INSTRUCTIONS FOR EXAM ROOM FOR STECIAL ACCOMODATIONS FOR TEACHER

Exam room

Exam room for the special accomodations: **Publicum 4th floor,** **room Pub 418**, Assistentinkatu 7. The special exam room can be reserved for a student who is allowed to use a special exam room in the special arrangements for examinations. The e-exam room is supervised with recording video surveillance (audio and video recording).

The room can be booked every day at 8.00-23.00. If student need help during the e-exam, entering or leaving exam, she/he can book exam mon- fri 8-16, because help is available on weekdays 8-16.

Access to Exam room for the special accomodations

A student can take the exam in Exam room for the special accomodations, if she/he have a recommendation for individual arrangements during the examination, and these special arrangements are such that they cannot be implemented in an electronic exam or a paper-based exam. Arrangements that entitle a student to use Exam room for the special accomodations may include, for example, the opportunity to take the exam in a separate room from other examinees or the ability to use a specific assistive device or an assistant during the examination. A student is not allowed to leave the examination room without permission during the exam and return to continue the exam. The examiner can grant permission to the student for a restroom break during the exam.

If a student requires special arrangements during the exam and has the right to take the exam in Exam room for the special accomodations, she/he has been instructed to contact the examiner or the student affairs office at the Faculty of Law (oik-tentti@utu.fi) at least two weeks before the exam, for example, by email. The student must have a recommendation for special arrangements and has been instructed to present it at the same time they inform the examiner of their need for special arrangements. The examiner acknowledges the contact regarding special arrangements and grants permission for the use of a special examination room according to the recommended special arrangements. The examiner will agree with the student on taking the exam in Exam room for the special accomodations, as an Exam -tent, the timing, and any other relevant practicalities related to the examination.

**Exam room for the special accomodations student can**

* Take exams available in the Exam -system using an Exam machine (seat 1).
* Take exams where the student uses a computer as a writing tool (seat 2): The student can access exam questions from a USB drive and save answers to the drive. Software like Microsoft Office is available on the computer, and additional assistive programs can be used as needed. The computer does not have internet access.
* Take exams using pen and paper (seat 3).

If the exam is a general exam in Exam –system with no modifications (e.g., the student does not require additional time for the exam), the examiner does not need to take any action. The student schedules a time to take the exam in Exam room for the special accomodations according to the instructions.

If additional time is required for an exam in Exam-system to be taken or if the exam is to be administered as a new exam for only one student, the examiner will create the exam as a personal exam. Instructions can be found in this link: [Creating and assessing a personal exam](https://www.utu.fi/sites/default/files/public%3A/media/file/Creating%20and%20assessing%20a%20personal%20exam.docx) and in the [teacher's Exam guide](https://utuguides.fi/c.php?g=660868&p=4667720). If you need further information, please contact exam@utu.fi.

If the exam is not in Exam-system, the exam can be created in Exam-system or conducted in another manner agreed upon by the examiner and the student. Instructions can be found in this link: Teacher's Exam guide. From your unit Exam- support persons you can ask guide and support in the use of the Exam system. You can also get help from Exam for centralized support: exam@utu.fi. If you need further information, please contact exam@utu.fi.

If a student takes an exam in Exam room for the special accomodations using a computer in seat 2. or by using pen and paper, she/he must, at the latest when registering for the exam, arrange the exam's special arrangements with the examiner or as instructed by the faculty (e.g., the use of an assistant during the exam, the need for assistive devices, restroom breaks, etc.). And student must arrange with examiner, how the exam questions and any other relevant materials will be provided to the student and how the answers will be submitted (e.g., returning them in the mailbox in the room).

An exam that uses a computer as a writing tool is conducted on a computer located in seat 2, and a paper-based exam is done in seat 3. **When a student takes such an exam, they must always notify about it to the address** **exam@utu.fi****. Room Pub 418 is reserved for their use during the exam, and without a reservation, they cannot enter the room to take the exam.**