

Proctored digital exams Step by step checklist



1

Prepare your computer

Preparation is key! You can take the practice exam 24/7, starting two weeks before the exam.

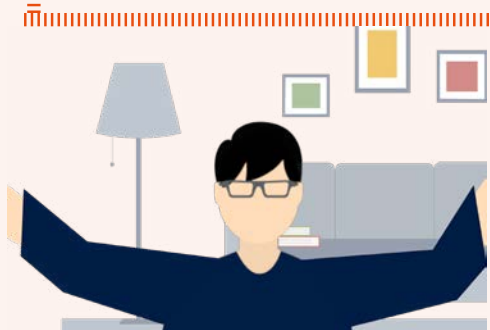
Read the information on the [UM proctoring website](#)

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

Update or download [Google Chrome](#)

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

Take the [practice exam](#) in Testvision



2

Prepare your room

Please ensure that we can make a proper recording, and that your room is suitable for taking your exam:

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, remove your watch, fitbit or other wearables.

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

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 (i6xxxxxx) and password. Contact [ICTS servicedesk](#) for assistance with your UM account.

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



4

Pre-checks

When you start the exam Proctorio will initiate the pre-checks. Just follow the instructions on your screen. The pre-checks are not part of your exam time. 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.

5

During the exam

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.

Technical problems? If your webpage freezes up, 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 prechecks again. Make sure you report what happened.

Submit the exam. When you finish the exam, click 'Ready' to submit your exam for grading. Proctorio will stop recording.

Report any irregularities. 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.

