Guidelines for e-exams and terms of use for the EXAM electronic examination system

These guidelines supplement Sections 2 and 3 of the Aalto University Examination Guidelines (https://into.aalto.fi/display/ensaannot/Aalto+University+Examination+Guidelines) with details regarding examinations conducted in electronic systems.

E-exams in general

The options for holding electronic examinations at Aalto University include: the e-exam room, where the university provides services for monitoring and recording them; MyCourses, the university’s centrally administered learning environment; some other digital system offered by the university. E-exams follow the General Regulations on Teaching and Studying (https://into.aalto.fi/display/ensaannot/Aalto+University+General+Regulations+on+Teaching+and+Studying), the degree regulations of the school organising the test, the Aalto University Examination Guidelines (https://into.aalto.fi/display/ensaannot/Aalto+University+Examination+Guidelines) and the Code of Academic Integrity (https://into.aalto.fi/display/ensaannot/Aalto+University+Code+of+Academic+Integrity+and+Handling+Violations+Thereof). The e-exams follow the policy of information systems usage at Aalto University (https://www.aalto.fi/services/it-policies-and-guidelines), including a description of the sanctions for misuse of usernames and the digital systems.

Making e-examinations accessible

Students in need of alternative arrangements for disability or health reasons must contact the examination organiser* within the registration period. The aim is to administer exams in conditions that are optimally fair for all exam-takers.

E-exams as a way to get course credits

Electronic examinations as a form of course completion are not always identical to their paper counterparts. The time given for completing an e-examination in class may differ from that given for completing a paper version of the exam for the same course.
Tests in the e-exam room

E-examination period

The exam organiser sets the dates of the e-examination period, i.e. the first and last day for taking the test in the e-exam room. The exam organiser sets the length of the period in days using the calendar function of the examination system.

Duration of exams in the e-examination room

Testing in the e-exam room may last up to three hours, as follows:

A one-hour test: 55 minutes for answering the test questions, and 5 minutes for logging in, saving the answers and exiting (Total: 60 min.).
A two-hour test: 115 minutes for answering the test questions, and 5 minutes for logging in, saving the answers and exiting (Total: 120 min.).
A three-hour test: 175 minutes for answering the test questions, and 5 minutes for logging in, saving the answers and exiting (Total: 180 min.).

The exam organiser sets the duration of the exam based on the alternatives given in the system. The exam organiser may divide a test into one or more parts (for example, two 2-hour parts).

The time of the test (the time in which to complete it) begins to elapse at the start of the room booking and ends either when the exam-taker submits his or her answers for evaluation in the system, or at the latest, when the room booking expires. When the time reserved for the exam expires, the system automatically submits the exam-taker’s answers for evaluation. An exam appendix will only be evaluated if the exam-taker saves it and appends it to his or her exam answers.

E-exams in the online learning environment or other university system

Exams in the online learning environment or other university system may be taken on university premises using a university computer or the exam-taker’s computer, or at a location freely chosen by the exam-taker using his or her own computer. Whether in an online learning environment or in some other system, the exam organiser sets the time, place and duration of the exam.
E-exam registrations and appointments

Tests in the e-exam room

Exam-takers may register to take their test in the e-exam room once the organiser has created and published the exam online in the electronic examination system. To register, the exam-taker must first be signed up in the student information system as taking the course or course exam. Those taking an e-exam room test can select an examination appointment to suit their schedule from among the time slots indicated by the organiser. Examination appointments must be made in advance, but no sooner than 30 days before the test (providing the test organiser has created and published the test in the online system) and no later than the beginning of the test. The exam-taker may book only one appointment at a time for a given exam. The exam-taker may change the booking at any time, if there are times available. When booking the appointment, the exam-taker must ensure that he or she has a right to take the exam, because if he or she does not, the exam organiser is not obligated to evaluate the exam. The exam-taker chooses the e-exam room in the system on the basis of the exam room requirements, as determined by the exam organiser. As the e-examination system does not take into account the opening hours of the different buildings, the exam-taker must ensure that the appointment time falls within the opening hours of the building where he or she would have the exam. You can find additional information on the buildings’ opening hours on the university website or from the building porters.

Exams taken through another online learning environment or other university system

The registration practices for e-exams taken through another online learning environment or other university system are the same as for traditional paper-based exams.

E-exam evaluation and publication of results

The evaluation and publication of results of e-exams follows the Aalto University General Guidelines on Teaching and Studying. When course credits are earned solely by taking an e-exam, the date of completion marked in the student information system is always the examination date.

Possibility to familiarise oneself with the evaluation of an e-exam

The results of e-exams will be made available in the system where the exam was taken or in some other manner determined by the exam organiser once the organiser has evaluated the exam.
Footnotes
* Exam organiser = teacher-in-charge of the course or another individual delegated the responsibility for organising the exam: BIZ: Examination organisers: LES/examination office; CHEM, the examination contact person of the department
Terms and conditions for the EXAM e-examination system

Below you will find the terms and conditions of use for the EXAM system and e-examination room. All those using the EXAM system agree to comply with these terms and conditions. The student confirms his or her acceptance of the terms of use when logging into EXAM for the first time.

1. The exam-taker is aware that he or she is under supervision when taking the exam in the e-exam room. The e-exam room is equipped with audio and video surveillance. The data collected by the surveillance system and the EXAM system may be combined in order to verify the identity of the exam-taker and to clear any suspicions of fraud, disturbance or harassment incidents. To verify the identity of the exam-takers, spot checks on the e-exam room attendees may be conducted by authorised individuals, i.e. EXAM system administrators, exam organisers, the building porters or guards, or reception desk staff. Those authorised to do spot checks can be identified by either an Aalto University access card with an EXAM symbol on it or clothing bearing an emblem of a security company.

2. The exam-taker must bring his or her student card or other ID to the exam room in order to be able to prove his or her identity in the event of a spot check. Furthermore, exam-takers may be required to prove their identity, after taking the exam, as specified.

3. The exam-taker must bring only the student card or other ID into the room. No other equipment, food or beverages are allowed. Personal belongings may be left in the lockers, which may be found in the building’s lobby or near the exam room.

4. The exam-taker logs onto an exam room computer, chosen by lot, and uses a shared username and password marked on the computer. After this, the exam-taker logs into the EXAM system with his or her Aalto University IT account.

5. The exam-taker must not leave the room in the middle of the exam (e.g. for a toilet break). Leaving the room will terminate the examination.

6. The exam-taker must follow the instructions titled ‘If your exam is interrupted’ in case they are unable to complete their exam due to a disturbance, fire alarm, technical problem, or similar reason. For details, see the instruction sheet on the e-exam room wall, contact the building’s reception staff/porter, or consult the EXAM instructions online. No technical support is available during the exam; any problems will be dealt with afterwards.

7. Breach of the terms and conditions of use may constitute a violation referred to in the Aalto University examination guideline. Students who violate the Aalto examination guideline may receive a failing grade in the exam and face disciplinary action. [https://into.aalto.fi/display/ensaannot/Aalto+University+Code+of+Academic+Integrity+and+Handling+Violations+Thereof](https://into.aalto.fi/display/ensaannot/Aalto+University+Code+of+Academic+Integrity+and+Handling+Violations+Thereof)