For an online exam, you take a test 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 link in the email that you received from ProctorExam after the systemcheck. This link will guide you 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.

**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.

**Have your student card ready!**

**Drinks and food**

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

**Prepare your workplace**

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

**“Silence, do not disturb!”**

Hang a sign on the door. No other people may be present in the room during the examination.

**Finished with the exam?**

- First finish the exam within the test application.
- Done? Then click on "finish exam" at the top right corner of your screen to complete the online proctoring. Always finish your exam in this order!

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.