



INSTRUCTIONS FOR THE EXAMINATION IN SEPARATE EXAM ROOM

You can take an exam in a separate exam room, if you have permission for special arrangements from the study psychologist and you have consented to the recording of the examination situation and the examination is electronically supervised.

Before the exam:

1. Register as usual in WebOodi and inform the Assistant in Education Services who is in charge of exam arrangements (tentit(at)univaasa.fi) of the exam a week before the examination at the latest. When you register for the exam for the first time, you must also fill in the form to give consent to recording the exam situation.
2. The Academic Affairs office takes care of the practical arrangements for your exam.

Taking the exam:

1. Go at 11.50 to the caretaker downstairs in Tritonia. The caretaker will take you to the exam aquarium.
2. Take the equipment you need for writing the exam as well as other equipment that are allowed in the exam and put your outdoor clothing and bag on the coat rack in the exam room. Close your phone and put it in your bag or the pocket of your coat. Nothing extra, such as the mobile phone or drinking bottle, is allowed on the desk unless you have a special permission. Equipment allowed in the exam is written on the envelope. It is not allowed to touch the computer, keyboard or the mouse that are in the room.
3. The caretaker will check your identity, so have your ID with you (e.g. student card, passport).
4. The caretaker will give you the exam envelope.
5. Take the papers out of the envelope and write your name, student number and the time the exam started on the Exam time –form.
6. You may begin taking the exam.
7. You are allowed to leave the exam room at 12.45 at the earliest.
8. You may call the caretaker by the phone that is in the room if you need something, or if you need to go the toilet.
9. The exam will last for three hours unless extra time is granted.
10. When you are finished or the exam time ends, put the exam papers back in the envelope. Write the time the exam started and ended on the Exam time –form and put both the exam envelope and the form in the mailbox in the exam room.
11. Take your belongings and exit the room.