

C. PAPER EXAMS

DURING AN EXAM WITH ONLINE SURVEILLANCE

1. EXAM QUESTIONS



✓ Sharing a file containig questions.



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✓ Write down the questions' ID (A1, A2...) when answering.

2. WEBCAM



MS Teams



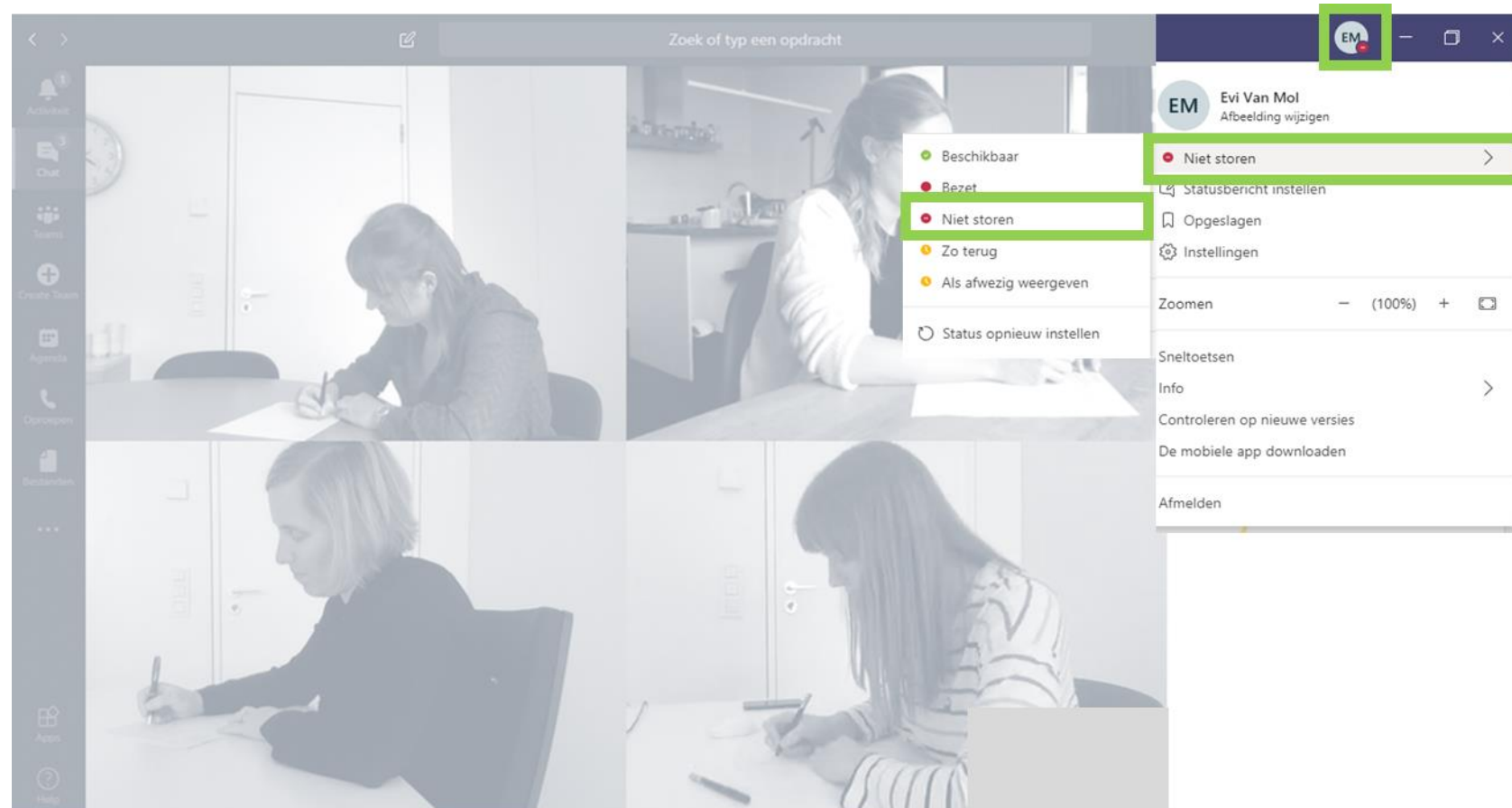
Bongo Virtual Classroom

✓ The invigilator's camera is switched off.

✓ The invigilator's microphone is switched off by default (unless explanation is needed).

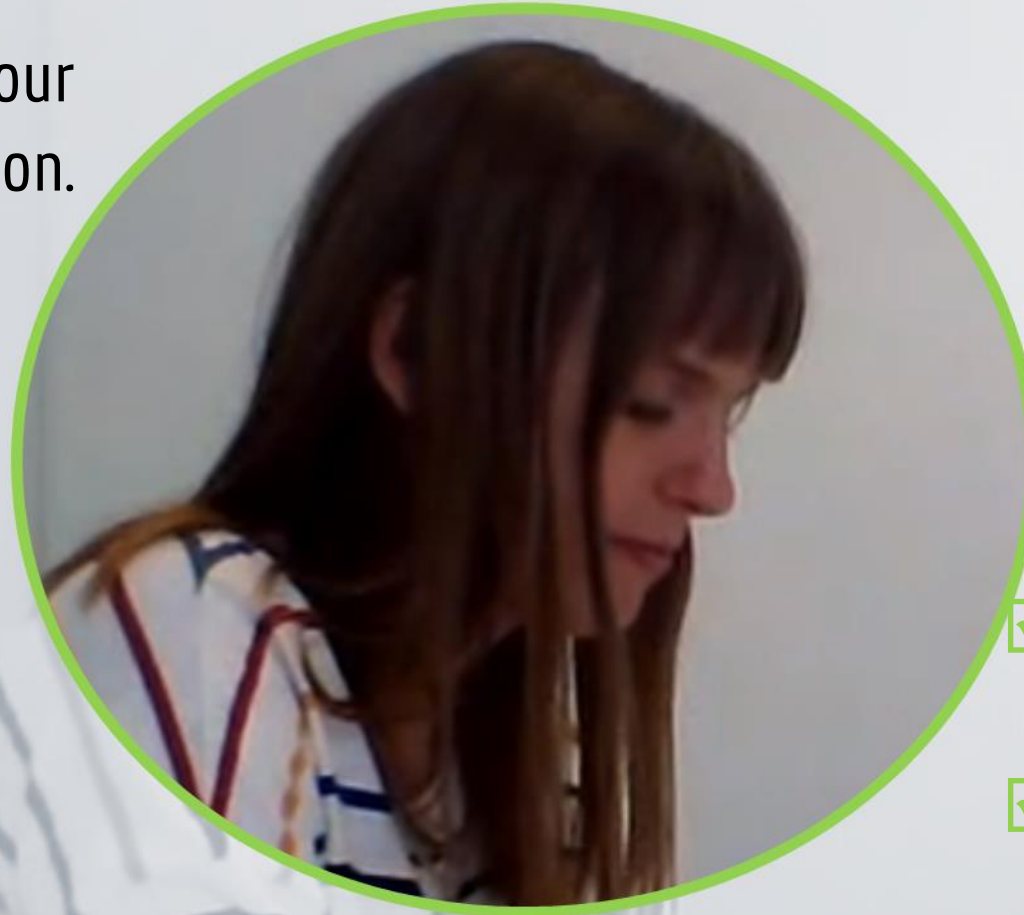
✓ Your microphone is switched on. You might turn down the sound a bit in order not to be distracted (but still loud enough for you to hear the invigilator).

✓ Tip: in Teams you can switch your status to 'Do not disturb'



2. WEBCAM

✓ The invigilator can see your facial expression.



✓ The invigilator's camera is switched off.

- ✓ there are no prohibited items on the table;
- ✓ both hands are clearly visible on the tabletop;
- ✓ PC is not touched.



3. WHEN YOU ARE DONE

- ✓ a sign has been agreed upon so that you do not need to touch your PC;
- ✓ the invigilator gives you permission to take the next steps;
- ✓ you wait explicitly until you hear your name!

