



Proctored pen-and-paper exams at School of Business and Economics

Step by step checklist

For proctored pen-and-paper exams, the procedure is slightly different. You will be taking your exam on paper, that you provide yourself. At the end of the exam, you will take photos of your answer sheets and upload them into TestVision (or email to the course coordinator) as a single file.

NB: this procedure applies to exams at the School of Business and Economics (SBE). The Department of Data Science and Knowledge Engineering (DKE) uses a different procedure.

1

Prepare your computer

For pen and paper exams, practice is especially important. Make sure you know how to set up your webcam, how to keep time and how to upload your answers.

Read the information on the [UM proctoring website](#).

Check your [system requirements](#) and [network connection](#).

Update or download [Google Chrome](#).

Install the [Proctorio plugin](#). See [Proctorio support](#) for more details.

Check out the exam information in the Student Portal (Canvas) for instructions on how to position your webcam. (See 'Prepare your room').

Install software to create a pdf file of your answers (e.g. Adobe scan app), and practice using it to combine your photos or scans into a single file.

Take the [practice exam](#) in Testvision.



Prepare your room

2

UM card for identification. If not available, use your passport, ID card or EU driver's license. Only use original documents, no photo copies or scans.

Empty your desk except for any materials that you are allowed to use during the exam (e.g. scrap paper, pen, calculator). Please check the exam information on Student Portal (Canvas) for specific instructions.

Light: daylight is best, otherwise overhead lighting is preferred. Make sure the light source is not behind you.

Make sure that you are **alone**, and that the room is quiet.

Switch off your mobile and put it away, not within arm's reach, **remove your watch, fitbit or other wearables**.

Do not use earplugs, earbuds nor headphones. Your ears must be visible to the webcam.

The answer sheets should be **blank paper**, A4 or similar in size.

Set up your webcam: make sure that you, your desk and hands are visible in the frame of the recording (this means that a laptop should be placed quite far away on your desk OR in a lateral position at your left hand side).

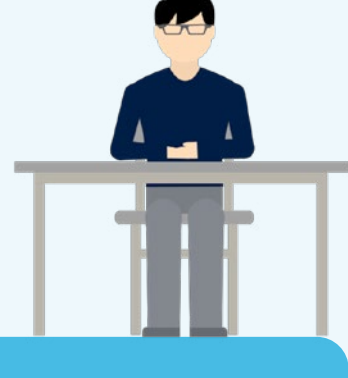
If you will be using a **scanner** to upload your answer sheets, it must be visible from the webcam (see point above), so you remain in the frame of the recording at all times.

Set a **timer or a clock** so you can monitor when the official exam time is over, and you need to start showing the answer sheets to the webcam. Do NOT use your mobile phone or watch to keep time.

3

Start your exam

You can log on and start the pre-checks 10 minutes before the official exam start time.



Restart your computer to free up memory. This will improve your system's performance and prevent possible issues with the Proctorio plugin.

In [Google Chrome](#), open [TestVision](#).

Log on with your UM username (i6xxxxx) and password. Contact [ICTS servicedesk](#) for assistance with your UM account.

Start the exam pre-checks. Click the blue arrow. The exam prechecks are available 10 minutes before the official start time.

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Pre-checks

When you start the exam Proctorio will initiate the pre-checks. Just follow the instructions on your screen. Proctorio support is available by clicking the grey shield in your address bar.

Data collection info: Proctorio will tell you what data is being recorded for this exam.

System check will check whether your computer meets the minimum requirements.

Screen share. Do NOT close the screen sharing dialog, this will end the exam!

Verify webcam, audio: will check that your webcam and microphone are working.

ID check will ask you to hold your UM card up to the webcam.

Exam Agreement: click on "I accept" to accept the terms and conditions. You will be taken back to TestVision to start the exam.

Roomscan will ask you to record your desk and immediate surroundings. Please read the RoomScan checklist carefully for instructions. Your exam time will start when you open the first question. The room scan does not count as exam time.

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During the exam (Part 1)

Part 1 of the exam consists of the actual exam questions. The time you see at the bottom of the screen includes 5 minutes for showing the answer sheets to the webcam.

Part 2 of the exam is for submitting the exam (see step 6).

Need help?

Contact Proctorio Live Chat: via Quiz Toolbox, or by clicking the grey shield icon in the top right of your screen.

Not Proctorio giving you trouble?

Call the Helpdesk for Online Exams at +31 43 388 2900



Show your exam materials to the webcam. Before you begin, show any materials you will be using during the exam e.g. your scrap paper, calculator and books, to the webcam.

Remain within view of the webcam at all times. Your hands must be visible.

Set the alert testtime on top of the instruction page on 5 minutes before testtime passes

Download the exam via the PDF link in Testvision. Note: if the exam opens in a separate tab; please minimise this tab, so you can see the alert testtime.

On your **answer sheets**, make sure that you:

1. Write the **page number** at the top left of each page.
2. Leave **room for your UM card** at the top right of each page. (See below: Submitting your exam).
3. Make sure your **handwriting is readable**, otherwise the exam will not be graded.

5 minutes before the end time of the exam, you have to slowly show both sides of the answer sheets to the webcam.

After you showed the answer sheets to the webcam, click on 'Ready', select 'back to menu', immediately click on 'Take test' and choose 'Part two of the exam - upload answer sheets'. The time between the end of part 1 and the start of part 2 may not exceed 2 minutes!

Submit the exam: Follow the instructions under number 6: Submitting your exam.

Technical problems? If your webpage freezes, Proctorio will try to reconnect you. Do NOT refresh the page! If Proctorio closes your exam attempt, go back to TestVision as soon as possible and continue your exam. You will have to take the pre-checks again. Make sure you report what happened.



Submitting your exam (Part 2)

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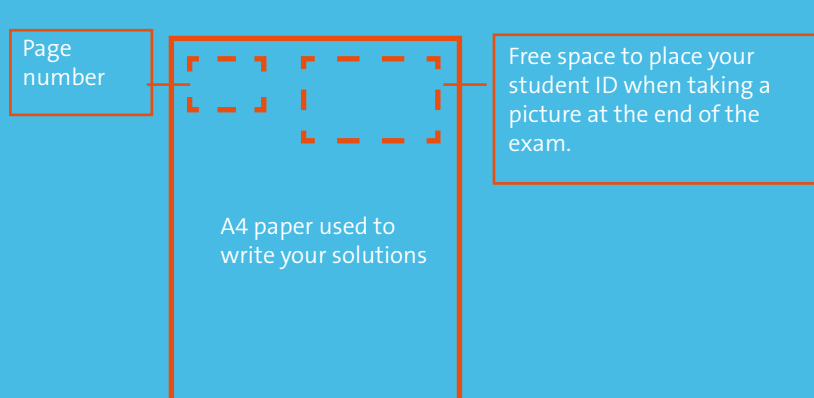
During exam part 2, you will have 20 minutes to upload your answers.

Pre-check: identify yourself again.

Again, slowly **show both sides of each answer sheet** to the webcam to be recorded in Proctorio.

Use a **PDF scan app** (e.g. Adobe scan app) on your mobile phone to take a picture of each answer sheet and to create a PDF (or use a scanner).

Include your UM card or ID on the top right of the page in each picture, as in the example below.



Transfer the pictures or scans to your computer, for example using email or USB, and combine them into a single pdf file. You must remain within view of the webcam.

Scanner users: The scanner must be in the same room in which you took the exam, and it must be visible from laptop camera or webcam.

Upload your answer sheets (use the upload point in TestVision. Make sure you upload your answers before the test time in TestVision is over. After 20 minutes, TestVision will close the exam automatically.

When you are done, **click 'Ready' to close the exam.** Proctorio will stop recording. You will receive a confirmation email of your upload.

Report any interruptions or unexpected events that may have happened during your exam in the comment box on the results page. The reviewers will be able to see your comment.

Questions?

We wrote a comprehensive FAQ on our website including more information about the procedures, your data, and privacy.

