

## TESTS AND ASSESSMENTS PROTOCOL ONLINE REMOTE FOR STUDENTS 2022-2023

### BEFORE THE TEST

#### → Ensure that you are enrolled for the interim exam

Students are automatically enrolled for the first tests belonging to the course of education first followed.

Each (academic) year, the student will have two opportunities to pass an interim exam. For exam resits (and in the event that a course module has to be retaken in a later academic year), students must enrol themselves. In these cases, students must enrol within the enrolment period through [www.sis.hva.nl](http://www.sis.hva.nl). The enrolment period may differ for different resits and can be found at [www.mytimetable.hva.nl](http://www.mytimetable.hva.nl).

External (non-AUAS) minor students who do not have access to the enrolment system must report this before the close of the enrolment period to the contact person for Minors, who will consult with the examinations coordinator.

In the case of problems with enrolment and termination of enrolment for interim exams, the students can contact the Servicepoint at the class location or online prior to the close of the enrolment period [www.hva.nl/digitalservicepoint](http://www.hva.nl/digitalservicepoint).

In the event of a payment arrears and consequently blocked AUAS account, no interim exams can be taken.

#### → Workspace and internet connection

Ensure that you have a good workspace with a stable internet connection. Report promptly to the programme if this is not available. Make sure you know your AUAS log-in details, which consist of your AUAS-ID and password.

#### → Privacy statement

The online proctoring privacy statement contains information on the assurances of your privacy in relation to online testing with proctoring. Also see this link: [ONLINE EXAMS FROM HOME \(PROCTORIO\)](#).

#### → Mock exams

Take the mock exam in good time so you are familiar with Proctorio and the test application TestVision that will be used in the real exam.

#### → Student ID card

Prove your identity for an online test using a student ID card and **NOT** another ID card ([STUDENT ID CARD](#)).

#### → Being late

Irrespective of the remaining time in TestVision, the test will end when the test time minus 20 minutes has expired. N.B.: you are no longer entitled to the full test time and the test will end the moment the test time expires, irrespective of the time remaining indicated on your screen.

#### → Logging in in TestVision

Log in in TestVision; the test will be visible one hour ahead of the exam. N.B.: if you can't see the test, contact an employee of the Examination Organisation immediately through [Exam support \(hva.nl\)](#) (LiveChat).

**→ Extended test time**

Students eligible for extended test time (Dutch: TTV) owing to dyslexia or another reason, must apply for the extended test time before the deadline through the digital Servicepoint. The deadlines for application are stated under 'Extended test time' in the AZ list on AUAS web ([ADDITIONAL EXTRA TIME](#)).

**→ Declaration**

By participating in the test, you declare that you are taking the test yourself, independently. This means that you may not cooperate with anyone else in any way whatsoever on the test. Any suspicions of fraud and/or plagiarism will be reported to the examinations board.

**DURING THE TEST**

**→ Mobile telephone**

Your mobile telephone must be switched off and put away.

**→ (Smartwatch) watches and earphones**

It is not permitted to wear a smartwatch, watch or earphones.

**→ Toilet**

It is not permitted to visit the toilet during the test.

**→ Fraud**

All forms of fraud detected are reported to the examinations board.

**→ IP address**

Your IP address will be monitored during the test; this data will not be retained, unless there are indications of fraud, in which case the name of the student associated with the IP address will be noted and passed on to the examinations board.

**→ Support**

Immediately before, during and immediately after the test, AUAS employees can be reached directly through a chat application [Exam support \(hva.nl\)](#) (LiveChat). Always consult LiveChat for help during the test; in the event that you have not reported in LiveChat within the first 20 minutes, you will be seen as a late arrival and you will not be permitted to take part in the test.

**→ Saving the file in an upload test**

Save the file right at the start and change the file name as stated in the instructions for the test. N.B. also save the file regularly during the test.

**→ Concrete questions**

If you have any concrete questions about the test, report this in LiveChat.

**→ Before the time expires**

In TestVision, a timer counts down equal to the test time, or a little longer if it's an upload test. Upload the file in TestVision promptly, as you must do this before the time runs out. The remaining time will also be announced in the room to make you aware of the end of the test. Make sure you always save the file and upload it before the time expires in TestVision.

## **AFTER THE TEST**

### **→ Handing in**

Once you are finished, you can hand the test in. To do this, follow the instructions you were given prior to and upon commencement of the test.