

A quick guide to

Online proctoring

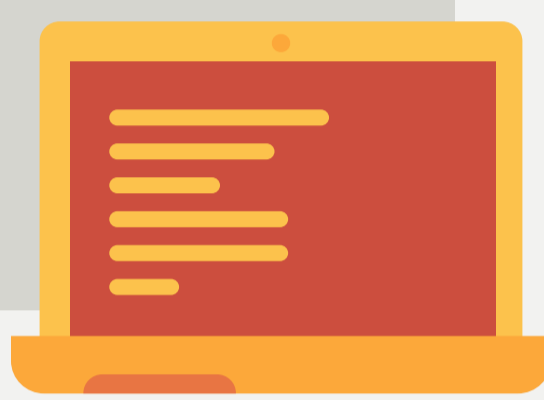


Online proctoring means the students will be remotely supervised during the examination. This is done by asking the students to identify themselves prior to the examination and subsequently make a recording via the monitor, webcam and microphone of their device and the camera of their mobile phone as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

What is online proctoring?

When to use

Online proctoring can be used in the context of digital examinations - in combination with examination software like Remindo or TestVision, for up to 100 students.



The software: ProctorExam

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



What does it look like from a student perspective?

Emails

Students are sent several emails about the online proctoring process. One of these will be sent after the system check is completed and contains **the link to start the exam**, thus is very important.



System check

In one of the emails the students are asked to perform a system check. The system check ensures that the computer or laptop and the phone which the student wants to use during the test is suitable for proctoring.

Starting the exam

On the day of the exam the students open the link to the exam and perform the identity check. They will be forwarded to the digital exam after completing this check.



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. If there are no irregularities found, the data will be deleted after completion of the exam.

What is my role in the process?

Before the exam

1. Contact faculty key-user/LI-team to set-up the exam with the use of online proctoring.
2. Inform the faculty scheduler that your digital exam will be taken via online proctoring.



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).

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 (mail, phone, chat). By exception, you can also be present in the ProctorExam chat.



Other roles

- Faculty scheduler makes sure TEO registers exam
- Team Examination Organisation sends emails to students about software, adds students to exam, is present in the chat during the exam, and checks the exam footage

More information on online proctoring can be found at MyEUR in the FAQ. Or contact your faculty's LI-team or key-user for additional documentation.

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

