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’.

![Proctorio Testing](image)

**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.

![System Diagnostics Test](image)

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. 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. After that, you can start the exam.
Step 4: Finish the exam and logout

- On 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.