

Arriving at an electronic exam

Please note that examinations call for absolute silence. Even if your exam time has not started yet, 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.

If you haven't used your personal magnetic key for a while, check that it is still in use by contacting the university portiers (room 1133 email: yliopistomestarit@lut.fi, phone +358 29 4462669, open hours 8 am – 4 pm).

Act accordingly:

- 1. Leave your overcoat and other belongings to the lockers outside the exam room**
 - Storing with your own responsibility
- 2. Take only the locker key and the magnetic key with you in to the exam room**
 - You are not allowed to use calculators, programmable calculators, any electronic devices, dictionaries, literature or any other material in the exam.
 - Snacks, water bottle, scrap paper or pens/pencils are not allowed either
- 3. Open the door to the exam room with your personal magnetic key**
 - Use your personal magnetic key even if someone else opens the door.
 - The information from the entrance and exit logs is used with the information from the Exam system and video surveillance to secure your identification.
- 4. Find the right computer. The information is in the confirmation email you received after booking the time slot. The numbers are clearly marked on the computers. You will also find the computer numbers on the second page in this document.**
 - e.g. the notion EXAM007 in email message refers to computer number 7 in the exam room
 - If you log in the wrong computer, it will tell you which computer you should log in to. Thus you can check the number of the right computer by logging in any of the computers in the exam room.
- 5. Leave the locker key in the hook on the wall of the workstation where you are taking the exam.**
 - There can be no items on the table during the exam – not even the key
- 6. Start the exam**
 - Exams start at hundred hours and finish at five to
 - Be on time, but not too early, to cause as little interruption as possible
 - Examination time starts to run from the start of your booking time.

Computer numbers in the Exam room 2208 at Lappeenranta Campus