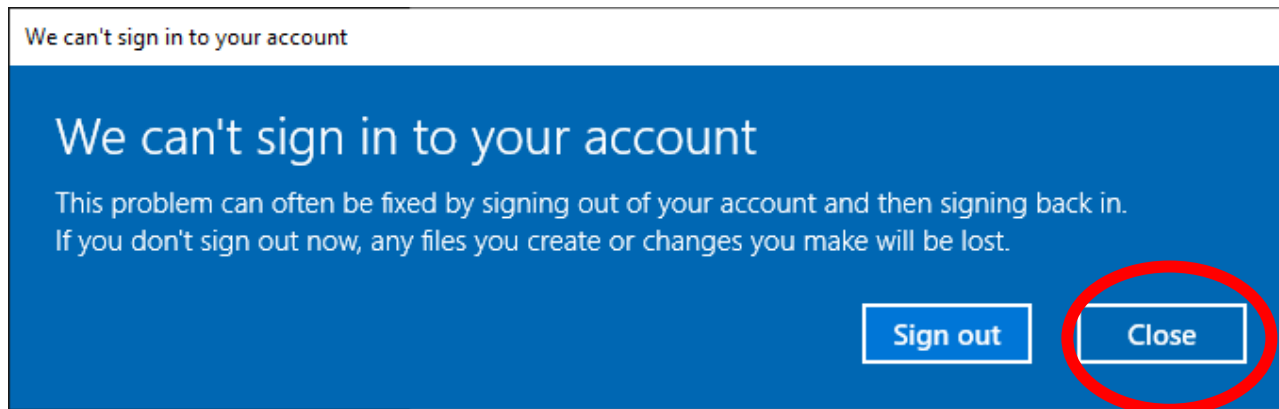


# Exam ohjeita - Exam instructions

Exam tietokoneissa on temporary profiili. Kun kirjaudut, valitse kuvan kaltaisessa ilmoitusikkunassa **Close**.



Exam computers have temporary profile. When you login and see notification as above, choose **Close**.

# Instructions for taking an “Exam” electronic examination

These instructions are also available in the “Exam” exam facility

- ✓ After registered into the “Exam” examination you have received information as an email about the number of exam computer.
- ✓ Log into the “Exam” with your Haaga-Helia domain username and password

The exam starts automatically when the time reserved starts (see the picture 1). **Keep track of the exam time remaining on the exam page, not the computer time.**

The screenshot shows the 'exam' interface for a 'Kypsyyskoe MATURITY' exam. At the top right, there is a black bar with the text 'Time remaining: 1:26:56' and a green button with a play icon. Below this, the main content area has a heading 'Your next exam will start at' and a sub-heading 'Maturity test Available for students'. The exam details are as follows:

Course name:	MATURITY Kypsyyskoe	Examiners:	Päivi Rajaorko
Exam room:	Kone 1   Pasila TESTI (123)	Booking:	10.08.2017 11:00 - 12:30

Below the exam details, there is a 'Guidance' section with the text: 'Tilassa on reaaliaikainen ja ääntä ja kuvaa tallentava kameravalvonta.' and an 'Instructions' section with the text: 'This is a general maturity test for students.'

A red box highlights the green button in the top right corner, with the text: 'You will see your remaining exam time at the top right. If you do not see the time, click the green button'. Another red box highlights the 'Booking' information: '10.08.2017 11:00 - 12:30'.

Picture 1

Here you can change the language of the user interface.

You will see your remaining exam time at the top right. If you do not see the time, click the green button

exam | Kypsyyskoe MATURITY

FI SV EN | Time remaining: 1:26:56

### Instructions

Course name: Kypsyyskoe MATURITY  
 Course code: MATURITY  
 Exam name: Maturity test  
 Exam duration: 1 h 30 min

Instructions:  
 Answer all question, please.

Päivi Rajaorko

Save and submit

Abort exam

Essee questions

Kypsyyskoe

Exam attachment EXAM INSTRUCTIONS FOR STUDENTS.PDF

Instructions

1. Essee questions 0 / 1

2. Multiple Choice Questions 0 / 2

1. Essay questions 0 / 5

2. Multiple Choice Questions 2 / 3

The exam divides into the pages according to how many subject areas the teacher has defined into it. You can see the questions in each subject area by clicking the name of a subject area. If the exam questions are closed, you can get them visible by clicking the name of the question or the arrow near the question.

You will see in each subject area how many questions there are and to how many questions you have answered. E.g. in the example above there are 2 Multiple Choice Questions into which none has been answered so far 0/2. In the example on the right, the student has answered two Multiple Choice Questions out of the three questions 2/3

## Answer instructions for Essay question

- ✓ First, you can see the essay question and possible answer instructions.
- ✓ If the question includes an attachment (e.g. Excel file), download it by clicking **"Download the attachment of the question"**
  - **The attachment will open into the separate window.**

### 1. Essee questions

There are only essee question in this section.

What are the main findings of your study?

Instructions: Describe clearly but shortly.

[Download the attachment of the question](#) EXAM INSTRUCTIONS FOR STUDENTS.PDF

Response length in words (recommendation): 1 (approximately 8 characters)

body

Words: 0, Characters: 0

Pass / Fail

No attachment [Attach file](#)

[Save](#)

Write your answer to the essay question here. With the text editor, you have possibility to modify your text.

Your answer file (e.g. Word, Excel, and PowerPoint) does not save automatically into Exam. **First, save the file into the desktop of your exam computer (your name or student number), and download it from there into Exam as your answer file before the exam time ends.**

Remember to save your answer file regularly into the desktop of your exam computer.

## Model for Multiple Choice Question

 What is the capital of Finland?  
\_\_\_\_\_

Berlin  
 Oslo  
 Stockholm  
 Helsinki

2 points

 Select the appropriate option (or options) by clicking the circle.

## Model for a Fill-in exercise

 The capital of Finland is

 Instructions: Fill-in the right answer into the box

\_\_\_\_\_

2 points

 Fill-in the right answer into the box.

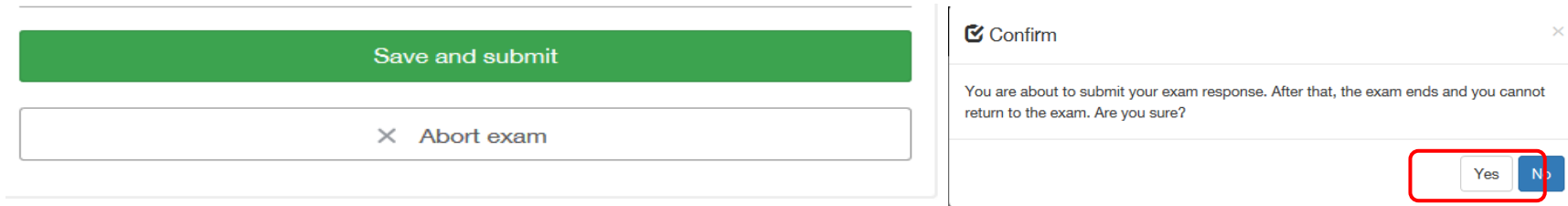
## How to return your exam

The exam has to be finished/returned by the end of the exam time

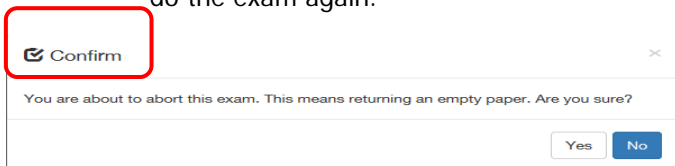
You will see your remaining exam time at the top right. If you do not see the time, click the green button



- ✓ If the exam answer requires an attachment, make sure you have attached the attachment into your answer, see page 3. For an answer to the essay question, see p. page 3. Once the exam has been submitted, you will not be able to return to it. You must attach the attachments into the exam before you click the Save and Restore button.
- ✓ When you have answered all the questions, please click **“Save and submit”**.



- ✓ Confirm the submission by clicking **“Yes”**.
- ✓ **Finally, shut down your computer** (otherwise attachments remaining on your desktop may be visible and accessible to the next examiner)
- ✓ If you click the button **Abort exam**, you are asked to confirm the interruption.
- ✓ Confirm the interruption by clicking **Yes**
- ✓ If you do not want to interrupt, please click **No**, and you can return to your exam.
- ✓ **Abort exam** means that you want to leave the empty exam paper.
  - The teacher does not assess your exam answers.
  - Interrupted exam is counted as an exam performance.
  - If there is possibility to do the exam only once (1), interruption of the exam means, that you have to ask from your teacher to get possibility to do the exam again.



## In problem situations

- ✓ If the keyboard or mouse does not work, restart the computer.
- ✓ If you have problems with a program, restart the program.
- ✓ **Remember to attach the answer file to the Exam if the exam requires it.**
- ✓ No technical support available during the exam.
- ✓ You must not leave Exam facility during the exam.
- ✓ If your exam is interrupted: shut down your computer and leave the facility.

Please report technical failures after the exam to the helpdesk ([helpdesk@haaga-helia.fi](mailto:helpdesk@haaga-helia.fi)).

- ✓ Shut down your computer after the exam.