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.

**Be aware of what is visible in the background**
For your privacy, make sure pictures and personal items are out of sight during the exam.

**Have your ID 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.

**Finishing 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.