

Exam in PC labs : Documentation for students

March 18, 2016

Background

Exams using PC-labs is based on a new system developed during 2012 for computer based exams, called "Tentamenssystemet". Using this system it is possible to have anonymous exams in computer rooms. This document has been written by Måns Magnusson¹ and Oleg Sysoev².

Before the exam

At least two (2) work days before exam

If students are allowed to use their own material:

- Send the extra material to the teacher as a zip-archive in the way the teacher specifies. **The formats that are allowed are .zip or .7z.** The zip-archive **must** be protected by a password.
NOTE! A Word or PDF document of maximum 100 pages (minimum font size 10) including pictures is allowed.
NOTE! Inform the teacher about the password of the zip archive.

During the exam

Just before the exam

- You are expected to arrive at least 15 minutes before the exam's start time. The exam guards directs you to a given room.
- Leave your jacket, bag and cell phone, **turned off**, by the door of the room.
- 10 minutes prior to the start time, the exam guards will start handing out accounts and passwords. In order for you to be logged in and ready before the start time, it is important that you are in place at this time.
- Log in into the exam system and follow the instructions that appear.
NOTE! Do not use your own LiU account, only the account handed to you by the exam guards
NOTE! Read the messages that appear carefully!
- Copy the exam and extra material from the folder "Templates" to a new folder on drive Z:\.
- Wait until the exam guards give you permission before starting the exam.

If students are allowed to use their own material:

- Copy you zip-archive from the folder "Templates" to a new folder on drive Z:\.
- Unzip your archive by right clicking the file, select 7-zip, extract files...

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When you are done with the exam

- Save solution to the exam in Word format with the file name “<your exam account>.docx” at the following place:
Z:\Solutions\
NOTE! Solutions or file names are not allowed to include your name in any way.
- Delete the files you’ve copied from the the folder “Templates”.

Exam rules

- During the exam it’s **not** allowed to:
 - log into your own LiU account
 - write your name in solutions or file names
 - log out from the computer before the exam is done and copied to Z:\Solutions.
 - communicate in any way with other students
 - use an USB memory
 - use internet
 - log into two or more computers