

## Student guide for e-exam in Exam

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### General information

You can take e-exams in Åbo and in Vasa. The e-exam system, as well as the e-exam rooms in Åbo, is by students at Åbo Akademi as well as the University of Turku. ***Exams can be booked max 30 days in advance.***

There is no minimum time limit for how long in advance you need to book an exam as long as you have time to 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.

You can also make an agreement with your teacher to take an exam as an e-exam. It is up to each teacher to decide if he/she wants to offer this possibility.

The e-exam room is equipped with real-time surveillance and recording video surveillance.

You may not leave the examination room during an examination.

The regulations of Åbo Akademi and University of Turku regarding entry surveillance, evaluation of studies and use of information systems apply to electronic exams.

When arriving at the exam room

- Leave your coat and other belongings in the lockers outside the exam room (you'll need coins)
- Take only the locker key and the key card with you into the exam room. *You are not allowed to use calculators, programmable calculators, any electronic devices, dictionaries, books or any other material in the exam.*  
*You are not allowed to bring snacks, water bottles, scrap paper or pens/pencils into the exam room.*

**Information on e-exams on the web:** <http://libguides.abo.fi/e-exam/>

**Login:** <http://exam.utu.fi>

In the menu at your left you'll find **Reservations, Exams** (= where you search for and register for exams ) and **Study attainments** (= exams you have already taken and for which you have had an assessment).

## Registration for an electronic exam and booking time and place

The registration for electronic exams consists of registration and time-booking; you do both in the “Exam”-tool. Registration and time-booking can be done from any computer with an internet connection. Only one registration per exam can be in effect at a time.

### Registration

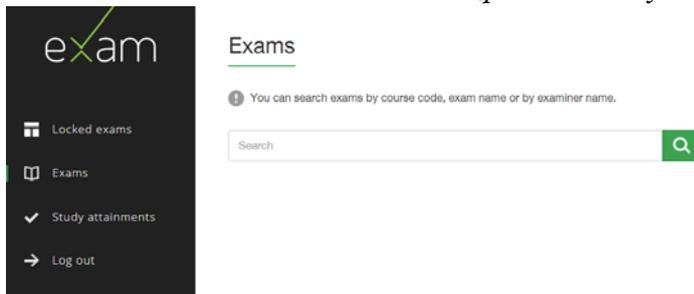
1. Log in at: <http://exam.utu.fi>

Use your *abo.fi* user name.

*NB! If you are taking an exam at the University of Turku/JOO-studies, register with your UTU user name.*

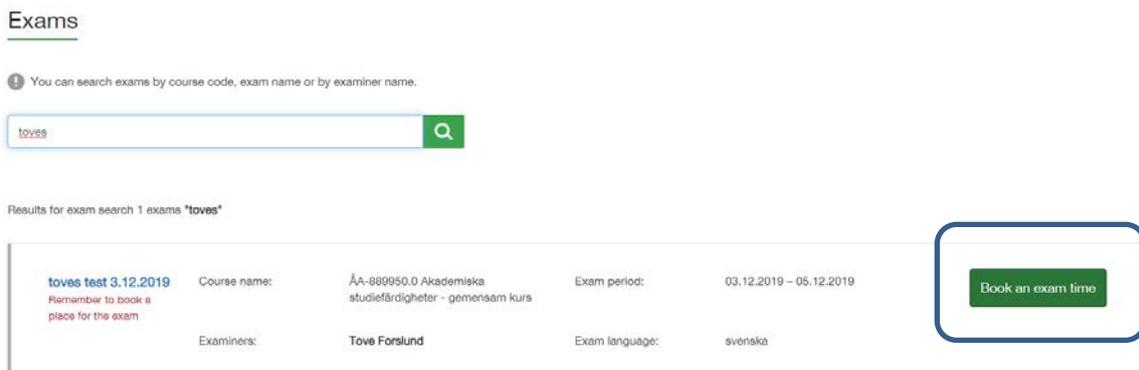
2. Find the exam you want to register for

- General exam: Go to **Exams** in the menu on the left and search for an exam using exam name, teacher's name or course code (put "ÅA-" in front of the course code found in Peppi):



- Personal exam: Copy-paste the link you've received from the teacher to the address row of the browser e.g. <https://exam.csc.fi/#/exams/387>

3. Register for the exam by clicking at the “Book an exam time” -button



## Book a place and a time for your exam

**Reservation information**

**1. Exam**

**EXAM tenttijärjestelmän tutustuminen opiakoljoille**

Course name: TEST0000 EXAM testitesti / EXAM testentäminen / EXAM test exam Exam period: 15.10.2017 - 08.03.2020 Exam duration: 55 min

Instructions:  
Voit varata ajan ja käydä tutustumassa Exam-tesitin tekoon tenttitilassa.  
Reservations can be made maximum 30 days ahead ( 02.02.2020 )

**2. Choose room** Exam room reservation from external institution >

Accessibility type >

Exam room ▾

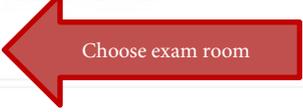
**3. Reservation**

**EXAM tenttijärjestelmän tutustuminen opiakoljoille**

Course name: TEST0000 EXAM testitesti / EXAM testentäminen / EXAM test exam Exam period: 15.10.2017 - 08.03.2020

Exam room: Booking: Exam duration: 55 min

Buttons: Confirm exam time, Cancel



**2. Choose room** Exam room reservation from external institution >

Accessibility type >

Exam room ▾

**3. Reservation**

If you want to take your exam at another university/polytechnic, click here – in the list you'll find update information on where it is possible to take the exam

Book a vacant exam time:

- Choose a suitable time from all the available time slots in the **booking calendar** and click **Confirm exam time**

January 2017 2. — 8.1.2017 Today

	Monday 2.1	Tuesday 3.1	Wednesday 4.1	Thursday 5.1	Friday 6.1	Saturday 7.1	Sunday 8.1
8:00				8:00 - 9:05 Available (8)			
9:00				9:00 - 10:05 Available (8)			



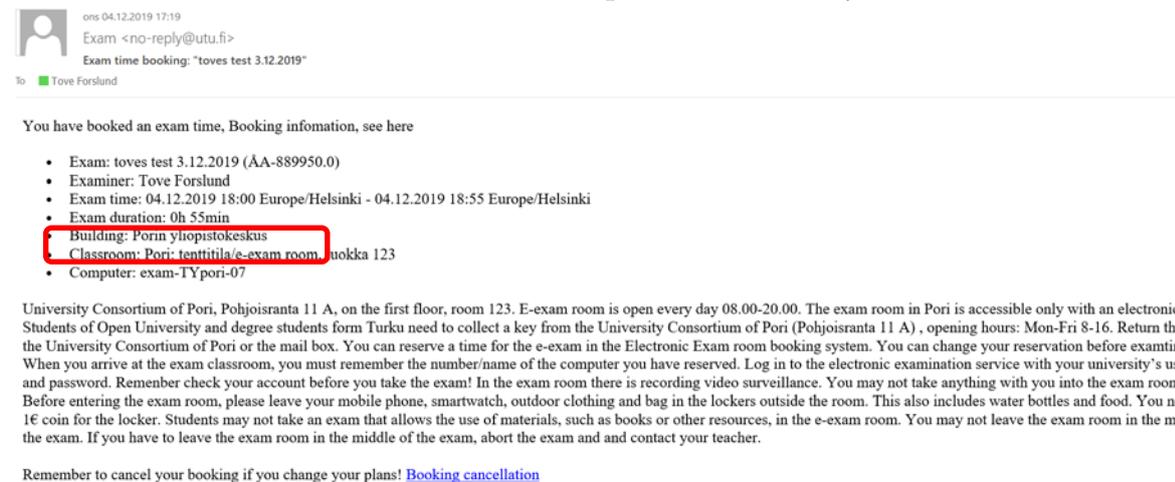
**3. Reservation**

**Hely testaa 5.2.** 5111592

Course name: 643 Exam period: 04.01.2017 - 06.01.2017  
Exam room: Examinlarium Booking: 05.01.2017 09:20 - 10:05  
Exam duration: 45 min

Buttons: Confirm exam time, Cancel

A **message confirming your booking** is sent to your e-mail. The message includes information about the exam time and the computer reserved for you.



## What have I booked?

Under Reservations you'll find all your reservations, i.e. both exams you have not yet booked a time and place for, and exams you have booked time and place for.

## What to do if I change my mind?

If you are unable to attend the exam, you should cancel or modify your reservation by choosing either **“Edit reservation”** (i.e. change time and/or place), **“Remove the booking”** or **“Cancel the registration”**.

You can also remove your booking through the e-mail of confirmation you got after booking.  
- *You can cancel or modify your reservation until the time of your reservation. Please act on time so that the exam slot can be used by others*

**exam**  
Support: [exam@utu.fi](mailto:exam@utu.fi)

Reservations

04 DEC toves test 3.12.2019  
Available for students

Course name: ÅA-889950.0 Akademiska studiefärdigheter - gemensam kurs  
Exam room: exam-TY(pori)-07 | Pori: tenttitila/e-exam room, luokka 123 (PORI), luokka 123  
Examiners: Tove Forslund  
Booking: 04.12.2019 16:00 - 18:55

Guidance >

Informationssystem: Digitalisering, hösten 2019  
Remember to book a place for the exam

Course name: ÅA-457110.0-3003 Informationssystem: Digitalisering  
Exam period: 11.11.2019 - 15.12.2019  
Examiners: Tove Forslund, Anna Sell

Instructions >

Book an exam time

## When arriving at an electronic exam

Please note that examinations call for absolute silence. Even if your exam time has not yet started, someone else's exam may be in progress. Remember that exiting and re-entering the examination room in the middle of an exam is not allowed.

1. Leave your overcoat and other belongings in the lockers outside the exam room
2. Take only the locker key and the key card with you into the exam room
  - You are not allowed to use calculators, programmable calculators, any electronic devices, dictionaries, books or any other material in the exam.
  - Snacks, water bottles, scrap paper or pens/pencils are not allowed either
3. Open the door to the exam room with your key card
4. Find the right computer. The information is in the confirmation e-mail you received after booking the time slot. The numbers are clearly marked on the computers.
  - If you log on to the wrong computer, it will tell you which computer you should log on to. Thus you can check the number of the right computer by logging onto any of the computers in the exam room
5. Start the exam
  - Exams start at every hour, e.g. 8.00 sharp and finish at five to.
  - Be on time, but not too early, to cause as little interruption as possible
  - The examination time starts to run from the start of your booking time

## Taking an electronic exam

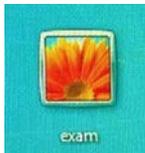
When you have arrived at the exam room and found the correct computer you can start the exam. The exam time starts to run from the start of the booked time. If you arrive before the booked time, you can log on to the computer and wait for the exam to start. However, it is not recommended to enter the room more than five minutes too early as the previous student may still be using your computer.

### Logging in and taking the exam

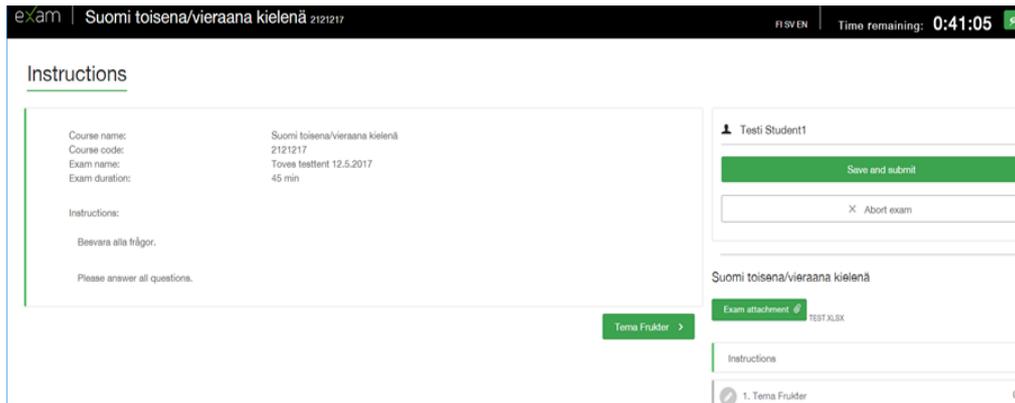
- If the computer or/and the monitor is not switched on, switch them on.



- Wait for the computer to power on, and choose the “Exam” icon on the desktop.



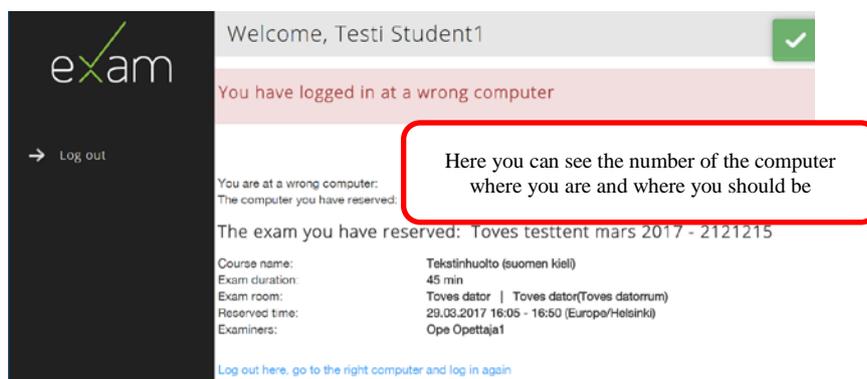
- Choose “Start exam” (double-click)
- Log in to the electronic examination service with your university’s user ID and password. (Remember to choose the university which exam you are writing.)
- If you are on the wrong computer, the program will tell you which computer to use
- Read the instructions for the exam and finish the exam. You can navigate between the different pages with the navigation-buttons in the right corner. Moving forward and backwards in the exam can also be done on the bottom edge of the page



- In the Tools-menu you can find help programs you can use. If you write your text with a help program, you should use the file as an attachment. 
- The electronic exam system saves your answers every minute. If the exam for one reason or another would be interrupted, your answers will be stored. You can always return to your previous answers and edit them.
- If you close the browser by accident, you can continue with the exam by opening the exam from the “Start exam” icon and logging in with your university’s user ID.
- Finish the exam by choosing “Save and submit exam”.
- After you have returned the exam, choose the “Finish Exam” function from the desktop. This will remove all personal information from the computer.

**If you log on to the wrong computer or do not remember which computer you should use**

Any computer you log on to will tell you at which computer you should do your exam.



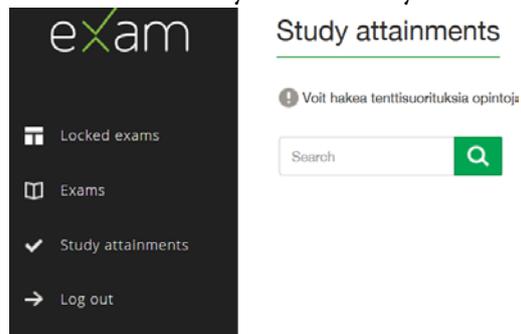
### In case of a problem

There is no technical help available during the exam. If you encounter a problem and cannot continue with your exam, go to <http://exam.utu.fi/> and fill in the form for reporting problems.

## Assessment

- The teacher has 3 weeks to assess your exam (for summer exams until mid September).
- The students get an automatic e-mail to their abo.fi-e-mail when assessment is ready and they can also find the results by logging in to Exam.

In the Exam tool you will find your assessment under **Study attainments**.



*Please also remember to check that your study attainments have been registered in the study register Peppi.*

- NB! You cannot register for the same e-exam until the exam time you have booked has expired (in such cases when the teacher allows you to take the exam several times before assessment) or until your previous attempt has been graded.