Proctoring Student Journey
a guide for your next online exam

Tips
• Watch the starter video
• Read the student documentation on the University Website

Tools & Software
1. Hardware
   - Computer / Laptop
   - Keyboard
   - Mouse
   - Webcam
   - Microphone

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

3. Run into trouble?
   Go to the Proctorio support page to start a live chat.

Steps
1. Preparation
   Must be daylight quality, preferable overhead.
   Source of light must not be behind you.
   1. Visibility
   2. Desk & equipment
   Inform your housemates and put a ‘do not disturb’ sign on your door.
   3. Surroundings
   You are not allowed to leave the webcam after the exam has started.
   4. Bathroom break
   This must be your LU or OV card.
   5. Identification

2. During the exam
   • Functional impairments
     • Proctorio can provide larger font & extra time
     • Larger font can be adjusted on the platforms.
     • Extra time needs to be granted ahead of time.
     • Check with your coordinator of studies ahead of time.

3. 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.
   • Other facilities must be arranged by the student, read more from Fenestra Disability Centre.

www.centre4innovation.org

Privacy statement
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Contact institute’s specific ICT support
This will be communicated to you by your teacher or institute.

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Success!