

## Haaga-Helia University of Applied Sciences

- |   |                  |
|---|------------------|
| <b>1. Registration for an "Exam" electronic examination</b>   | <b>pages 1-3</b> |
| <b>2. Modifying your reservation (changing the exam time)</b> | <b>page 4</b>    |
| <b>3. Cancelling your reservation</b>                         | <b>page 5</b>    |
| <b>4. Transferring your reservation into your calendar</b>    | <b>page 6</b>    |
| <b>5. Assessment Information</b>                              | <b>page 7</b>    |

### 1. Registration for an "Exam" electronic examination

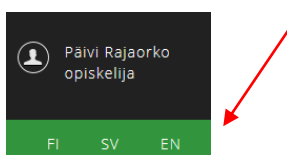
Registration can be done from any computer with internet connection with Firefox as the recommended browser. You can have one registration per exam in force at one time.

#### Act accordingly:

**Step 1.** Open a browser - Remember to empty the cache before and after using Exam if you are using a public computer

**Step 2.** Log in at the address: <https://exam.haaga-helia.fi> - Use your Haaga-Helia domain username and password

If you want to use English as a user interface, change the language at the bottom of the page.



**Step 3.** Under "Exams" search the exam you want to register for (you can search exam by course code, by exam name or by examiner name)

**Exams**

You can search exams by course code, exam name or by examiner name.

maturity test   Results for exam search 12 exams maturity test

<b>Maturity Test- Information Systems Management, Master's degree</b>	Course name: ISM/IX791 Maturity Test- Information Systems Management Examiners: Lili Aunimo, Jouri Sottoraho, Jukka Hinkula, Heikki Hietala	Exam period: 30.08.2016 - 31.12.2020 Exam language: English	<input type="button" value="Register for the exam"/>
<b>Maturity Test Globba (teacher: Mervi Riikonen)</b>	Course name: MATURITY Kypsyyskoe Examiners: Mervi Riikonen	Exam period: 07.09.2016 - 25.06.2018 Exam language: English, suomi	<input type="button" value="Register for the exam"/>

**Step 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."**

## Exams

**i** You can search exams by course code, exam name or by examiner name.

maturity test   Results for exam search: 12 exams maturity test

<b>Maturity Test- Information Systems Management, Master's degree</b>	Course name: ISM7TX791 Maturity Test- Information Systems Management Examiners: <b>Lilli Aunimo, Jouani Sotiriou, Juha Hinkula, Hoikki Hietala</b>	Exam period: 30.08.2016 - 31.12.2020 Exam language: English	<input type="button" value="Register for the exam"/>
<b>Maturity Test Globba (teacher: Mervi Riiikonen)</b>	Course name: MATURITY Kypsyyskoe Examiners: <b>Mervi Riiikonen</b>	Exam period: 07.09.2016 - 25.06.2018 Exam language: English, suomi	<input type="button" value="Register for the exam"/>

**Step 5.** Choose from **"Exam room"** drop-down list an exam room (either Pasila, Haaga, Malmi or Porvoo Campus)

## Booking calendar

### 1. Exam

#### Maturity Test- Information Systems Management, Master's degree

Course name: ISM7TX791 Maturity Test- Information Systems Management  
Exam period: 30.08.2016 - 31.12.2020  
Exam duration: 1 h 55 min

#### Instructions:

This is the Maturity Test for students whose native language is other than Finnish. The Test will come in the form of a short essay reflecting your Thesis work. It is written in English and it may last no more than 115 minutes. The Test is graded as Passed/Failed.

**i** Reservations can be taken maximum 30 days ahead (08.09.2017)

### 2. Choose room

#### Accessibility type >

Exam room ▾

#### Pasila kirjasto

Opening hours: Mon: 09:00 - 19:00 | Tue: 09:00 - 19:00 | Wed: 10:00 - 20:00 | Thu: 10:00 - 20:00 | Fri: 09:00 - 17:00 (Europe/Helsinki)

Instructions: There is real-time, audio recording as well as video recording surveillance in the examination room.

Accessibility information: Säädettävä pöytä/Adjustable table

**Step 6.** Book a vacant exam time - Choose a suitable time from all the available time slots in the booking calendar. By clicking the arrow, you can move to another week.

August 2017    < 7. – 13.8.2017 >    Today

	Monday 7.8	Tuesday 8.8	Wednesday 9.8	Thursday 10.8	Friday 11.8
9:00					9:00 - 10:55 Available (3)
10:00				10:00 - 11:55 Available (7)	10:00 - 11:55 Available (1)
11:00				11:00 - 12:55 Available (7)	11:00 - 12:55 Available (4)
12:00				12:00 - 13:55 Available (8)	12:00 - 13:55 Available (4)
13:00				13:00 - 14:55 Available (9)	13:00 - 14:55 Available (5)
14:00				14:00 - 15:55 Available (8)	14:00 - 15:55 Available (5)
15:00				15:00 - 16:55 Available (8)	15:00 - 16:55 Available (5)
16:00			16:00 - 17:55 Available (7)	16:00 - 17:55 Available (9)	
17:00			17:00 - 18:55 Available (8)	17:00 - 18:55 Available (5)	
18:00			18:00 - 19:55 Available (10)	18:00 - 19:55 Available (6)	
19:00					

3 Reservation  [Confirm exam time](#)

**Step 7.** Confirm your reservation by clicking **"Confirm exam time"**.

You can see your reservation under the page **"Locked Exams"**

**10 AUG** Maturity Test- Information Systems Management, Master's degree Available for students

Course name: ISM7IX791 Maturity Test- Information Systems Management    Examiners: Heikki Hietala, Juha Hinkula, Lili Aunimo, Jouni Soitinaho

Exam room: 3 | Pasila kirjasto (3216)    Booking: [Message to examiner](#) 10.08.2017 10:00 - 11:55

[Guidance >](#)

[Instructions >](#)

A confirmation message is sent to your e-mail with the information about the exam time and the number of computer reserved for you. **Please put that number down as you can only do the exam in that computer in the exam room.**

## 2. Modifying your exam reservation (changing the exam time)

If you are unable to attend the exam, modify or cancel your reservation. You can modify your reservation until the time of your reservation. **However, please act on time so that others can use the exam slot.**

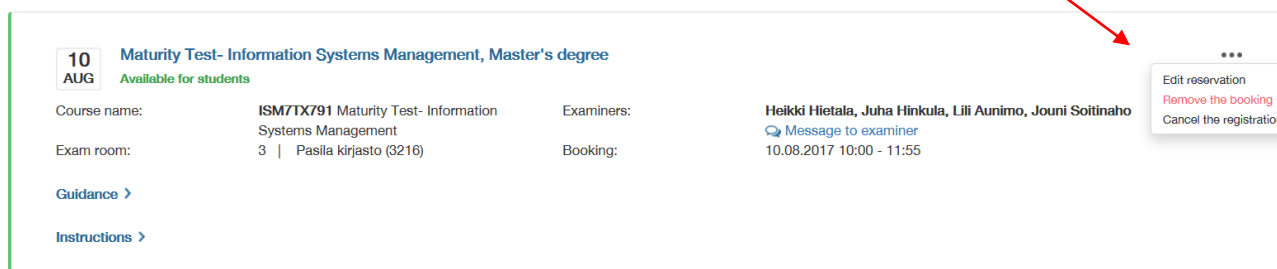
**If you want to change the exam time, please act accordingly:**

**Step 1.** Log into Exam at <https://exam.haaga-helia.fi>

**Step 2.** Go to "Locked exams"

**Step 3.** On the right of the exam in question click ... and choose **"Edit reservation"**

Locked exams



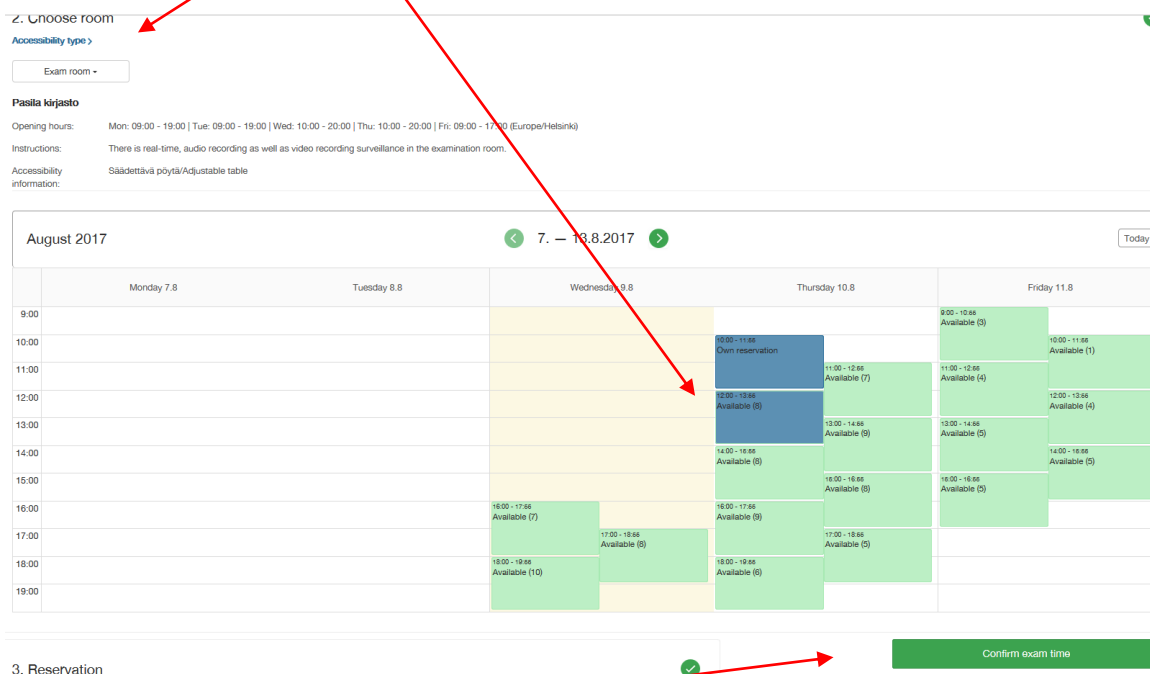
10 AUG Maturity Test- Information Systems Management, Master's degree  
Available for students

Course name: ISM7TX91 Maturity Test- Information Systems Management Examiners: Heikki Hietala, Juha Hinkula, Lili Aunimo, Jouni Soitinaho  
Exam room: 3 | Pasila kirjasto (3216) Booking: 10.08.2017 10:00 - 11:55

Guidance >  
Instructions >

Edit reservation  
Remove the booking  
Cancel the registration

**Step 4.** Choose the exam room into which you have made your reservation. You can see your present reservation. Then choose another time from all the available time slots in the booking calendar.



3. Choose room

Accessibility type >

Exam room -

Pasila kirjasto

Opening hours: Mon: 09:00 - 19:00 | Tue: 09:00 - 19:00 | Wed: 10:00 - 20:00 | Thu: 10:00 - 20:00 | Fri: 09:00 - 17:00 (Europe/Helsinki)

Instructions: There is real-time, audio recording as well as video recording surveillance in the examination room.

Accessibility information: Säädettävä pöytä/Adjustable table

August 2017 7. - 10.8.2017 Today

	Monday 7.8	Tuesday 8.8	Wednesday 9.8	Thursday 10.8	Friday 11.8
9:00					9:00 - 10:00 Available (3)
10:00				10:00 - 11:00 Own reservation	10:00 - 11:00 Available (1)
11:00				11:00 - 12:00 Available (7)	11:00 - 12:00 Available (4)
12:00				12:00 - 13:00 Available (8)	12:00 - 13:00 Available (4)
13:00				13:00 - 14:00 Available (9)	13:00 - 14:00 Available (5)
14:00				14:00 - 15:00 Available (5)	14:00 - 15:00 Available (5)
15:00				15:00 - 16:00 Available (8)	15:00 - 16:00 Available (5)
16:00			16:00 - 17:00 Available (7)	16:00 - 17:00 Available (9)	
17:00			17:00 - 18:00 Available (8)	17:00 - 18:00 Available (5)	
18:00			18:00 - 19:00 Available (10)	18:00 - 19:00 Available (6)	
19:00					

3. Reservation

Confirm exam time

**Step 5.** Confirm exam time.

You can see your reservation under the page **"Locked Exams"** and confirmation message is sent to your e-mail.

### 3. Cancelling your reservation

If you are unable to attend the exam, modify or cancel your reservation. You can modify your reservation until the time of your reservation. **However, please act on time so that others can use the exam slot.**

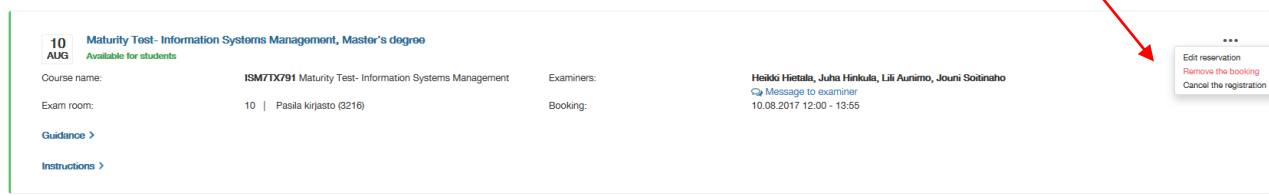
**If you want to cancel your reservation, please act accordingly (note that there are two-steps)**

**Step 1.** Log into Exam at <https://exam.haaga-helia.fi>

**Step 2.** Go to "Locked exams"

**Step 3.** On the right of the exam in question click ... and choose "Remove the booking".

Locked exams



10 AUG Available for students

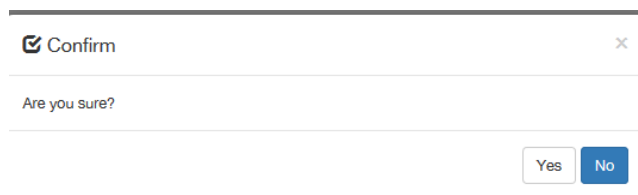
**Maturity Test- Information Systems Management, Master's degree**

Course name: ISM7TX791 Maturity Test- Information Systems Management Examiners: Heikki Hietala, Juha Hinkula, Liia Aunimo, Jouni Sotiraho  
 Exam room: 10 | Pasila kirjasto (3216) Booking: 10.08.2017 12:00 - 13:55

Guidance >  
 Instructions >

...  
 Edit reservation  
 Remove the booking  
 Cancel the registration

**Step 4.** Confirm by clicking "Yes"



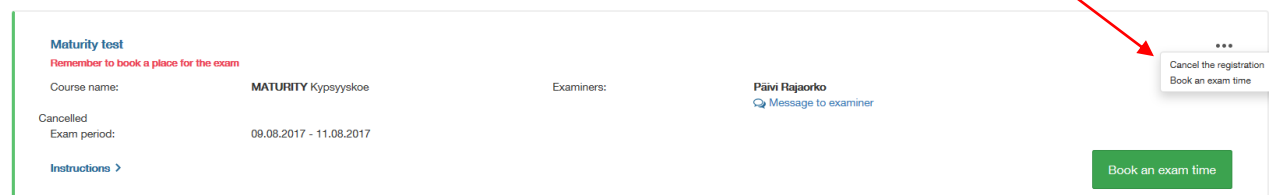
Confirm

Are you sure?

Yes No

**Step 5.** On the right of the exam click ... and choose "Cancel the registration"

Locked exams



**Maturity test**

Remember to book a place for the exam

Course name: MATURITY Kypsyyskoe Examiners: Päivi Rajaorko  
 Exam room: 10 | Pasila kirjasto (3216) Booking: 10.08.2017 12:00 - 13:55

Cancelled  
 Exam period: 09.08.2017 - 11.08.2017

Instructions >

...  
 Cancel the registration  
 Book an exam time

Book an exam time

**Step 6.** Confirm by clicking "Yes"



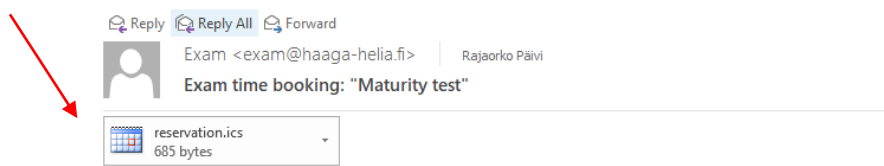
Confirm

Are you sure?

Yes No

## 4. Transferring your exam reservation into your own calendar

You can transfer your reservation into your own calendar by clicking the attachment "reservation.ics"



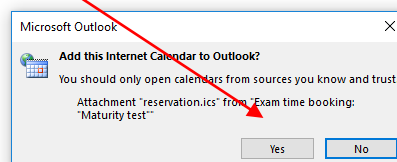
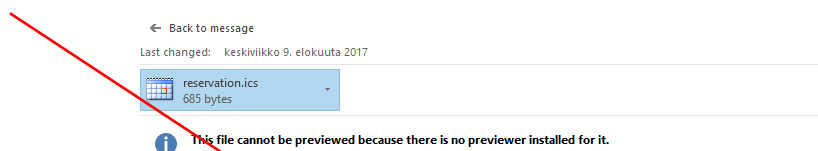
You have booked an exam time, Booking information, see here ([link](#))

- Exam: Maturity test (MATURITY)
- Examiner: Päivi Rajaorko
- Exam time: 10.08.2017 09:00 Europe/Helsinki - 10.08.2017 10:30 Europe/Helsinki
- Exam duration: 1h 30min
- Building: Pasila
- Classroom: Pasila TESTI
- Computer: Kone 1

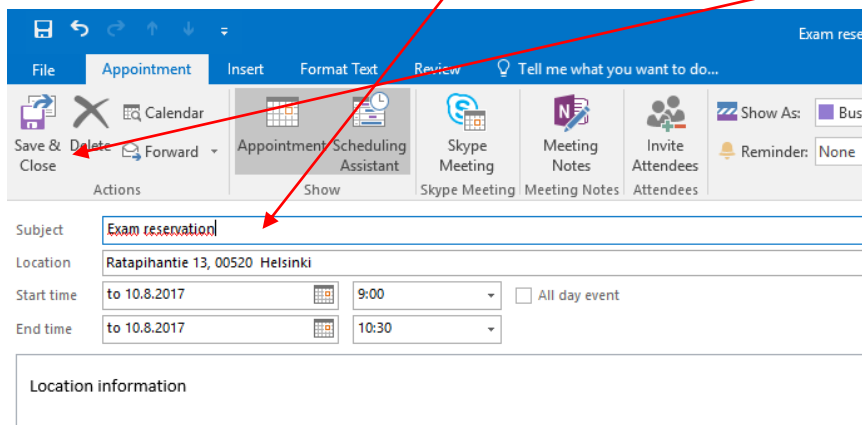
Recording

Remember to cancel your booking if you change your plans! [Booking cancellation](#)

Next click "Yes"



Change the name of your message subject e.g. as Exam name and then click **Save & Close**



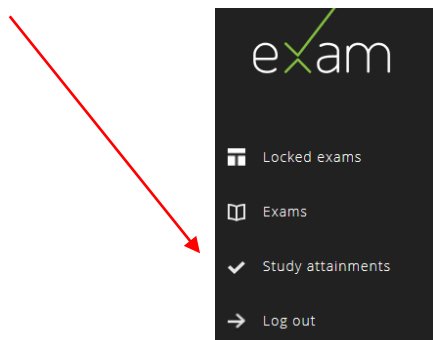
## 5. Assessment Information

You will get an email when the teacher has assessed your exam.

**Act accordingly:**

**Step 1.** Log into Exam at <https://exam.haaga-helia.fi>

**Step 2.** Go to "Study attainments"



**Step 3.** You will find the link "Show feedback >" under the exams that have been assessed. By clicking that link you can see the assessment.

### Study attainments

! Search for completed exams by course code, name of the exam or examiner

Sort ▾

#### Maturity test

Course name: MATURITY Kypsyyskoe

Examiners:

Päivi Rajaorko

Exam time: 10.08.2017

[Show feedback >](#)