

# Instructions for students during the Digital Interim Assessment Moments with STEP for BC 2.0 at CE&C

## **Article 1 – Instructions for students**

1. The student can have the laptop checked during their allocated time slot for digital test instructions, which are planned in the first week of the academic year in the DIAMS room. If the student has had the check performed, and the STEP-stick does not work with the student's laptop, the student has a right to a loan laptop to take a DIAMS test. The student has a right to a loan laptop for the full academic year.
2. Before taking a seat in the DIAMS room, students have to show their campus card (or other valid means of identification) to the invigilator to check their registration on the attendance list and to receive a STEP-stick.
3. Students may not leave the DIAMS room within 15 minutes after the start of the DIAMS session.
4. After the start of the DIAMS session is announced by the invigilator, the students are allowed to start with a DIAMS test; the students are allowed to boot their laptop with the STEP-stick before the start of the DIAMS session.
5. Students must bring their own writing and drawing materials. Rulers, compasses and set squares are permitted for drawings. The invigilator shall provide scrap paper.
6. Students may not use a calculator; in case a calculator is required, a calculator will be provided in the with the STEP-stick booted environment on their laptop.
7. Students may not use a mobile telephone or any other electronic equipment (communication, storage and/or display devices) during a DIAMS session. Students must turn off their mobile phones (and other communication, storage and/or display devices) and store them in a bag. This bag must be closed. Pencil cases must also be stored in a bag. If the student does not have a bag, the mobile phone etc. must be handed in to the invigilator.
8. Students may not visit the toilet without permission of the invigilator. No more than one student may leave the DIAMS room at the same time to visit the toilet.
9. If the student would like to leave the DIAMS room more than 15 minutes after the start of the DIAMS session, the student has to close the laptop and disconnect the STEP-stick, and asks the invigilator to come collect the STEP-stick and scrap paper before being allowed by the invigilator to leave the DIAMS room.
10. Students may not leave their seats or talk to each other at the end of the DIAMS session until all the STEP-sticks and scrap paper is collected by the invigilator.