



TAKING EXAMS WITH ONLINE PROCTORING



Behave like you normally would during an exam



Print this leaflet and keep it near your computer



Save the link to our FSW chat on your mobile in case your computer screen freezes (=tinyurl.com/fswchat)

How do you prepare for an exam with online proctoring?

At Leiden University, we use Proctorio, an online surveillance tool for exams, in combination with tests via the [Remindo](#) test application.

Online surveillance is comparable to surveillance during an exam in the exam room: with the online variant, trained surveillants check afterwards whether there have been any irregularities during the exam. Images that are labeled as unusual behavior are further assessed by the Board of Examiners. The best thing is to simply focus on your exam.

Carefully read this page, the Online Proctoring Brochure and the [Privacy Statement](#). This [website](#) contains all the information you need. Your institution and the Digital Testing team will keep you posted.

Good luck with your exams!

3 weeks before the exam

Take care of:

- a quiet area to take the exam
- stable internet (tip: use a network cable)
- a good laptop including a working webcam and microphone
- (if necessary) applying for special facilities such as extra test time
- timely registration for your exams via uSis. This is possible up to 10 days before the test
- printing this leaflet. Put it next to your computer

1 week before the exam

Make sure you:

- carefully read the instructions, brochure and the privacy statement if necessary
- have a LU card
- have the latest version of Google Chrome and the Chrome Proctorio plug-in installed
- have completed the Proctorio system check (take a practice test at ul.remindotoets.nl)
- are well prepared for the exam
- have put the link to the FSW chat in your phone in case your computer screen freezes (=tinyurl.com/fswchat)

1 hour before the exam

Make sure that:

- your roommates know when you have an exam; don't let them use too much internet data
- you put a "do not disturb" note on the door
- you have set up your test room: arrange an empty desk and good lighting, a drinking bottle, power connection and a charged laptop
- your LU card is ready near your computer
- you know the password of your ULCN account
- you are logged in in time for the start of the exam and have done the pre-checks. You can log in 30 minutes in advance. Pre-checks take approx. 5-10 min.

during the exam

Make sure you:

- do not leave your place
- do not wear glasses during the ID check (this is allowed during the exam)
- NEVER press "stop screensharing"! If necessary, use the "hide" option to not have your webcam image constantly in view
- do not click on the red buttons (house icon & 'close')
- report problems with the exam beyond your control via the FSW chat
- do not have headphones / earphones on
- do not have a smartwatch or any other electronic device, except your laptop, within reach

after the exam

You can remove Chrome and Proctorio from your computer. Proctorio no longer records your data after you have taken the exam. Perhaps you have several exams in Remindo with Proctorio, then it is useful to keep the plug-ins



Suspicious situations during online proctoring



no / unclear photo during identification



dropping out of webcam image



consulting books / notes



looking away from screen for a long time



walk out of sight / Incomplete image



use pen and paper (or other prohibited tools/devices)



reading questions / answers out loud



screenshare drop-out



use headphones / earphones



take photos / use your phone