

# Login instructions for an on-campus digital exam

This article will explain how to start an on-campus digital exam with Schoolyear enabled. These instructions will also be present during the on-campus exam. Click below for the online instruction or click [here](#) for an instruction video.

[Online login instructions](#)

## Before you start

1. Read the [Rules on on-campus digital exams](#)
2. [Prepare yourself and your laptop](#)

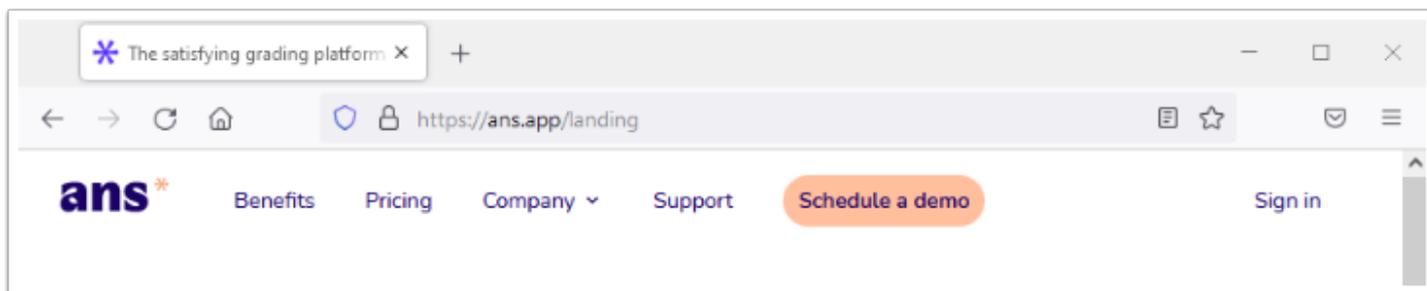
## Step to login into an on-campus digital exam

### 1. Save open documents and close all programs

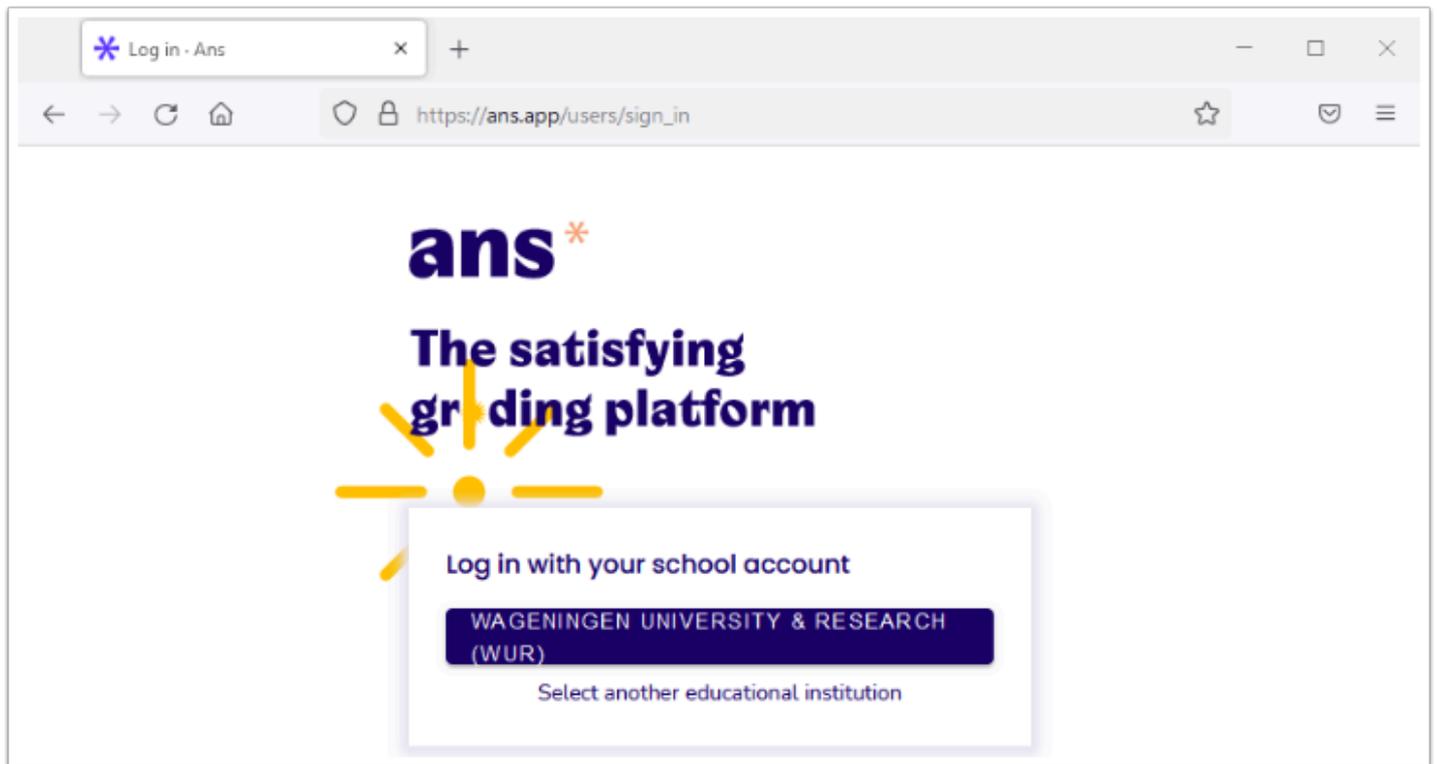
 When you start the exam, Schoolyear will close all programs and documents that are currently running on your laptop so make sure to save any important documents first.

### 2. Open your exam in Ans

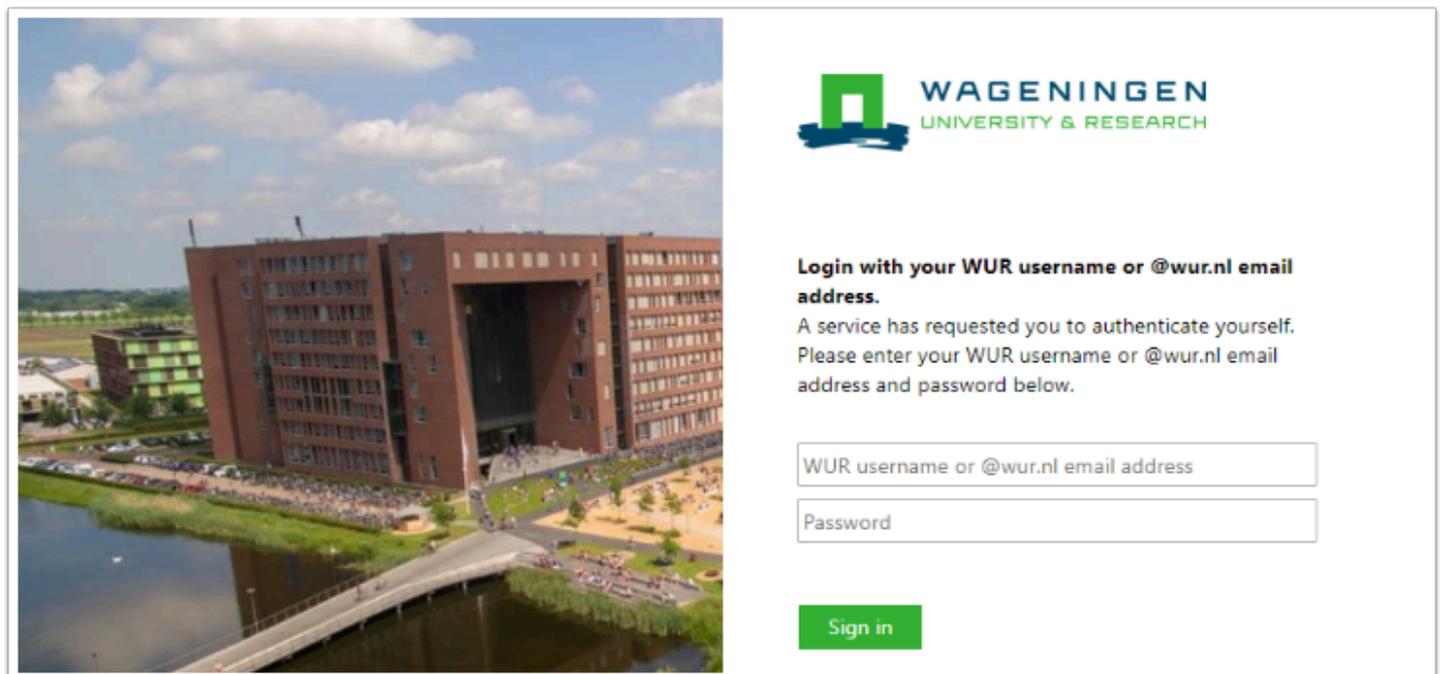
- a. Open a webbrowser (Chrome, Firefox or Edge). On a Macbook, the Safari browser is not supported. In that case install one of the three mentioned browsers.
- b. Go to <https://ans.app> and click on 'Sign in' in the upper right corner of the page.



- c. Under Log in with your school account, choose **Wageningen University & Research (WUR)**



d. On the next page you need to fill in your WUR username and password.



e. Click on 'Sign in'

f. The Ans homepage opens. You can see your available exams under 'Live assignments'.

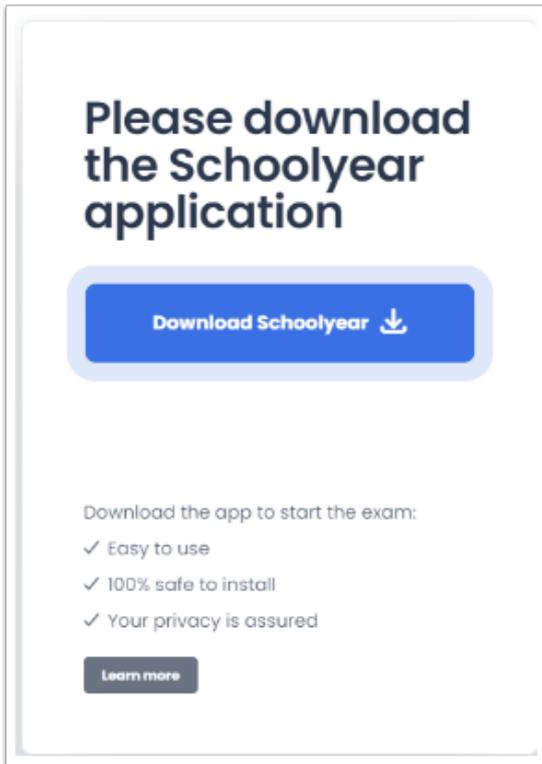
- g. Click on your exam under 'Live assignments'.
- h. The exam opens on the instruction page of the exam. Read the text carefully.
- j. Click on 'Start'.

**3. You will be automatically redirected to Schoologyear.**

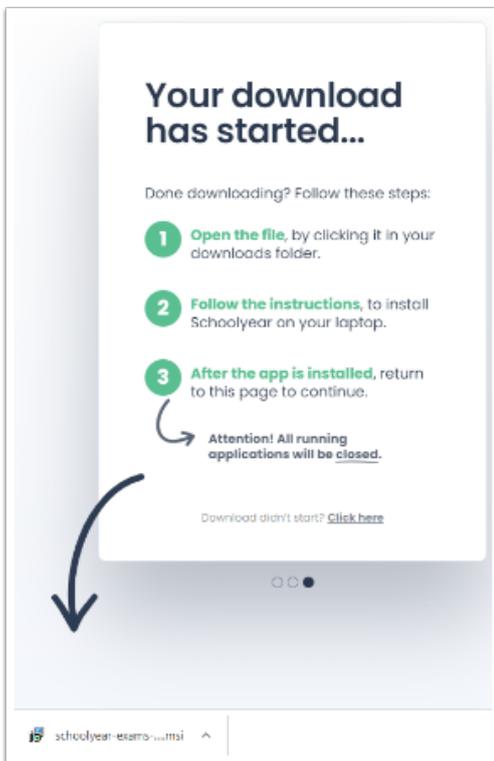


If you already have Schoologyear installed, then the following steps only appear when there is a newer version available.

- a. Click on 'Download Schoologyear'.

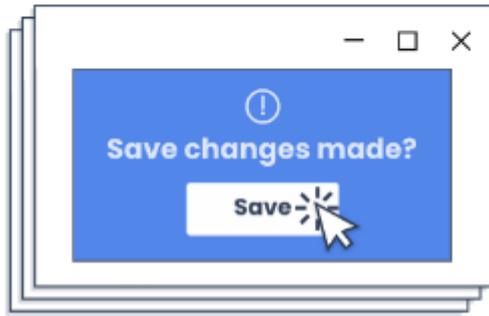


b. When Schoolyear has finished downloading, open and install the installation file.



c. Schoolyear will ask for confirmation before signing you out of Windows.

## Before running the app...



Schoolyear will close all running applications and sign out of Windows.  
Don't forget to save your work before running the app!

**I understand →**

Button doesn't work? [Click here](#)

- d. Click on 'I understand' and Schoolyear will log you off. Log back in with your Windows password (if you have one) and Schoolyear will automatically launch.

### 4. Continue to the exam

You will automatically be redirected back to your exam in Ans.

Enter the password, given by the invigilator, in the password field and click on "Submit" to begin the exam.

A screenshot of the Schoolyear exam interface. At the top, there is a blue header with the "ans" logo and a "Jump to ..." dropdown menu. Below the header, the main content area is white. In the center, there is a box titled "Screensteps example exam ON CAMPUS SCHOOLYEAR" with the following text: "Test Course", "June 30 - July 1 1\_QQQ00001\_2021". Below this text, there is a "Password\*" field with four dots, a "Submit" button, and a small instruction: "Enter the password to start the test".

### 5. Answer the questions in the exam.



You can see the amount of time left in the upper right corner of the screen.



When you are allowed to use a dictionary in the exam you can translate words or parts of the text via Readspeaker. See [Using a dictionary in a digital exam](#).

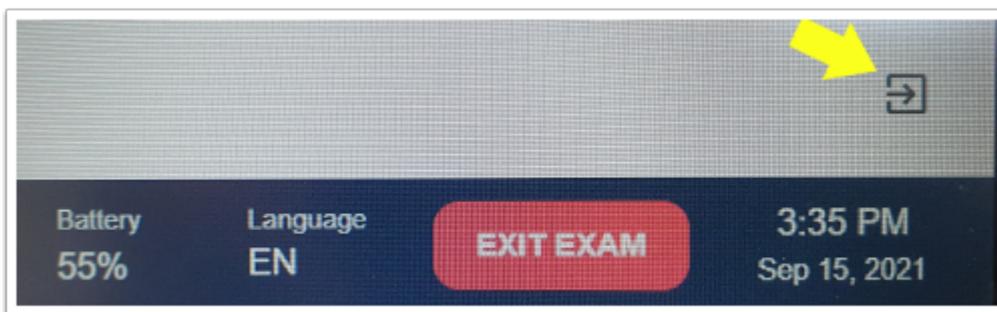


It is important to know that even if an error occurs during your exam, all your given answers are saved regularly.

## 6. Submit the exam

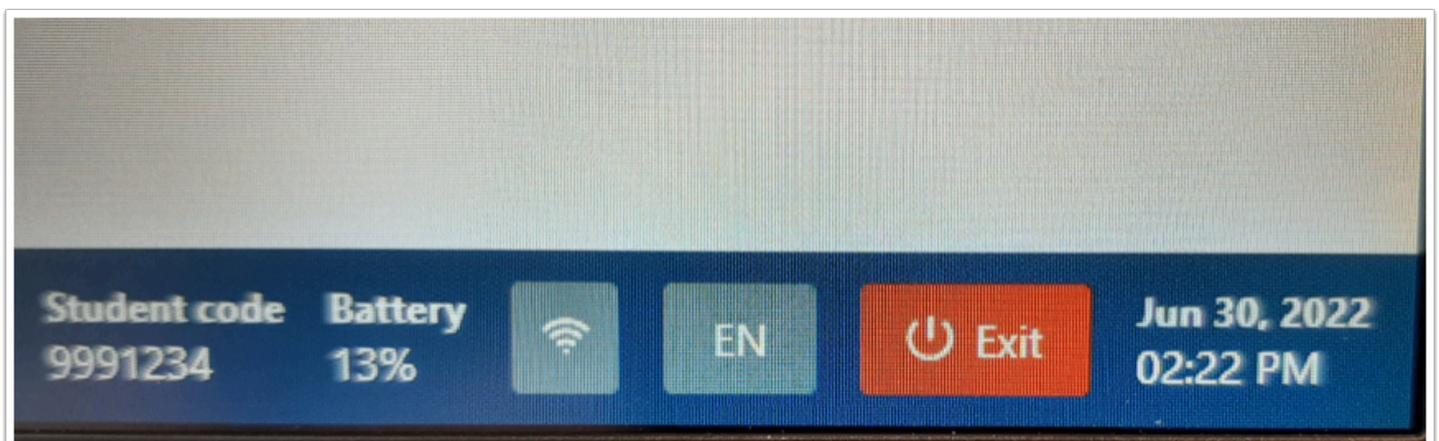


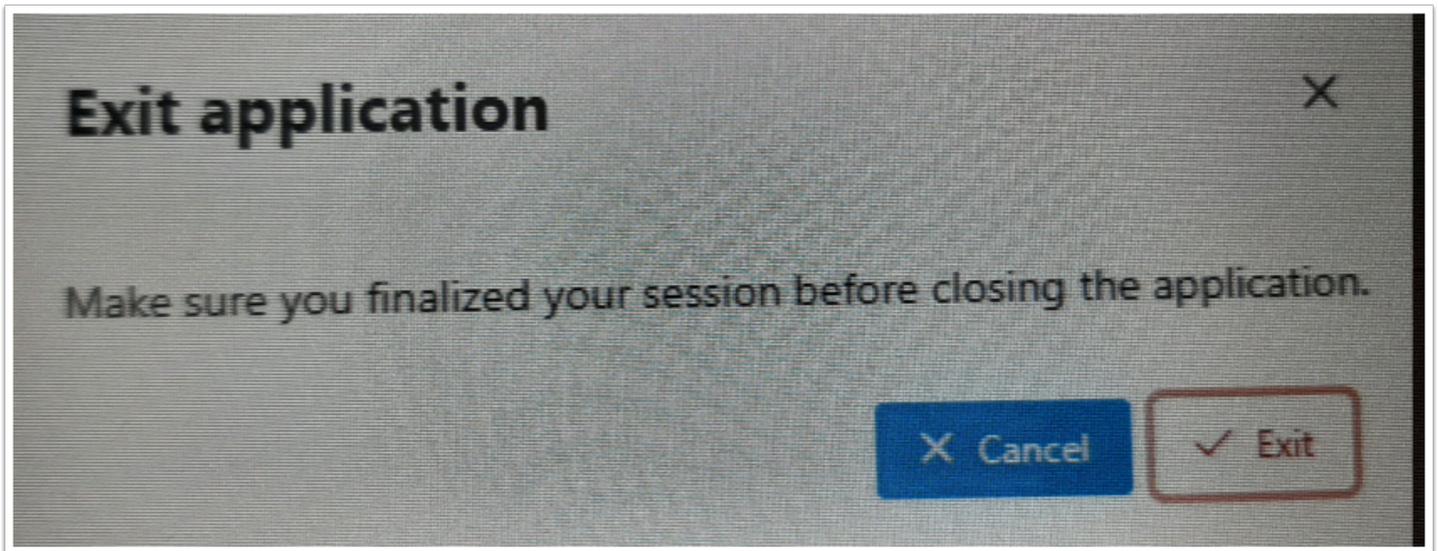
Make sure you submit your exam first by clicking on the submit icon in the lower right corner of the exam before you click on the 'EXIT EXAM' button!



## 7. Close Schoolyear

- a. Click on the 'EXIT' button
- b. Confirm that you want to exit the exam environment.





## Problems during the start of the exam.

If your laptop is not working at the start of the exam, please know that there are other possibilities to make your exam. You can get a spare WUR laptop or a paper copy of the exam. Consult the invigilator for these options. (Click [here](#) to read more about how to arrange a spare laptop.)

 Want to know more about digital exams on-campus?

Please visit:

- [General information about on-campus digital exams](#)
- [Preparations for the on-campus digital exam](#)
- [Rules for on-campus digital exams](#)
- [Try-out for a digital on-campus exam](#)
- [FAQ about on-campus digital exams](#)