EXAM PRACTICE INFORMATION SESSION

Learning outcomes: know how to register for the exam on time, know how to work and to behave properly in examination session, and know when and how you can inspect your answering papers/results at our degree programme

TIMO KOKKONEN
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When and Where?

- Exams are arranged as **General exams on Mondays - Thursday at 4.15 p.m. - 7.15 p.m.**
- They are generally held in rooms L1, L3, L4 and so on
- Many of the TST (= Faculty of Information Technology and Electrical Engineering) exams will be arranged as General exams
  - As a general rule, General exams (*yleinen tentti*) are used for the examination of courses with large numbers of students (more than 15 students/exam)
- **ALSO** Exam taken during a course (Lecture exam) and E-exam
- Information can been found from “Exams”-web page (**important web page**)  
  - [https://www.oulu.fi/forstudents/exams](https://www.oulu.fi/forstudents/exams)
When and Where?

- Students can find **up-to-date exam information** from **WebOodi** (e.g. when the exam is held, when to register to the exam and where the exam is held); **TUUDO** also

- **For Example (9.10.2019):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Introduction to Optimization</th>
<th>5 cp</th>
<th>Applied Mathematics and Computational Mathematics</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><strong>Introduction to Optimization</strong> 29.10.2019 - 17.12.2019</td>
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<tr>
<td>General exam</td>
<td><strong>Introduction to Optimization</strong> 19.12.2019</td>
<td>5 cp</td>
<td>Ruotsalainen Keijo</td>
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<td><strong>Introduction to Optimization</strong> 6.2.2020</td>
<td>5 cp</td>
<td>Ruotsalainen Keijo Ilmottautuminen alkaa (E) 1.12.2019 08:00</td>
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Timo Kokkonen 14.10.2019
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
<th>Department</th>
<th>Notes</th>
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<tbody>
<tr>
<td>521395S</td>
<td>Wireless Communications I</td>
<td>5 cp</td>
<td>Electrical Engineering DP</td>
<td>Registration ended</td>
</tr>
<tr>
<td></td>
<td>Wireless Communications I</td>
<td></td>
<td>5 cp</td>
<td>Jari Linatti</td>
</tr>
<tr>
<td></td>
<td>3.9.2019 - 29.10.2019</td>
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<td></td>
<td>Registration ended</td>
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<tr>
<td></td>
<td>General exam</td>
<td>0 cp</td>
<td>Electrical Engineering DP</td>
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<td>Wireless Communications I, Exam</td>
<td></td>
<td>0 cp</td>
<td>Jari Linatti</td>
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<tr>
<td></td>
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<td>Ilmottautuminen alkaa (E) 1.12.2019 08:00</td>
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<td>16.1.2020</td>
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<td>521348S</td>
<td>Statistical Signal Processing 1</td>
<td>5 cp</td>
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<td></td>
<td>5 cp</td>
<td>Janne Lehtomäki</td>
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<td>2.9.2019 - 24.10.2019</td>
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<td></td>
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<td>0 cp</td>
<td>Juntti, Markku Johannes</td>
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<tr>
<td></td>
<td>No teaching or exams</td>
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</tr>
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</table>

Timo Kokkonen 14.10.2019
Registration to exams

• The student **have to register** to the general exam (or cancel the registration) seven (7) calendar days before the exam in WebOodi or Tuudo.

• **NOTE!** The exam **is not graded** if a student has not registered.

• Note also that if a student registered for the exam does not arrive for the exam, he or she is marked **"not received"**, meaning that the course is listed in WebOodi as failed.
  – To log in you need to have a University of Oulu account
    • something@student.oulu.fi
    • If you are missing a user id, or you have problems with login, contact IT Services Helpdesk
      • [https://www.oulu.fi/ict/helpdesk](https://www.oulu.fi/ict/helpdesk)
    • Contact: [helpdesk@oulu.fi](mailto:helpdesk@oulu.fi) | tel. 0294 483 080 | chat
  – Instructions and links to WEBOODI: [http://www.oulu.fi/oodienglish/](http://www.oulu.fi/oodienglish/)
<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Scope</th>
<th>Unit</th>
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<tbody>
<tr>
<td>521395S</td>
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<td>5 cp</td>
<td>Electrical Engineering DP</td>
</tr>
<tr>
<td></td>
<td>Wireless Communications I, Exam</td>
<td>5 cp</td>
<td>Electrical Engineering DP</td>
</tr>
<tr>
<td></td>
<td>General exam</td>
<td>0 cp</td>
<td>Electrical Engineering DP</td>
</tr>
<tr>
<td></td>
<td>General exam</td>
<td>0 cp</td>
<td>Electrical Engineering DP</td>
</tr>
</tbody>
</table>

Registration ended

Timo Kokkonen
14.10.2019
Data on teaching or examination

521395S-01, Wireless Communications I, Exam, 0 ECTS cr

<table>
<thead>
<tr>
<th>Code</th>
<th>521395S-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Wireless Communications I, Exam</td>
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<tr>
<td>Scope</td>
<td>0 ECTS cr</td>
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<tr>
<td>Form of study</td>
<td>General exam</td>
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<tr>
<td>Date</td>
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<td>Teaching designed for</td>
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<td>05.09.2019</td>
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</table>

Languages of instruction

| English |

Abbreviation

| WirelessComm1E |

Unit

| Electrical Engineering DP |

Grading

| 1 - 5, pass, fail |

Additional data

Description

No description

Answer the questions.  * = Compulsory question

* Choose examination language

- Finnish
- English

Choose the courses or examinations you wish to register for.
Save data by clicking on the Save registration button at the bottom of the page.

<table>
<thead>
<tr>
<th>Registration</th>
<th>General exam</th>
<th>Teacher</th>
<th>Date and location</th>
</tr>
</thead>
</table>

Registration period

01.09.19 klo 08.00-28.10.19 klo 23.59

Lisätiedot (E) (4000 merkkiä jäljellä (E))

My name can be published in the list of students registered for the course.

Save

Timo Kokkonen 14.10.2019

Printed 9.10.2019 at 11:43
If you get this page =>
You do not have right to take an Exam

Registration for instruction or examination

Wireless Communications I, Exam

You have no valid study right.
You cannot register.

Your responses to the questions were saved.

You can also select a function from the menu.
What other courses do you have?

Answer 1 (RAN)
Answer 2 (RF)
OR (both)

MAKE registration to courses AND exams now!

Miracle page: www.oulu.fi/cwc/wce
ALSO: www.oulu.fi/forstudents
Registration to exams

• The student have to register to the general exam (or cancel the registration) seven (7) calendar days before the exam in WebOodi or Tuudo.
  – The service will freeze after that (23:59)!

• Registration is mandatory and it is done in WebOodi or Tuudo

• NOTE! The exam is not graded if a student has not registered
  – Do not sent any email to the teachers, he/she can not help

• Note also that if a student registered for the exam does not arrive for the exam, he or she is marked "not received", meaning that the course is listed in WebOodi as failed.

• ➔ Do NOT do registration if you are not coming to exam OR Cancel your registration

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If student is late from the exam registration, what is the procedure?

- Student cannot come to the exam without registration
- If you are late from the exam registration, you can ask the Academic Secretary of your faculty to add your name to the exam list no later than 3 days before the exam – BUT if they say NO, it means NO
- You cannot go to the exam without registration and your name must always be on the exam list
- Canceling exam registration after the registration time:
  - You can cancel your registration via the Academic Secretary not later than three days before the exam
  - In this case the Academic Secretary may not mark your exam with "did not arrive"
If student is late from the exam registration, what is the procedure?

• If the student is late from the registration, he/she can register **to the next exam**

• The teacher does **not have** an obligation to organize extra exams to for the students

• Faculty of Information Technology and Electrical Engineering Study Affairs: **TS107**

• Faculty Study Affairs e-mail address
  – **study.itee@oulu.fi**
Registration to exams

• It is possible to complete some courses with **partial exams**; registration for the partial exams **MAY** takes place in WebOodi as well (**OR NOT**)
  
  – **FOR EXAMPÖE** exam registration through WebOodi is **NOT** in use for example minor exams WC I…

  • **Read always the course instructions!**

• **General rule:** follow the main information source of the course
  
  • Remember that for example **Tuudo or Aapo** is not necessary always provide the right information…
Before Exam

• **Be prepared well in advance!**
  – check out the material in advance
  – read and practice
  – **follow teaching, make notes**
  – read and practice
  – **read and practice**
  – use the help of your friends (study together)

• **Be on time at right place!**
  – Students should arrive in time **to near** the exam room, **4.05 p.m. at the latest**. The exam starts at **4.15 p.m.**
    • remember normal ”human” thinks before that 😊
    • don’t read anymore

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Before Exam (before you go in)

- **Communication devises** have to be turned off and left in your bag or in your jacket pocket
  - Using communication devices during exam leads to the exam being discontinued and the student being expelled from the exam hall
- **Wrist watches** are not allowed
- **Pencil cases or boxes** are not allowed
- **Snacks** are not allowed in the exam hall
- **Importing your personal notes or scrap papers into the exam hall is forbidden**

**Do those things BEFORE you go into the exam hall**

1. Leave everything you can at home
2. Leave your outerwear in the rack and leave your bag in the locker outside of the hall

**DO NOT ENTER** the exam hall before you are allowed to
The Door of the L1
Inside examination hall

• Leave **immediately** you bags and coats (and **all other extra items**) at the **side steps** of the room

• A student can (**must**) only have a **student card** (or identity card), **writing tools** and **other tools that are allowed in your specific exam** at your seat
  – If you are allowed to have a **calculator**, the **memory has to be cleared** (the invigilators check this with random tests)
  – You may take a **transparent, unmarked bottle of water** with you

• 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 => you can take snacks
Take papers and go to your place

- **PICK UP** the exam question papers (Exam form) and answer sheets (max 2) from the beginning (on both sides of the exam hall, if possible) **of your row** (look at the seating order) and go to the “last” free seat on that row
  - The exam seating plan can be found both from the exam hall door and from the whiteboard at the beginning of the exam

- EVERY OTHER (second) SEAT is filled

- Wait patiently: **NO talking, NO writing, NO anything** (even no laughing 😊)

- You are **not allowed to turn the** papers (exam papers or answer sheets), **nor** should you **write anything** to them, **before** the invigilators (supervisors) have given **permission** to start the exam

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Find your place and sit down

- **Seats** in the exam room are reserved only for those students who have registered for the exam during registration period in WebOodi (Tuudo)
- Look at the **seating order by rows**, the seat **MUST** 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
  - **Bottom row** is a row number **ONE (1)** and so on
L? in action 😊

Timo Kokkonen
14.10.2019
L3 - no action 😊
L4

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Rules

• THE EXAM SUPERVISORS WILL GIVE YOU PERMISSION TO START THE EXAM!
• As a rule, suspected cheating or a student violating against the guidelines of the invigilators, leads to the exam being left ungraded
• There is absolute silence in the exam hall
• Communication with other examiners is forbidden and it is interpreted as a misconduct
• For example, you can NOT borrow ANYTHING from students next to you
• The tools allowed in a specific exam (e.g. a calculator or “note”) are mentioned in the exam form
Calculation regulations

• Only a **normal function calculator** (= Scientific calculator) **is normally allowed** in the exam
  – The calculator may **not be programmable** or capable of storing text
  – The calculator may not include library programs or a graphic display (there may be exceptions to this regulation)
  – Instructions, handbooks, etc. for calculators may not be brought into the examination room
  – **Mobile phone can not used as a calculator!**

• The invigilators can inspect the calculators during the examination
  – Possession of an unapproved calculator at an exam is comparable to cheating
Toilet

• 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
Exam times

• 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**

• Answering time is 3 h

• The invigilators notify the students 30 minutes and 10 minutes prior the exam ends
When leaving the exam

• Fill in your personal information (= your name), your student number, the course name and date in to the ALL answer sheets

• Fill out your name and student number on the exam form ALSO

• Before you leave, you must RETURN all answer sheets and Exam form to the exam supervisors

  – Also all unused (empty) answer sheets must be returned to the invigilators

  – EVERY STUDENT HAS TO RETURN AT LEAST ONE ANSWER SHEET WITH THEIR NAME ON IT even if you have not answered to the exam

  – Please put a clear cross over the answer sheet that was used as a scribble (scrap) paper

• Show your student card (electric student card is OK) or identity card (passport or picture id), and the invigilator will sign you out of the student list
Remember!

• **NOTE! CHEATING (MISCONDUCT) IN THE EXAM IS A SERIOUS VIOLATION!**
  
  – Look more information from Dr Kari Kärkkäinen’s slides (WCE Orientation 5.9.2019) at slide 13
  
  • [WCE-RAN & WCE-RF Study Options and Study Coaching (Kari Kärkkäinen)](#)

  – Ask if you are not sure about something
    
    – Rise your hand and supervisor will come to you
  
  • **Notice: Permanent ink pen is not required in order to write your answer**
    
    – You should write down your answer with a **pencil**; It is also easier to erase and correct your answer when using pencil

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After submit the papers

• Take you gear and go out without any noise or talking

• You will get results within 3 weeks after exam.

• Students’ exam papers are archived for the period of six months at the laboratory (or so) providing the course
  – During this time, the exam papers can be reviewed at the laboratory office (look at the next slide)

• If you have something to ask about the grading of your exam, send an e-mail to lecturer
  – or visit his/her office OR both
    • some of teacher are in the restricted area, where you can not come in
Offices TS 440

- Students' exam papers are stored for the period of 6 months after the results in Dr Kari Kärkkäinen’s office (TS 440) – OR they are stored in the lecturer’s room
- During this time students can see their papers and their grading when Dr Kärkkäinen (OR lecturer) is in his office
- **NOTE** that you have ONLY 14 days time to ask change your results after results publishing
- Faculty’s (or so) secretaries will but to result into the WebOodi
  - There might be delay after exams have been evaluated, which the teacher can not affect/help
  - Many courses include the exam and the laboratory work
    - To get pass grade and ECTS credits, **you will need both**
Student Services

Faculty of Information Technology and Electrical Engineering student services is open
Mon - Fri 10:00 – 14:00

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E-exam - Examinarium

- University of Oulu provides electronic examination with flexible hours in camera supervised environment
  - Examinarium (TL102), Fysiikankatu
- Student can take exams in a **camera supervised environment**
  - Time periods for taking the exams are 8-11 am, 11 am-2 pm, 2-5 pm and 5-8 pm
  - 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 began, for example between 7.55-8.30
- MON at 8 am - 8 pm only exams that are answered on paper
- E-exam: [https://exam.oulu.fi](https://exam.oulu.fi)

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E-exam - Examinarium

• Things allowed in Examinarium
  – student card or identity card (compulsory)
  – the locker key
  – only on Monday exams (in Linnanmaa campus): writing tools (pencil and eraser)

• NOT ALLOWED
  – Jacket or pags
  – Phone
  – Smart watch
  – calculator, not even with your teachers permission
  – dictionary
  – books
  – pens
  – paper
  – snacks or even a water bottle
  – talking in the Examinarium
  – leaving the Examinarium mid exam (NO toilet)

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E-exam - Examinarium

- **Inside the room** you can find answer papers and an envelope for those answer papers (Monday)
  - And information (for example, how you should log in to the computer) => READ IT!
  - NOTE: YOU ALSO HAVE TO ANSWER TO THE "EXAM SYSTEM QUESTION" USING EXAM ELECTRONIC ANSWERING (You can for example give feedback) <= Monday’s exams
  - There is a mailbox, where you must put the envelope when you go out (Monday)

- **REGISTRATION IS MANDATORY!**
  Make a reservation for electronic exam room in Exam system (date, time and number of the computer)
  - If you cannot attend, remember to cancel the reservation

- Read more information: [https://www.oulu.fi/forstudents/e-exam](https://www.oulu.fi/forstudents/e-exam)
GENERAL EXAM: EXAMINATION RULES FOR STUDENTS

1. A student can not participate in an exam without registration in WebOodi.
2. TURN OFF and LEAVE communication devices, pencil cases and wrist watches into your bag. LEAVE bags and coats at the side steps of the room.
3. Using communication devices during exam leads to the exam being discontinued and the student being expelled from the exam hall.
4. PICK UP the exam and answer sheets (max 2) from the beginning of your row.
5. EVERY OTHER SEAT is filled.
6. DO NOT TURN papers and DO NOT WRITE on papers before you are allowed.
7. THE EXAM SUPERVISORS WILL GIVE YOU PERMISSION TO START THE EXAM.

WHEN LEAVING THE EXAM:
• WRITE your name, your student number, the course name and code to all papers.
• SHOW your student /id card to prove your identity.
• RETURN all answer sheets (also blank) to the exam supervisors.
EVERY STUDENT HAS TO RETURN AT LEAST ONE ANSWER SHEET WITH THEIR NAME ON IT.

EXAM STARTED AT:
A STUDENT MAY LEAVE AT:
EXAM ENDS AT:

DO NOT DISCUSS WITH OTHER STUDENTS!