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!

Questions? Contact your faculty ICTO department.