

Instructions for examiners, reviewers and students during examinations,

of the TU/e Online Proctored Examination Regulations TU/e Examination Regulations for Online Proctored Exams with an Online Proctoring System

Article 1 Duties of examiners

The examiner

- a. is responsible for setting up the digitally proctored administered exam in the test program at least 5 days before the examination date, including a cover sheet with instructions to students;
- b. appoints a substitute examiner as a contact person if the examiner cannot be present during the administration of a online proctored exam.
- c. may be replaced by a substitute examiner if necessary and shall then ensure that the said replacement is familiar with the relevant regulations and duties;
- d. shall be present online at least 30 minutes before and after the start of the examination for the proctoring coordinator;
- e. shall ensure that any reports of fraud or disruptions are handed in to the Examination Committee.

Article 2 Duties of reviewers

The reviewer

1. shall review the recording after the examination session in order to detect any irregularities. The review is based on the Review Framework for online proctored exams with Proctorio.
2. shall ensure that any reports of fraud or irregularity are handed in to the examiner and the Examination Committee.

Article 3 Instructions for students taking proctored organized examinations

Students

- a. must provide their own (laptop) computers (with properly functioning operating systems) and power cables;
- b. shall be responsible, where applicable, for ensuring that the programs that they will need during the examination are installed on their (laptop) computer;
- c. before, during and immediately after an examination, students are obliged to follow the instructions given by the Proctoring Agency and the exam cover sheet;
- d. are responsible for the necessary equipment during the examination as listed in the guide Student Instructions for online proctored exams <https://assets.studiegids.tue.nl/fileadmin/Manual%20student%20instruction%20proctoring%20for%20online%20proctored%20exams.pdf>;
- e. must establish their identity by using their campus card;
- f. must dress as though they were in a public setting;
- g. must not use headphones, ear buds, or any other type of listening equipment. Disposable ear-plugs are only allowed when shown to the webcam prior to the beginning of the examination;

- h. must not communicate with any other person by any means, except with the helpdesk through the helpdesk functionality. Must not use a phone during the administering of the exam for any reason, unless posted rules for the exam specifically permit this. These rules are included in the cover sheet;
- i. must not be out of sight of the webcam during the exam for any reason, unless posted rules for the exam specifically permit students to do so;
- j. may still be admitted to the online proctored exam during the first 15 minutes after the start of the examination. These students shall not be granted any extra time;
- k. may only use or consult such papers, books, calculators, etc. as are allowed by the examiner, as stated on the examination cover sheet;
- l. may only visit the toilet in the built-in breaks, as referred to Article 4.4 paragraph 2 of the Regulations or during self elected break, as referred to in Article 4.4 paragraph 4 of the Regulations. If the student takes a break as referred to in Article 4.4 paragraph 4 of the Regulations, the student must ensure the following:
 - orally indicate that a break will be taken in front of the camera and audible to the microphone prior to the break.
 - Proctorio (audio, video, screen) continues to operate during the break.
 - the standby settings of the (laptop) computer are adjusted so that the (laptop) computer does not enter sleep mode during a longer period of inactivity (e.g. 10 minutes).
 - not to use or attempt to use unauthorized sources and aids (such as the Internet, mobile telephone, persons) or unauthorized printed or handwritten texts or cheat sheets. If a student does so, this constitutes (suspected) fraud and Article 3.2 paragraphs 3 and 4, as well as Article 8.1 of the Regulations are applicable.
- m. Must report unexpected disturbances that can be interpreted as an irregularity within 24 hours to examsonline@tue.nl or through the webform <https://studiegids.tue.nl/studeren/corona/webform-online-exams>.
- n. May eat and drink (e.g. a bottle of water and/or snack. Full meals, loaves of bread and fruit baskets are not permitted).

Article 4 Instructions for students having to upload a photo of a written answer on paper

1. Students must hold up all papers that are used to answer the questions of the exam in front of the webcam (both sides) before the exam starts. All papers must be completely blank.
2. Students must answer all questions of the exam. For questions where they are asked to upload a file with a handwritten solution, students can answer the question on paper. Students must write down their student ID on each page. Students must not upload anything, before they have finished answering all the questions.
3. Students are not allowed to adjust answers after the photos of the answers are taken. This will be checked afterwards by the reviewer. It will be considered fraud if students adjust any answer after having taken photos with their phones. Students are advised to take at least 10 minutes to follow the instructions mentioned in paragraphs 4 to 7, to complete the whole process.
4. Students must show all their worked-out solutions to the webcam. Students must make sure they are visible for at least 2 seconds and written in blue or black ink.
5. Students must take a picture of all the worked-out solutions with their mobile phones. Students must send these pictures to their personal TU/e email.
6. Students must go to their TU/e email on their laptop and download the files that students just sent to themselves. Students can check the quality of the images and adjust the name of the file, so they know where to upload which picture in their assessment (i.e. the worked-out answer to that question).
7. Students must navigate to the right question and upload the pictures in the corresponding answer box.
8. In the case of a failed upload students may submit their uploads within an hour. Students receive instructions for this at the end of the exam, in accordance with Appendix 2.

Article 5 Final considerations

For any matters not discussed in these instructions, the examiner shall contact the examination coordinator.