Instructions for OnCourse

**STEP 1: LOG IN**

1. Make sure you use your Google Chrome browser.
2. Log in to exam.oncourse.tue.nl and click on ‘Sign In’.
3. Enter OnCourse via ‘Login’ and enter your TU/e credentials.

**Important**

USERNAME = the number that starts with the year (e.g. 2019xxxx), not your email address.

Please do not log in with your email address. After three invalid login attempts, your account will be locked.
**STEP 2: PREPARATION TO TAKE THE ASSESSMENT**

1. On your dashboard, click on the course (left side of the menu).

2. Select the name of the exam you are going to take.

3. Click on ‘Attempt Quiz Now’.

**STEP 3: EXECUTE PROCTORIO PRECHECKS**

Follow the proctoring instructions:

1. If you have not installed the Proctorio Chrome extension yet, you are required to install the extension. You can find the extension at: [https://getproctorio.com/](https://getproctorio.com/). Please note that this is only possible if you are using Google Chrome as a web browser.

2. Read the ‘Before you begin’ page carefully.
3. Perform the system diagnostics test. Make sure you allow use of your webcam and microphone. **Note:** this might take a while.

![System Diagnostics Test](image)

4. If the system diagnostic test identifies a problem, instructions will appear. Follow the instructions and click on 'Re-Test'.

![System Diagnostics Test](image)

5. Click on the screen that you are going to use and click on 'Share'.

![Share your entire screen](image)

6. When you pass the initial system checks, you will see the screen below. Click 'Next' if you are ready.

![System Diagnostics Test](image)
7. The system will ask to take a picture of you and your TU/e campus card. Follow the instructions.
8. You’ll be asked to test your webcam to verify if this is working correctly.

9. You will be asked to execute a room scan to show your exam environment. You are responsible for executing this room scan properly, so the reviewer can later see the whole room. There are two ways in which you can be asked to perform this room scan.

10. Finally, you will be asked to agree with the terms of Proctorio. After that, you can start the exam.
STEP 4: FINISH THE EXAM AND LOGOUT

- At your last question, you will see the option ‘Finish Attempt’.
- Click on ‘Submit all and finish’ to complete the submission of the exam.

⚠️ Important
Don’t log out before clicking on ‘Submit all and finish’ to confirm the submission of your exam.

- You can logout and close your browser.
- Proctoring will stop as soon as you finish the exam.

Did your exam not go as hoped due to technical problems or unexpected events? If so, please report this to your examination committee within 24 hours after your exam via examsonline@tue.nl.