**INSTRUCTIONS**

**Taking an exam elsewhere**

**Process to which instructions are linked**

Studying and teaching/Course implementation P1.2.1

Teaching support processes/Student administration/Studying

T1.1.2

Instructions compiled by A. Sissala

Updates:

**Taking an exam elsewhere (Distance examination)**

**Aim of instructions**

1. to define the terms and conditions required for taking a course exam or writing the maturity test in an educational institution other than Kajaani University of Applied Sciences
2. to define the procedures which will be applied when a student from another university takes an exam or writes the maturity test on the premises of Kajaani University of Applied Sciences

**Taking an exam in an educational institution other than Kajaani University of Applied Sciences**

* It is possible to take a course exam or write the maturity test elsewhere if the student is unable to participate in the exam/maturity test in Kajaani despite significant arrangements to this effect.
* It is possible to take both the course exam and retakes in a different location.
* The alternative place where the exam is held must be an educational institution (e.g. university of applied sciences, university, a partner university abroad, vocational college, or adult education college); it cannot be the student’s workplace.
* The student must find a suitable educational institution him or herself and should agree on the practical arrangements for the exam with the institution in question.
* The exam/maturity test must be completed under supervised conditions in an exam situation and
* on the same day and at the same time as the exam/test is held in Kajaani
* The student must negotiate the opportunity to take an exam/test elsewhere with the course teacher/thesis supervisor in advance.
* If the examination incurs costs, the student will be liable to reimburse them.

**Enrolling for the exam**

* The student must enroll for the exam or test by completing the required exam envelope and he/she must also provide:
* the name of the educational institution
* the date of the exam/test
* the name of the supervisor
* an exact address to where the exam questions should be sent
* Students should enroll at least two weeks prior to the exam/test date
* Students should submit their enrolment (the completed exam envelope) directly to the study office or to the international office.
* The study office/international office should submit the enrollment envelope to the appropriate teacher for the exam questions.
* The teacher checks that the information given by the student matches that which has been agreed.
* The study office/international office sends the exam envelope, answer paper, return envelope and instructions to the institution organizing the exam using the address given by the student (instructions attached).
* If the institution organizing the exam/test has its own set of instructions, these should be taken into account.

**Organizing exams/tests for students of other universities at Kajaani University of Applied Sciences**

* Students from other universities have the opportunity to sit course exams or write the maturity test at Kajaani University, either on scheduled exam dates or during a separately supervised exam situation.

Scheduled exam date

* When a student contacts Kajaani UAS, the study office/international office should confirm a possible date for the exam.
* The study office/international office submits the exam questions sent by the other university to the supervisor according to procedure at Kajaani University of Applied Sciences.
* The study office/international office is responsible for returning the completed answers to the exam questions and other material to the student’s own university.
* If the sending university has its own instructions, these should be taken into account.

Separately arranged, supervised exam situation

* The contact person is the Adult Education Department AIKOPA’s (Adult and Continuing Education Services Department) secretary.
* When a student contacts AIKOPA, the course secretary confirms a possible date for the exam, arranges a room and supervision for the exam.
* The course secretary is responsible for returning the exam answers and other material to the student’s own university.
* If the sending university has its own instructions, these should be taken into account.

Fee

* The exam fee includes the reception of the exam questions from the sending university, forwarding them to the supervisor, supervision, the return of the answers to the university that originally sent the exam question(s) and other necessary arrangements.
* The fee must be paid
* one week in advance onto the following bank account: Account number: 576003-20127680

Account holder: Kajaanin kaupunki/Kajaanin ammattikorkeakoulu. The receipt should include the student’s name, and the message field should be completed as follows: Exam + date of exam.

* in cash or by bank card to the university of applied sciences finance office
* the student must submit the receipt of payment to the exam supervisor
* Fee amount:
* scheduled exam € 20.00 (includes VAT 23 %)
* separately arranged and supervised exam € 30.00 (includes VAT 23 %)

APPENDIX: Exam instructions for the educational institution located elsewhere