

Appendix 2

Cover sheets for online proctoring

Dear student,

You're about to take an online exam. Please read the following information carefully:

Course Name:		Course Code	
Date:			
Start Time	Part A: Part B:	End Time:	Part A: Part B:
Number of questions		Part A: Part B:	
Maximum number of points/distribution of points over questions:		Part A: Part B:	
Method of determining final grade:			
Answering style: formulation, order, foundation of arguments, multiple choice:			

Set-up of the exam (*delete non-applicable text*)

Templates 1 & 2

- The exam will consist of **2** separate parts, that will be started at the scheduled time.
- During each exam you may scroll back to earlier answered questions within one part, but you can NOT scroll back to questions in part 1 after starting part 2.

Templates 3 & 4

You are allowed to take a short toilet break, but only after the first 90 minutes of your exam. After 90 minutes, you can take a short toilet break at any point before the end of the exam.

Make sure you report this break verbally during the exam.

Do's	Don'ts
Take a short break (if needed) after the 90-minute mark of roughly 5 minutes	Discuss the exam content with anyone during the exam and/or during the break
Announce that you are going to take your toilet break and announce when you return to the test	Leave without announcing first
Leave Proctorio (audio, video, screen) running while you take your break	Close the exam environment during the break

Note: Please make sure your computer standby settings are set so that your computer will not go to sleep after a prolonged period of inactivity (e.g., 10 minutes)!

Permitted items

- The following items are permitted: (*to be filled in by examiner*)
 - Student ID
 - Books

- Paper, separate sheets, completely blank at the start of the exam
- Pens
- Calculators (manual) (*examiner: specify basic or scientific if applicable*)
- Accessible internet pages,
- Specific programs that may run on the computer:
- **Phone in flight-mode (*Templates 1 & 2*)**

You must complete a webcam scan of the room where you take the exam.

Exam location requirements:

- The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
- You must sit at a desk or table cleared of all objects.
- The area (surfaces, walls, ceiling, etc.) around you must not have any writing or cheat sheets.
- You must be alone in the room.
- Your room must be as quiet as possible. Sounds such as music or television are not permitted.

***The following text (up to “Do not panic...”)* only applies to Templates 1 & 3**

- Make sure you have a phone available (in flight mode)

Uploading answers:

- Make sure you have a phone available for making pictures of written answers.
- Make sure that you know how to transmit your pictures to your computer in order to be able to upload
- We advise to start uploading when you have finished the entire exam, but you must start taking pictures and uploading at ___ (*to be filled in by examiner*) latest to be able to submit your exam before ___ (*to be filled in by examiner*)

Instructions for file uploads:

Caution: *These instructions have been designed to limit fraud. Follow these instructions carefully to avoid suspicion of fraud.*

Note: Write in a black or blue pen.

Step 1: Hold up all papers that you will be using to answer the questions of the exam in front of the webcam (both sides) before the exam starts. All papers must be completely blank.

Step 2: Answer all questions of the exam. For questions where you are asked to upload a file with a handwritten solution, you can answer the question on paper. Remember to write down your student ID on each page and the number of pages on each page (e.g. 1/2; 2/2). Do not upload anything before you have finished answering all the questions!

Once you have finished answering all the questions, please continue with step 3. You are not allowed to adjust answers after you have taken photos of the answers. This will be checked afterwards by a reviewer. It will be considered fraud if you adjust any question after having taken photos with your phone. Take at least 10 minutes for the last steps to complete the whole process.

Step 3: Show all your worked-out solutions to the webcam. Make sure they are visible for at least 2 seconds.

Step 4: Take a picture of all your worked-out solutions with your mobile phone.

Step 5: Send these pictures to your personal TU/e email or transfer the files to your computer by using a cable.

Step 6: If you transferred the files to your email, download the files that you have just sent to yourself. You can check the quality of the images and adjust the name of the file, so you know where to upload which picture in your assessment (i.e. the worked-out answer to a particular question).

Step 7: Navigate to the right question and upload the file(s) in the corresponding answer box.

Step 8: Save the original paper on which you created the answers.

Do not panic if you were not able to upload all your files for any reason. At the end of the exam, you will receive instructions on how to solve this issue. Only make sure you follow the instructions given.

Important:

- Examinees are only permitted to visit the toilets if there is a built-in break.
- Examination scripts (fully completed examination paper, stating name, student number, etc.) must always be filled in and/or uploaded according to the instruction.
- The instructions of examiners and proctoring agency must be followed.
- No pencil cases/breadboxes are permitted on desks: your desk should be clean.
- No use of headphones, earbuds, or any other type of listening equipment is permitted, disposable earplugs are only allowed when shown to the webcam prior to the examination.
- If during the exam the use of paper is allowed, show the empty sheets at the start of your exam.
- Do not communicate with any other person by any means, except with the helpdesk through the helpdesk functionality of the Proctoring Agency.

During the online proctored examinations, the following actions will, in any case, be deemed to constitute fraud or attempted fraud:

- Use or attempted use of unpermitted sources and resources, such as the internet or mobile phone.
- Use or attempted use of unpermitted printed or handwritten documentation or cheat sheets.
- The student is no longer in sight of the webcam or has switched off the microphone, while taking the exam, insofar as this takes place outside the (possible) authorized built-in break.
- (attempted) technical modifications that undermine the proctor system.

Support:

If you want to indicate whether unwanted disturbances occurred that might be registered as an irregularity, or if your exam does not go as expected due to technical problems that hindered your exam (for example power failure in the region), you can report this within 24 hrs to the Examination Committee via the Webform Online Exam via <https://educationguide.tue.nl/studying/corona/webform-online-exams/>.

You can start the exam now, good luck!