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 technical issues during exam?
• Contact the Proctorio Helpdesk
• Contact institute’s specific ICT support

5 Steps Preparation

1. Visibility
Must be daylight quality, preferable overhead. Source of light must not be behind you.

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
Functional impairments
• Proctorio can provide larger font & extra time
• Other facilities must be arranged by the student, read more from Fenestra Disability Centre.

Check Internet speed

Hard time during exam?

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

Start live chat

Check Internet speed

Don’t have a laptop?
First ask friends & family to borrow one. Otherwise, get a laptop from Plexus/Wijnhaven.

Success!

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www.centre4innovation.org

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.

Privacy Statement

Proctorio
Student Guide

Success!