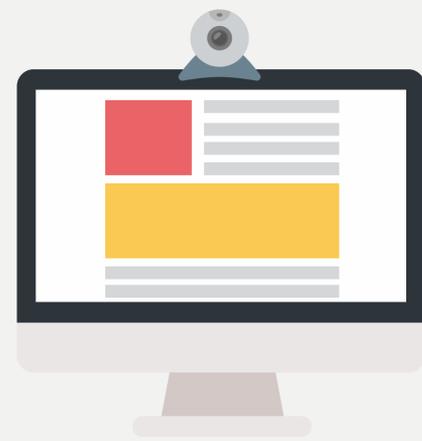


# A quick guide to

# Online proctoring



Online proctoring means the students will be remotely supervised during the examination. This is done by asking the students to identify themselves prior to the examination and subsequently make a recording via the screenshare, webcam and microphone of their device.

## What is online proctoring?

### When to use

Online proctoring can be used in the context of digital examinations - in combination with examination software like ANS.



### The software: ProctorExam

ProctorExam records screen images, video and sound from the students' computer during the exam. The student needs to have Google Chrome and the ProctorExam extension installed.



## What does it look like from a student perspective?

### Starting the exam

15 minutes prior to the start of the exam students log-in directly into the examination software ANS and will be guided through the online proctoring process and set-up.



### Monitoring

The recordings of the exam will be monitored for irregularities. Suspicious behaviour is flagged and reviewed by human proctors after the exam. Any cases of fraud will be sent to the Examination Board.

### Privacy protocol

The EUR has signed a processor agreement with the supplier and has executed a DPIA to see how data are handled and to minimize the risks. For more information on privacy, please click [here](#).



### Recorded data

Recorded data will solely be used for the purpose of online monitoring and supervising. The data will be deleted after 12 weeks if no irregularities are found.

## What is my role in the process?

### During the exam

Make sure you're easily accessible for questions during the exam and discuss with TEO on which medium you'll be reached (MS teams or proctoring chat).



### Communication

Depending on your faculty's processes, communicate with your students about the exam. Inform students which auxiliary materials they can use (pen/paper, books, food/drinks with no labels).

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

Do you have additional questions about online proctoring, contact your faculty contact person.

