

INSTRUCTIONS TO STUDENTS TAKING A GENERAL EXAM 2018-2019

These instructions apply to general exams held on the Linnanmaa and Kontinkangas campuses.

1. Check the last registration date of the exam in WebOodi or in Tuudo. Register yourself to the exam in WebOodi seven (7) calendar days before the exam. Note that the University of Oulu can also have courses with a longer registration period, e.g. 10 calendar days. Registration time is announced in WebOodi.
2. Students should arrive in time to the exam hall. Arrive to the general exam on the Linnanmaa campus at the latest 16.05 pm. General exam starts at 16.15 pm. The exam hall is not allowed to arrive 30 minutes after the exam begins.
3. The length of the general exams is 3 hours (180 minutes). 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 hall 30 minutes from the beginning of the exam at the earliest.
4. Seats in the exam hall are reserved only for the students who have registered in the exam in WebOodi during registration period. The exam will not be submitted for review if the student has not registered in WebOodi.
5. 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 devices and leave them in a bag or jacket pocket. Importing your personal notes or scrap papers into the exam hall is forbidden. Pencil cases or boxes are not allowed. Snacks are not allowed in the exam hall. Exception to this rule can be made for health reasons, e.g. diabetes. In this case, read the instructions "[Special Arrangements for Study Attainments and Examinations](#)" 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). Please notice that the calculator memory has to be cleared before the exam (the invigilators check this with random tests). You may take a transparent, unmarked bottle of water with you.
7. On the Linnanmaa campus there is the "exam seating plan", in which are told the name of the exam and the line in the exam hall. The students are sitting according to the seating. Every other seat is filled. The exam seating plan can be found both from the exam hall door and from the whiteboard at the beginning of the exam. On the Kontinkangas campus the exam seating plan is not used and there the students are sitting according to the instructions given by the exam invigilator.
8. On the Linnanmaa campus the exam question papers and answer papers have been set on the first place to the ends of lines according to the seating. On the Kontinkangas campus the students fetch question papers and answer papers from the front of the exam hall. Take the question paper and answer papers (max 2) from the pile and go to sit according to the seating. The exam questions must not be read nor nothing may be written in the papers before the exam invigilator inform the examination begun.
9. There is absolute silence in the exam hall. Communication 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 referring. The invigilator is obligated to accompany a student to the toilet and also guide his/her back to the seat. During a toilet visit the invigilator in the exam hall is not signing anyone out. 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 in the exam hall.
11. Fill out your name and student number on the exam form. In addition, fill out to the exam answer paper your personal information (name, student 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. If you are planning to take two exams at the same exam, please notify that to the invigilator immediately at the beginning of the exam. You will receive a second exam questions only after returning the first exam response.
13. Return the exam form and answer paper(s) to the supervisor before leaving the exam hall even if you did not answer the exam questions. Present a 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. The exam invigilator enters your participation in the exam record (participant list of the exam). Also unused (empty) answer sheet and scrap papers will be returned to the invigilator. Scratch the notes you have made to the scrap papers so they do not get mixed up with the actual exam answers.

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