

# INSTRUCTIONS ON THE ELECTRONIC EXAM SERVICE



testiexam requires authentication. Required personal data is transferred automatically to the service after authentication.

University of Lapland

Remember selection for this web browser session.

**SELECT**

 LAPIN YLIOPISTO  
UNIVERSITY OF LAPLAND

Login to **exam.ulapland.fi**

Username

Password

**Login**

Revoke attribute release approval.

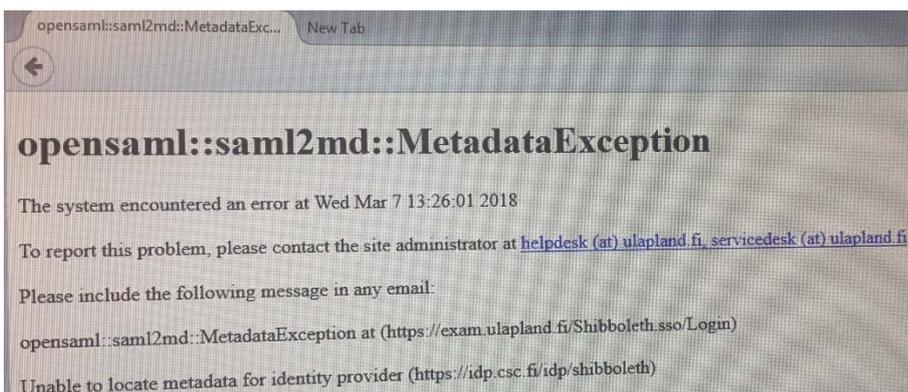
[Need help? Forgot your password?](#)

Close the browser after your session.

## LOGGING IN THE EXAM SYSTEM

Turn on the computer by pressing the power switch on the central unit. The browser turns on automatically and shows the Haka login page. Select organization and then add your university username and password to log in.

If you choose wrong organization, following message will appear. Just click back and choose University of Lapland.

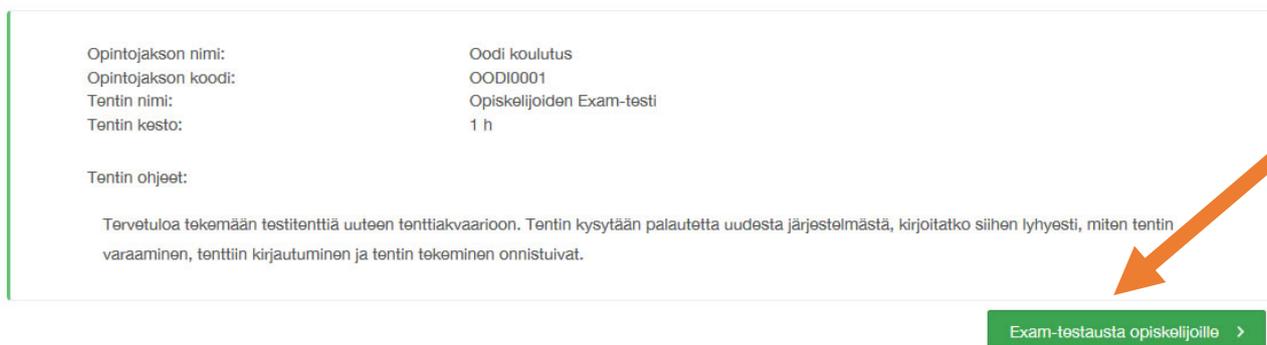


If the exam time has started, your exam will open automatically. The instructions will appear on the screen if the examiner has made them available.

## COMPLETING AN EXAM

The process starts with an instruction page, if the examiner has written general exam instructions. Open the exam question(s) by clicking the green box.

### Tentin ohjeet



Opintojakson nimi:	Oodi koulutus
Opintojakson koodi:	OODI0001
Tentin nimi:	Opiskelijoiden Exam-testi
Tentin kesto:	1 h

Tentin ohjeet:

Tervetuloa tekemään testiä uuteen tenttiakvaarioon. Tentin kysytään palautetta uudesta järjestelmästä, kirjoitatko siihen lyhyesti, miten tentin varaaminen, tenttiin kirjautuminen ja tentin tekeminen onnistuivat.

[Exam-testausta opiskelijoille >](#)

The question appears at the top of the text editor. If there is a related attachment, you can find it below the question. The grading and separate instructions are there as well.

Write your answers in the editor below the question. The text editing tools are at the top. The text is saved automatically once a minute.

You can check the exam instructions by clicking the Instructions button down on the left.

**When ready, click the green Save button.**

Now you can answer the next question. Open it by clicking the green button.

## SUBMITTING YOUR ANSWERS

When finished, make sure you have answered all the questions as required. You may revisit the exam instructions through the link on the right.

Only the answers that you write using the EXAM answering editor are entered into the system. If you have used another editor for drafting, make sure you copy your answers to the answering editor below the exam question.

**Submit the exam by clicking the Save and Submit button. If you want to cancel the whole exam, click the Cancel button.**

## TURNING OFF THE COMPUTER

Close the drafting program and other utility programs you may have used. Do not save anything on the computer. Close the browser and press Quit. The computer will shut down automatically. The computer will then shut down and remove the files you created.

## TROUBLESHOOTING

You cannot get technical assistance during an exam. If the browser crashes or you accidentally close it, restart the computer. Next, log in through the Haka login page, and your exam will continue normally.

If the computer reboots, wait for the reload process to complete. Eventually, the Exam browser will open and you can log in. If your exam will not continue, log out and leave the room. Remember to fill out the Report form for technical problems. Further information is available on the [ulapland.fi/exam](http://ulapland.fi/exam) pages.