



## Protocol Zoom invigilation (student version) 2020- 2021

### **Zoom invigilation: Privacy considerations**

- Verification of the student's identity takes place on the basis of the photograph in SIS. If this is not possible, the check will take place in a breakout room in which only the student and an invigilator are present.
- Students can use the *virtual background*. In many cases it is not necessary to see the student's background; it is the student's behaviour that is monitored during the assessment. Inform students in advance whether this is the case.
- No audio or video recordings are made of the Zoom session.

### **Deployment of invigilators**

- At least one examiner is available per examination in case decisions need to be made.
- Per Zoom session (with max. 50 students) at least one invigilating lecturer is present during the entire assessment (this may or may not be a designated examiner).
- The invigilating lecturer is supported in the Zoom session by a second invigilator, who can be a lecturer or a trained external invigilator. The second invigilator follows instructions from the invigilating lecturer and is pro-active in offering assistance where possible. The second supervisor is also responsible for 'administrative' tasks (start-up, registration and check in students, ID check, etc.).
- Lecturers / invigilators rely on the examiner to make decisions.
- In the case of TVO examinations, technical support is provided via [Examsupport.uva.nl](https://www.uva.nl/examsupport).

### **Preparation**

- Use Zoom version 5.0 or later. This version is encrypted and ensures only participants have access to the session and the documents shared during the session. Only use the Zoom application from Canvas.
- Make sure you have stable internet and a quiet place to work during the exam.

- Make sure that your first and last name are displayed in Zoom. You need to set this up in good time in the Zoom app at 'Profile' before the exam starts.
- The link to the Zoom session is communicated via Canvas Announcements.
- Make sure (as far as possible) that you do not have to go to the toilet or leave your seat for any other reason during the exam.
- Mobile devices should be placed in sight during the exam, at an unreachable distance.
- Please have your student card or another ID card ready. The ID check will be done by means of an attendance list with photos from SIS (student card photos). If this is not sufficient, you will be asked to go to a breakout room for identification.

### **During the examination**

- You can log in to the Zooms session from 15 minutes before the start. The invigilator will admit you from the waiting room.
- The invigilating lecturer explains the process to the students, provides the password for the examination in the chat and (if applicable) makes the examination available in Canvas. The second invigilator records student attendance on a list.
- The invigilating lecturer indicates at who the students can ask questions if they have problems during the examination and in what way. For example: by the *raise hand* function, after which an invigilator goes into a breakout room with the student, or communication via the chat function. Students can only chat with the lecturers, not among themselves.
- The invigilating lecturer indicates the emergency procedure when there is an unexpected interruption of the Zoom connection (for example, longer than 2 minutes).
- During the examination, all students are present in the general area of Zoom. Students should have the camera on, the microphone volume at normal level and the speaker at low level (not off).
- Zoom may not be minimised during the examination, as sound notifications will then not be received in the event of an invitation to a breakout room.
- If students do take the examination but are not present in the Zoom session, these tests will be submitted to the fraud committee.
- If during the examination a student shows suspicious behaviour (for example: frequently looking away, leaving the room, speaking, a second person in the picture, etc.), the invigilating lecturer takes the student into the breakout room and mentions what has been observed. If the invigilator actually believes that it is an attempted fraud, he or she will contact the examiner concerned so that he or she can make a fraud report to the Examinations Board. The student in question is

informed of the fraud report and is allowed to finish the examination. The invigilating lecturer makes a written report of the findings (official report, see appendix) and makes a note on the checklist. Subsequently, the Fraud Committee will hear the student (if necessary via Zoom) in accordance with Art. 5.2 of the Examination Regulations. The Fraud Committee may declare the student's examination result invalid and impose a sanction.

- In principle, students are not allowed to go to the toilet during an examination, unless there is a special break for this (only possible in Canvas examinations). If there is a 'dire need', the student will make this known via *raise hand*. In case of suspicion of fraud the Examinations Board will be notified. No more than one student is allowed to go to the toilet at a time.
- A student who has finished the examination first makes sure he/she has finished in TVO or uploaded in Canvas and then reports via 'raise hand'. The invigilator checks whether the ID check has succeeded and gives the student permission (via chat) to leave the Zoom session. Examinations of students who have left the Zoom session before completing or handing in the exam will be submitted to the fraud committee.
- There may be students who are entitled to extra time. They have received a message about this one week before the examination date. These students also have the relevant extra time in TVO or Canvas to complete the exam. The extra time is 15 minutes for exams lasting up to 2 hours and 30 minutes for exams lasting longer than 2 hours.