

Before the Exam:

1. **Technical Requirements:** Ensure your computer meets the technical requirements specified for the exam.
2. **Test your internet connection, webcam, and microphone in advance.**
3. **Environment Check:** Choose a quiet and well-lit room for the exam where you can be alone.
4. **Clear your workspace of unauthorized materials** (e.g., notes, textbooks, phones).
5. **Authorized Tools:** Only use authorized tools and resources specified by the instructor.
6. Close any unnecessary tabs, applications, or software before starting the exam.
7. **Exam rules:** Review the rules provided by your instructor or proctoring service. This will include information on allowed materials, prohibited activities, communication guidelines, and potential consequences of misconduct.
8. **Schedule:** Familiarize yourself with the exam start time and duration. Log in to the exam platform for at least 15 minutes early to complete any pre-exam checks

During the Exam

1. **Connect with the proctor:**

- Follow the instructions to initiate a connection with the proctor (MS Teams Meeting – with Audio and Video On).

2. **Identity Verification:**

- Follow the specified identity verification process (e.g., facial recognition, ID card verification).
- Position yourself in the camera frame so your face and surroundings are visible.

3. **Communication Rules:**

- No communication with others during the exam, unless explicitly allowed.
- Avoid talking, using a mobile phone, or any other communication device.

4. **Time Management:**

- Manage your time effectively to complete the exam within the allocated timeframe.
- Pay attention to the time remaining and plan accordingly.

5. **Prohibited Actions:**

- Do not attempt to cheat, copy, or use unauthorized materials.
- Do not engage in any behavior that may be considered a violation of academic integrity.

After the Exam

1. Submission:

- Follow the specified procedure for submitting your exam.
- Double-check that you have submitted all required materials.

2. Technical Issues:

- If you experience technical issues during the exam, document them and report them to the instructor/lecturer as soon as possible.

3. Feedback:

- Provide constructive feedback to the instructor about the proctoring process if requested.