

Access card instructions for Exam visitors

- **C212:** The exam space doors are open from 8:45 to 16:15. When the main doors or the Exam space door are not open, you will need an access card to enter the Exam space. No access card is required when exiting the Exam space or the campus.
- **A100 (individual Exam space):** The door to the Exam space is open. When the main doors are closed, access to the campus is only possible with a personal access card or visitor card. No access card is required when exiting the campus.

When the main doors or the Exam space door are not open, you will need an access card to enter the Exam space. Use your personal (LUT/LAB) access card if you have some (Note! Lappeenranta access card is not valid), otherwise you can borrow a visitor card from the daily Exam visitor card box (see detailed instructions below). During opening hours, entrance at the main doors and after that through the red doors by the main doors. Please check the opening hours of the main doors: [Lahti campus](#).

Do this:

1. After booking an Exam visit-service to the Lahti campus, please request the Exam visitor card box code from opetushelp@lut.fi at the latest by 14:00 on the weekday before the exam. In the message, state the exact date and time of your exam and the number of the exam computer marked in the booking confirmation. Ask for a new code if you change your exam booking to another day.
2. You will receive the code in your email by the working day before the exam at the latest. If necessary, please also check your junk email folder. Do not share the code with others.
3. The Exam visitor card boxes are to the right of the main doors in the brick wall. Open the box by tapping the numeric code you received by email. The card box is opened by dragging from the top.



4. Take the access card from the box and make sure the door is locked. You can take any of the cards.



5. If you have several exams on the same day at the same campus, you can use the same access card throughout the day and return it to the Exam space mailbox after the last exam.
6. Important! After the exam, please remember to return the card to the mailbox in the Exam space.



7. In case of problems, please contact opetushelp@lut.fi.