EXAM - registration for an electronic exam

Registration for electronic exams consists of registration phase and time booking phase. Both phases are completed in the information system "EXAM". Registration can be done from any computer with internet connection with Firefox as the recommended browser. You can have one registration per exam in force at one time.

Act accordingly:

1. **Open a browser**

   - Remember to empty the cache before and after using Exam if you are using a public computer

2. **Log in at the address https://exam.lut.fi**

   - Use your LUT-account username and password

3. **Find the exam you want to register for**

   - Copy-paste the link you've received from the teacher to the address row of the browser e.g. https://exam.lut.fi/enroll/exam/3302?code=070000000

4. **Register for the exam by clicking the "Register for the exam" -button**

   - System confirms your registration by announcing" You have registered to an exam. Remember to book an exam time."

5. **Choose from "Exam room" drop-down list either Computers (3-22) or Easy access computers (1 and 2), if you need a workstation with an electrically adjustable desk**

   - All workstations are located in room 2208

6. **Book a vacant exam time**

   - Choose a suitable time from all the available time slots in the booking calendar

   - Exam room is open Mon-Fri 9-21 and Sat 9-17

   - A confirmation message is sent to your email with the information about the exam time and computer reserved for you

7. **If you are unable to attend the exam, log in at https://exam.lut.fi to cancel or modify your reservation. Choose either "Edit reservation" or "Remove the booking" in the Locked exams section (see the picture on the following page)**

   - You can cancel or modify your reservation until the time of your reservation. Please act on time so that the exam slot can be used by others
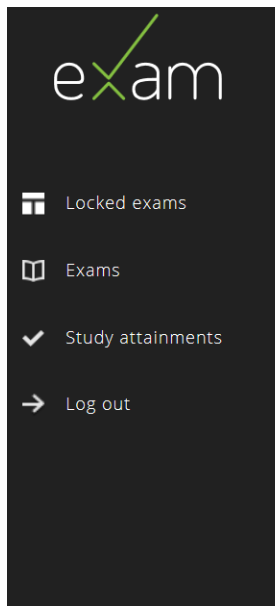
Locked exams

18 JAN	**Exam testitentti / Exam for practicing** **Available for students**

Course name:	**070000000** Exam testtitentti	Examiners:	
Exam room:	EXAM003 | Lappeenranta - Koneet (3-16) / Computers (3-16) (2208)	Booking:	18.01.2019 20:00 – 20:55

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Edit reservation
Remove the booking
Cancel the registration

Guidance >

Instructions >

Editing or removing your exam reservation