

Guidelines for using PC at written examination.

Before the examination:

All PC classrooms will be locked by noon the day before the examination. Other PC classrooms than the ones used for examination will stay locked during the examination.

The hardware and software specifications will be as usual, i.e. the operating system Windows XP and the programmes Word 2002/, Excel 2002, Access 2002, PowerPoint 2002 will be available.

The student must be aware that use of PC is 100% on one's own risk. This means that no complains as to technical issues (lost data, power failure, machine failure, etc.) are accepted, as well as no requests for prolongation of examination time because of occurred technical problems will be met.

General rules for examination are to be followed, however, the student has to be present 30 minutes before the examination begins.

The examination will take place in a closed network in order to avoid internal as well as external communication. Therefore, during the examination, generally there will be no access to the Internet and the mail system. **It is not allowed to bring your own PC!**

As far as possible the student will have his/hers own table with space for legally brought aid material.

The phrase "All legal aid material" means: Books, notes, papers, calculators, etc. Aid material, which can communicate inside and/or outside the classroom, is not allowed.

There are two types of PC examination:

A: It is **not** allowed to bring own diskettes – as well as the student will have no access to personal data from the server.

On each PC there will be placed a user number (e.g. T5 B1), and if the student requires a diskette, this will be provided with user number and given to the student by the invigilators.

B: It is **allowed** to bring diskettes – as well as the student has access to personal data from the server.

In this case the student uses own user number.

Type of PC examination will be informed in due time.

The invigilators check the student card and at the same time note user number on the protocol.

The student is allowed currently to insert diskette in disk drive A and save data either on the diskette or on the server (F or C drive). It is highly recommended to save on the server due to the risk of a defective diskette.

During and after the examination

The student makes a front page stating user number, date, name of course, and examination number (the student is allowed to do this before the examination begins). Turn to the next page and reply the paper as soon as the examination begins.

The word processor programme can be set up so each page is printed with a top text and the paper can be automatically numbered.

In case some technical problems with the hardware should occur, the invigilator can contact the IT support team for the student. The IT support team will arrive as quickly as possible.

It is allowed only to print **one** time during the examination and of course by the end of the examination.

The front page with the student's user number must be printed out each time the student makes a print, and the invigilator will pick up the print for the student. Is it **not allowed** to make prints the last 30 minutes of the examination time.

The student must not hand over a diskette to another student, this will be considered as cheating.

The student must at the earliest leave the classroom 1 hour after the examination has started. The paper, copy of the reply or a diskette must not be brought out of the classroom before the examination is finished. The student must not leave the classroom the last 30 minutes of the examination time.

Example: The reply can – during the examination time 09.00 – 13.00 – be printed in the time period of 10.00 – 12.30 and immediately after 13.00 – as it is not allowed to use the printer the last 30 minutes of the examination time. Not until 13.00 the paper, copy of the reply and/or diskette can be taken out of the classroom.

The reply is to be printed and delivered to the University (invigilators) in 3 copies.

The invigilator collects each student's reply from the printer to the student in question. The student controls the print/reply, puts it into the envelope and makes sure that the front page of the reply and the envelope contains the similar information and then hand it to a invigilator. The student must remain seated in the classroom until all students have handed over their papers/replies – in this period of time it is not allowed to have any form of conversation.

When all students have delivered their papers/replies to the invigilators, the student is allowed to print a copy and take it out of the classroom.