

## Proctored pen-and-paper exams 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.

### 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, and practice using it to combine your photos or scans into a single file.

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



### 2

#### Prepare your room

Take care to position your webcam correctly, according to the instructions you received. At DKE, you must always position your webcam to the side.

**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.

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

**Set up your webcam** according to the exam instructions:

- Front camera setup:** make sure that you, your desk and hands are visible in the frame of the recording.
- Lateral camera setup:** place your webcam to your left or right, and position it so that you, your desk and your exam papers are clearly visible in the frame. See the picture below for an example.



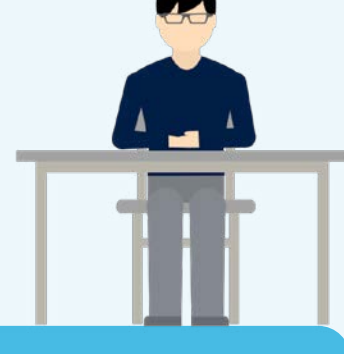
If you will be using a **scanner** to upload your answer sheets, it must be visible from the webcam (see point above), so you remain in the frame of the recording at all times.

Set a **timer or a clock** so you can monitor when the official exam time is over, and you need to start the upload. 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 (i6xxxxxx) 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.

### 4

#### 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.

### 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. Your hands must be visible.**

**Download the exam from TestVision**

On your answer sheets, make sure that you:

- Write the **page number** at the top left of each page;
- Leave room for your UM card** at the top right of each page. (See below: Submitting your exam)

**Keep an eye on the exam time:** The allowed upload time is included in the total test time, so you must stop writing when the countdown timer in TestVision indicates 20 minutes.

**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 pre-checks again. Make sure you report what happened.

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

**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.



### 6

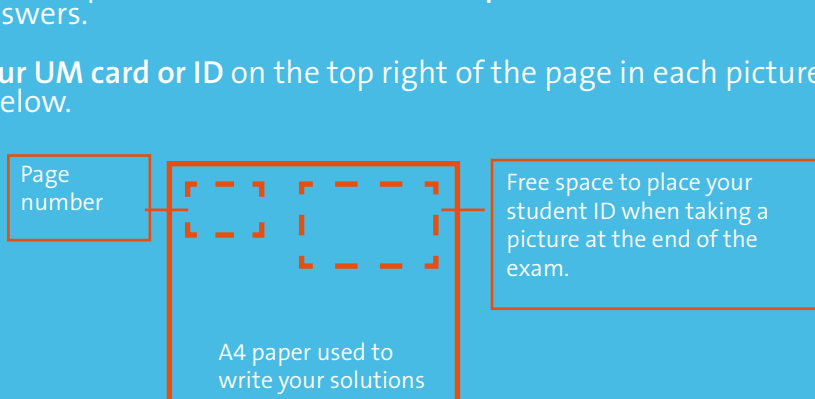
#### Submitting your exam

At the end of the official exam duration, you must **stop writing**. Set a timer to make sure you do not exceed the allowed exam time.

Indicate that you are finished by **holding each answer sheet up to the webcam** to be recorded in Proctorio.

Use your mobile phone or a scanner to **take a picture of each answer sheet** with written answers.

**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 or send them via email, depending on the instructions in your exam. Make sure you upload/ email your answers before the test time in TestVision is over. When the additional 20 minutes upload time is over, 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.

### Questions?

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

