E-exam guide for students

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General information

- The e-exam system and the e-exam room are in disposition of both the students of Åbo Akademi and University of Turku. The system is the same for both universities, but the language versions differ from each other so that the links in the Swedish version go to Åbo Akademi’s web pages and the links in the Finnish version go to University of Turku’s web pages. The English version is shared between the universities.

- 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 e-exam room in Turku are
  - Teutori (Lemminkäisenkatu 3) on the first floor, room 105

- 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.

Reserving an examination

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/ and select the desired language.

2. Log in to the service with your Åbo Akademi/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, select the examination room. After this, 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.
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.

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 of 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.

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**The e-exam room**

The e-exam is written in a room with video surveillance and computers separated by screens.

**The e-exam room in Turku is**

- **Teutori** ([Lemminkäisenkatu 3](https://www.utu.fi/en/contact/locations)) on the first floor, room 105

The e-exam room in **Teutori** is open Mon-Fri 08.00-22.00

To write an e-exam you have to make a reservation in the booking system of the e-exams at [https://tenttis.utu.fi/](https://tenttis.utu.fi/). You can’t make a reservation in Nettiopsu.

- **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 lockers outside the room. The lockers work with 1€ coins. 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.
There is recorded video surveillance in the exam room.

In order to identify the student, the exam room is entered only with the Lyyra or Frank student card (degree students at the University of Turku) or with a personal key. The student card needs to be activated at the office of the Student Union (TYY Service Desk) before the first use.

**University of Turku**
- Degree students at the University of Turku can access the exam room with the Lyyra or Frank student card. Remember to activate your card at the office of the Student Union before the first use. Opening hours of the office
  - If student card is unavailable, the student may collect a key from the office of the Student and Admission Services (Main building of the University, ground floor). Opening hours: Mon-Fri 12-14.
  - Students of the Open University may collect the key from the office of the Open University (PharmaCity, Itäinen Pitkäkatu 4C, 3rd floor). Opening hours: Mon-Fri 8-15.45

**Åbo Akademi**
- To get access to the exam room you have to get a key. You can get the key from Student Office in Gripen, Hämeenkatu 13, Turku

Always **use your student card or a personal 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.
• 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).

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

Keys to the exam room

The exam room is accessible only with an activated Lyyra and Frank student card or with a personal key.

University of Turku

• Degree students at the University of Turku can access the exam room with the student card. Remember to activate your card at the office of the Student Union before the first use. Opening hours of the office

• If Lyyra or Frank card is unavailable, the student may collect a key from the office of the Student and Admission Services (Main building of the University, ground floor). Opening hours: Mon-Fri 12-14.

• Students of the Open University may collect the key from the office of the Open University (PharmaCity, Itäinen Pitkäkatu 4 C, 3rd floor). Opening hours: Mon-Fri 8-15.45

Åbo Akademi

• To get access to the exam room you have to get a key. You can get the key from Student Office in Gripen, Hämeenkatu 13, Turku

If you use a key to enter the exam room, please return the key to the box in the exam room!
Taking the exam

Logging in and taking the exam

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

- Start the exam by clicking on the \textit{Start} menu. Choose the language you prefer and settings for the screen if needed.

- 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 \textit{Send for evaluation} button.

- Leave the exam room.

The surveillance of the e-exam room

- Åbo Akademi’s/ University of Turku’s regulations 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.

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 \url{http://www.webropol.com/P.aspx?id=442975&cid=4984431}. The link to the form will also be found on the front page of the examinations service \url{https://tenttis.utu.fi/}. You can also e-mail tenttis(at)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.
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.

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: tenttis(at)utu.fi.