

## EXAM - completing an electronic exam

When you have arrived at the exam room and found the correct computer, you can start the exam. Exam time starts to run from the start of the booked time. If you arrive before the booked time, you can log in the EXAM system and wait for the exam to start. It is not, however, recommended to enter the room more than five minutes too early as the previous exam taker may still be using your computer.

**If your exam is prohibited or disturbed by technical or other problems act according to the instruction "In case of a problem". You will find the instruction in the exam room computers.**

### **Act accordingly:**

1. If there is no image, move the computer's mouse to wake up the display.
2. Choose the **"1. Exam"** icon at the desktop and log in the system with your LUT-account username and password.
  - If you log in the wrong computer, the system will tell you which computer to move to.
3. Exam starts automatically when the booked time starts.
4. Read the instructions.
5. Answer the questions in any order you like.
  - If the exam has multiple sections, you can navigate between sections with the left and right arrows on the bottom of the current section. You will also find the section topics on the right-hand side of the window.
6. The system saves the data automatically once in a minute. You can save your data also by clicking the **Save**-button.
7. Hand in your exam by clicking the **"Save and return the exam"** link. Confirm by answering "yes"
  - The system will thank you and log you out.
8. Close the browser and log out of the computer.
  - Don't shut down the computer!
  - Log out will remove all the files you've saved in the computer (e:\working folder and desktop). Log out only if you are sure that you have handed the exam in.
9. If you have to abort the exam, choose the **"Abort exam"** link on the right-hand side of the window. Confirm the abortion, close the browser and log out from the computer.
  - Don't shut down the computer!