

### **Instructions for attendees of examinations at the School of Forest Sciences**

1. You may enter the examination room when the person who supervises the exam invites in. The exams start on the hour (for example at 12:00 sharp, not 12:15 as lectures usually start). Normal course exams last two (2) hours (120 min) and general exams four (4) hours (240 min). You are allowed to leave the room at the earliest after half an hour (30 minutes), after which no late coming examinees can be allowed. The exact times (start, earliest leave, end) will be written on the blackboard according to the clock of the room immediately after the exam has started.
2. Communication between the examinees after entering the examination room is not allowed.
3. Coats, bags etc. must be placed on the aisles or on the sides of the examination room. It is forbidden to place them on the seat next to you, on the table or on the floor between/under seats. Mobile telephones should be turned off and placed in examinee's bag or on the sides of the room, not in the pocket. There must be at least one unused seat between the examinees.
4. Only pens, eraser, pen sharpener or spare leads, and a ruler without pen cases, and an ID or student card are allowed to take with you to the seating place. Dictionaries can be used if you have a permission for it, and if 1) the dictionary is shown to the supervisor before starting the exam, and if 2) there is a notification of the permission in the question paper. Similarly, calculators can be used if you have a permission for it, and if 1) the memory is empty and the software of the calculator are reset, and if 2) there is a notification of the permission in the question paper. In addition, a drink and a snack, both in a package not containing text, are allowed.
5. It is forbidden to look at the questions before the supervisor notifies that the exam starts.
6. All questions concerning the examination should be made at the beginning of the exam, if the supervisor is the examiner. If the examiner does not supervise the exam and always in the case of the general exam a reminder concerning the questions can be made afterwards to the examiner.
7. All motion in the examination room should be kept in minimum to avoid disturbing the others.
8. If you need more paper during the exam, raise your hand and remain at your seat until the supervisor brings it to you. It is not allowed to borrow writing tools from another examinee during the examination.
9. You must return all papers, including the questions, and your name, student number and information about the exam must be written at least in one paper even though you wouldn't answer to any of the questions.
10. When returning your papers you must present an ID (student card, passport etc.) and write your name, student ID, and signature into the attendee list.
11. After leaving the examination room, you may not enter again until the last examinee has left the room. Therefore, take all your belongings with you when leaving.

**FAILURE OF OBEYING THESE RULES AND ANY OTHER DECEIT WILL LEAD TO REMOVAL OF THE EXAMINEE AND MEASURES DEFINED IN DEGREE REGULATIONS**