

Room scan

Step by step checklist



For some exams you will be asked to perform a room scan, at the start of your exam. The room scan provides the university with proof that your desk and room setup follows the examination guidelines.

IMPORTANT: if the room scan is missing or performed incorrectly, we cannot ascertain the validity of the exam and your result may be declared invalid!

Take your time to do the room scan properly. Your exam time will not start until after you have completed the room scan.

What is a correct room scan?

The room scan is essentially a panorama photo. It should take you about 15 seconds to do the scan. You need to make a 360-degree recording of your room, including your desk and your field of vision:

Make sure you include:

- Your desk and any items on it;
- Your field of vision during the exam;
- Your immediate surroundings;
- The area behind the webcam.



The room scan must be a clear picture so we can see what is in your room. Don't move the camera too fast or the recording will be blurry.

The SAVE button will appear after about 10 seconds. This is not an indication that the scan is complete! You can continue recording until your scan is complete, then click DONE when you are finished.

Step by step

Make sure that you followed all previous instructions, and prepared your room correctly. Just before you start the exam, Proctorio will prompt you to perform the room scan.

If using an internal camera: **disconnect the cables from your device;**

Pick it up and **turn it around**, facing away from you (i.e. you are not in the frame);

Click on **Start Scan**;

Now *slowly* move the camera across your field of vision, like you are taking a panorama photo.

If you need to, stand up and take a step back to get everything on your desk in the frame.

Put the laptop back down facing towards you;

Click on **SAVE** when you are finished

Reconnect your cables (especially the power cable!)

Questions?

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



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