



# TUNI EXAM

## Electronic exams

Quick guide for teachers

# What is EXAM?

- [exam.tuni.fi](https://exam.tuni.fi)
- Electronic examination can be an examination, a proficiency test or other test-type assignment
- Separate examination room under video surveillance
- Students can take an electronic exam any time during the exam period decided by the teacher
- Support, practical questions: [examservices.tau@tuni.fi](mailto:examservices.tau@tuni.fi) (examination services)
- Support, technical issues: [it-helpdesk@tuni.fi](mailto:it-helpdesk@tuni.fi)
- Note for TAMK users: Check current TUNI EXAM vs. TAMK EXAM status from <https://sites.tuni.fi/exam-en/tamk-exam/>

1

## Teacher

Create new exam → Add questions → Edit settings → Publish exam

## Student

2

Search exam

Register for the exam  
and book an exam time

3

In EXAM room

Start exam

Answer questions

Submit exam

Personal key card for entering,  
video surveillance

Bring your student ID card, everything  
else must be left in locker

Do not leave the room until you are  
done

Limited software selection,  
no access to internet

## Teacher

4

Assess submission

Give feedback

Grade exam

Lock assignment

Save to study register

Archive attainment

# Login



## HAKA-login

Tampere universities user: Login with TUNI account, select "Tampere universities" as your organization

Login

1

[exam.tuni.fi](https://exam.tuni.fi)

Exam - electronic exam service requires authentication. Required personal data is transferred automatically to the service after authentication.

Select the organisation you are affiliated with ...

Satakunta University of Applied Sciences  
Savonia University of Applied Sciences  
Seinäjoki University of Applied Sciences  
South-Eastern Finland University of Applied Sciences  
**Tampere Universities**  
Tampere University of Applied Sciences  
Tampere University of Technology  
The Emergency Services College  
Turku University of Applied Sciences  
University of Jyväskylä  
University of Eastern Finland  
University of Oulu  
University of Vaasa  
University of Turku  
University of Jyväskylä  
University of Helsinki  
University of Jyväskylä

2

Tampere Universities user: select "Tampere Universities" as your organization

Username

Password

3

Login

OR

with single sign-on

Login with your TUNI account. Do not use old Internet Explorer browser.

4

New faculty & staff users will be granted student and instructor roles automatically on first login.

# Change language

Exam

https://exam.tuni.fi/?tuni-login&tab=1

**exam**

**Dashboard**

Question library

Reservations

Log out

Elsa Etana

FI SV **EN**

**Dashboard**

Create new exam

Create new question

Active exams **1** Unassessed exams **0** Archived exams **1** Drafts **2**

You can search exams by course code, exam name or by examiner nar

EXAM NAME **EXAM testitenti** COURSE CODE **TES-10010** TYPE **General Exam** EXAM PERIOD **18.08.2015 - 31.12.2019** UNASSESSED **57** WAITING FOR FINAL ASSESSMENT **1** RESERVATIONS **5** EXAMINERS **Riikka Laurila, Mikko Lammi, Nella Brelo , Elsa Etana**

1

Change language to English

# Create new exam 1/3

The screenshot shows the 'Exam' system dashboard. The browser address bar displays `https://exam.tuni.fi/?tuni-login&tab=1`. The dashboard features a sidebar on the left with the 'exam' logo and navigation links: 'Dashboard', 'Question library', 'Reservations', and 'Log out'. The main content area is titled 'Dashboard' and includes a summary of exam statuses: 'Active exams 1', 'Unassessed exams 0', 'Archived exams 1', and 'Drafts 2'. Below this is a search bar with the placeholder text 'You can search exams by course code, exam name or by examiner nar' and a search icon. A table of exams is displayed with columns for 'EXAM PERIOD', 'UNASSESSED', 'WAITING FOR FINAL ASSESSMENT', 'RESERVATIONS', and 'EXAMINERS'. The first row of data shows an exam period of '18.08.2015 - 31.12.2019', 57 unassessed exams, 1 waiting for final assessment, 5 reservations, and examiners 'Riikka Laurila, Mikko Lammi, Nella Brelo, Elsa Etana'. The user's name 'Elsa Etana' is visible in the bottom left corner of the sidebar. Language options 'FI', 'SV', and 'EN' are at the bottom of the sidebar.

1

Create new exam

1

Create new exam

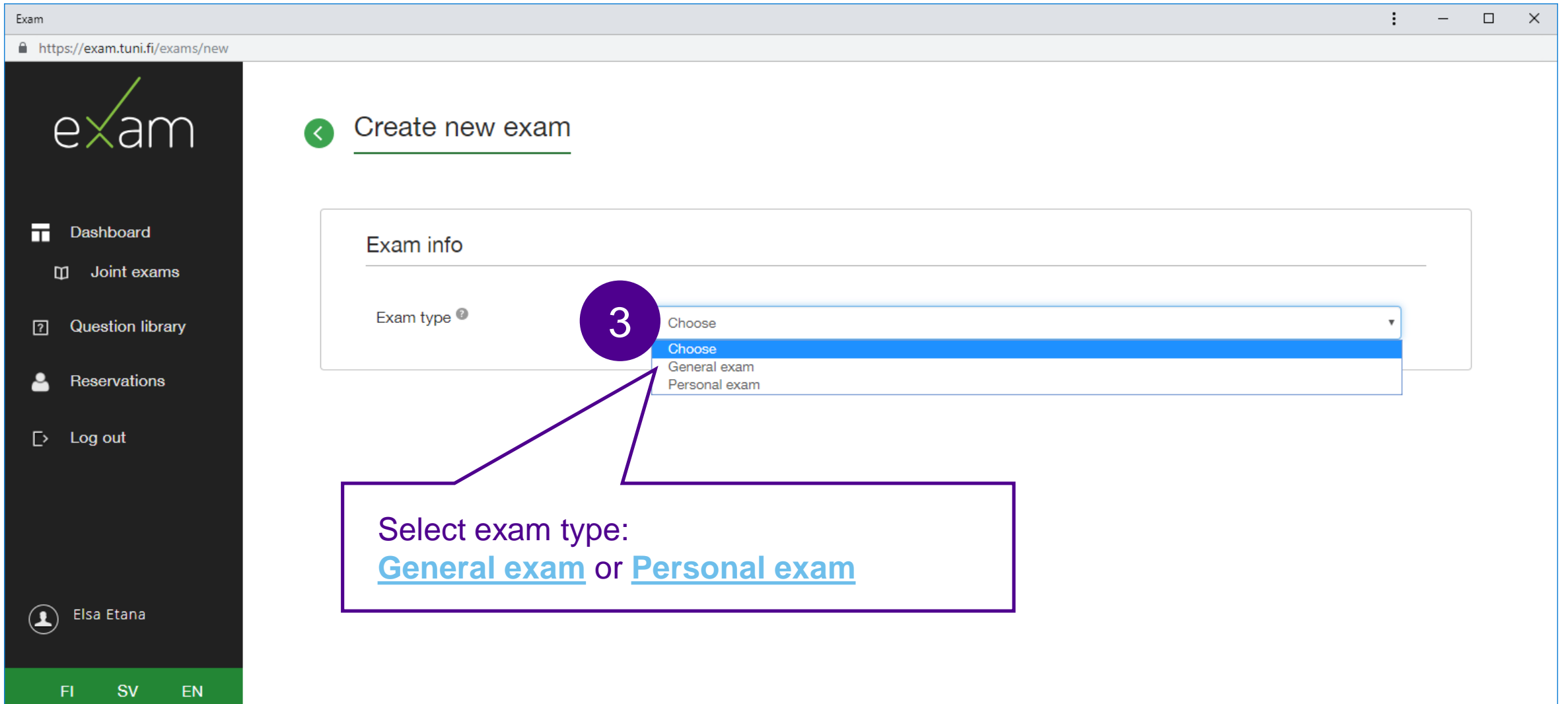
Create new question

Go to the desktop, list of your exams

EXAM PERIOD	UNASSESSED	WAITING FOR FINAL ASSESSMENT	RESERVATIONS	EXAMINERS
18.08.2015 - 31.12.2019	57	1	5	Riikka Laurila, Mikko Lammi, Nella Brelo, Elsa Etana

FI SV EN

# Create new exam 2/3



Exam

https://exam.tuni.fi/exams/new

exam

< Create new exam

Exam info

Exam type ?

3

Choose

Choose

General exam

Personal exam

Select exam type:  
[General exam](#) or [Personal exam](#)

FI SV EN

# Create new exam 3/3

Exam

https://exam.tuni.fi/exams/57157/select/course

Create new exam

**exam**

- Dashboard
- Joint exams
- Question library
- Reservations
- Log out

**Exam info**

Exam type General exam

Search the course which the exam belongs to with # or course name or code

Course

**4** COURSE CODE TES-10010

COURSE NAME Oppimisen tuki

Organization Tampereen teknillinen yliopisto

**Exam info**

Exam name **5**

Exam language suomi

**6** Save

Cancel Save

FI SV EN

Set exam name and language

Search the course which the exam belongs to



# Set basic information 1/2

Exam

https://exam.tuni.fi/exams/57157/1

## Exam assessment

Type of examination ?

Partial course grade Whole course grade

Grading scale ?

0-5 Improbatur-Laudatur Pass / Fail

Examiners ?

Elsa Etana X

Evaluators ?

Name Write

Message Add

Special requirements for the exam computers and attachment

Software ?

Select

Exam attachment ?

Attach file

Instructions

Instructions visible for the

Write instructions here

Log out

Elsa Etana

FI SV EN

If needed, change type of examination, grading scale, examiners and evaluators

1

Select special software/requirements and if needed, add additional materials as an attachment

Default software selection is always the same in all EXAM computers

If needed, compress multiple attachment files as one ZIP file

2

# Set basic information 2/2

Exam

https://exam.tuni.fi/exams/57157/1

exam

Dashboard

Question library

Reservations

Log out

Elsa Etana

FI SV EN

Special requirements for the exam computers and attachments

Software <sup>?</sup>

Exam attachment <sup>?</sup>

Instructions

Instructions visible for the student during the exam <sup>?</sup>

Instructions visible for the student during the exam booking <sup>?</sup>

3

If needed, write instructions visible for the student during the exam

Write instructions visible for the student during the exam booking. Especially list all software and other special requirements

Students can do EXAM exams at external institutions' EXAM rooms, so this helps students to verify the software is also available at external institution

# Add questions 1/2

The screenshot shows the 'Exam' system interface for 'TES-10010 Test exam'. The interface includes a sidebar with 'Dashboard', 'Question library', and 'Reservations'. The main content area has tabs for 'Basic information', 'Questions', 'Publish', 'Study attainments', and 'Study attainments'. The 'Questions' tab is active, showing a 'Section' form with fields for 'Number of the section', 'Section name (visible to students)', and 'Section description'. A 'Randomize questions' checkbox is also present. At the bottom, there are two green buttons: '+ Add questions from the question bank' and '+ Add new question'. The user 'Elsa Etana' is logged in.

Go to Questions -tab

1

2

Set section name and if needed, add section description

3

Add new question

NOTE! If the same question is included in multiple exams, editing the question will change it in all those exams though points and question instructions will not change.

Check additional instructions about [question types](#)

FI SV EN

+ Add questions from the question bank

+ Add new question

# Add questions 2/2

The screenshot shows the 'Exam' creation interface in a web browser. The browser address bar shows <https://exam.tuni.fi/exams/57157/2>. The interface has a dark sidebar on the left with the 'exam' logo and navigation links: Dashboard, Question library, Reservations, and Log out. The main content area is titled 'Section' and contains the following fields:

- Number of the section: 1.
- Section name (visible to students): [Empty text input field]
- Section description: [Empty text area]
- Randomize questions: ☐
- Exam questions: [Dropdown menu]

Below these fields are two green buttons: '+ Add questions from the question bank' and '+ Add new question'. At the bottom, there is a 'Total score: 0' label and a green button '+ Add new section' (labeled with a purple circle 4). The bottom right corner features three buttons: 'Preview exam' (labeled with a purple circle 6), 'Save' (green), and 'Remove' (red outline). A purple circle 5 points to a small blue icon in the top right corner of the main content area.

**Callout 4:** If needed, add new sections

**Callout 5:** Clear or remove whole section

**Callout 6:** Finally you can preview the exam as student sees it

FI SV EN

# Publish exam

The screenshot shows the 'Publish' tab of the EXAM system interface. The left sidebar contains the 'exam' logo, a 'Dashboard' button, and a 'Question library' button. The main content area has tabs for 'Basic information', 'Questions', 'Publish', 'Study attainments', and 'Study attainments b'. The 'Publish' tab is active, showing the 'Timetable' section with 'Exam period' (STARTS: 04.04.2019, ENDS: 05.04.2019) and 'Exam duration (minutes):' (115, 30, 55, 175, 235). Below this is the 'Publication settings' section with 'Maximum trial count' (1, 2, 3, 4, 5, ∞) and a 'Registration link for the students' (https://exam.tuni.fi/enroll/exam/57157?code=TES-10010). At the bottom, there are buttons for 'Preview exam', 'Save', and 'Save and publish'. Numbered callouts 1-5 point to specific elements: 1 points to the 'Publish' tab, 2 points to the 'Exam period' fields, 3 points to the 'Maximum trial count' buttons, 4 points to the 'Registration link', and 5 points to the 'Save and publish' button.

1 Go to Publish -tab

2 Select exam period, when the exam can be taken. Also, set the exam duration.

3 Select maximum trial count: 1-5 or unlimited

4 After the exam has been published, students can search it from EXAM. You can also copy the registration link and e.g. save it to other systems

5 Finally save and publish

# Assess submissions 1/3

Exam

https://exam.tuni.fi/exams/1588/4

TES-10010 How to use EXAM - Test exam in Er

Go to Study attainments -tab

1

Basic information Questions Publish **Study attainments** Study attainments by questions

Examiners: Riikka Laurila, Mika Valden, Nella Brelo, Mikko Lammi

Exam period: 17.08.2015 - 31.12.2019

Download attachments of the questions

Aborted exams (1) No-shows (32)

Submissions in the assessment process

Speed grading (1)

2

Click the submission to assess it

EMAIL	EXAM DURATION	EXAM TIME	ASSESSMENT DEADLINE	ASSESSMENT STATUS	SUBMISSION STATUS
Etana Elsa	elsa.etana@tuni.fi	3 min	15.03.2019 at 08:14 - 08:17	05.04.2019 (0)	Submitted

FI SV EN

| 15

# Assess submissions 3/3

The screenshot shows the 'Exam' interface for assessment ID 56406. The left sidebar contains navigation links: 'Dashboard', 'Question library', and a user profile for 'Mikko Lammi'. The main content area is titled 'Grading information' and displays the following details:

- Total score: 4.00 / 16
- Examiners: Riikka Laurila, Mika Valden, Nella Brelo, Mikko Lammi
- Evaluators: (empty)
- Additional information to be sent to the study register (not shown to the student): (empty text area)
- Send an email message to teachers with assessments in this exam: (empty text area)

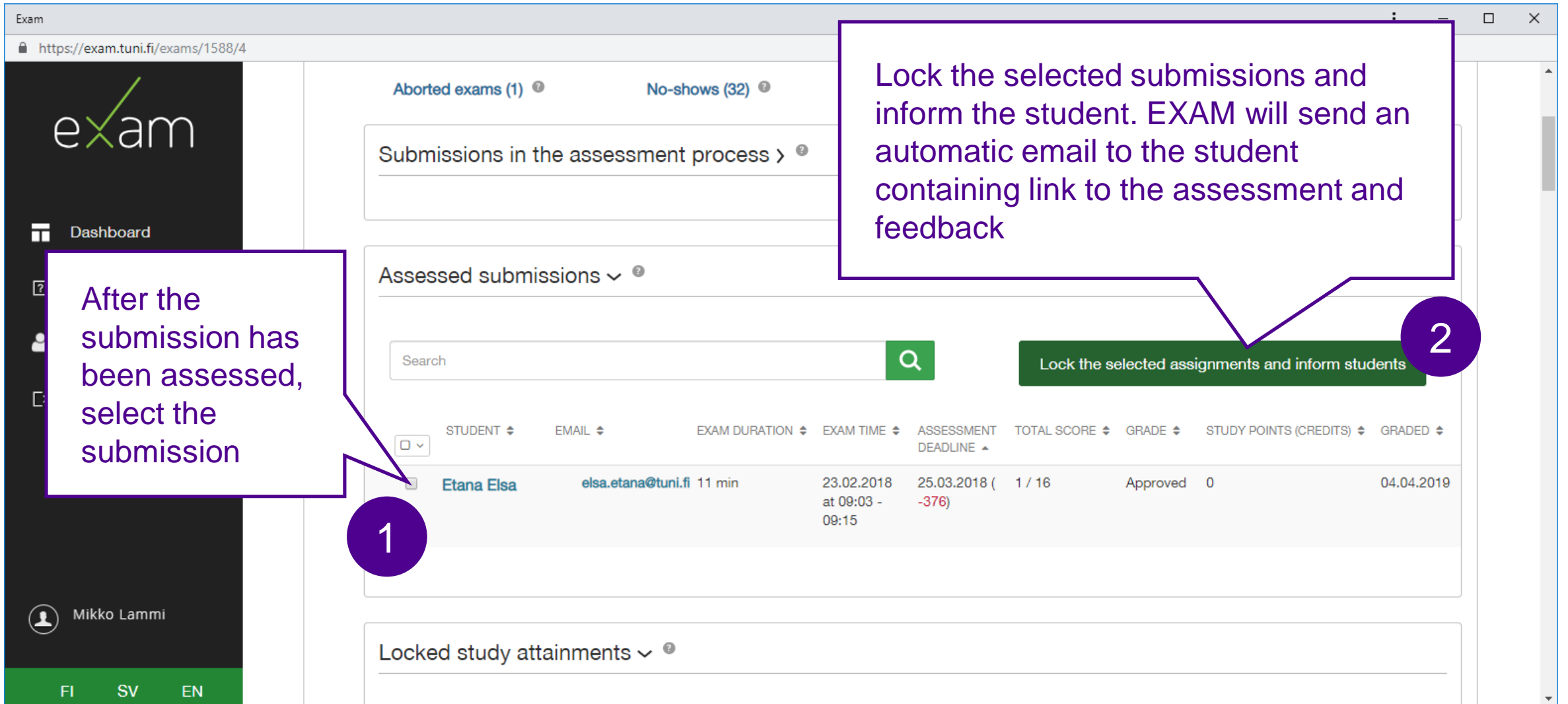
At the bottom, there are four dropdown menus for configuration:

- EXAM GRADE: 'Choose' (highlighted with a red box and a purple circle with the number 5)
- EXAM TYPE: 'Whole course grade'
- LANGUAGE IN EXAM: 'suomi'
- STUDY: '0'

Two buttons are at the bottom right: 'Lock the assessment' and 'Save changes' (highlighted with a green box and a purple circle with the number 6). A green callout box with the text 'Finally save changes' points to the 'Save changes' button. Another green callout box with the text 'Give feedback to the student' and 'Assessment status:' is located at the top right. A purple callout box on the left side of the interface contains the text: 'Set exam grade, exam type, language and study points (credits).'



# Lock assignment and inform student



The screenshot shows the EXAM system interface. The left sidebar contains the 'exam' logo, a 'Dashboard' link, and the user's name 'Mikko Lammi'. The main content area is divided into sections: 'Aborted exams (1)', 'No-shows (32)', 'Submissions in the assessment process >', 'Assessed submissions v', and 'Locked study attainments v'. A table of assessed submissions is visible, with columns for Student, Email, Exam Duration, Exam Time, Assessment Deadline, Total Score, Grade, Study Points (Credits), and Graded. The first row shows a submission by Etana Elsa. A green button labeled 'Lock the selected assignments and inform students' is positioned above the table. Two callout boxes provide instructions: Box 1 points to the checkbox next to the submission, and Box 2 points to the green button.

After the submission has been assessed, select the submission

Lock the selected submissions and inform the student. EXAM will send an automatic email to the student containing link to the assessment and feedback

STUDENT	EMAIL	EXAM DURATION	EXAM TIME	ASSESSMENT DEADLINE	TOTAL SCORE	GRADE	STUDY POINTS (CREDITS)	GRADED
Etana Elsa	elsa.etana@tuni.fi	11 min	23.02.2018 at 09:03 - 09:15	25.03.2018 (-376)	1 / 16	Approved	0	04.04.2019

1

2

Lock the selected assignments and inform students

# Save grades to study register

Exam

https://exam.tuni.fi/exams/35086/4

**exam**

- Dashboard
- Question library
- Reservations
- Log out

Mikko Lammi

FI SV EN

No exams that have been evaluated

Locked study attainments

Search

STUDENT	EMAIL	EXAM DURATION
<input type="checkbox"/> Etana Elsa	elsa.etana@tuni.fi	1 min

Print selected exam results to a file (.csv)

Create report (.xlsx)

1

Save grades to study register after the study attainments have been locked:

Old TUT:

Save grades manually to study register or export study attainments from EXAM as CSV / Excel file and import to study register following study register's instructions

Old UTA:

Export study attainments from EXAM as CSV / Excel file and forward the file to be saved to study registry

# Archive completed exam

Exam

https://exam.tuni.fi/exams/35086/4

No exams that have been evaluated

Locked study attainments

Search

<input type="checkbox"/>	STUDENT	EMAIL	EXAM DURATION	EXAM TIME	TOTAL SCORE	GRADE	STUDY POINTS (CREDITS)
<input type="checkbox"/>	Etana Elsa	elsa.etana@tuni.fi	1 min	29.01.2018 at 15:08 - 15:09	0 / 6	2	5

Print selected exam results to a file (.csv)

Create report (.xlsx)

Mikko Lammi

FI SV EN

If grades needs to be saved to study register, make sure that it has been done before archive operation.

Select locked study attainments

1

Finally archive the selected locked exams

Note that it's not possible to export archived study attachments to CSV / Excel file.

Archived exams will be deleted (anonymized) automatically from EXAM after two years.

2

Archive selected study attainments

# More instructions

- Check the instructions built-in the EXAM application:  
hover the mouse over ? -icon to get more help
- TUNI EXAM home page: <https://exam.tuni.fi>
- EXAM for teachers user guide: <https://wiki.eduuni.fi/x/9AjVAw>

