



# SeAMK – EXAM

## Instructions for students



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## Electronic EXAM

Electronic EXAM rooms are the rooms A530.10 (SeAMK Frami A, fifth floor) and C0066 (SeAMK Kampustalo, floor: 1Y). In the Frami examination room, there are three (3) computers available and in the Kampustalo's examination room, there are six (6) computers available for taking an EXAM. There is a recording video surveillance in the exam rooms. In order to take an EXAM you first need to register for an exam and book an available computer in the exam room. The electronic EXAM differs from the general examination regarding the surveillance and its electronic form and properties, so please read the exam instructions carefully.

### Notice the changes because of the corona

The rooms are washed three times in a day and disinfected.

Office hours:

**Kampustalo** Monday 10 am to 6 pm, Tuesday to Friday from 9 am to 6 pm

**Frami A** Monday 10 am to 3 pm, Tuesday to Friday 9 am to 3 pm

When you arrive

At Kampustalo use door C0

At Frami A use door A1

When you arrive, call a person on duty. You will find the phone number in the door of the building.

## EXAM room instructions

- The EXAM rooms are located at Frami Campus in Frami A (Kampusranta 9A, 5th floor) the room 530.10, **the exams can be taken on Mondays from 10 am to 3 pm and from Tuesday to Friday from 9 am to 3 pm.** and in SeAMK Kampustalo, floor 1Y the room C0066, **the exams can be taken on Mondays from 10 am to 6 pm and from Tuesday to Friday from 9 am to 6 pm.**
- There are surveillance cameras in the exam room that monitor the examinees. The recording video surveillance records both audio and video. The recordings are stored for six months and they can be reviewed afterwards if needed. SeAMK has provided a file description on the recording video surveillance, SeAMK acts as a registrar.
- By Registering for an EXAM a student agrees to the recording video surveillance.
- **when you arrive, call a person on duty, he/she will open the doors for you. You will find the phone number in the door of the building.**
- Some students, who are coming for the exam, are randomly selected, and then asked to verify their identity before entering the exam room.
- You are not allowed to bring anything with you to the exam room. The lockers are available outside the door for storing your belongings. If you have a special permit from the teacher, you are allowed to bring study material with you in to the exam room in the Frami A building. The locker must be emptied immediately after leaving the exam room. You use the locker for your personal belongings at your own risk.
- When registering for an exam, you receive the code for the particular computer, on which you have to log in when taking the exam. You can check the computer code in the exam room on the exam table and on the computer. If you try to log in to the wrong computer, the computer notifies this and gives you the code for the right computer for taking the exam.
- Please note that you can take the exam only during the certain time you have booked. You cannot start taking the exam earlier than your booked exam time begins, even if the right computer would be available.
- You cannot leave the exam room before you have completed the exam; you are not allowed to return if you leave. You are not allowed to move unnecessarily in the exam room. It is not allowed to talk to others in the exam room, nor is it allowed to glance at the other examinees' computers. It is not allowed to have any contact to other examinees.
- The computers available in the exam room can only be used for taking exams; it is not allowed to do anything else with them.
- If you cannot complete your exam or it is disturbed due to technical problems, follow the instructions given under "Problem situations". The

instructions are available on the computer and outside the exam room next to the door.

- Any violations or negligence of any of these given rules may lead to failing the exam. •All the suspected attempts to cheat at exam will be investigated and cheating at exams can lead failing the exam or to other possible disciplinary procedures.
- "Instructions for taking an EXAM" and "Problem situations" can be found here in this document. While taking the exam the examinees must also follow all the teacher's instructions that are more specific.

## Registering for an EXAM

- Login in to the system on: <https://seamk.exam.csc.fi>
  - Use Firefox or Chrome browsers (not Internet Explorer) –
  - Prefer using your own computer.
  - Login in to the system with your own SeAMK identification (the same identification which you use to login in to the computers at school premises, to other systems and to your email.)
  
- Register for an exam
  - After registering you will have an access to the EXAM desktop, on which you will see all the data on the exams you have registered for or which you have already completed.
  - On the exam control (link on the left side menu), you can search for the exam you want to register for either by the name of the teacher or by the code of study unit or by the name of the course.
  - You can also write the obtained direct link for the exam on the address bar
  - Register for the exam by clicking the green arrow
  
- Book the time for taking the exam
  - Choose the room for the exam from the menu: SeAMK EXAM Frami A530 or SeAMK EXAM Kampustalo C0066
  - Choose a suitable exam time from the available exam times on the calendar
  - The free exam times are available on the calendar
  - The exam time can be booked to begin on the hour.- Remember the code for the computer the system gives you (e.g. KEXAM-A530-01)
  - You can change or cancel your booking by logging in to the system again before the time of the exam. Please remember to cancel the exam on time, so that the exam time is then available for others to use.

## Instructions for taking an EXAM

If you come to the exam room before your booked exam time begins, you can log in to the computer and wait for the exam to start. You are allowed to enter the exam room only ten minutes before the booked exam time starts, so that the previous examinee has enough time to complete his/her exam.

1. Find the computer you were given (code) to take the exam
  - You have obtained the code for the computer by email after registering for the exam. You can take the exam only on the computer you were given.
  - If you have forgotten the code for the computer, you can log in to any available computer in the exam room and the computer gives you the code for the right computer.
2. Log in to the computer either by using the Finnish or English user interface depending on in which language you use the Windows or Office programs

Finnish user interface:

Username: kexam-fi

Password: Tentti17

English user interface:

Username: kexam-en

Password: Tentti17

3. Firefox browser will open up automatically and it opens the EXAM login in website
  - Log in to the EXAM system with your own SeAMK identification
  - If the exam time has started and you have the right computer the exam will start directly
  - If the exam time has not started yet and you have the right computer wait until your exam time starts. The exam will start automatically
  - If you do not have the right computer, the system will tell you the code for the right computer and the exam time.
4. On the first page, you will see the examiner's specific instructions for the exam. If there are no specific instructions, you will see the first page of the exam, meaning the exam questions for the first exam topic. Please note that the exam is divided into the different pages according to the amount of the exam topics determined by the examiner. Read the instructions carefully.

5. You can answer the exam questions in preferred order
  - The exam questions are closed (grey arrow). You can open the answer frame by clicking the question text.
  - Navigating bar for the exam questions is under the answer frame of the program– arrows to left and to right, and in the blue covered box, you can see the name of the exam topic.
  - If you use text editor, you can edit the text while taking the exam.
  - The exam system will save the answers automatically in every minute, but you can also save the answers by using the save- button at the bottom page of the editor.
  - You can see the remaining exam time on the upper edge of the page
  - Avoid closing the browser while you are taking the exam- If you want, you can return to your previous answers by clicking the question again or by clicking the exam topic at the bottom of the page
6. When you have completed the exam, click Save and send the exam – button and then Confirm. You will exit the exam system automatically.
7. Close the browser and log out from the computer. Do not close the computer. You can leave the exam room, even if you still have exam time remaining.
  - If you have to interrupt the exam, choose the Interrupt the exam-link at the right bottom of the page. Confirm the interruption, close the browser and log out from the computer. Do not close the computer.

If you cannot complete your exam or it is disturbed due to technical or other problems follow the instructions given under “Problem situations”.



## Problem situations

There is no technical help available while taking the exam. If the problem you face occurs in the listing below, follow the given instructions. If you cannot complete the exam, (the problem cannot be solved or you cannot find the suitable solution from these instructions) follow this procedure:

- Log out from the computer
- Leave the exam room
- Notify the interruption of the exam and problem occurred by email to this address: [exam@seamk.fi](mailto:exam@seamk.fi) as soon as possible. Give the following information in your email message:
  - the name and student number of the examinee
  - the name of the exam's study unit (preferably also the code for the study unit)
  - the exact time of interrupting the exam (date and time)
  - own description of the problem occurred
- Book a new exam time, when you obtain a notification that your interruption is being processed (and when you possibly obtain other specific instructions.)

Possible problems:

**Problem:** The browser crashes OR you have accidentally closed the browser

**Solution:** Restart the EXAM and log in with your own ID. Your exam continues.

**Problem:** Technical problems with the computer (the computer restarts while taking the exam).

**Solution:** Wait for the computer to start up and login in to the EXAM system, your exam might continue. If the exam does not continue, leave the exam room and notify the interruption according to the Problem situations instructions given above.

**Problem:** Fire alarm or another alarm in the exam room.

**Solution:** Leave the exam room immediately. Notify the interruption according to the Problem situations instructions given above.

**Problem:** Another examinee in the exam room is disturbing **Solution:** Continue or interrupt. In both cases, notify the interruption/problem according to the Problem situations instructions given above.

**Problem:** Power cut or data communication failure

**Solutions:** Leave the exam room. Notify the interruption/problem according to the Problem situations instructions given above.

**Problem:** Having a seizure or other immediate need to leave the exam room

**Solution:** Interrupt the exam and log out from the computer, if you can. Notify the interruption/problem according to the Problem situations instructions given above as soon as possible.

**Problem:** Another examinee in the exam room is having a seizure or another unexpected situation.

**Solution:** Help. Continue or interrupt. In both cases, notify the interruption/problem according to the Problem situations instructions given above.

**Problem:** You suspect that another examinee is cheating

**Solution:** Complete your own exam. Notify your suspicions according to the Problem situations instructions given above immediately after the exam.

## Accessibility in taking an EXAM

When taking an EXAM a student needs to take into account certain conditions

The EXAM surveillance, certain limited time, the exam room, the equipment and the programs available set the certain limitations

- The weak-sighted examinee may have problems due to the weak contrast between the text and the background and the compact font.
- It is not possible to connect any aids to the system- Now it is not possible to take an EXAM with an assistant.
- The duration of the EXAM can be 45 minutes, 90 minutes, 120 minutes or 180 minutes, the exam time cannot be extended.
- You are not allowed to leave the exam room and come back when taking the EXAM.

If you are registered for an EXAM but cannot take the EXAM according to its rules due to unexpected changes in health, contact your teacher to agree with the exam arrangements