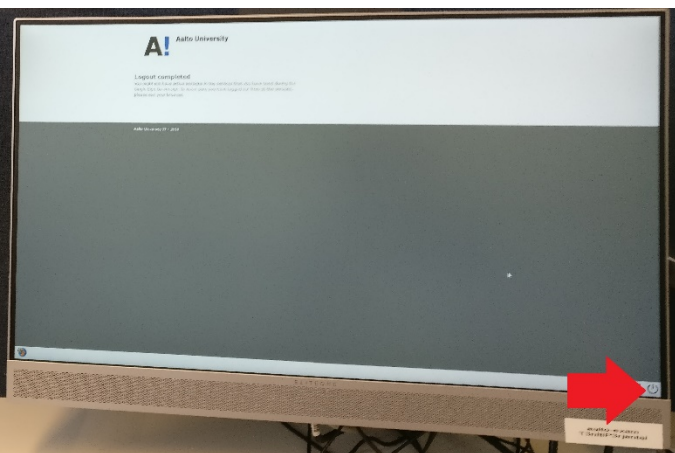
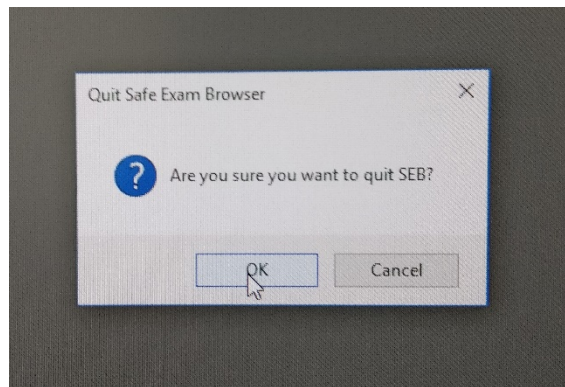


Logging in to the EXAM-computer

1. **Log in to your EXAM computer with username aalto-exam** and password found in the computers right corner (15 digits). And wait that the Safe exam browser to start automatically.
2. If there is a “New settings” -notification message, click yes and then **Log in to Exam-system with your own Aalto username and password**
3. When you have logged in to Exam follow the instruction by the computer
 - see “**Instruction view on EXAM-computer info below**”
4. When your exam starts you will find the list of questions and their highest scores in the menu at the left. On the top of the view, an egg clock shows you the time left. In the middle of the view, there is the list of questions and their answering situations.
5. You can answer to the questions in any order. You can for example first make notes for each question and then return to answer more thoroughly. Return from the question view to the main view with the Exam overview button
 - The system autosaves you answer with few minutes intervals. Also moving between questions autosaves the answer. Note that if you delete your answer, the system may autosave the empty answer!
6. When you are ready, return to the overview. Click there on the Submit! -button.
7. Remember to log out from the Exam-system (picture 1 and 2). You can leave the computer running. **Leave the exam room immediately and quietly.**



Picture 1



Picture 2

There is no technical support available during exams. If there is a problem with your computer or e.g. fire alarm, leave the room and report the problem to exam@aalto.fi. You will be offered a new exam.

NOTICE: service e-mail: exam@aalto.fi

You may not take anything with you into the exam room (student ID card, water bottle without label and a handkerchief are allowed)

You are not allowed to leave the exam room before completing the exam. (No toilet visits!)

As you reserved the exam, you got the number of the computer you are taking your exam on. You can only take the exam with that computer and during that time you have reserved it. Even if the computer is available, you can begin the exam only on the exact time you have reserved it

Instruction view on Exam computer

Find the right computer, log in and follow the instructions by the computer

- a) If you try to start the exam on a wrong machine, there will be a notification and information about the right one
- b) If you are too early there will be a notification "wait until your exam starts". Please wait, Exam opens your exam automatically when your reservation time starts
- c) You can start your exam anytime within your reserved timeslot. However, if you come late, your time available for the exam is shorter. If you enter the room late, be considerate to other students