

On campus exams with Remindo

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Introduction

The majority of exams will be assessed using *Remindo*. On this site you can find the most frequently asked questions regarding Remindo and digital testing. If you cannot find your question among them, please contact the FSW Digital Testing Helpdesk via digitaltesting@fsw.leidenuniv.nl.

If you are taking the test remotely (without proctoring software), make sure your computer and Chrome browser are up to date.

It is possible that your exam will be conducted using online surveillance services due to the form, set-up, and number of students. In that case, Leiden University uses Proctorio, a proctoring application, in combination with the Remindo test application. Click [here](#) for more information on Proctored exams.

To experience Remindo you can take a [Remindo demo test](#).

BEFORE THE TEST

Where do I have to register for the exam?

Make sure you register at least 10 days in advance for the exam in uSis. The registered exam participants must be entered in Remindo on time. If you do not register on time, you will not be able to take the exam.

Verify AND ALWAYS CONFIRM! your registration in MyStudyMap. The instructions are found [here](#). A complete overview of MyStudyMap is found [here](#).

Please note: no exception is possible!

ALL THINGS REMINDO

What is my Remindo dashboard?

The Remindo dashboard is the home page in ul.remindotoets.nl. It has a list of all your upcoming and past tests and review moments.

How can I check whether I have access to the right exam?

Check your Remindo dashboard to see what tests have been planned for you. At least 5 days prior to the exam you will be able to check whether you will have access to the correct test and whether you have been put in the correct language group. English tests always have EXAM or RESIT in the name. Dutch exams have TENT and HER in the test name. Contact digitaltesting immediately via mail if you have been mistakenly put in the wrong exam, or if one of your exams seems to be missing.

How can I access Remindo?

To start your exam, you will need to log in on Remindo: ul.remindotoets.nl

You can use your ULCN-account to log in. Click on *Log in with SURFconext* and fill in your ULCN username and password. The first time you will need to give Remindo permission to use your username.



Username (Forgotten?)

Username

Password (Forgotten?)

Password

Remember my username

[Activate account?](#)

When you have logged in you will see the Remindo dashboard with an overview of scheduled tests (=Agenda) and, if applicable, tests taken (=Test overview).

MY DASHBOARD

Welkom, [Name]
You have successfully logged in as [Name] using SURFconext

Search for keywords

Keyword(s) Filter

Sort

By date Alphabetical

Agenda

January 2021

13-01 FSW Remindo Practice - EN (Aa-Gou) ✓
Graded practice Jan 1, 2021

Test overview

[0000] FSW Proctorio Oefentoets

Exams

SOLO proctorio test Oct 1, 2020

The play button next to a test indicates the test can be taken. The play button is only shown during a certain period in which you can enter the exam.

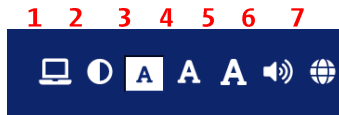
15-30 FSW Remindo + Proctorio practice test

Graded practice Jan 30, 2021

▶

How can I change settings (e.g. the font and language) in Remindo?

At the top right of the screen you have several options to change the interface. You can change these at any given point in the test.



1 = Toggle between fonts


2 = Toggle between high and low contrast

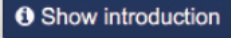
3, 4, 5 = Change the font size

6 = Read the page aloud (NB Readspeaker is only available on customized Chromebooks for special needs students)


7 = Set your language to English or Dutch

How can I start my test?

Go to your dashboard in ul.remindotoets.nl. Click the play  button. The test instructions appear. Read these carefully and then click *Click here to start* to start your test. You can always return to the

introduction text by selecting *Show introduction*  at the bottom left of your screen.

What do I do if I see a question that is incorrect or ambiguous?

Try to answer the question to the best of your ability. In some tests it is an option to leave a comment to a question. If, at the bottom left of your question, you find the *Send comment?*  button, you can leave a comment for your teacher. The teacher reads the comments after the exam has ended.

What instructions will you receive at the start of your Remindo exam?

English instructions

While taking this digital test you might run into some problems and need help. Please make contact with an invigilator by raising your hand.

Take note:

- You can always return to this text by clicking on “Show Introduction” at the bottom left of your screen.
- Answer a multiple choice question by clicking on one of the answer options (A, B, C or D).
- Answer an open-ended question by typing in your answer.
- Select “Save and continue” to go to the next question.

- Click on a question number in the bar at the bottom of the screen to go (back) to a specific question.
- Click on “Mark this question” to mark the question. For easy access the marking is visible in the list at the bottom.
- Do you have a question or comment for your teacher? Click on “Do you have a comment on this question?”
- At the top left you see a home icon; DO NOT CLICK ON THIS. You will leave the test but your time will continue running.
- At the top left, you can see how much time you have left to complete the test.
- At the top right, you can adjust the layout of the test (font and font size).
- At the top right, you can also change the system language from Dutch to English (globe icon).

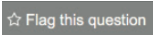
Dutch instructions

Tijdens de toets loop je misschien tegen problemen aan waar je hulp bij nodig hebt. Maak contact met een surveillant door je hand op te steken.

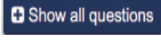
Let op:

- Je kunt altijd terug naar deze pagina door links onderin op “[Toon introductie](#)” te klikken.
- Beantwoord een multiple choice vraag door een antwoordoptie aan te klikken.
- Beantwoord een open vraag door je antwoord in te typen.
- Klik op "Opslaan en doorgaan" om verder te gaan naar de volgende vraag.
- Klik op een vraagnummer in de balk onderin het scherm om direct (terug) te gaan naar een specifieke vraag.
- Klik op “Markeer deze vraag” om de vraag te markeren, de markering wordt zichtbaar in de lijst onderaan zodat je er snel naartoe kunt.
- Wil je bij een specifieke vraag een opmerking achterlaten gericht aan je docent? Klik “Een opmerking over deze vraag?”
- Linksboven zie je een huisje; klik hier NIET op. Je verlaat het tentamen, maar de tijd loopt wel door.
- Linksboven zie je de tijd die nog over is om het tentamen te voltooien.
- Rechtsboven vind je enkele knoppen waarmee je de layout kunt bijstellen ten behoeve van leesbaarheid.
- Rechtsboven vind je eveneens een knop om de systeemtaal aan te passen: wereldbolletje.

How can I mark a question I would like to return to later?

You can easily return to a question by flagging  it. You can find this button at the bottom left of your question.

How can I have a quick look at my entire test?

You can check out your entire test by clicking on the *Show all questions*  button at the bottom left of your question.



How can I save my answers?

Your answers are saved every minute you are in Remindo. When you continue with your next question *Remindo* also saves your answer.

How do I know how much time I have left?

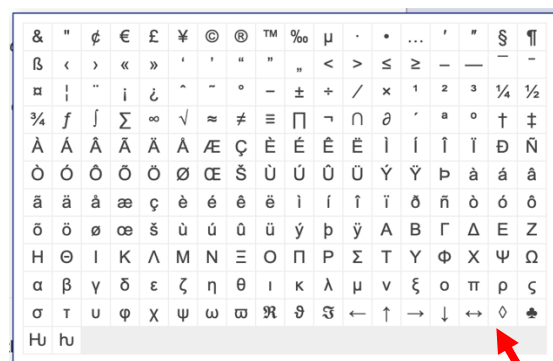
While answering a question, Remindo shows you how much time you have left in the top left corner of the screen.

How do I end my test without having answered all the questions?

The red *Close*  button at the bottom left allows you to end the test without finishing. Remindo will notify you that some questions have been left *unanswered*. At this stage you can either go back to your questions or *Finish* , leaving the test incomplete.

How can I use symbols in my answers to open questions?

In order to open the *special text characters and symbols* make sure you first activate your cursor in the text box. A blue frame and a paragraph symbol ¶ appear. Hover over the paragraph symbol to open the *special text characters and symbols*.



Which model discussed in Lecture 2 contains all of the above factors (although for some of the factors the term used in the model might be different, but mean the same)?

Word count: 0, character count: 0

Will I get extra time if I am a special needs student?

Your study advisor needs to give you permission. If permission is granted, the SSC will add the extra time to your test. Special needs provisions go into effect 11 days after the study adviser has granted them.

What if I run into problems during the exam?

While taking the test you might run into some problems and need help. Please make contact with an invigilator by raising your hand.

What if I have a question that has not been answered yet?

If you cannot find your question in this FAQ then please contact Digital Testing at digitaltesting@fsw.leidenuniv.nl.