

## Using Proctorio

# How to make your proctored multiple choice exam



**Have your student ID card ready**



**Remain visible and seated**

No toilet breaks are permitted during the exam. Make sure the room is well lit.



**Your face must be visible while making the exam**



**Never stop screen sharing**

If screen sharing is stopped, the system will remove you from the exam. We advise to choose the 'Hide' option to prevent you from accidentally hitting the 'stop sharing' button.



**All use of external sources is prohibited**

You are not allowed to use any external sources to obtain information, such as books, websites or another person. Doing so will result in the invalidation of your exam. Make sure to close all programs and tabs except the ones needed to make the exam (if your lecturer has specifically communicated that these are allowed).

**You are not allowed to use:**

- headphones
- a virtual microphone
- a graphing calculator
- a phone
- paper (unless your lecturer has informed you that this is allowed, e.g. for calculations)