

# Manual Step-by-step Instructions for TestVision and Proctorio

## Contents

- Step 1: Log in ..... 1
- Step 2: Start the exam ..... 1
- Step 3: execute Proctorio prechecks..... 1
- Important ..... 2
- Support before or during the exam ..... 2
- Proctored Testing FAQ (do's and don'ts) ..... 3

**datum**  
19-5-2020

**FS - BOL**  
**Onderwijsapplicaties**

**Auteur**  
Team Digitaal Toetsen BOL

# HvA Student: Step-by-step Instructions for TestVision and Proctorio

## Step 1: Log in

1. Make sure your computer fits the minimum system requirements: <https://proctorio.zendesk.com/hc/en-us/articles/202259930>
2. Make sure you are using **Google Chrome browser** as your web browser.
3. Go to: [https://hva.testvision.nl/online/fe/login\\_tva.htm](https://hva.testvision.nl/online/fe/login_tva.htm)
4. Sign in via the Surfconext button.
5. Enter your HvA credentials in the next screen that appears.
6. If you sign in for the first time with Surfconext, you will be asked to share your credentials.

## Step 2: Start the exam.

1. Press the 'Take Test' button (in Dutch: 'Toets maken').

You will see the Exam Page containing the list of exams that are assigned to you. This will also include the starting date/time and the finishing date/time.

2. Select the test you want to complete, by clicking the Play button.
3. If you click before the start of the exam you will receive a notification. Please wait for the start time of the exam and click the button again.
4. Proctorio will then run its pre-exam checks.

## Step 3: execute Proctorio prechecks

Follow the proctoring instructions:

1. If you don't have installed the Proctorio chrome extension yet, you are required to install the extension. You can find the extension at: <https://getproctorio.com/> . Please note that this is only possible if you are using Google Chrome as web browser.
2. Read the 'Before you begin' page carefully.
3. Perform the system diagnostics test. Make sure you allow Google Chrome to use your webcam and microphone. *Note: this might take a while.*
4. If the system diagnostic test identifies a problem, instructions will appear to you. Follow the instructions and click on "Re-Test"
5. Click on the screen that you are going to use and click on "Share". (If you have multiple screens attached, please turn off all but your main screen)
6. When you pass the initial system checks, you will be forwarded back to TestVision. Click

“Next” if you are ready.

7. The system will ask to take a picture of you and your HvA student ID card. Do **NOT** show your official ID, if you have no alternative, shield ID(BSN) number and signature. Follow the instructions.
8. You’ll be asked to test your webcam, to verify if this is working correctly.
9. You can be asked to execute a roomscan to show your exam environment. You are responsible for executing this room scan properly, so the reviewer can see the whole room and assess that there is no one present and there are no non-permitted materials accessible to you. There are two ways in which you can be asked to perform this room scan. Either Proctorio will ask you to do this during the check in process, or the first question in your exam will ask you to do a room scan.
10. Finally, you will be asked to agree with the terms of Proctorio. Please note that this statement is superseded by the Privacy Statement the HvA has agreed with Proctorio. After that, you can start the exam.

## Important

Don’t log out before clicking on **“Ready”** and to agree with finishing your exam, to confirm the submission of your exam.

- You can logout and close your browser.
- ***Proctoring will stop as soon as you close your browser***

## Support before or during the exam

Before the exam starts, and during the exam, make sure you read the exam instructions that were provided to you. In these instructions you’ll find information how to contact the support team.

## Proctored Testing FAQ (do's and don'ts)

- As you are taking your exam, avoid looking around the room or anywhere other than your computer screen.
- Don't close the exam window in your browser before you submitted the exam.
- Don't get up and move during your exam or leave the view of the camera.
- There should be no one else in the room or around you as you take your exam.
- Proctorio online exams can be taken on desktop computers, laptops, or Chromebooks with a Windows, Mac or Chrome operating system. You may not use tablets or iPads, kindles, or mobile devices.
- You should take an online proctored exam in a quiet place with no one else around. Here are best practices for a good test environment:
  - No other person is allowed to enter the room while you are taking a proctored exam
  - The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred.
  - You must sit at a clean desk or table.
  - The desk or walls around you must not have any writing.
  - The room must be as quiet as possible. Sounds such as music or television are not permitted.
- You must not leave the room during the exam for any reason, unless posted rules for the exam specifically permit you to do so. You must also not communicate with any other person by any means or use a phone for any reason. Also, you must not use headphones, ear buds, or any other type of listening equipment.
- To take a proctored exam you need a strong and stable connection to the internet, a webcam, and audio capabilities. Also it is best to make sure your computer has a full charge of battery before beginning an online exam.
- All secondary or overflow monitors must be disconnected from the computer and turned away or covered during the exam.
- Can I use additional software during my online exam? No. You must close all other programs or windows on your computer before you begin the exam. You may not use the following tools:
  - Programs such as Excel, Word, or PowerPoint (unless directly specified by your instructor)
  - Communication programs such as Skype
  - Any website page other than the exam window in your course (unless directly specified by your instructor)