Instructions for Ans Delft

Step 1: Log in

1. Go to https://www.ans-delft.nl/.
2. In the top right corner, click on ‘Sign in’.
3. In the screen that appears (screenshot right), select ‘Technische Universiteit Eindhoven’.
4. Enter your TU/e credentials in the next screen that appears.
5. If you login for the first time with SurfConext, you’ll be asked to share your login credentials. This is remembered for any future logins you’ll do.

Step 2: Preparation to take the assessment

You will see the assignment page containing the list of assignments that are addressed to you: both available and not available ones.

- The course to be taken will be labeled ‘Available’.
- Click on ‘View descriptions’ to see the instructions for before starting the exam.
- Click on ‘Start test’ to start it. The image below appears. By clicking on ‘Start Proctorio session’, you’ll start the hardware tests.
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 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’.

6. When you pass the initial system checks, you will see the screen below. Click ‘Next’ if you are ready.
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 to execute this room scan properly, so the reviewer later can see the whole room.

10. Finally, you will be asked to agree with the terms of Proctorio. After that, you can start the exam.
Step 4: Take the exam

On the first page of the exam, you will see a description (if the teacher has added it) and the first question. On the top-right of the screen you will see the 'Time remaining', the 'Test settings' button and your position in the exam. E.g. 1/6 means you are in the 1<sup>st</sup> page of 6.

Test settings

You can adjust some options as showed in the picture below:

- If you want the font to be larger, you can use the dropdown box to enlarge the text. Also, a high contrast mode is available.
- In case you have right on extra time, this will automatically be arranged for you.
• You can choose to turn off the option that gives you a notification as soon as you have 15 minutes left, but we advise you to leave this box checked. By doing so, you are reminded when you should finish answering questions and start uploading files.

Answering questions

• Please note that on the front page, the teacher gives instructions which aids are permitted, and which aids you can use to answer questions. Sometimes, you’re allowed to use your phone to take a picture of your solution on paper.

Navigation

On the left side of the question, you will see the value of the question (e.g. points) and a flag. Use the flag to mark a question you want to review later. It will turn red when you select it.

Click ‘Next’ to go to the next question.

Click ‘Previous’ to go to the previous question.

Click ‘Exit test’ to finish the exam.

Step 5: Finish the exam and logout

Before finishing your exam, make sure that you:

• Uploaded all files for questions that require you to do so in your exam.
• Made use of the final question where you are given the opportunity to ask questions or remarks for the teacher regarding the exam/questions or for the reviewer regarding unwanted disturbances that occurred during the exam. Your remarks will be taken into account.

Make sure to do this before the end of the time of your exam!

When you’re finished all the questions click on ‘Exit test’, the following screen will appear:
• **Submit exam:** to submit your exam.
• **Close:** to go back to the questions.
• Make sure you answer all the questions before you confirm it. Click on ‘Submit exam’ to confirm it.
• A message will pop-up informing that your exam was successfully submitted, and the following screen will appear to you: