- c) When you are at the right computer and log in after the exam time has started the exam will open automatically.

4. When the exam has started, you will first see the exam information and possible instructions that the teacher has given for the exam. If there are no instructions, you will see the first question page/section i.e. exam book related questions. On the top of the view, there is a clock that shows you the time you left to complete the exam. If a teacher has added an attachment, you will see it from the first page. Please note, that the attachment might also be question related, in which case it'll be found underneath the question. **VAIHDA KUVA**



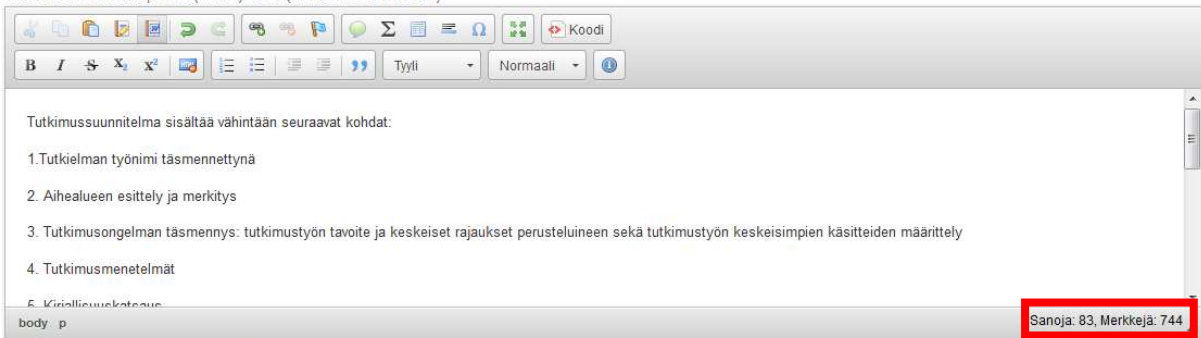
Exam is divided on pages according to the sections that the teacher has defined for it.

5. Move on to the first section from the green button. Number of questions is on the right side, after the section name. In example above, the number 0/1 after section 1 means that there is one question in that section and the student has not yet answered it.

6. Answer the question, save your answer and move on to the next question. Under the text editor, you will see the number of words in your answer. Examiner might have given you recommendation length for the answer.

1. Miten tutkimussuunnitelma laaditaan?

Vastauksen suosituspituus (sanaa): 300 (eli noin 2400 merkkiä)



Tutkimussuunnitelma sisältää vähintään seuraavat kohdat:

1. Tutkielman työnimi täsmennettynä
2. Aihealueen esittely ja merkitys
3. Tutkimusongelman täsmennys: tutkimustyön tavoite ja keskeiset rajaukset perusteluineen sekä tutkimustyön keskeisimpien käsitteiden määrittely
4. Tutkimusmenetelmät
5. Kirjallisuuskatsaus

body p

Sanoja: 83, Merkkejä: 744

Vastaus automaattisesti tallennettu: 08:13

Hyväksyty / Hylätty

Ei liitetiedostoa

Lisää oma liite

Tallenna

7. Move on to the questions within the next section. You can return to your earlier answers by choosing the question or the section again. The system will automatically save your answers on every minute. Answers written on other programs are not saved into the exam-system automatically, they will appear in the system only after you have transferred and attached them into it. Please avoid closing the browser during the examination. **VAIHDA KUVA**

8. You can add an attachment only if the examiner has defined so. Create the attachment as instructed and save it on the desktop. Programs can be found by minimizing the browser (don't close it). When ready, add the attachment to the exam.

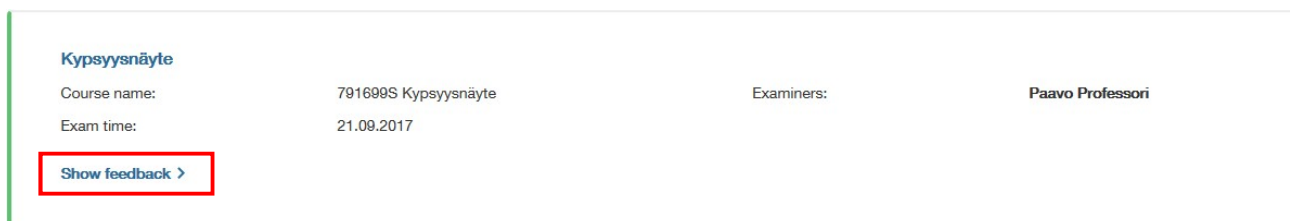
9. When you are ready, select **save and submit**. Confirm your selection.

When the exam ends, the system will log you out. Close the browser and sign out from the computer following the instructions on the desk. Leave the computer running!

4. Receiving feedback on your exam

When a teacher has assessed your submission, you will get an email notification.

1. Log into the Exam-system with your university account.
2. Select Study attainments from the left side menu and you will see all the exams you have completed.
3. On exam that has been assessed (grade and/or feedback) has a link Show feedback >



Kypsyysnäyte			
Course name:	791698S Kypsyysnäyte	Examiners:	Paavo Professori
Exam time:	21.09.2017		
Show feedback >			

5. What to do in problem situations during examination?

There is no technical support available during exams. If the browser or computer jams or crashes during the examination, restart the computer and browser, log in and continue with the exam.

If there is problem with your computer, and the restarting does not help, leave the room and report the problem by form available at <https://www oulu.fi/forstudents/e-exam>.