

The code of conduct of an electronic exam

Electronic exam differs from the normal exam with respect to the surveillance/monitoring and some of the properties. Due to these differences the rules in the electronic exams are stricter.

Remember this:

- The exam room is equipped with surveillance cameras, which record both picture and sound. The recordings are available for checking two months after the exam. There is a register system report made of the surveillance system by the keeper of the register (LUT). **Registering for electronic exams means, that you give your consent to the camera surveillance.**
- Open the door to the exam room always with your personal magnetic key. The information from the entrance and exit logs is used with the information from the Exam system and video surveillance to secure your identification.
- Be prepared to identify yourself before entering the exam room – there will be inspections concerning identification arranged randomly
- Instructions “The code of conduct of an electronic exam”, “Completing an electronic exam” and “In case of a problem” can be found in all the computers in the exam room (folder: Instructions) and in Uni-portal. The possible exam specific instructions given by the teacher must also be obeyed.
- You must not move in and out of the exam room during the exam or move around in the exam room in vain.
- You must not discuss with others, look at other computers or interact in any way with the other exam takers.
- Using the storage lockers is allowed only for the students taking an exam while the exam is in progress. You must empty the locker immediately after leaving the exam room. University is not responsible for the things left in storage lockers.
- 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 instructions in the computers in the exam room (folder: Instructions) and a printed version in the waiting area, wall of the storage lockers.
- If you don't follow this code of conduct, your exam can be disqualified. All suspicions of misconduct will be investigated and a proven misconduct can lead to disqualification of the exam and disciplinary measures.