## Taking an exam with

# Online proctoring



For online examination, you take an exam from home using your own laptop or computer. To ensure that this runs smoothly, online supervision is held during the exams. EUR works with the software of "ProctorExam".



### Start your exam

To start your exam, open the examination software ANS via ans.app. Here you will be guided through the steps for starting the exam.

#### Act as if it's a regular exam

Be quiet and make sure there are no background noises, such as music. If you use a **headset as a microphone**, put it on your desk. It will otherwise be regarded as fraud.

#### Start in time!

Make sure you log in at least 15 minutes before the start to go through the final checks and set-ups.



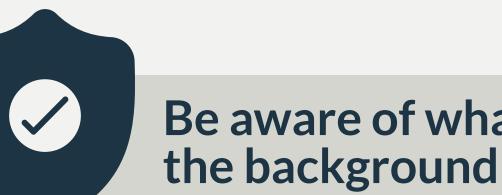
#### Using the chat

Use the chat function of ProctorExam for technical questions about the software or for questions related to the exam. You can find the chat button in the lower right corner of your screen.



## Stay in place during your exam

You cannot move away from the frame. Make sure everything is ready in advance.



## **Extra tip** Be aware of what is visible in

For your **privacy**, make sure pictures and personal items are out of sight during the exam.

## + Extra tip



#### Go to the toilet before the exam!

You cannot go to the toilet during the exam.





Drinks are allowed, but only in a **bottle without** label. Food is also allowed, but make sure there are no labels on the food.



## + Extra tip

"Silence, do not disturb!" Hang a **sign** on the door. **No other** people may be present in the room during the examination.

## Prepare your workplace

Provide a well-lit and empty work surface. Check in advance which auxiliary materials you may use during the exam.

#### Finished with the exam?



First submit the exam within the exam application ANS.



Done? Then click on "finish exam" at the **top** right corner of your screen to complete the online proctoring.

More information on online proctoring can be found at MyEUR in the FAQ.

Do you have additional questions about online proctoring, contact proctoring@eur.nl

