

ID check

Step by step checklist



All proctored exams will ask you to do an ID check. This is to make sure that you are in fact the person who is supposed to be taking the exam.

Proctorio will take a picture of your ID, but will not analyse the image. The actual check will be performed by a human reviewer, who will compare your details and photo on the ID to your image on the webcam.

The ID check itself is straightforward: you will be notified during the exam prechecks. Just follow the instructions on your screen.

You do, however need to make sure that:

- You use an ID that is accepted for exams at UM
- The image of your ID is clear enough to use for identification

IMPORTANT: if the ID check is performed incorrectly we cannot ascertain the validity of the exam and your result may be declared invalid!

Accepted ID's

Please have your ID ready before you start the prechecks. Only original documents will be accepted, do NOT use a (photo)copy or scan. Check the [Rules of Procedure](#) for a full list of allowed ID's.

Accepted ID's are:

- UM card (preferred)
- Legal ID: ID card, passport, EU driver's license.



What is a correct ID check?

An ID check is correct if the reviewer will be able to use it to check your identity. Proctorio will show you the picture that will be stored of your ID. Please make sure that:

- your name and student number are legible;
- your face is clearly visible in the photo on your ID.

If not, go back and do the ID check again.

Step by step

 ID Check!



See this [instruction video](#) by Proctorio for a demo of the ID check.

Hold your UM card up to the webcam. Proctorio will detect your UM card when placed within the target area. Position the card inside the area created by the neon green corners.

As the edges of the ID card are detected, the green lines extend to denote which sides of the ID card are being recognized. This will help you align your ID.

Some webcams will reverse the image displayed on the screen. If the motion of positioning your ID card does not feel natural, try flipping the image horizontally.

Proctorio monitors your progress getting your card in place. If it looks like you're struggling, the text will change within the ID capture zone after a few seconds. Click manual override to simply take a photo of your ID after the count-down.

Questions?

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



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