Appendix 1 (associated with Articles 1.3, 3.2, 4.5 and 5.4 of the Regulations)

**Instructions for examiners, live proctors, reviewers and students during examinations,**

of the TU/e Regulations for online proctored examinations using an online proctoring system Pruefster

Article 1 Duties of examiners

The examiner

1. is responsible for setting up the online proctored exam in the assessment system at least 5 days before the exam date, including a cover sheet with instructions for students;
2. appoints a deputy examiner as the contact person if the examiner cannot be present at the time of administering an online proctored examination.
3. may be replaced by a deputy examiner if necessary, and shall then ensure that said deputy is familiar with the relevant regulations and duties;
4. should be present for the proctored coordinator at least 30 minutes before and after the examination begins;
5. Ensures that any reports of fraud or irregularities are passed on to the examination committee.

Article 2 Duties of reviewers

The reviewer

1. reviews the recordings after the examination session to detect any fraud and irregularities. The review is based on the Review Framework for online proctored examinations.
2. Ensures that any reports of fraud or irregularities are communicated to the examiner and the examination committee.

Article 3 Tasks of the live proctor

The live proctor:

a. identifies students by means of their campus card or other proof of identity as referred to in the Central Examination Regulations;

b. watch live and monitor for suspicions of fraud during the administration of the examination;

c. reports on the basis of Article 3.2 paragraph 4 and Article 4.1 of the Regulations in case of suspicions of irregularities/fraud within the system of the Proctoring Agency of which the live proctor is an employee;

d. ensures that reported reports are transparent to the reviewer;

e. acts as a troubleshooter[[1]](#footnote-2) and handles unforeseen incidental problems ad hoc with the student through available means of communication (live chat).

Article 4 Instructions for students taking online proctored examinations

Students

1. must provide their own (laptop) computers (with functioning operating systems) and power cords;
2. are responsible, if applicable, for ensuring that the programs they need during the examination/final test are installed on their (laptop) computer;
3. are required to follow the instructions of the Proctoring Agency and the cover sheet before, during and immediately after an examination;
4. are responsible for the necessary equipment during the examination as stated in the Student Instruction Manual concerning Proctoring: <https://educationguide.tue.nl/programs/testing-and-assessment> https://educationguide.tue.nl/programs/testing-and-assessmentand https://educationguide.tue.nl/programs/testing-and-assessment/testing-system
5. should identify themselves using their campus card;
6. should dress as if they are in a public place;
7. may not use headphones, earplugs or other types of listening devices. Disposable earplugs are allowed only if shown to the webcam before the start of the exam;
8. may not communicate with any other person in any way except with the Proctoring Agency via the chat function. Students may not use a second screen, cell phone, smartwatch and/or other communication, storage and/or display devices while taking the exam for any reason, unless communicated instructions for the exam specifically permit it. These instructions are listed on the cover sheet;
9. may not be out of view of the webcam with their face during the exam for any reason, unless communicated instructions for the exam specifically permit this;
10. may be admitted to the online proctored examination during the first 15 minutes after the examination begins. These students will not receive additional time;
11. may use or consult only those papers, books, calculators, etc. authorized by the examiner, as listed on the cover sheet;
12. may visit the restroom only during built-in breaks, as referred to in Article 4.4. paragraph 2 of the Regulations, or during the self-introduced break, as referred to in Article 4.4. paragraph 4 of the Regulations.

 When the student takes a break, as referred to in Article 4.4 paragraph 4 of the Regulations, the student must:

- verbally announce that the break will be taken before the camera/microphone, immediately prior to the break.

- leave audio, video, screen on during the break.

- set the standby settings of the (laptop) computer so that the (laptop) computer does not go into sleep mode after an extended period of inactivity (e.g. 10 minutes).

- not use, nor attempt to use, sources and aids that have been designated as unauthorized by the examiner (such as artificial intelligence tools, internet, cell phone, and/or other communication, storage or display devices ) and unauthorized printed or handwritten texts or cheat sheets. If a student does so, then there is (suspected) fraud and Article 3.2 paragraphs 3 and 4, as well as Article 8.1 of the Regulations apply.

1. should in case there are unexpected disruptions that could be seen as an irregularity, report it within 24 hours at proctoring@tue.nl examsonline@tue.nl.
2. may eat and drink (such as a bottle of water and/or a snack. In contrast, full meals, loaves and fruit baskets are not allowed).

Article 5 Instruction how to upload documents for students

1. Students must show all papers they use to answer the questions by holding them in front of the webcam (both sides) before the exam starts. All papers must be completely blank.
2. Students must answer all questions on the exam. If asked to upload a document with a handwritten answer, students may write their answer to the question on paper. Students must include their student number on each page. Students can upload the documents only after they have answered all questions on the exam.
3. Students may not edit their answers after taking pictures of the answers with their phone's camera. This will be checked afterwards by the reviewer. If students adjust answers after grabbing their phones, this is considered fraud. Students are advised to allow at least 10 minutes to follow the instructions mentioned in paragraphs 4 through 7 to complete the entire process.
4. Students must show the elaborations of their solutions (on paper) in front of the webcam. Students must ensure that these elaborations of the solutions can be seen for at least 2 seconds and are written with a blue or black pen.
5. Students should take a picture with their cell phone of all the worked out solutions on paper. Students should send these photos to their personal TU/e email address.
6. Students should go to their TU/e email inbox on their laptop to download the documents they just sent to themselves. Students should check the quality of the pictures and rename the document so that students know where to upload the pictures (i.e., the worked out solution to that question) in their assignment.
7. Students must go to the appropriate question to upload the relevant photo/documents in the corresponding answer field.
8. Students may submit their uploads within 1 hour in case of an unsuccessful upload. Students, as follows from Appendix 2, will receive instructions for this at the end of the exam.

Article 6 Final Considerations

For all matters not discussed in these instructions, the examiner will contact the digital exam coordinator.

1. Someone to help solve (technical) problems. First-line support. [↑](#footnote-ref-2)