

ONLINE EXAM PROCEDURE

1. You must be alone in the room where you take the exam.
2. Your exam paper will be published on exam.net.
3. Please ensure that you have access to exam.net before the day of your exam.
4. You will need two devices that can connect to the internet and use Zoom throughout the exam reliably.
5. Both devices must have a camera.
6. The first device must be a computer (using Zoom and Exam.net)
7. The second (using zoom only) must be a smart phone or tablet.
8. Turn the volume off/down on your phone/tablet.
9. Turn the microphone off on both devices.
10. Log in with your name and surname on the smartphone or tablet (e.g. Bob Smith)
11. Position the smartphone camera about 1 metre away from the computer so that your hands, face, keyboard and screen are visible at all times.
12. The following photo shows the required camera angle of the smartphone/tablet and positioning of the computer for the exam:

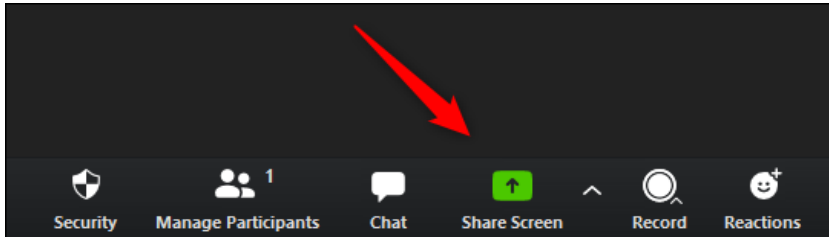


13. Log in with your name and surname followed by the number '2' (Bob Smith 2) on your computer.
- 14.



15. For example, the red line indicates that the camera is turned off in the image above while the microphone is clearly turned on.
16. You will be placed in a breakout room on your own.

17. Once you are in the breakout room you need to turn the microphone on in zoom on the computer.
18. You then need to activate the screen share option
19. Please ensure that you are familiar with the screen sharing function of Zoom on your computer for the exam:



20. You then need to minimize the zoom on your computer.
21. Open exam.net in full screen mode.
22. The exam code will be transmitted to your mobile phone
23. Once you have accessed the exam on exam.net you cannot exit or minimize the platform in any way or your exam is blocked.
24. No re-entry is permitted to exam.net for connection issues.
25. Any irregularities may result in your expulsion from the exam.