Appendix 1 (see Articles 3, 6, 7 and 11)

Instructions for examiners, reviewers and students during examinations,

of the TU/e Online Proctored Examination Regulations TU/e Examination Regulations for Proctored ExamOnline Proctored Exams with an Online Proctoring System

Article 1 Duties of examiners
The examiner

1. is responsible for setting up the digitally proctored administered exam in the test program at least 5 days before the examination date, including a cover sheet with instructions to students, and a final question that students can use to mention any disturbances that might be registered as an irregularity;
2. appoints a substitute examiner as a contact person if the examiner cannot be present during the administration of an online proctored exam.
3. may be replaced by a substitute examiner if necessary and shall then ensure that the said replacement is familiar with the relevant regulations and duties;
4. shall be present online at least 30 minutes before and after the start of the examination for the proctoring examination coordinator;
5. shall ensure that any reports of fraud or disruptions are handed in to the Examination Committee.

Article 2 Duties of reviewers
The reviewer

1. shall review the recording after the examination session in order to detect any irregularities;
2. shall complete any reports of fraud or irregularity with the written comments by students, if provided at the end of their test.
3. shall ensure that any reports of fraud or irregularity are handed in to the examiner.

Article 3 Instructions for students taking proctored organized examinations
Students

a. must provide their own (laptop) computers (with properly functioning operating systems) and power cables;
b. shall be responsible, where applicable, for ensuring that the programs that they will need during the examination are installed on their (laptop) computer;
c. before, during and immediately after an examination, students are obliged to follow the instructions given by the Proctoring Agency and the exam cover sheet;
d. are responsible for the necessary equipment during the examination as listed in the guide Student Instructions for online proctored exams;
e. must establish their identity by using their campus card;
f. must dress as though they were in a public setting;
g. must not use headphones, ear buds, or any other type of listening equipment. Disposable ear-plugs are only allowed when shown to the webcam prior to the beginning of the examination;
h. must not communicate with any other person by any means, except with the helpdesk through the helpdesk functionality. Must not use a phone during the administering of the exam for any reason, unless posted rules for the exam specifically permit this. These rules are included in the cover sheet;

i. must not be out of sight of the webcam during the exam for any reason, unless posted rules for the exam specifically permit students to do so;

j. may still be admitted to the online proctored exam during the first 15 minutes after the start of the examination. These students shall not be granted any extra time;

k. may only use or consult such papers, books, calculators, etc. as are allowed by the examiner, as stated on the examination cover sheet;

l. may only visit the toilet in the built-in breaks.

m. answer the question at the end of the exam to indicate whether disturbances occurred that might be registered as an irregularity.

Article 4 Instructions for students having to upload a photo of a written answer on paper

1. Students must hold up all papers that are used to answer the questions of the exam in front of the webcam (both sides) before the exam starts. All papers must be completely blank.

2. Students must answer all questions of the exam. For questions where they are asked to upload a file with a handwritten solution, students can answer the question on paper. Students must write down their student ID on each page. Students must not upload anything, before they have finished answering all the questions.

3. Students are not allowed to adjust answers after the photos of the answers are taken. This will be checked afterwards by the reviewer. It will be considered fraud if students adjust any answer after having taken photos with their phones. Students are advised to take at least 10 minutes to follow the instructions mentioned in paragraphs 4 to 7, to complete the whole process.

4. Students must show all their worked-out solutions to the webcam. Students must make sure they are visible for at least 2 seconds.

5. Students must take a picture of all the worked-out solutions with their mobile phones. Students must send these pictures to their personal TU/e email.

6. Students must go to their TU/e email on their laptop and download the files that students just sent to themselves. Students can check the quality of the images and adjust the name of the file, so they know where to upload which picture in their assessment (i.e. the worked-out answer to that question).

7. Students must navigate to the right question and upload the pictures in the corresponding answer box.

Article 5 Final considerations
For any matters not discussed in these instructions, the examiner shall contact the examination coordinator. The examiner shall note this in the evaluation form.