

Proctoring Student Journey

a guide for your next online exam

Tips

- Watch the [starter video](#)
- Read the student documentation on the [University Website](#).

Hardware

- Computer / laptop
- Keyboard
- Mouse
- Webcam
- Microphone

Software

- Latest version of [Chrome](#)
- Proper internet connection (At least 1MB upload speed.)
- Install the [Proctorio plug-in](#)

Run into trouble? Go to the Proctorio support page to start a livechat.

Start live chat

Check Internet speed

1 TOOLS & SOFTWARE

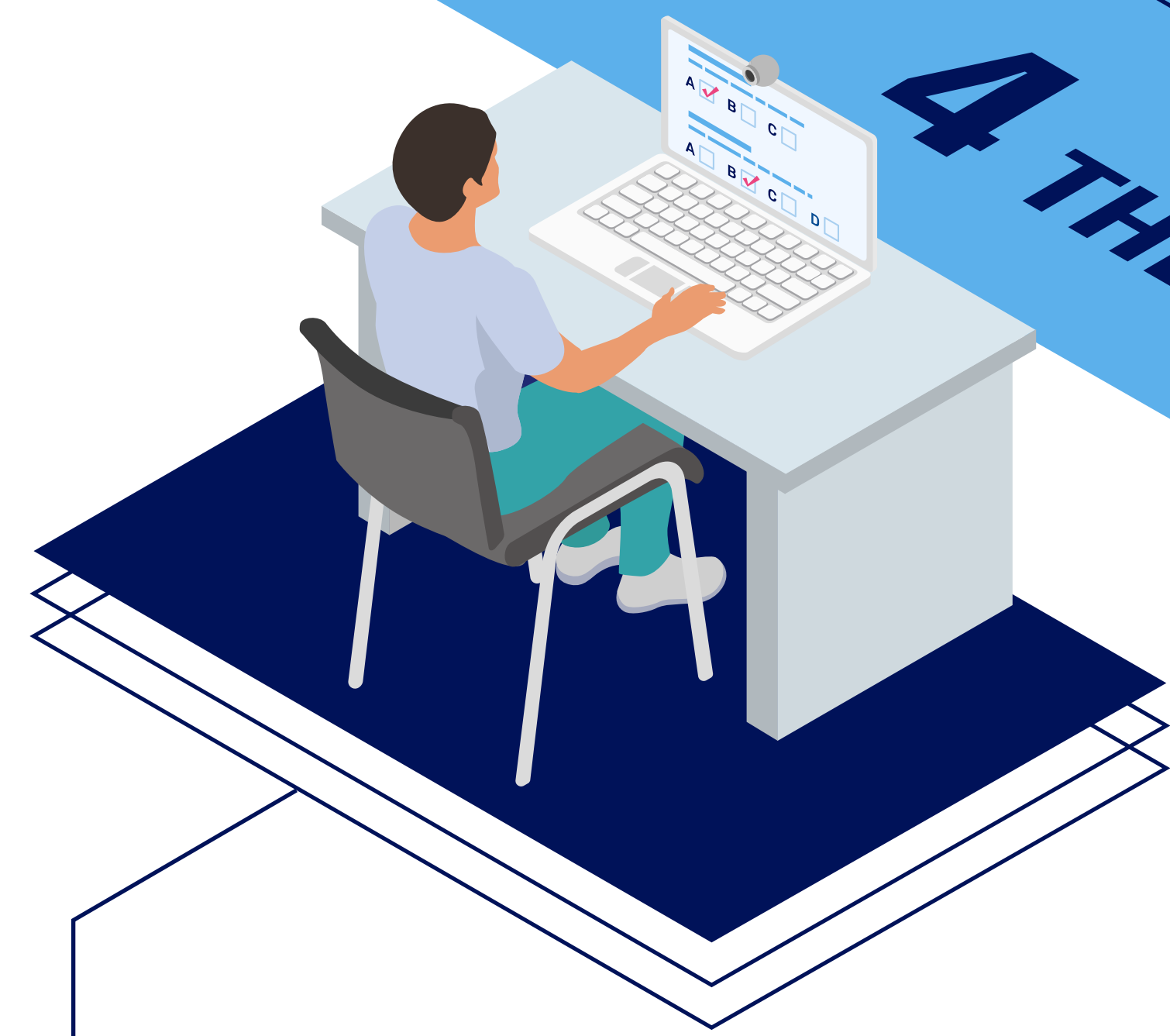
2 LEARN TO USE PROCTORIO

FAQ

Student FAQ

Privacy Statement

Proctorio Student Guide



4 DURING THE EXAM

Run into technical issues during exam?

- Contact the Proctorio Helpdesk
- Contact institute's specific ICT support
This will be communicated to you by your teacher or institute.

Proctorio Helpdesk

Check with your teacher which tools (like certain books) are allowed.

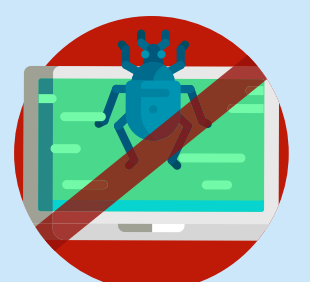
Don't have either of these cards? You can use an ID card with the ISBN number blocked.

5 AFTER THE EXAM

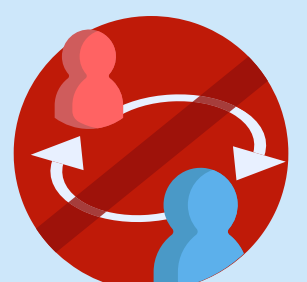
- If no suspicious behaviour occurs
Your data is deleted 2 weeks after the objection period (8-10 weeks).
- If fraud is suspected
It will be taken to the board of examiners and your data may be retained for longer.



(attempted) use of unauthorised sources & resources



(attempted) technical modifications undermine the proctoring system



Use of someone else's ID



(attempted) use of cheat sheets



student is no longer in sight of the webcam

3 PREPARE FOR THE REAL EXAM

5 Steps Preparation

1. Visibility
Must be daylight quality, preferable overhead. Source of light must not be behind you.
2. Desk & equipment
Small snacks, drink and medicine are allowed. Music-transmitting earphones/headphones are not allowed.
3. Surroundings
Inform your housemates and put a 'do not disturb' sign on your door.
4. Bathroom break
You are not allowed to leave the webcam after the exam has started.
5. Identification
This must be your LU or OV card.

Functional impairments

- Proctorio can provide larger font & extra time
Larger font can be adjusted on the platform. Extra time needs to be granted ahead of time. Check with your coordinator of studies ahead of time.
- Other facilities must be arranged by the student, read more from Fenestra Disability Centre.

Fenestra Disability Centre

Success!