

Examination instructions for students (using Zoom)

Basic settings (to be prepared before the exam)

You need a quiet room (you should be alone) and you need to

- have a headset (or table microphone) for good audio quality
- have installed a screen capture app or just use Alt+PrintScreen or Win+Shift+S in Microsoft Windows
- share your computer monitor during the exam

In the beginning of the exam

- Join the [zoom meeting](#) in advance (~ at 8.25)
- Close all the additional programs from your computer and additional tabs from your web browser, which you don't need in your exam
- Listen the short instructions given by Jouni: at 8.30
 - check your email: there is a link to your personal examination
 - you have three (3) hours to complete the exam (approximately till 11.35)
- Join to your own break out room:
 - You will get announcement "The host is inviting you to join break-out-room."
 - Choose **Join**.
- The supervisor will ask you to
 - put your mobile phone in a place where you cannot reach it while doing the exam
 - asks you to share your screen (the whole desktop/screen, not just the browser):
Share Screen Share
- Notice: the starting of the exam might take some time so be patient!

During the exam and returning your answers

- If you have problems, send a message through chat (or choose **More: Ask for help**), then supervisor will come to answer
- Return your answers as instructed (return folder in Moodle)
- Do not end the zoom meeting before discussing with supervisor; he checks that the returned file is OK and gives permission to end the session.¹

One more clarification: if you come late for the exam, you do not have more time to answer the questions; maximum time is limited to three hours from the beginning of the exam (approximately from 8.35 to 11.35).

¹ If you want to continue with the DB administration exam, send a message to the supervisor (Jouni) through Zoom. Remember that the total amount of time is still three (3) hours.