

A. UPON ENTERING

AN EXAM WITH ONLINE SURVEILLANCE

1. STUDENTS' STARTING POINT

A. Upon Entering



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✓ Cell phone/smartphone and charger are at hand in case of trouble, but they are out of the student's reach.

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- ✓ only the necessary items are at hand: student card, pen and paper;
- ✓ no unnecessary items are at hand: books, course books, second screen, ...

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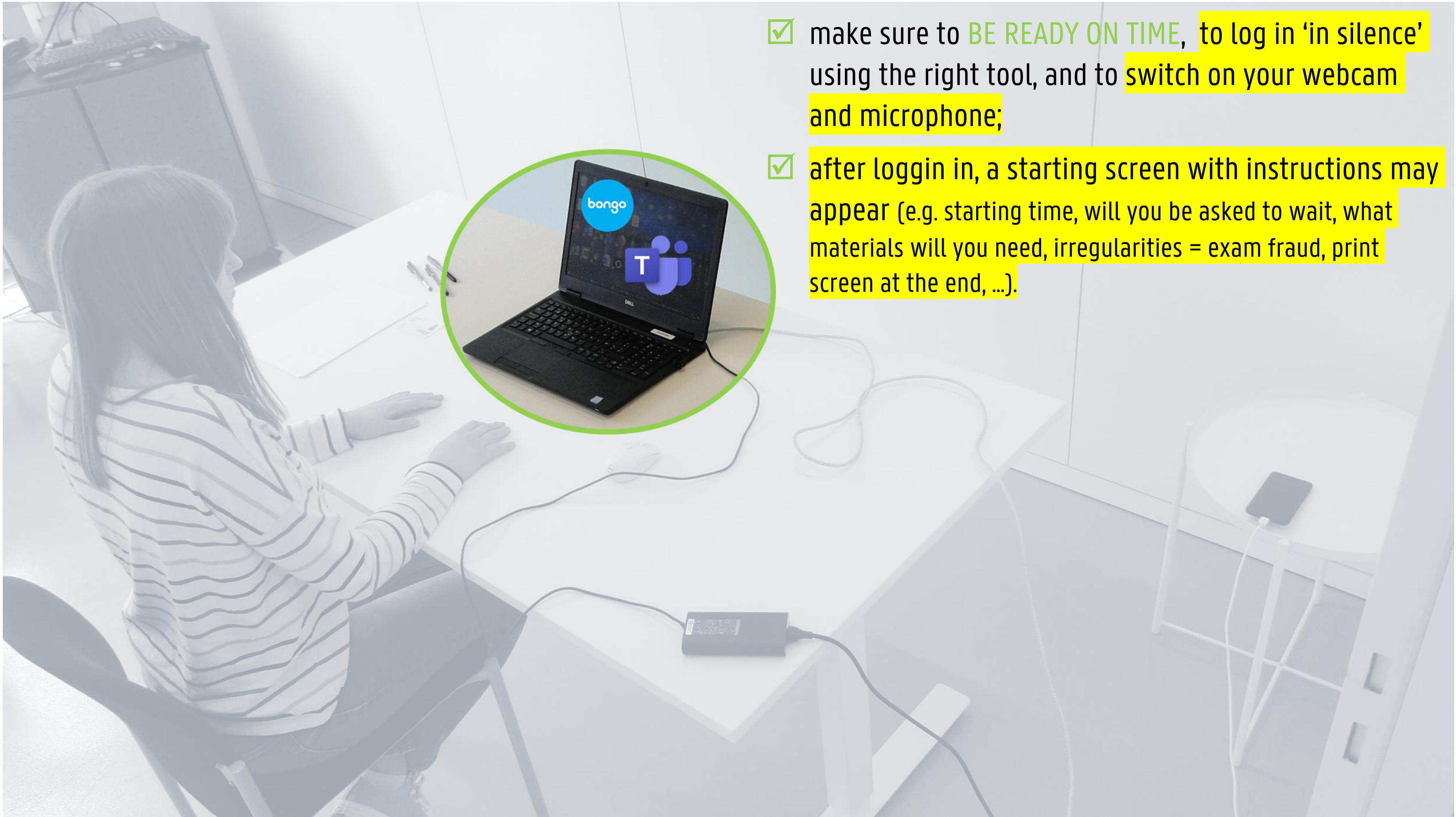
This is what
the
invigilator
will see.

✗ By sitting in front of a source of light you are **NOT CLEARLY VISIBLE!** Make sure the source of light does not shine directly into the camera.



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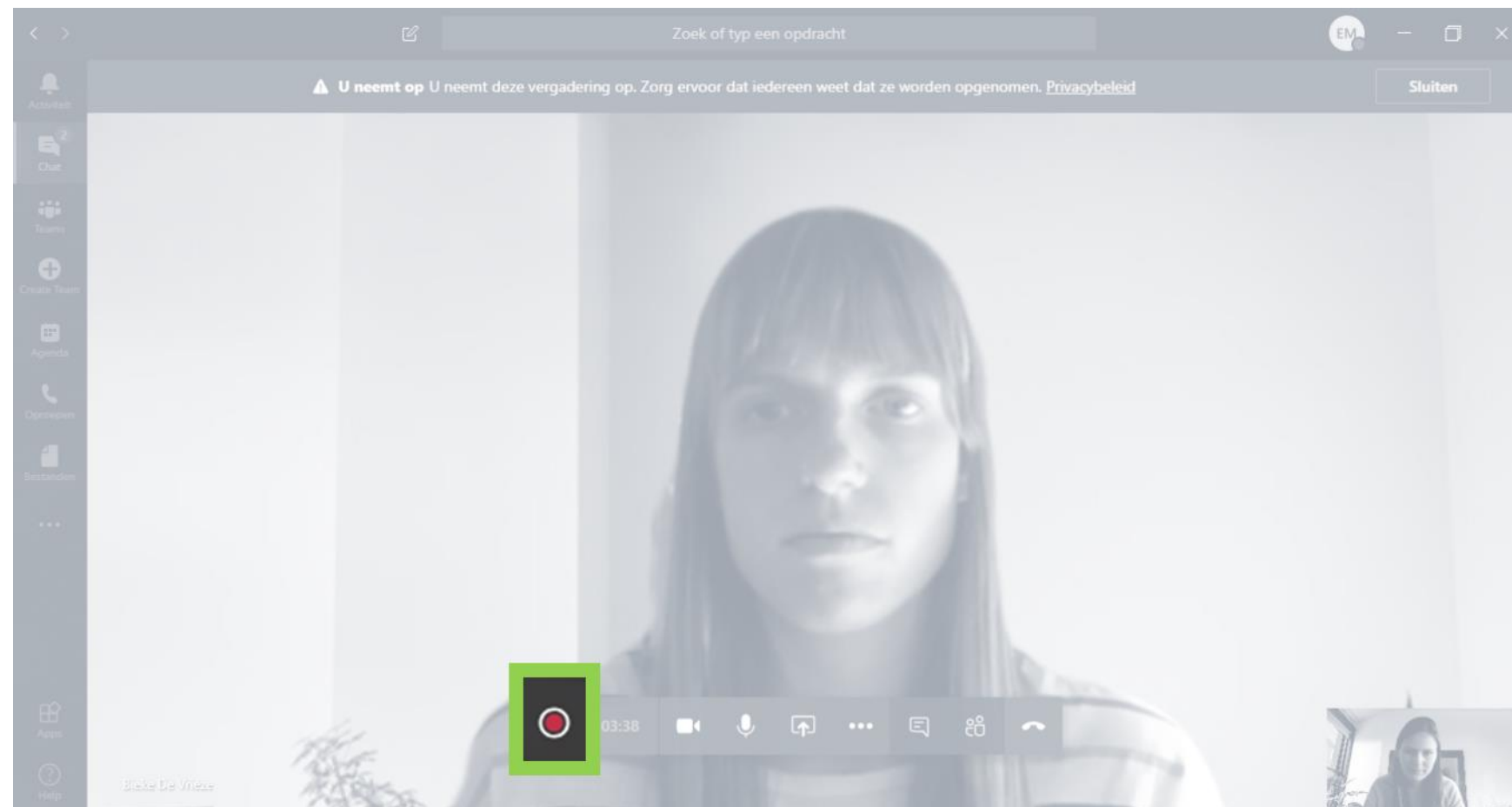
- ✓ make sure to **BE READY ON TIME**, to log in 'in silence' using the right tool, and to **switch on your webcam and microphone**;
- ✓ after login in, a starting screen with instructions may appear (e.g. starting time, will you be asked to wait, what materials will you need, irregularities = exam fraud, print screen at the end, ...).

2. IN CASE THE EXAM IS RECORDED

A. Upon Entering



✓ The red bullet signals that the exam is being recorded.



✓ The text in red ('**recording in progress**') signals that the exam is being recorded.



3. IN CASE OF AN ID-CHECK

A. Entering

- ✓ show your student card clearly in front of webcam so that your name and picture can be checked;
- ✓ by asking for an ID-check, the invigilator is able to test whether your screen (webcam)/sound (microphone) are in working order.



This is what
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invigilator
will see.



4. IN CASE OF SCREEN-SHARING

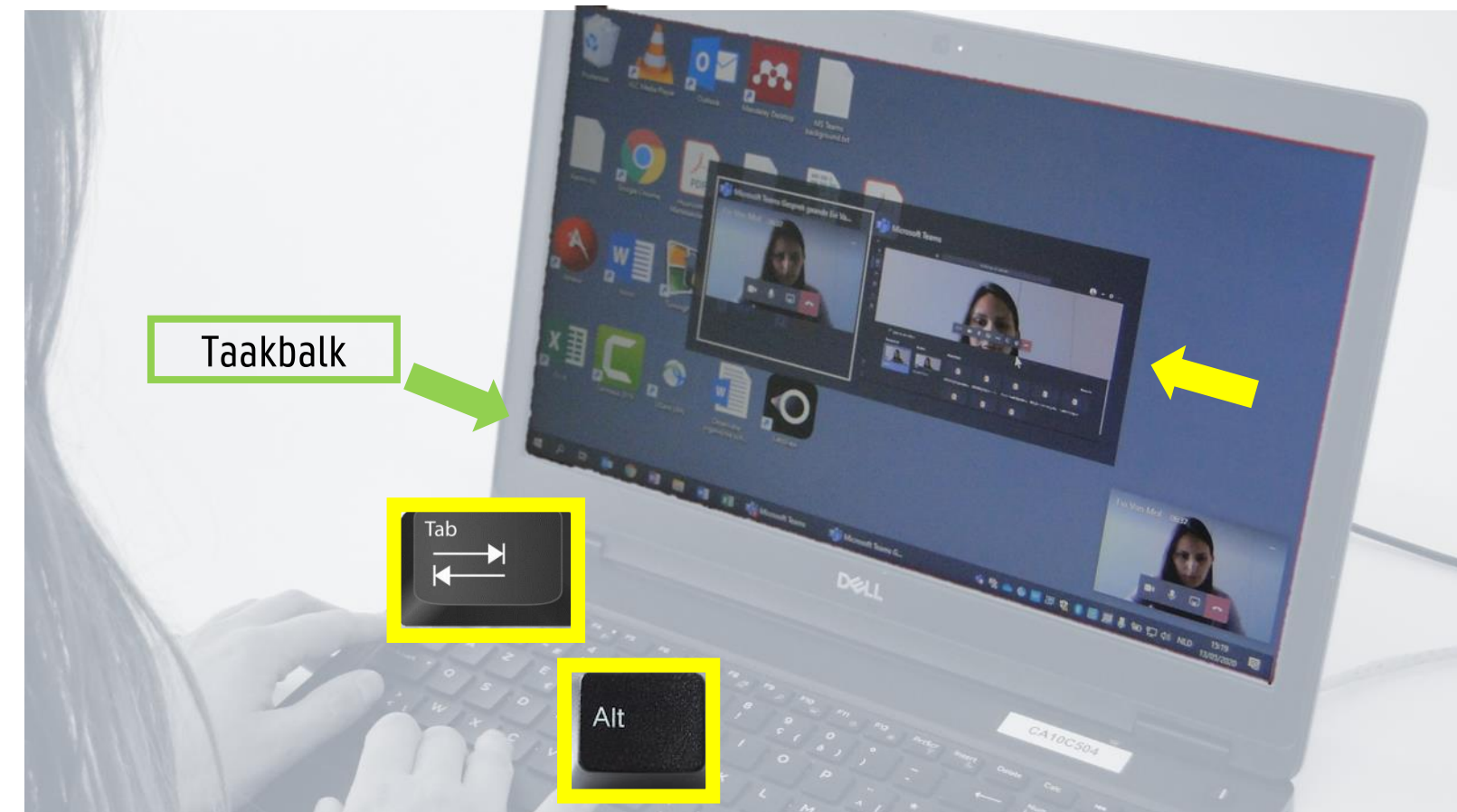
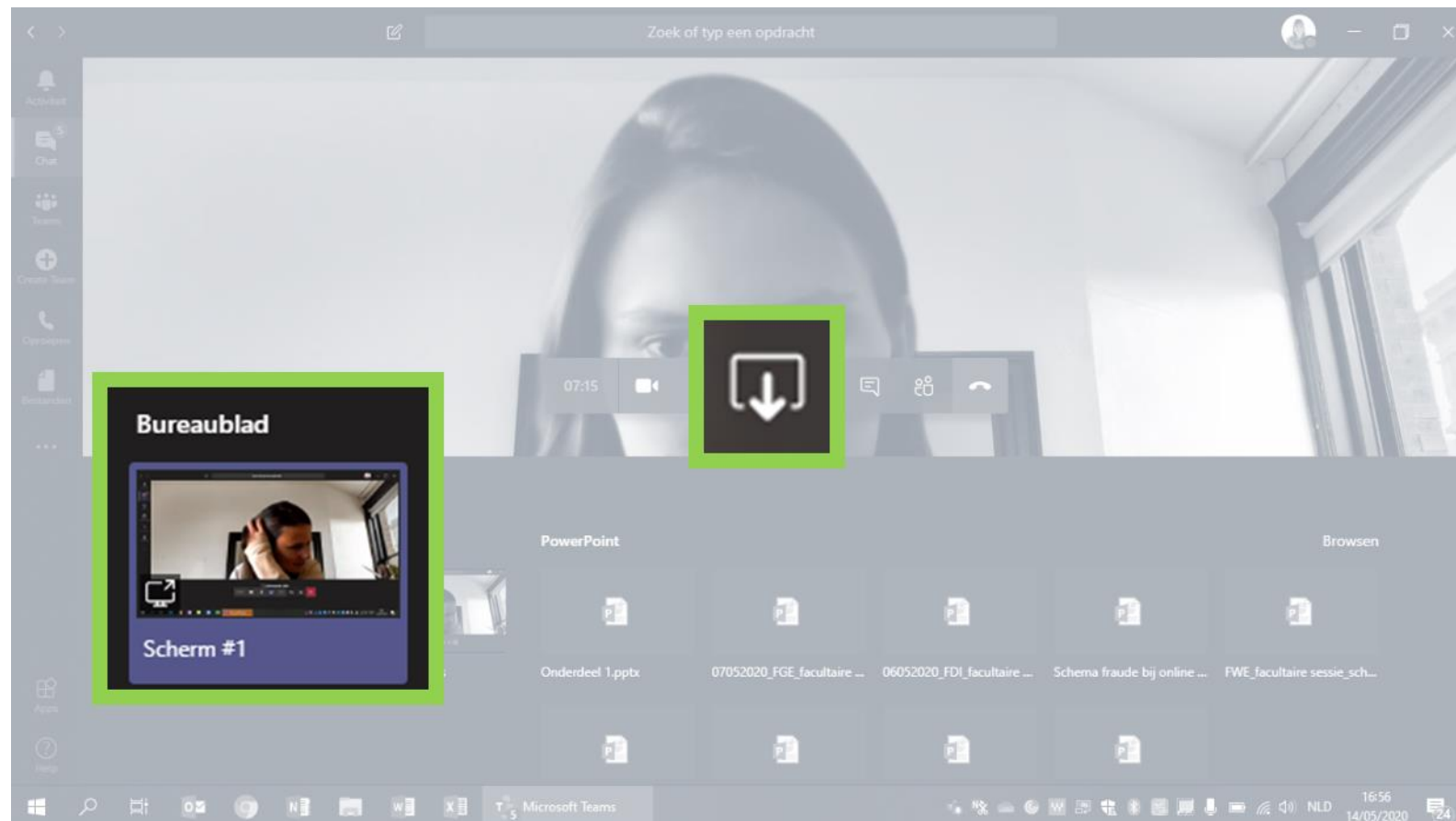
A. Upon Entering

WHEN? RIGHT FROM THE START OR SPORADICALLY/ AD RANDOM / WHEN SUSPECTING EXAM FRAUD



- ✓ Start screen-sharing by clicking the arrow and choosing the option **Desktop**.
(If you are only sharing a specific window and not your entire desktop, the invigilator will notice this because your taskbar will not be visible).

- ✓ Press and hold the Alt-key and press Tab (F3 on Mac) once. This will reveal all open windows/programs to the invigilator.



4. IN CASE OF SCREEN-SHARING

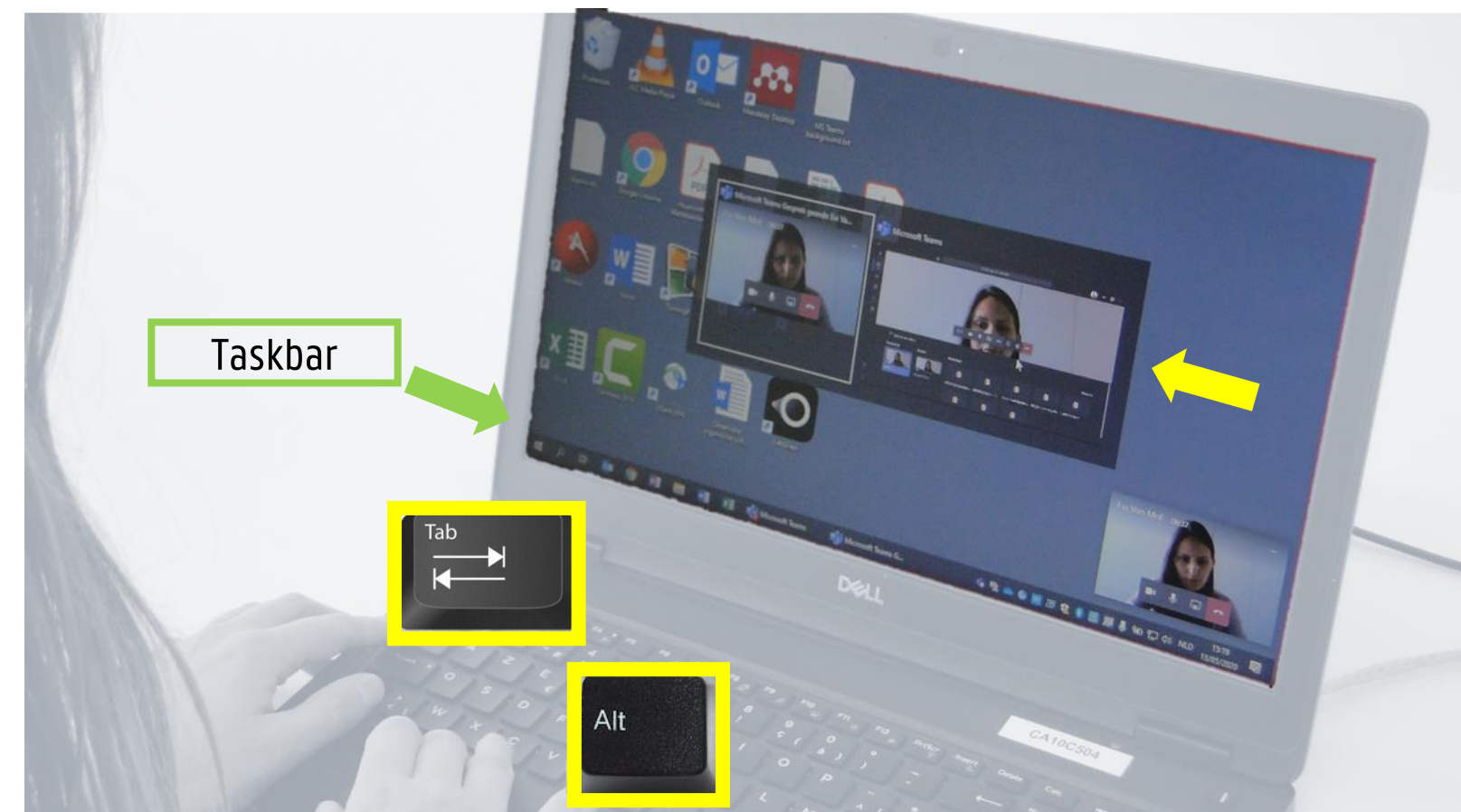
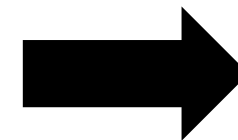
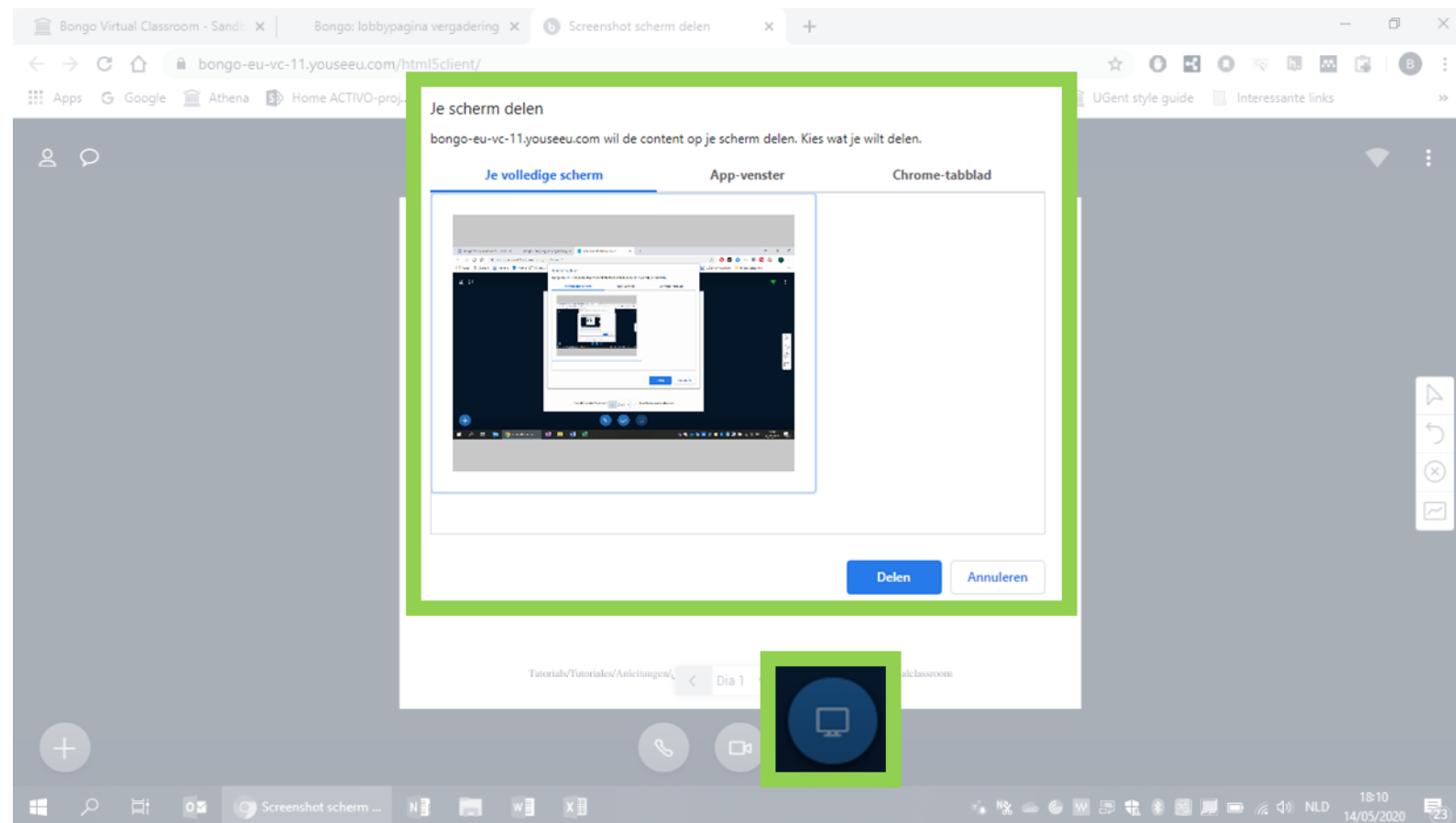
A. Upon Entering

WHEN? RIGHT FROM THE START OR SPORADICALLY/ AD RANDOM / WHEN SUSPECTING EXAM FRAUD



- ✓ Start screen-sharing by clicking the monitor in the bottom right-hand corner, click **Your full screen**, followed by 'share'.
(If you are only sharing a specific window and not your entire desktop, the invigilator will notice this because your taskbar will not be visible).

- ✓ Go to your desktop, press and hold the Alt-key and press Tab (F3 on Mac) once. This will reveal all open windows/programs to the invigilator.



5. IN CASE OF A 360°-CHECK

A. Upon Entering

WHEN? RIGHT FROM THE START OR SPORADICALLY/ AD RANDOM / WHEN SUSPECTING EXAM FRAUD

BE SURE TO PRACTICE THIS BEFOREHAND SO THAT YOU CAN CORRECTLY SHOW YOUR ENTIRE SURROUNDINGS!



- ✓ laptop screen at normal angle;
- ✓ high laptop position (like using a selfie stick), clearly visualizing the entire room;
- ✓ a 360° capture will be shown;
- ✓ focus on position of cellphone/smartphone: in the corner and out of reach;
- ✓ fully show tabletop, floor underneath the table;
- ✓ no prohibited items: smartwatch, earphones, course book under the table, ...
- ✓ watch out with the cables! Unplug them briefly if necessary

[→ View the video online](#)