

# Instructions for reviewers and applicants during selection tests

## Article 1 Duties of reviewers

### The reviewer

- a. reviews the recording after the selection test session in order to detect any fraud and irregularities. The assessment is based on the Review Framework for online proctored selection tests;
- b. shall ensure that any reports of fraud or irregularity are communicated to the selection committee.

## Article 2 Instructions for applicants taking online proctored selections tests

### Applicants

- 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 selection test are installed on their (laptop) computer;
- c. before, during and immediately after a selection test, applicants are obliged to follow the instructions given by the Proctoring Agency and the requirements of the selection test;
- d. are responsible for the necessary equipment during the selection test as listed in the guide determined by the degree program and provided to applicants;
- e. must establish their identity by using their identity card, like passport or ID-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 selection test;
- h. must not communicate with any other person by any means, except with the Proctoring Agency through the chat function. Must not have a second screen or use a phone or other means of communication, storage and/or display devices during the administering of the selection test for any reason, unless posted rules for the selection test specifically permit this. These rules are included in the cover sheet;
- i. must not remove their head from the sight of the webcam during the exam for any reason, unless posted rules for the selection test specifically permit applicants to do so;
- j. may be admitted to the online proctored selection test during the first 15 minutes after the start of the selection test. These applicants shall not be granted any extra time;
- k. may only use or consult such papers, books, , etc. as are allowed for the selection test;
- l. may not visit the toilet during administration of the selection test.
- m. must report any case of unexpected disruptions that can be viewed as an irregularity within 24 hours via [selection@tue.nl](mailto:selection@tue.nl)

### Article 3 Final considerations

For any matters not discussed in these instructions, the reviewer shall contact the selection test coordinator. The reviewer shall note this in the evaluation form.