

Using Proctorio

How to make your proctored exam on paper



Have enough paper ready

Use blank A4 paper.



Have your student ID card ready

Do not show your passport/ID/ drivers licence.



Show the paper at the start of the exam

Show the front and back of each sheet of paper that you will be using for the exam to the camera for a **full second**.



Remain visible and seated

No toilet breaks are permitted during the exam. Make sure the room is well lit.



Your hands and face must be visible

Try to ensure this **as much as possible**, if your workspace allows it. Practice beforehand.



Never stop screen sharing

If screen sharing is stopped, the system will remove you from the exam. We advise to choose the 'Hide' option to prevent you from accidentally hitting the 'stop sharing' button.



All use of external sources is prohibited

You are not allowed to use any external sources to obtain information, such as books, websites or another person. Doing so will result in the invalidation of your exam. Make sure to close all programs and tabs except the ones needed to make the exam (if your lecturer has specifically communicated that these are allowed).

You are not allowed to use:

- Headphones
- A virtual microphone
- A graphing calculator
- A phone (during the exam)



Finished? You are only allowed to use your phone at the end to upload solutions in the upload section of your exam



Show the back and front of the paper again

Before submitting your answers and closing the exam, show the front and back of each sheet of paper with your answers to the camera for a **full second**. The answers you have uploaded and shown must be identical!