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## **EXAM room guidelines**

Attending an exam in EXAM room is followed by the same instructions and guidelines as other exams in HAMK. Any kind of dishonesty is strictly prohibited. The disciplinary measures are determined by HAMK's Degree Regulations. You must always carry your personal identification with you. HAMK staff member is authorized to check the student's identity in the Exam room or nearby.

### **Surveillance**

- EXAM room video surveillance system includes live streaming, recording video and audio. You can access the room only with your personal key card or pin code which is saved and logged into the room reports. EXAM system works only with the HAMK credentials.
- The file description for online examination service (EXAM system and room) is available online via HAMK website.

### **Entering EXAM room**

- Prior to your first actual exam, make sure you test your HAMK credentials and the entrance doors of the building. Also please comply with the booked examination time.
- Notice, that the only allowed item for you to bring is a water bottle. You are not permitted to bring items such as electronical devices, bags, outer garments into the EXAM rooms. This kind of items have to be stored on the lockers outside of the exam room. If you require a personal item for a medical condition (e.g. food, drink, insulin pump, crutches), please contact and inform the responsible lecturer of the exam beforehand.
- The exams start always on the hour and will end at the latest on five to an hour (e.g. 13:00-13:55). You can enter the room five minutes prior to your exam. The door will open by using your personal key card or pin code which was mailed to you after the booking. In case of technical issues with the room access, please contact a staff member and request an access to the room.
- When you booked your exam, the number of the workstation you must use for the examination was mailed to you. You can only attend the exam on the workstation reserved for you. The computers are clearly marked in the room. If you login to a wrong workstation, the EXAM system will notify you.
- Notice, that you can attend the exam only at the time you reserved.
- Absolute silence is required in the exam room. You may not leave (e.g to toilet) and come back to the exam room.

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### Logging in and taking the exam

- Start the computer and login with your HAMK username and password. Please wait for the login process to finish.
- After a successful login Firefox will start automatically the EXAM system login. Choose first Häme University of Applied Sciences option and login with your HAMK username and password.
- EXAM dashboard is loaded and you can see which exam is going to begin. Wait until the hour and the exam starts automatically. If the time has already begun the exam starts automatically.
- Use the EXAM system buttons instead of the browser.
- Take the exam. EXAM will automatically save your answers. You can go back and forth in the exam and edit your answers.
- Finish and save the exam.
- Log off or shut down the computer. Leave the exam room at the latest when the exam time ends. The next student can enter the room and login to the computer at five to an hour (e.g. 13:55).
- Please notice:
  - You can change the system language if you like (English, Finnish, Swedish available).
  - Don't close the browser during the exam. If there is a browser error, restart Firefox browser from the desktop, login again to EXAM if necessary and your exam continues automatically.
  - If you are required to use other software during the exam, please make sure you notice the exam time. It is shown only on the EXAM system running on Firefox browser and you must attach and save your progress before time runs out. Save the separate attachment files directly to the computer desktop where you can also leave them. The attachments will be automatically deleted afterwards.

### Technical problems

- In case of technical problems with the computer before or during the exam, you have to discard the exam and leave the room. You may not leave (e.g to toilet) and come back to the exam room. Please report the issue to HAMK Servicedesk as soon as possible (03 646 3000 or <https://servicedesk.hamk.fi>) Notice, that reporting the problem is the requirement for you in order to gain the possibility to retake the examination. After your report you will be informed as soon as possible for the new possibility on booking a new exam time. Please notice that also unfinished exam answers are saved.

### Emergencies

- In case of emergency, please follow the official emergency guidelines of HAMK.
- In case of a fire alarm, please exit the exam room and building immediately. If it is safe to enter the building again and you still have time to do the exam, you can return and continue the exam.