Creating a maturity test in Exam system

The address of the system for teachers and students is [https://exam.utu.fi](https://exam.utu.fi). Please use either Firefox or Chrome when accessing the EXAM system.

A maturity test can be assigned to a specific student or students. The exam will NOT be visible in Nettiopsu. The student(s) will receive an email when they are able to reserve a time for the exam.

A maturity test is, in principle, to be used just once, so if the student does not pass the exam, you will have to create a new maturity test in the agreed upon manner.

A. Creating a maturity test

Open either Firefox or Chrome and go to https://exam.utu.fi.

- If the system requests you to select a user role, select Examiner. If the Examiner user role option is not displayed or you are not signed in as an Examiner by default, please contact exam@utu.fi

1. Create a new maturity test by going to the top of the page and selecting “New exam” > Maturity test

![Dashboard interface for Exam system with options to create a new exam.](image)
b)

Create new exam

2. Attach the maturity test to a course

Enter the course code (a) and write the name of the exam (b).

a) enter the maturity test’s code and select the course that is displayed

Create new exam

B) The name of the maturity test should follow the following format: “Student name, student number”. Press Save.
3. Add the following assessment information.

a. **Grading scale:** Maturity tests are always “Pass / Fail”

b. **Examiner:** Inspects the contents of the maturity test. If you created the maturity test yourself, your name will already be in the field. If the maturity test was created by the Student Affairs Office, the name of the person who will inspect the contents of the maturity test will be added here.

c. **Requires language evaluation:** Language evaluations are conducted for maturity tests that are written in Finnish or Swedish. No evaluations are conducted for other languages, so select “No”.
4. Add question(s)

Go to the “Questions” tab:

- **Section name**: e.g. “Title of the maturity test” or “Questions for the maturity test”
- **Section description**: if the student is allowed to select the title of their maturity test from a list, you can include your instructions in the section description, e.g.: “Select one of the titles and write about it”. If the maturity test has only one title, the description can be left blank.

**Please note!** The University of Turku's general instructions for writing a maturity test are included in the maturity test, so you do not need to add them here.

Adding a question to a maturity test:

- Select + Add new question
- Select “Essay question” as the question type
- Write the titles of the maturity test in the text editor field. Remember to differentiate any possible alternative titles with a)… b)… c)
- Recommended answer length: you do not need to fill this in, as the recommended length is specified in the general instructions
- The grading scale for maturity test questions is Pass / Fail.
- **SAVE** the question
The fields in the additional information section do not need to be filled in in a maturity test.
5. Publishing a maturity test

When you publish a maturity test, students can register for the exam and reserve a time during the exam period that you have specified. The student/students who have been marked as participants will receive an email informing them that they can reserve a time for the exam on their dashboard.

Go to the “Publish” tab:

- **Set the timetable of the exam:** Exam period starts: the first day that the exam is available. Ends: the final day that the exam is available. Exam duration: select the duration of the exam 175 min (3h)

- **Add participants:** EXAM users (preferred) write the student’s name in the field > Select the student > Select “Add”. Please note! Remember to check the student’s student number to make sure that you are adding the correct student to the exam.
  - If you cannot find the student by their name, select “New users” and write the student's UTU email address in the this field. The student will be emailed a link that they can use to reserve a time for their exam.

- You can add new participants to your maturity test even after the maturity test has been published. You cannot remove any participants after the exam has been published.

- **Preview your maturity test before publishing it.** The view looks mostly the same as it is does for students. Use the preview function to make sure that the exam and your instructions are displayed in the way you intended.

- **Save and publish:** The student/students who have been marked as participants will receive an email informing them that they can reserve a time for the exam.
  - Supervisors can see their exams in the “Exams open for registration to students” list, where you will find a list of registrations and submissions. The EXAM system will message the supervisor and the creator of the maturity test when the student has submitted their maturity exam.
Add EXAM users:

Publication settings

Add a participant  EXAM users (preferred)  New users

Add a participant  EXAM users (preferred)  New users

Add New users:

Publication settings

Add a participant  EXAM users (preferred)  New users

If necessary, you can extend the exam period of a maturity test in the Publish tab.

- If the student does not complete their maturity test during the time that they have reserved, you will be sent an email informing you that the student has not used the time that they have reserved. The student will be able to register for a retake after the exam time. EXAM-system not counts a no-show as an attempt.
- If the student does not reserve a time at all, the student will be able to reserve a new time after you extend the exam period.
- Remember to save the changes you made to the exam period at the end of the Publish page.

4.4.1. Assessing the contents of a maturity test

A maturity test that has been completed as an electronic exam is also assessed in the system.

Open either Firefox or Chrome and go to https://exam.utu.fi. Sign in to the electronic exam system with your UTU ID.

The supervisor will receive an email from the EXAM system after the student has completed their maturity test. The link in the message will allow you to assess the maturity test. NOTE! The supervisor assesses the maturity test in the EXAM system before it is submitted for language evaluation. After the contents have been assessed, the supervisor submits the maturity test for language evaluation in the EXAM system by approving the contents of the maturity test (see detailed instructions below).
Assessing an answer

The student’s answer to the maturity test can be found in the “Unassessed exams” tab on the dashboard. The unassessed column displays the number of unassessed exams (1) and allows you to access the maturity test through this link.

and select the student’s name on the next page:

The student’s answer can be found either under the question in the browser window or as an attachment. The beginning of the answer contains basic information on the exam, e.g. the exam’s period, duration and other possible answers made by the student to the exam in question. You can save or print the answer that the student has written. If necessary, you can email the student by clicking on the email link.

a) the grade of a maturity test is either pass or fail.

b) write your feedback in the “Give feedback to the student” window. Mandatory field.

c) Select “Save changes” (save as incomplete) or “Lock the assessment”
After you have locked your assessment, the student will be emailed about the assessment. **The student will be able to see your assessment and feedback in the assessment view.**

**Transferring results to the register:** Study attainments transfer to the register and **maturity tests grade will be transferred from Exam to the register after locking the assessment.** Teachers will not need to deliver the information on the study attainments that need to be registered to the student administration.

If the maturity test is rejected, a new maturity test is created for the student in the system in the manner agreed by the supervisor and student.