E-exam guide for students

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1. General information

- You can take e-exams in Åbo and in Vasa. **Exams can be booked max 30 days in advance.**

- There is no minimum time limit for bookings as long as you have time to get the key to the exam room and make it to your reservation.

- The teacher has defined when it is possible to take the exam for a course. These times are visible in the booking system for e-exams, where you can log in and book a time for your exam.

- You can also make an agreement with your teacher to take an exam as en e-exam. This agreement with the teacher is to be done at least two weeks before the desired exam date if the faculty does not decide otherwise. It is up to each teacher to decide if he/she wants to offer this possibility.

- The e-exam system, as well as the e-exam room in Åbo, are in disposition of both the students of Åbo Akademi and Turun Yliopisto.

2. Reserving an e-exam

1. You can reserve your examination in the booking system for e-exams > **log in.**
   **Note that the e-exam system uses the haka-login.**

   You can also use the address [https://tenttis.utu.fi/](https://tenttis.utu.fi/) and select the desired language.

2. **Log in to the service with the user account of the university of which exam you are registering for,** i.e. use your Åbo Akademi or University of Turku username and password using the haka-login.

3. In the electronic exam service you can reserve a time on a computer in the examination room to take your exam. You can also check any earlier reservations and cancel them.

4. To make a new reservation, use the link "**Make a new reservation**".

5. Select the university and the subject area to which the exam belongs.

6. Select the exam you want to take.

7. When you have selected the exam, you will see the reservation calendar announcing the times when it is possible to take the exam. In the calendar you will also see how much time is allowed for taking the exam. You can browse the calendar viewing weeks and months in the overview. The calendar will also show you how many computers are free in the room.
Check in which room you have booked an exam (all exams can be taken in all exam rooms, but you can only log on to the computer in the room for which you have booked your exam).

8. Click on a suitable time in the calendar. The text Selected will appear against the time you have selected. You can check the selected time and place from the bottom edge of the calendar. The Next key at the bottom of the page will allow you to continue with your reservation.

Note that you cannot start an exam before the time, for which you have reserved, but you can start later. That is, an exam that is four hour can be booked for the following times: 8-12, 12-16 and 16-20. If you think you will not need four hours for the exam, you can start after 8/12/16, but the time is up you when the reservation is up.

9. Check the exam information. If there is a choice of books or a book package you will be asked to enter you choice on this page. In the Explanations box enter studies (books) already taken and possible special arrangements relating to the exam.

10. Check your reservation. You can also choose if you want a notification of the reservation and the evaluation to be sent to your e-mail. If you want a reminder of your exam to your e-mail, select when you want to receive the reminder.

11. Mark the box at the end of the page to indicate that you agree to the terms and conditions of using the electronic examinations service.

12. On the next page you will see the information on your reservation again. On this page you will also see the number of the computer on which you are to take your exam. Ensure that you remember the number. If you, when you come to the room for the exam, try to log in on the wrong computer it will give you the correct number.

13. You can now return to the starting page, where you will see the reservation you have made. The next time you log in to the electronic examination service you will see the reservations you have made on the starting page. If you need to, you can cancel the reservations you have made on this page. Always cancel reservations that you do not intend to use.

14. Log off at the top right corner using the Log off key.

3. The e-exam rooms

3.1 The e-exam rooms in Åbo

The e-exam is written in a room with video surveillance and computers separated by screens. To write an e-exam you have to make a reservation in the booking system of the e-exams at [http://tenttis.utu.fi/](http://tenttis.utu.fi/).

In Åbo Åbo Akademi University and the University of Turku share e-exam rooms. For information on rooms and opening hours, see [www.abo.fi/student/en/etent](http://www.abo.fi/student/en/etent)
**NB! You are not allowed to bring ANYTHING into the exam room.**

Before entering the exam room, please leave your outdoor clothing, bag, food & drink, papers, phone etc in the lockers outside the room. You may not bring course materials or other means of assistance into the room. **The lockers work with 1€ coins.** Note that it is to be considered as cheating if you bring things into the exam rooms!

- There is recorded video surveillance in the exam room. Using your key is connected to confirming your identity. Always use your key, do not enter the room when other examinees open the door. The information left from your key will be collated with your work in the exam and the video recording to confirm your identity.

![Foto from the first e-exam room.](image)

- When you made your reservation you were given the number of the computer on which you are to take your exam. The number of the computer will be on the computer and on the monitor. Don't worry if you cannot remember the number. If you try to log in on the wrong computer it will tell you the number of the machine on which you are to take your exam.

- Note that you cannot begin your e-exam in advance. If your exam starts at e.g. 13.00, and you log in at 12.55, the computer will tell you that you do not have any exams booked (so wait until 13.00).

![Foto from the first e-exam room.](image)

- If your exam is interrupted due to technical problems or other reasons, please follow the instructions in the room.
3.1.1 Key or Lyyra student card to the exam room in Åbo

To get access to the exam room in Åbo you have to collect a key or activate your student card (Lyyra card).

- Degree students at Åbo Akademi University can access the exam room with the Lyyra student card. Remember to activate your card at the office of the Åbo Akademi Student Union before the first use (for opening hours, see www.abo.fi/karen > Contact).
- If you do not have an activated Lyyra card, you may collect a key from the Student Office in Gripen, Tavastgatan 13, 1st floor (for opening hours, see www.abo.fi/student/en/studentexpedition).
  - The key is given to you upon identification (student card).
  - The key is programmed only for the e-exam room.
  - **After the exam, return the key** in the mailbox box inside the exam room or to the Student Office in Gripen. The key is returned to the student office when it is no longer needed. There is also a box inside the exam room for returning the key.

3.2 The e-exam room in Vasa

- The e-exam is written in a room with video surveillance and computers separated by screens. To write an e-exam you have to make a reservation in the booking system of the e-exams at https://tenttis.utu.fi/.
- The e-exam room is in Academill, Strandgatan 2. For information on the room and opening hours, see www.abo.fi/student/en/etent. Please also check how the doors to the Academill building are open.
  - You may **not take anything with you** into the exam room. Before entering the exam room, please leave your outdoor clothing and bag in the locker on floor C2. (You get the key for the locker at the same time as you get the key for the e-exam room.)
  - In an electronic exam you need no writing materials or paper. You may not bring course materials or other means of assistance into the room. Also leave your mobile phone outside the exam room.
• Note that you cannot begin your e-exam in advance. If your exam starts at e.g. 13.00, and you log in at 12.55, the computer will tell you that you do not have any exams booked (so wait until 13.00).

• If your exam is interrupted due to technical problems or other reasons, please follow the instructions in the room.

3.2.1 Key to the exam room in Vasa

• You need a key to get into the e-exam room in Vasa. You get the key from:
  o Student Office in Academill, floor B3, Strandgatan 2.

You can get a key on showing your student card, three weekdays before the exam day at the earliest, on weekdays 10-15.

NB! You should return the key after your exam to the Student Office or leave it in the mailbox outside the Student Office.

4. Taking the exam

4.1 Logging in and taking the exam in Åbo

• If the computer and/or the screen is not switched on, start it up. Wait until the program has loaded and the text Start is visible in the lower left corner of the screen.

• Start the exam by clicking on the Start menu. Choose the language you prefer and settings for the screen if needed.

• Choose to log in to your university's using account, i.e. choose University of Turku or Åbo Akademi user account depending on to which university's exam you have registered (if you have a user name to both universities). Log in to the electronic examinations service with your ÅA/TY user ID and password.

• Take your exam. The examination system will store your answers one page at a time. Your answers will be preserved even if the exam is interrupted for some reason. You can still go back to your earlier answers and make changes to them.

• Finnish the exam by clicking the Send for evaluation button.

• Leave the exam room.
4.2 Logging in and taking the exam in Vasa

- If the monitor is not switched on, switch it on in the lower right hand corner of the monitor.
- Start Firefox, the exam system will then open.
- Log in to the electronic examination service with your university’s user ID and password. (Remember to choose the university which exam you are writing.)
- Take your exam. The examination system will store your answers one page at a time. Your answers will be preserved even if the exam is interrupted for some reason. You can still go back to your earlier answers and make changes to them.
- Finnish the exam by clicking the Send for evaluation-button.
- Leave the exam room.

NB: From the computer in the e-exam room you will only be able to access the e-exam service. Any tries to access the settings of Windows would be seen as an attempt at cheating. Do not change any settings in Firefox.

4.3 The surveillance of the e-exam room

- The regulations of Åbo Akademi and University of Turku regarding entry surveillance, evaluation of studies and use of information systems apply to electronic exams.
- The e-exam room is equipped with real-time surveillance and recording video surveillance.
- You may not leave the examination room during an examination.
- Surveillance and confirmation of identity will be accomplished by collating entry surveillance and video surveillance information with your examination.

4.4 Problems during the exam

- In the event of your examination being disturbed or impeded, discontinue the exam and leave the electronic examination room. Always report impedance or discontinuation of an exam without delay on the appropriate form. The link to the form will also be found on the front page of the examinations service https://tenttis.utu.fi/. You can also e-mail tenttis@utu.fi.

This report is required for you to be able to have a resit before the time reserved for evaluation has expired. After making your report you will receive information about the earliest date for taking the examination again.

5. Evaluation of e-exams

- The evaluation time for e-exams is three weeks, which means you should get the exam results three weeks after your exam at the latest.
• When you reserve your exam you can choose to get your results and comments to your e-mail. The exam results are also published as usual on notice boards or correspondingly.

6. Feedback and questions about e-exams

If you have questions about the e-exam system or want to leave feedback, please use the e-mail address: mailto:tenttis@utu.fi.