

## Arranging a paper exam outside the Examination Schedule.

It is possible to arrange a paper exam outside the exam schedule, will be given four times during the spring 2019.

**The dates are Wednesdays 23.1., 20.2., 20.3. and 17.4. along with our normal exams.**

The teacher makes questions as normally and sends them (either by e-mail or on paper) to the Exam secretary. If there are more than one students attending the same exam, they can make the exam at the same time.

Exam arrangements are as follows:

1. First the student agrees with the teacher on the date of the exam and then he sends an e-mail to [tenttivalvonta@lut.fi](mailto:tenttivalvonta@lut.fi) (and cc to the teacher) **at least a week before the exam day.**
2. The teacher makes the exam questions and sends them either as an e-mail (in pdf-form) to [tenttivalvonta@lut.fi](mailto:tenttivalvonta@lut.fi) or printed on paper to either Hanne Muhonen or Marja Heimonen at the Students Services at least two days before the exam day. If the exam is on Wednesday, the questions must arrive on previous Monday at the latest. Together with the questions it has to be mentioned the name/s of the student/s taking the exam, the name of the exam, and information on what material is allowed in the exam.  
The e-mails arriving to the address of tenttivalvonta are read only by Hanne Muhonen and Marja Heimonen. They print out the right amount of exam papers and make other arrangements for the exam. Exam secretary informs the attending student about the date, time and the room of the exam. Answers will be sent to teachers through the normal procedure together with other exams, Riikka Hämäläinen (LES and LENS) and Suvi Tiainen (LBM).
3. The student do not have to sign-up for the exam via WebOodi, the sent e-mail is considered as a registration for the exam.