

## INSTRUCTIONS ON THE ELECTRONIC EXAM SERVICE

### STARTING ELECTRONIC EXAM

Start the Exam by opening Mozilla Firefox on the computer desktop.

### LOGGING IN THE EXAM SYSTEM

Select organization and write your university username and password to log in:

The image shows two screenshots of the login process. The left screenshot displays the Haka logo and a message: "testiexam vaatii tunnistautumisen. Tunnistautumisen jälkeen palvelussa tarvittavat käyttäjätiedot siirtyvät automaattisesti palveluun." Below this is a dropdown menu with "Lapin yliopisto" selected, a checkbox for "Muista valinta tälle istunnolle", and a purple "VALITSE" button. The right screenshot shows the login page for "exam.ulapland.fi" with fields for "Username" and "Password", a blue "Login" button, and a checkbox for "Revoke attribute release approval." It also includes links for "Need help? Forgot your password?" and a note to "Close the browser after your session."

If you accidentally select wrong organization, go back to the previous page and change the organization to the correct one.

If you receive a notification from the system that you are on the wrong computer, you will also be notified which computer you should have. In this case, log out, find the right computer and log in with that computer. When you are on the right computer, your exam will open automatically if the exam time has started.

### TAKING THE EXAM

The exam begins with instructions if the examiner has written general instructions for taking the exam.

Exam questions are sorted by topic area. You can see the topic areas and the number of questions on the right side of the exam view. Go to the topic area by clicking on the green button:

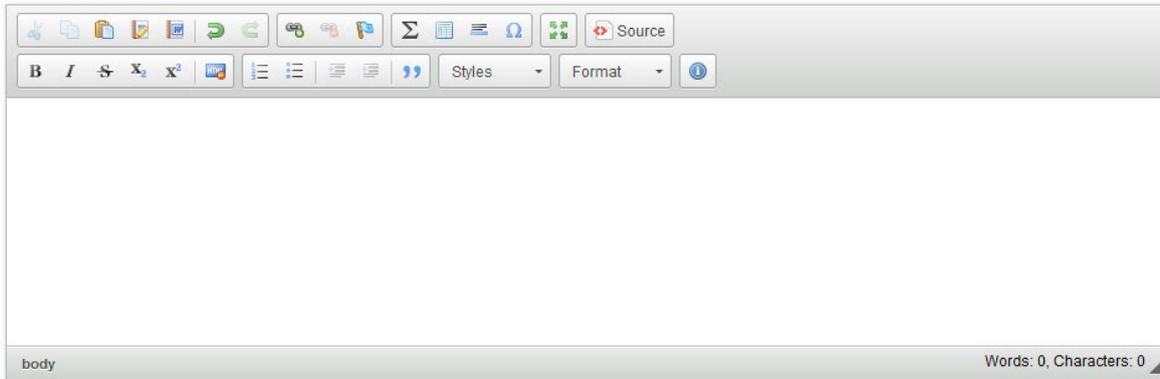
## Instructions

Course name:	Oodi koulutus
Course code:	OODI0001
Exam name:	testi
Exam duration:	1 h

Instructions:

Write your exam answer in the text editor below the question. The score of the question, possible attached files and possible separate instructions are displayed in connection with the question. When your answer is complete, save your answer and go to the next question. The system also automatically saves exam answers every 1 minute.

 What do you think is the best about electronic exam? ▼



5 points

No attachment

Attach file 

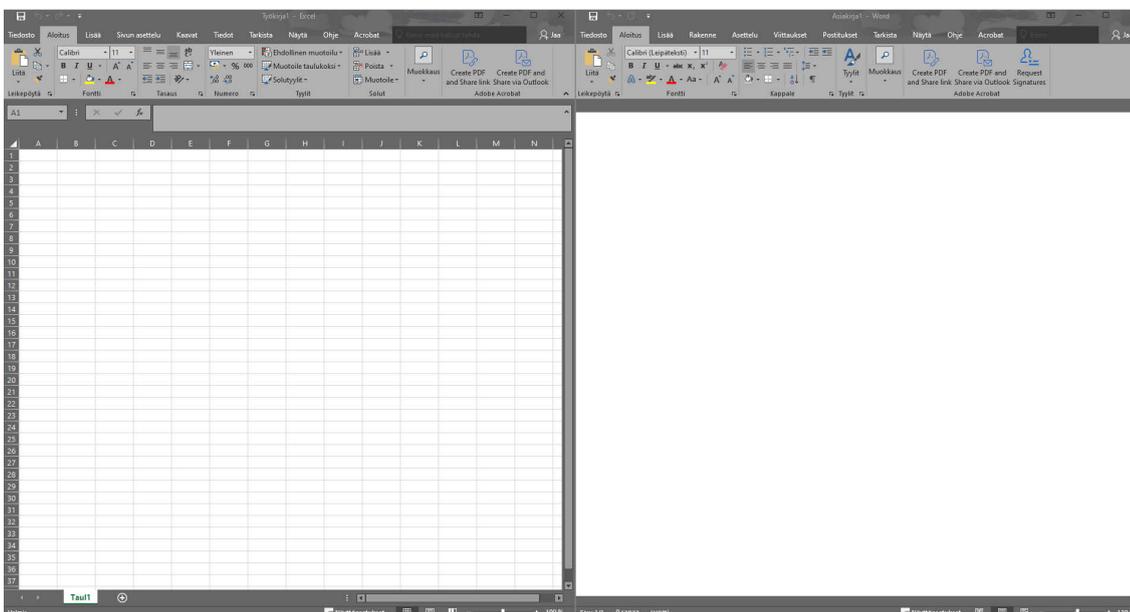
Save

EXAM system provides access to additional programs (Microsoft Word, Excel, Acrobat Reader, calculator and Notepad), that can be found on the desktop. You can use the additional applications in the multitasking view, which allows you to use several applications in parallel. You can access the multitasking view by dragging the application window to either side, allowing you to select the desired open application on the other side. If you use these programs, remember to copy the text from them to the EXAM system's text editor, or if the examiner has requested submission as an attached file, attach the file using the "Attach file" button.

You can return to your previous answers by clicking on the question again or clicking on the topic area on the right side of the exam view.

Avoid closing the browser in the middle of the exam.

You can see your remaining exam time at the top right.



## **SUBMITTING YOUR ANSWERS**

When finished, check that you have answered all the questions required. You can return to the exam instructions on the right side of the exam view. Click the "Submit" button at the top right to submit the exam. Confirm submission. The system will show you a confirmation message and log you out.

If you want to cancel the exam, select "Cancel". Your exam will not be assessed in this case.

When the exam time runs out, your exam will be submitted to the system automatically, if you have not submitted it yourself. The system will also log you out.

After submitting or cancelling your exam the computer will delete any possible files you may have created or downloaded during your exam. You don't need to delete any of your files after taking the exam. Please do not turn off the computer after taking your exam.

## **TECHNICAL PROBLEMS DURING THE EXAM**

University of Lapland does not guarantee technical support during the exam. If the browser crashes or you close it accidentally, restart the computer, log in, and continue your exam. If the computer seems to be stuck, try pressing the power button for about 2-3 seconds.

If your exam will not continue, your exam is cancelled and you must leave the exam room. Remember to fill out the "Report form for technical problems", which you can find on website [ulapland.fi/exam](http://ulapland.fi/exam).