Rules for remote proctored exams

In this article, the rules that need to be followed during a remote proctored exams will be clarified. See also our [animation](#).

Take some time to read:

- The general rules on education and examination: [Education and Examination Regulations Wageningen University 2023-2024 (general part) - WUR](#)
- The rules and regulations from the examining board: [Rules and Regulations Examining Boards of Wageningen University 2023-2024 - WUR](#)

This article will explain:

- [Rules about the exam room](#)
- [Rules about the computer](#)
- [Rules about behavior](#)
- [Irregularities that will have direct consequences for the validity of your exam](#)
- [Common mistakes which are flagged](#)

Rules about the exam room

1. You are the only person in the room during the whole exam
2. The room is silent. Sounds such as music playing are not allowed
3. No TV or extra computer monitors are visible. If you have a TV or extra monitor it should be disconnected and covered with a towel or sheet.
4. You must perform a proper room scan:
   - to show that only the allowed materials are on and beneath your desk
   - to show that your room is in line with the rules
   - to show your phone is out of reach
   - that should at least be 45 seconds
   - where you walk and turn slowly through the room
   - where you show yourself and the laptop in front of a mirror to show there are no extra materials on your laptop or your body

> ℹ️ It is your responsibility to show that the room is suitable for taking an exam. If your room scan does not comply to the rules your exam might be declared invalid. You can preview your recorded room scan before you submit it.

5. The following can be used during your proctored exam:
   - The digital calculator in Ans. Only for specific exams the examiner may allow the use of a physical calculator. The examiner will notify you beforehand if this is the case.
   - The [translate function in Ans (*Readspeaker*).](#)
   - Translate text with the WUR translation service ([translation service)](#)

- A pen/pencil and scratch paper which has to be shown to the camera before and after the exam

> ℹ️ Please keep in mind for most exams the desk is empty, except for scratch paper. Only for some exams it is allowed to have a physical calculator and/or study materials. The examiner will notify you beforehand if this is the case.

6. You must take the exam sitting behind a desk or table
7. It is allowed to have something to drink on your desk or table. The bottle must be transparent and without a label.

> ℹ️ Your exam time starts after you have finished the login procedure and you see the first exam question. So take your time to follow all the rules and do it properly!

	Permissions	Remarks
Perform a room scan	✔?	**Make sure there is nothing suspicious on your desk**
No other person is allowed in the room	✔?	**During the whole exam**
The room is silent	✔?	**Sounds such us music playing is not allowed**
Calculator	✔?	**Available in the interface from Ans**
Readspeaker translate	✔?	**For translating between English and your native language**
Pen/pencil and scratch paper	✔?	**Has to be shown to the camera before and after the exam**
Drink	✔?	**Only a transparent bottle without label**
Empty the desk	✔?	**Except for scratch paper. Only for some exams it is allowed to have a physical calculator and/or study materials**

	Permissions	Remarks
Sit behind the desk/table	✔?	-

Rules about the computer

1. Additional devices are not allowed except for a keyboard, mouse or webcam.
2. TV or extra computer screens are covered with a towel or sheet.
3. The use of communication programs is forbidden.
4. The use of applications and/or websites is only allowed when explicitly mentioned by the examiner.

> ℹ️ Please keep in mind that for specific exams the examiner explicitly allows the use of applications or the internet

	Permissions	Remarks
Additional devices	?	-
Use of applications, communication programs and Internet	?	**Only for specific exams the examiner explicitly allows the use of applications or Internet**

Rules about behavior

1. At the start of your exam you show your WUR-card for identification.
2. You stay in the room, with your face in view of your webcam, during the whole exam
3. Your examiner will inform you whether or not a toilet break is applicable for your exam.
4. You may not use headsets, ear plugs, or similar audio devices.
5. You are not allowed to use your telephone during the exam. Put it out of reach.

> ℹ️ Only in case of an unexpected technical problem you may call WUR examination support at
>
> **+31 317 488881**

	Permissions	Remarks
Show your WUR-card for identification	✓?	**A valid ID card is also allowed. Cover any other information than your name and photo.**
Stay in the room, in view of your webcam	✓?	**Your face should be visible in the webcam during the whole exam.**
Your examiner will inform you whether or not a toilet break is applicable	✓?/?	**Toilet breaks are not allowed in exams lasting 90 minutes or less.**
Headsets, ear plugs, or similar audio devices	?	-
Telephone	?	**Only in case of an unexpected technical problem you may call the support number**

Irregularities that will have direct consequences for the validity of your exam

Irregularities that lead to an invalid exam are:

1. No proper identification
2. An incomplete room scan (not according to instructions or less than 45 seconds)
3. Not sitting properly at a desk
4. Items on the desk, or beneath it, that are not allowed or lead to confusion in the review process
5. Taskbar not visible (the bar which shows which applications are active on your computer)
6. Leaving the room, or leaving the room longer or more often than allowed
7. Extra screens (TV or computer monitor) in the room which are uncovered or an extra device within reach (Note: if unauthorized use of an extra device is suspected, a fraud investigation will (also) be started by the Examining Board)
8. An incomplete video recording
9. Other (repeated) irregularities; to be assessed by the Examining Boards

Common mistakes which are flagged

- You use the wrong ID-picture and the ID-picture is not clear

> ℹ️ The picture should be a picture of your WUR-card, passport or driver's license and not a picture of you. Also make sure there is enough light so you get a clear picture.

- The room is too dark and the proctor can not see you.

> 💡 If your room is full of objects, make sure you very slowly make your room scan

- Not showing your scratch paper to the camera slowly at the end of your exam

> 💡 Read this FAQ item on what happens if your exam is flagged.

> 💡 Want to know more about remote proctored exams at WUR?
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> Please visit:
>
> - Preparations for the Exam
> - Login instructions & tryout exam for a remote proctored exam
> - FAQ about Online Proctored Exams at WUR
> - About Privacy