


# Login instructions & tryout exam for a remote proctored exam

The tryout exam is a way to train yourself in taking an off-campus proctored exam and to test if everything works properly. The login procedure for the tryout exam is nearly identical to your real exam. If you are able to follow all the steps below you will be ready for the real exam.

For the exact date and time of your real exam check Time Edit or myWURtoday.

This manual will show:

- [Steps to login into a remote proctored exam](#)


 Recordings from the tryout exam are not saved and results will not be graded.


## Before you start

1. Read the [Rules on remote proctored exams](#)
2. [Prepare yourself, your room and your equipment](#)
3. Watch the [video](#).

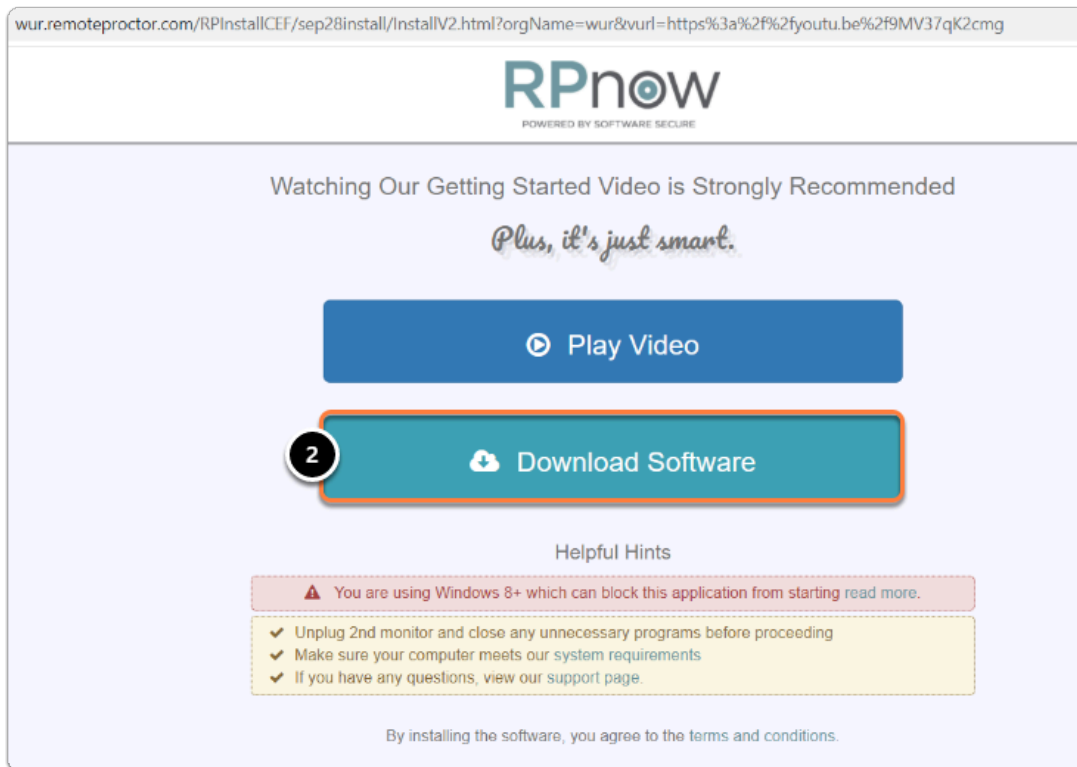
## Steps to login into a remote proctored exam

### ☐ 1. Download the latest version of the PSI Secure Browser

 If you have already installed the PSI Secure Browser before, then you don't have to redownload the software. You can directly launch the program through your computer's Start menu.

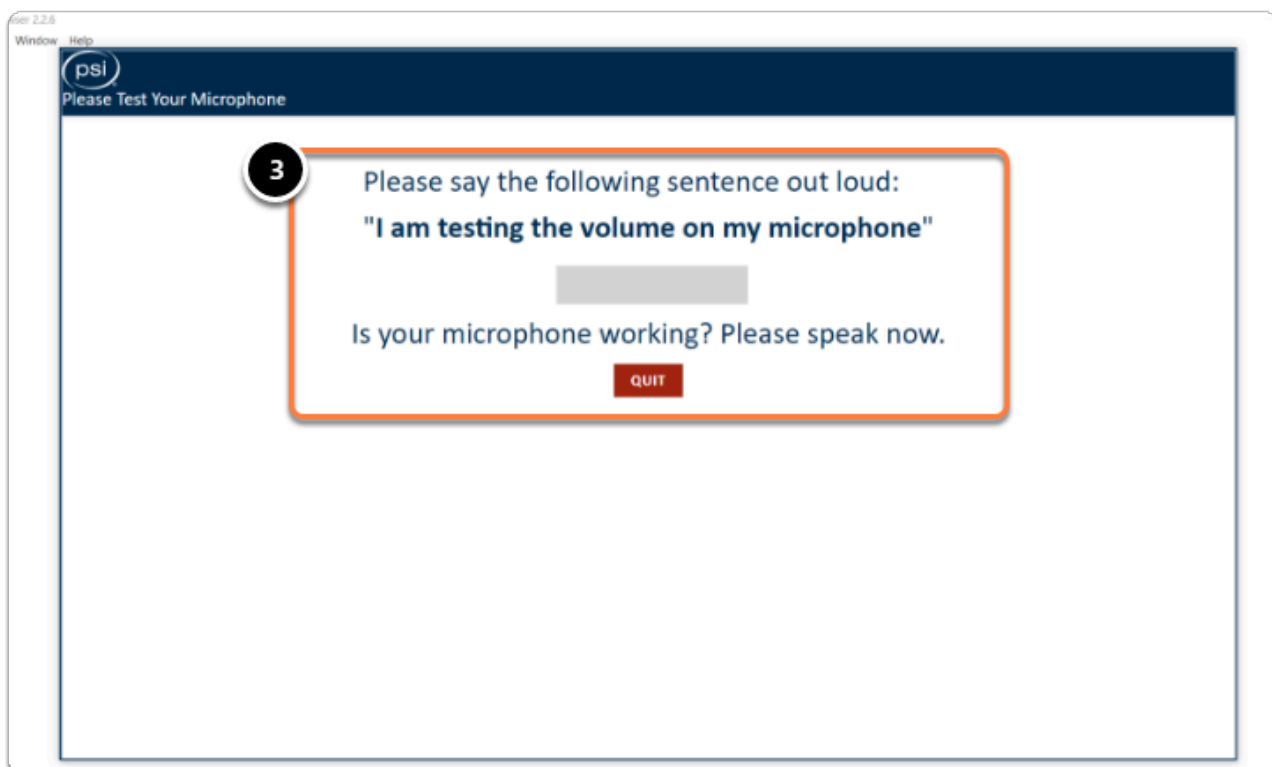
 If an error message pops-up when trying to open the PSI Secure Browser, uninstall and redownload the software again.

1. Navigate to <https://wur.remoteproctor.com>
2. Click on '**Download Software**'. After the download has finished, open and install the file.

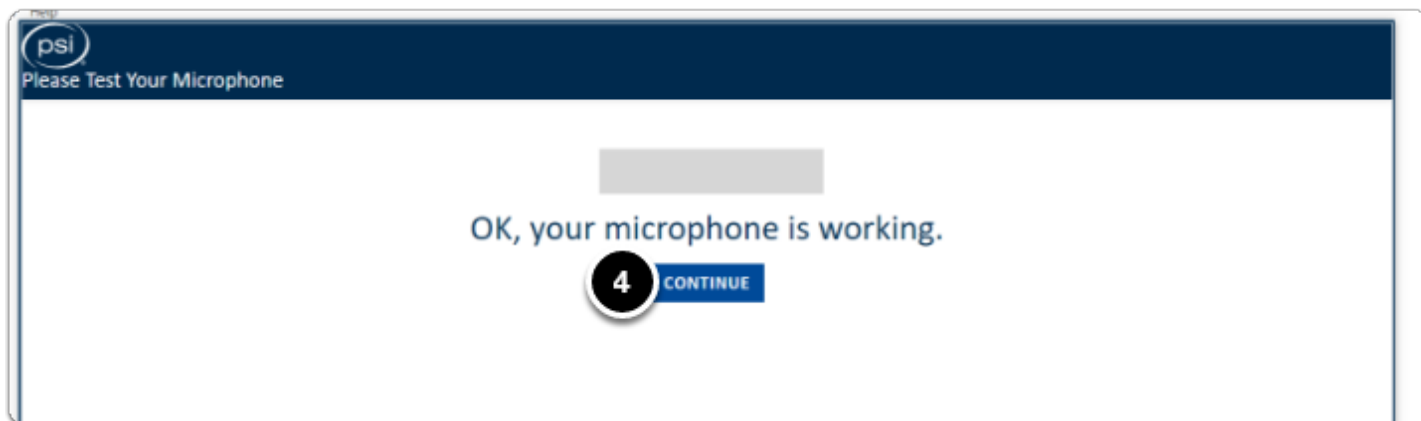


Once the Remote Proctoring Software has been successfully downloaded and installed, open the PSI Secure Browser through your Start menu or the shortcut on your desktop.

3. After the program has launched, test your microphone by making some noise.



4. If your microphone works, you will be able to click on '**Continue**'.



## ☐ 2. Select Exam Teacher/Sponsor: Digital Examination: WUR

1. Click on the drop-down menu next to '**Pick Your Exam Teacher/Sponsor or Course**'.
2. Select '**Digital Examination: WUR**'.

A screenshot of the 'EXAM INFORMATION' section of a form. The title 'EXAM INFORMATION' is centered at the top. Below it, there are two main sections. The first section is labeled '\*Pick Your Exam Teacher/Sponsor or Course:' and contains a drop-down menu with the text 'Pick Your Exam Teacher/Sponsor or Course'. A circular icon with the number '1' is placed next to this menu. The second section is labeled '\*Pick Your Exam:' and contains a drop-down menu with the text 'Pick Your Exam Teacher/Sponsor or Course'. A circular icon with the number '2' is placed next to this menu. Below the second drop-down menu, there is a blue highlighted option that reads 'Digital Examination: WUR'. To the left of this option, there is a note: 'If you cannot find your organization, teacher or course, select this option.'

## ☐ 3. Select your exam

1. Click on the drop-down menu next to '**Pick Your Exam**'.
2. Select your **exam**. If you want to do the tryout exam, select the tryout exam here (i.e. Tryout exam students 2021-2022).



Your real exam will only be listed in this drop-down menu on the correct date/time of the exam.

If, for example, your exam starts at 08:30 then the exam will not appear in the list before 08:30. The list is loaded when you start the PSI Secure Browser, so make sure you don't start the software too early.

### EXAM INFORMATION

\*Pick Your Exam Teacher/Sponsor or Course:

Digital Examination: WUR

\*Pick Your Exam:

Pick Your Exam

1

If you cannot find your organization, teacher, course

tion.

Pick Your Exam

2

Tryout exam students 2020-2021 (with toilet break)

#### 4. Fill in the required fields below 'Test Taker Information'.

1. Fill in your first name, last name and email address.
  - Please fill in your WUR email address, not your private email.
2. Click on **Next**.

### EXAM INFORMATION

\*Pick Your Exam Teacher/Sponsor or Course:

Digital Examination: WUR

\*Pick Your Exam:

Tryout exam students 2020-2021 (with toilet break)

If you cannot find your organization, teacher, course or exam in the above dropdowns, please contact your organization.

### TEST TAKER INFORMATION

Collecting test taker's information for the purpose of performing video review.

NOTE: You must enter your First and Last Names EXACTLY as they appear on the ID you intend to use so you won't be flagged for your name not matching the ID Photo provided.

1

\*First Name: John

\*Last Name: Smith

\*Email: john.smith@wur.nl

Phone No: 0612345678

Your phone number will be only used to contact you for support.

2

Next

A pre-exam advisory message will appear. Read the instructions carefully.

3. Click on **Next**.

\*\*\*PRE-EXAM ADVISORY\*\*\*

The RPNOW system records the following throughout your entire exam experience:

- Desktop (includes any applications or websites you open)
- Webcam (any activity in the room)
- Microphone (any sounds in the room)

In addition...

- You **\*must\*** provide a clear photo of your ID
- And unless otherwise stated by your instructor, you must **\*not\*** browse the web or your local computer

Please follow your exam rules to avoid possible sanctions!

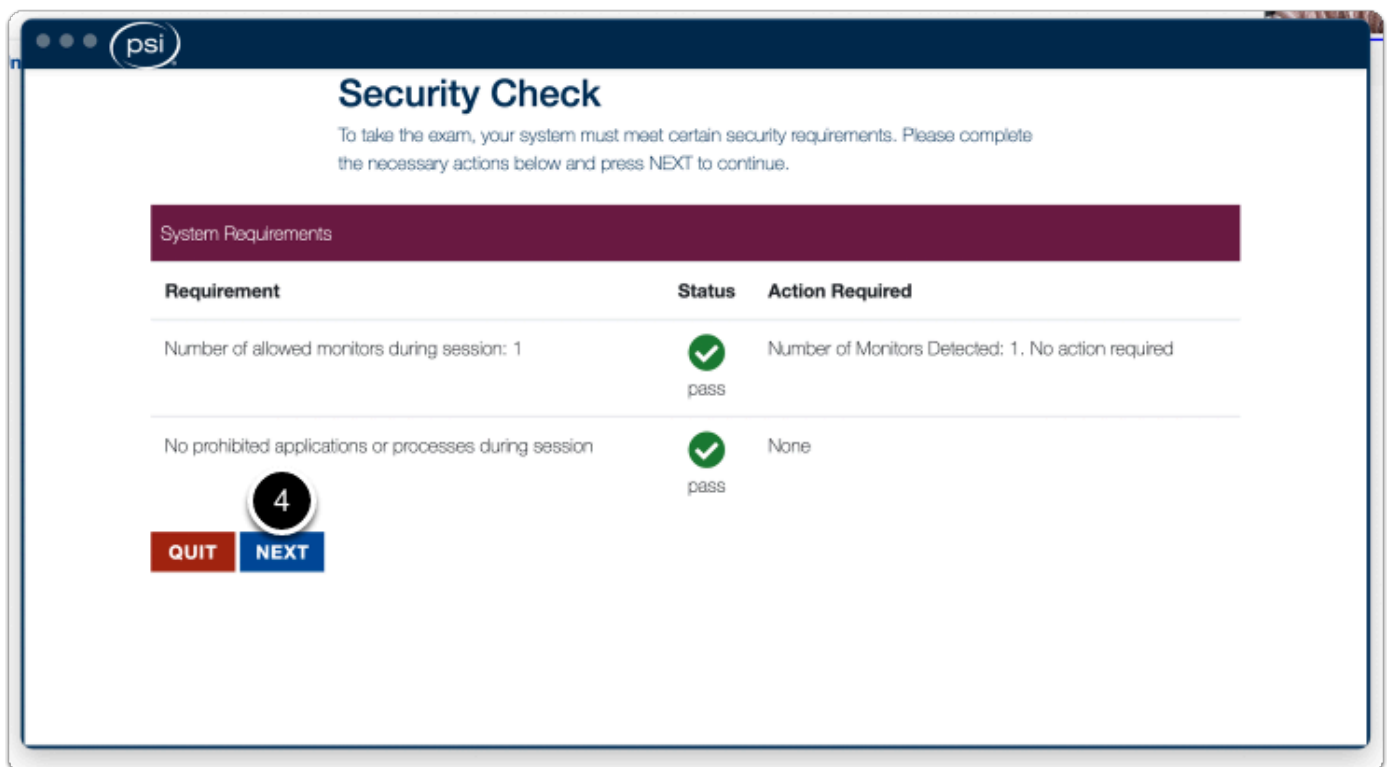
**NOTE:** After completing your exam, you **must** close the RPNOW software to end the recording!

3

Next

A Security Check pop-up message will appear. If the requirements are met:

4. Click on **Next**



Requirement	Status	Action Required
Number of allowed monitors during session: 1	✓ pass	Number of Monitors Detected: 1. No action required
No prohibited applications or processes during session	✓ pass	None

4

QUIT NEXT

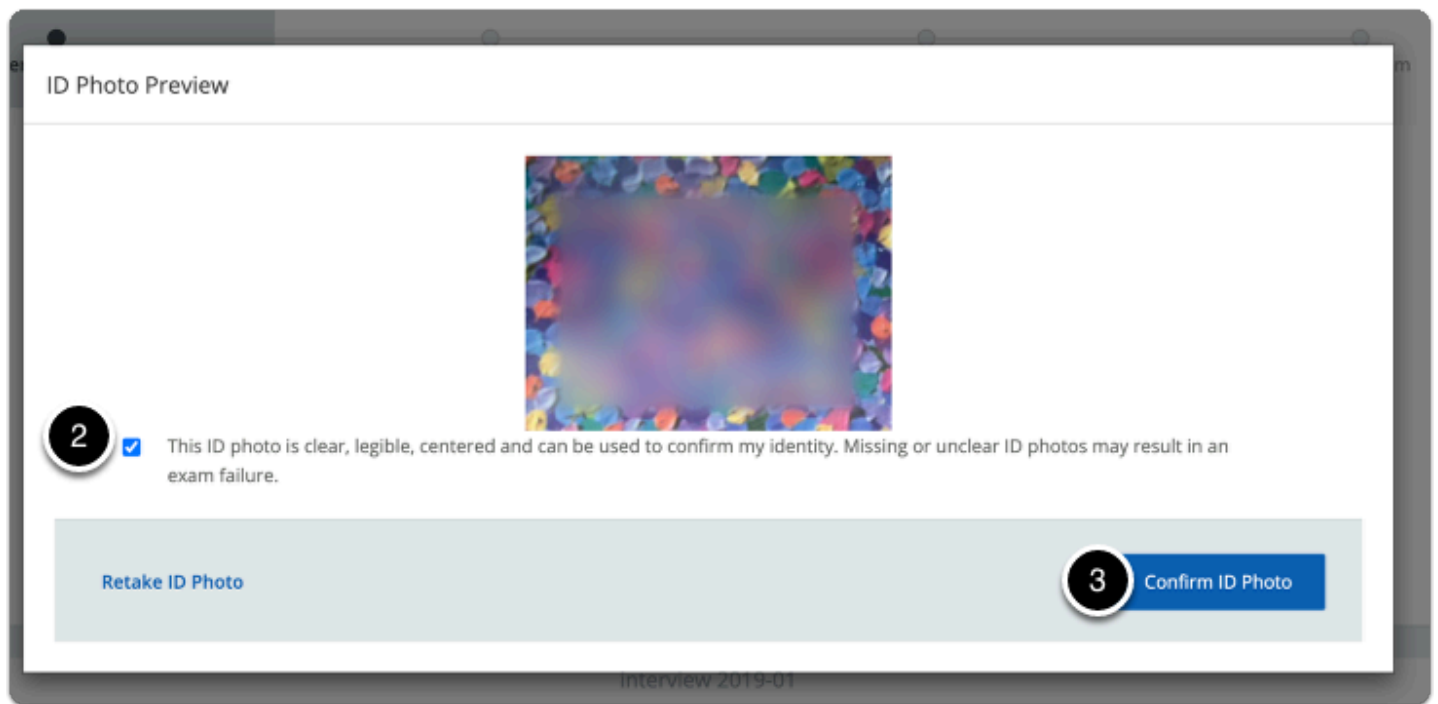
## ☐ 5. Identity check

1. Click on **Take Identification Photo**. You need to take a photo of your WURcard here. It is also allowed to use an official ID card. In that case cover your ID/BSN number (for your own privacy).

The screenshot shows a web interface for a proctored exam. At the top, a progress bar has four steps: 'Take Identification Photo' (active), 'Record Room Scan', 'Take User Photo', and 'Enter Exam'. Below the progress bar is the title 'Photo Identification Instructions' followed by a paragraph: 'Please position your Photo Identification in the center of the frame, then click the 'Take Identification Photo' button. Verify that your Photo Identification is readable and can be used to confirm your identity.' Below this is a yellow warning box: 'Warning: Please do not provide a military Identification Photo during this step as federal law prohibits the copying of such ID's. Additionally, do not use any Identification Card that has Credit Card data on it.' In the center is a square frame with a colorful, pixelated border. At the bottom, a blue button labeled 'Take Identification Photo' is preceded by a circular icon with the number '1'. The footer text reads 'interview 2019-01'.

A pop-up will appear with the ID preview,

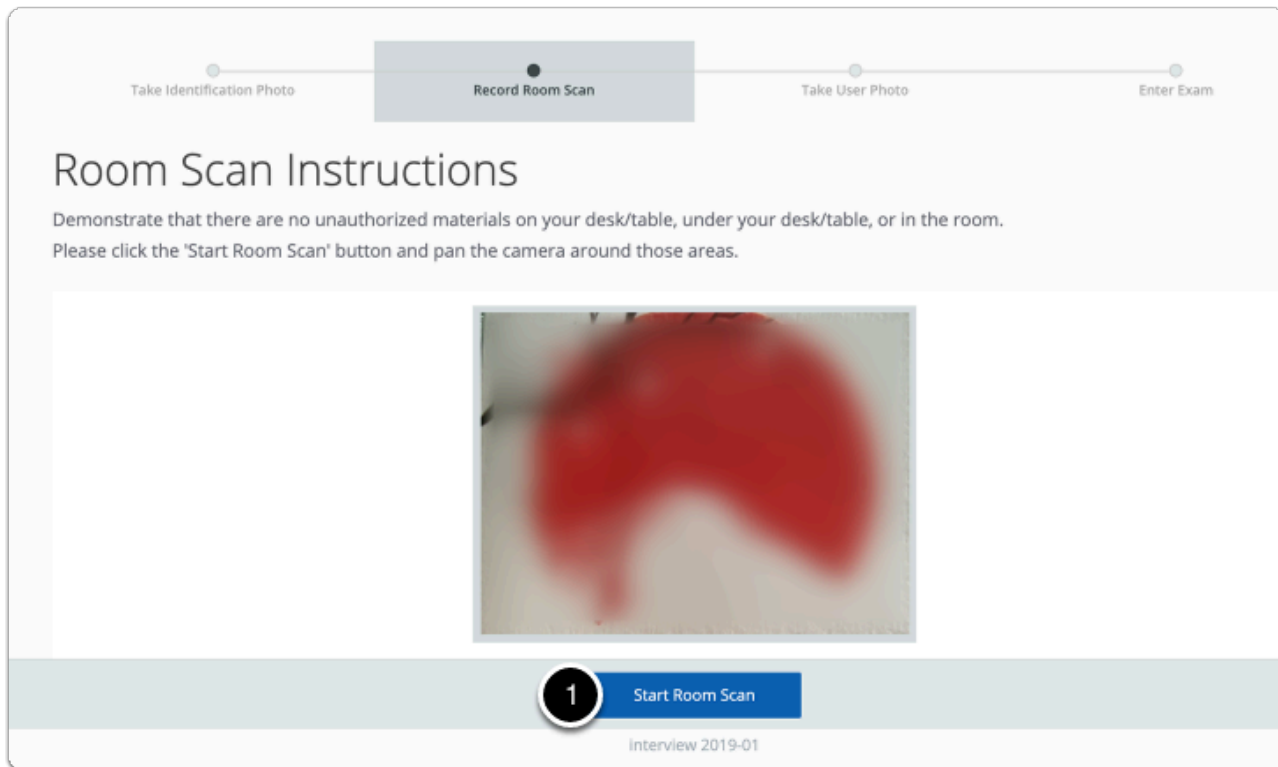
2. Tick the **box** to confirm that the ID photo is clear, legible and centered
3. Click on **Confirm ID Photo**



## ☐ 6. Room scan

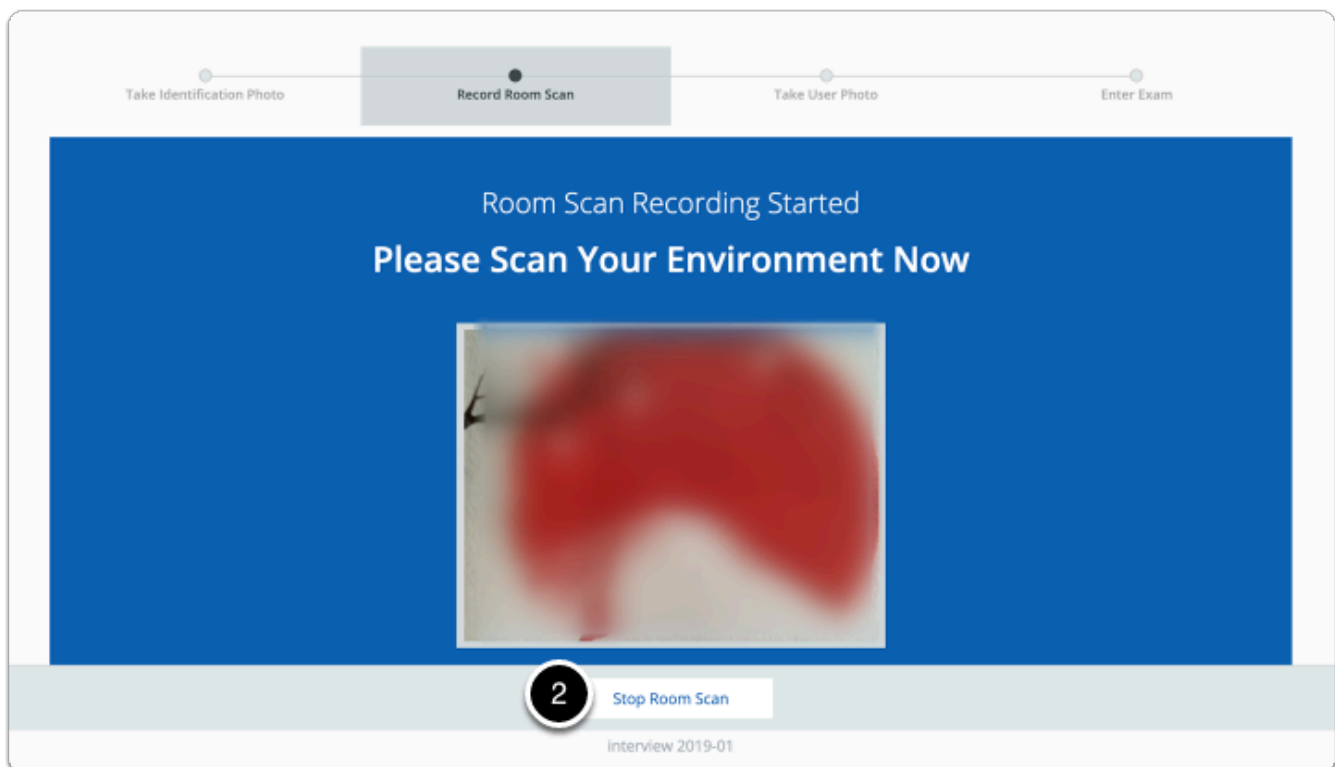
You will now have to scan your environment with your webcam.

1. Click on **Start Room Scan**. Walk / turn slowly through your room showing your environment. The room scan should be at least 45 seconds and you should show yourself and the laptop with a (small) mirror, to prove that you do not have any hidden notes attached to your laptop or your body.



Once you have shown everything in your room:

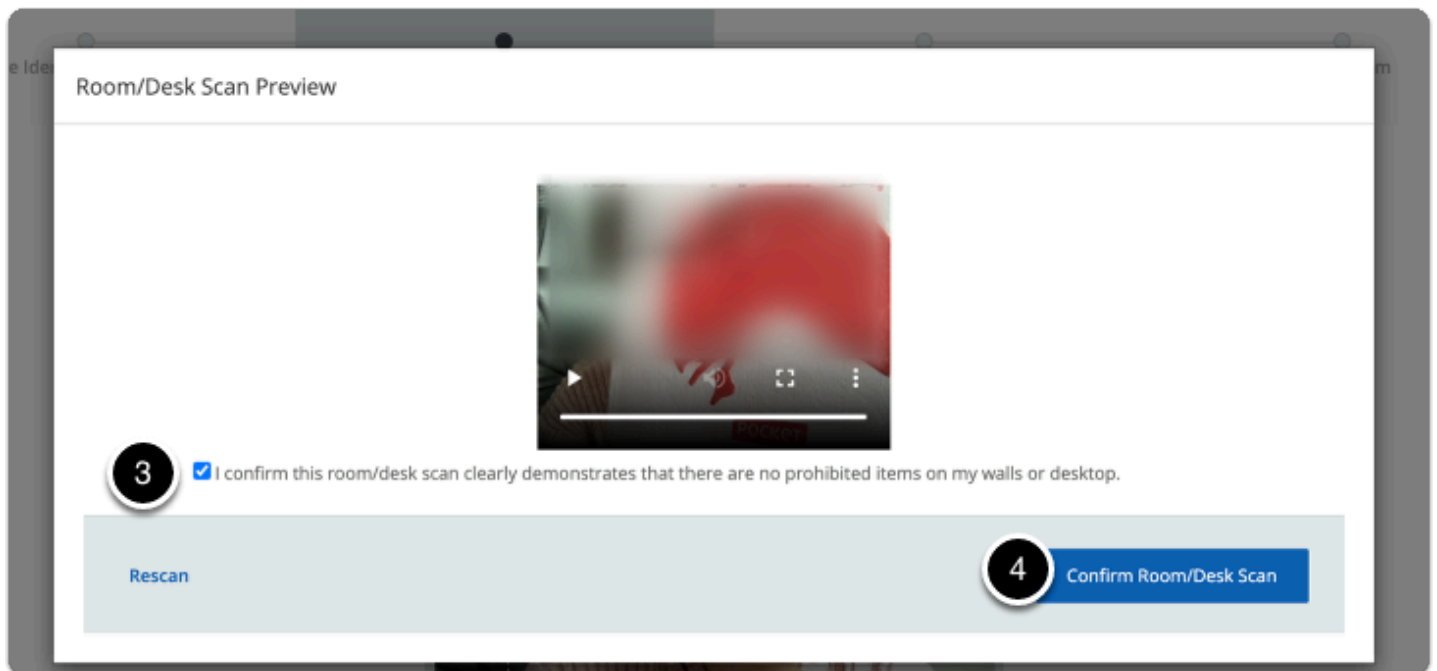
2. Click on **Stop Room Scan**



A pop-up window will appear, in which you can review your room scan recording.



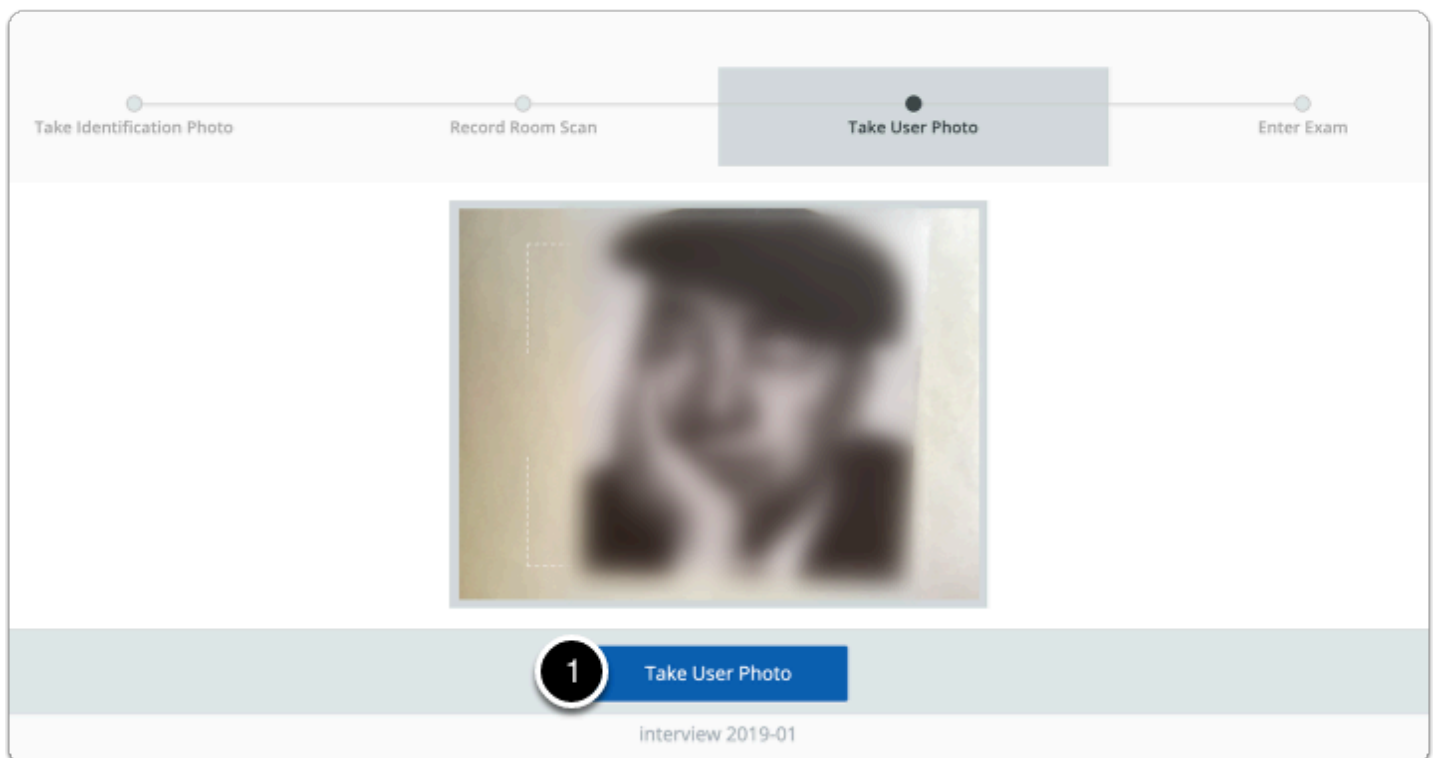
3. If satisfied with the recording, tick the **box** to confirm that the room/desk scan is clear
4. Click on **Confirm Room/Desk Scan**



## ☐ 7. Take User Photo

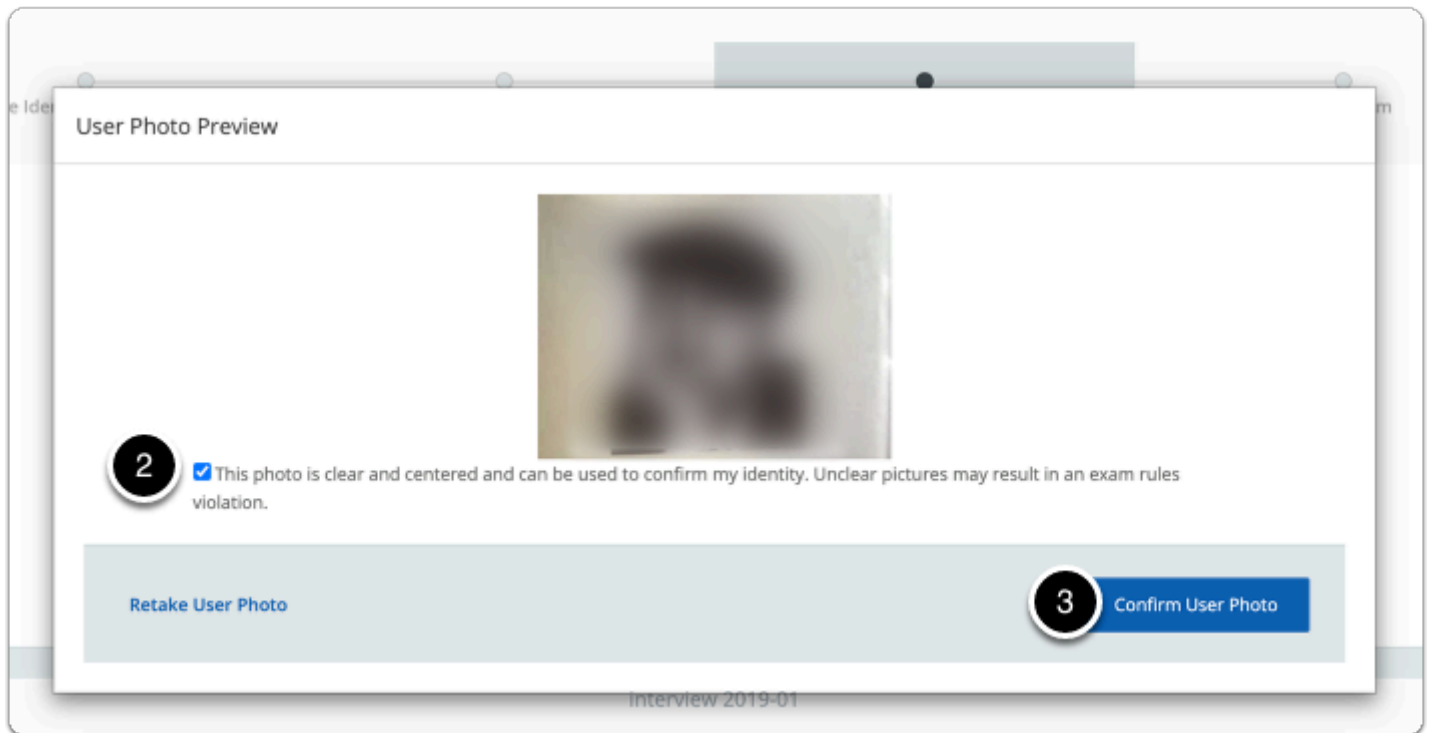
You will be prompted to take a photo of yourself.

1. Click on **Take User Photo**, to take a picture of yourself.



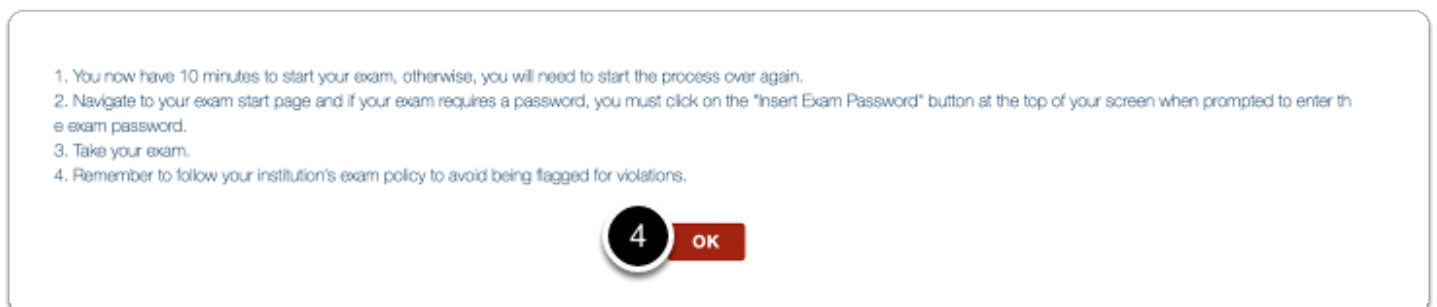
A pop-up window will appear with the User Photo Preview

2. Tick the **box** to confirm that the photo is clear and that your face is centered.
3. Click on **Confirm User Photo**



The pop-up window will close. Read the instructions on the screen carefully.

4. Click on **OK**



## ☐ 8. Choose course code

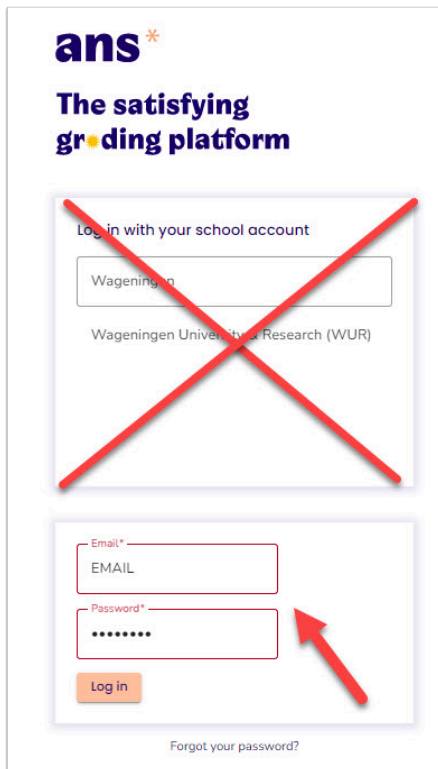
1. Click on **All other courses** to continue.



If you are an external student and have received a non-WUR login account, click on **All other courses (local login)** instead, and read point 8.1 below.

## ❑ 8.1. For external students only (otherwise, skip this part):

External students without a @wur.nl account cannot log in the same way as @wur.nl accounts can. After clicking on **All other course (local login)** you will be redirected to the page shown below. Manually type in the email and password that you have received here.



**ans\***  
**The satisfying grading platform**

Login with your school account

Wageningen

Wageningen University & Research (WUR)

Email\*

EMAIL

Password\*

.....

Log in

[Forgot your password?](#)

After you have manually logged in, you can skip straight to [step 11 of this manual](#).

Click on the course code of your exam to continue.  
If the course code for your exam is not in the list click the *All other courses* link.

Ans		
Remote Proctoring Tryout Exam (Ans)	Remote Proctoring Tryout Exam (local)	
<b>1</b> <b>All other courses</b>	<b>All other courses (local login)</b>	

Students with a WUR account: If the course code for your exam is not in the list click the *All other courses* link.

Students with a local login account (no WUR account): If the course code is not in the list click the *All other courses (local login)* link.

Read the instructions carefully on how to start an exam in Ans,

2. Click on **Proceed to Ans**

Start an exam in Ans.

You have selected to start an exam in Ans.

The next screen is the login screen:

1. Provide your Wageningen credentials (regular username/password)
2. If asked to agree on sharing data with Ans click **Yes, proceed to Ans**
3. Once logged on: Click on your exam (under "Live assignments")
4. When the exam asks for a password: **Use the insert password button.**
5. Click *submit*
6. Click *start*

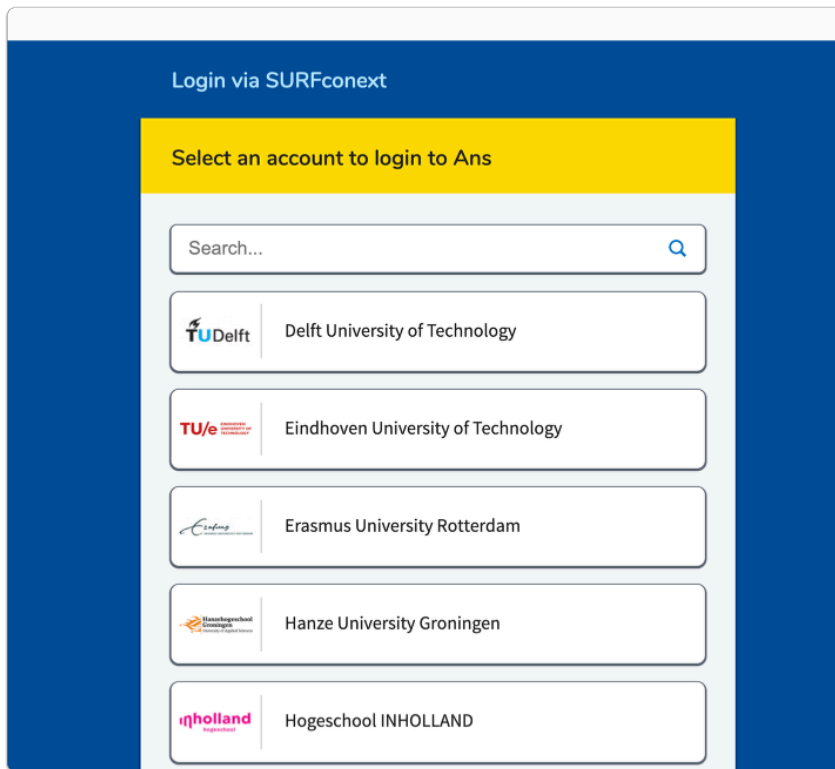
Now click the proceed button below to logon to the exam application.

**2**  
Proceed to Ans

[Back to selecting an exam.](#)

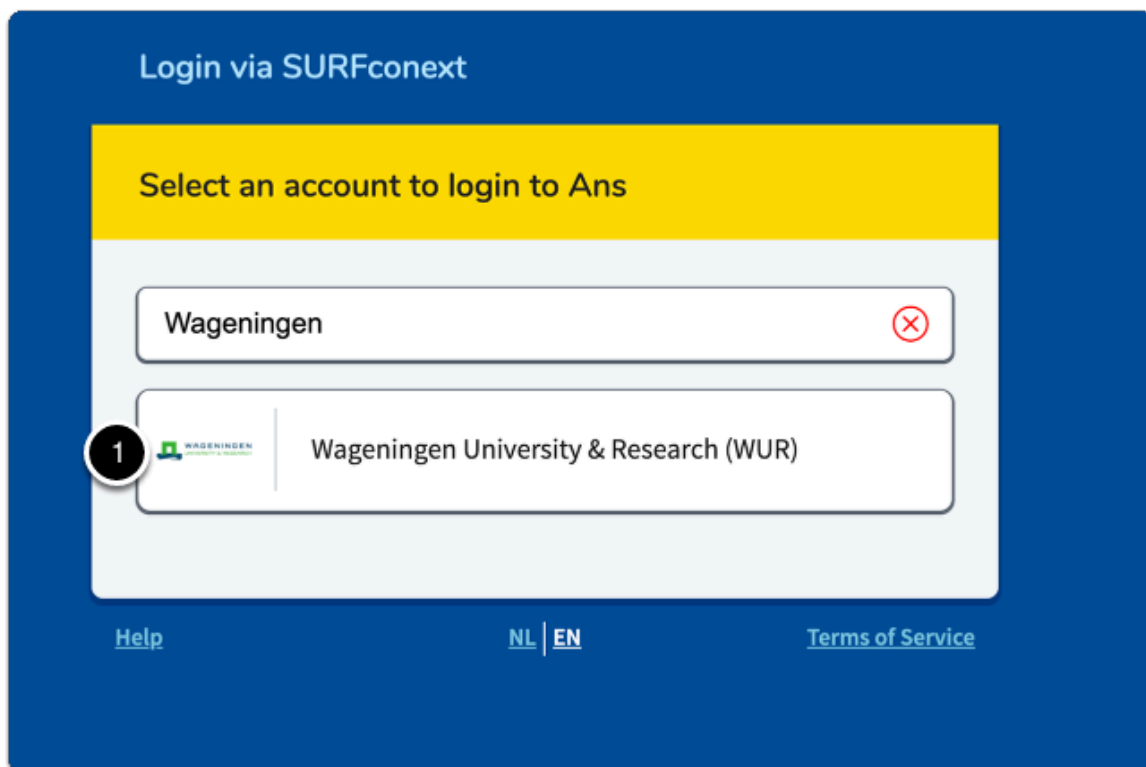
## ☐ 9. Select Wageningen University & Research

This will redirect you to the SURFconext authentication page.



In the search bar, search for Wageningen University & Research (WUR) or scroll through the list.

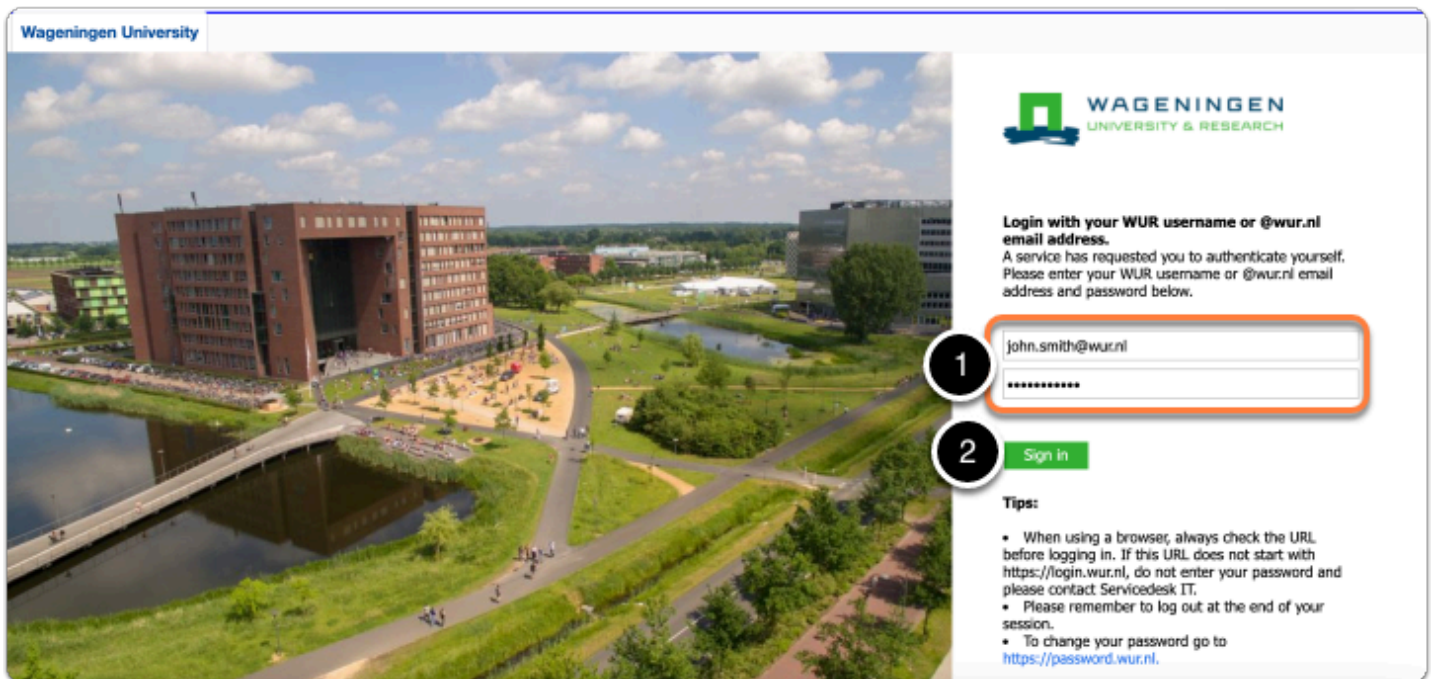
1. Click on **Wageningen University & Research (WUR)**



## ☐ 10. Login with your WUR account and WUR password

This will redirect you to the WUR login page.

1. Fill in your WUR account and password.
2. Click on **Sign in**



After filling in the correct credentials you will automatically be redirected to the 'Login via SURFconext' page. This page will only show the first time you go to Ans.

3. Click on **Proceed to Ans**

Login via SURFconext

Review your information that will be shared.

**Ans will receive**

First name	
Surname	
Email address	@wur.nl
Affiliation	
Organization	wur.nl

[Show more information](#)

provided by Wageningen University & Research (WUR) [Something incorrect?](#)

Identifier [?](#)

provided by SURFconext [Explanation](#)

**Ans** (offered by Ans Delft) needs this information to function properly.

**SURFconext** is being used by your institution to securely send your information to Ans (read more about [SURFconext](#)).

**3** [Proceed to Ans](#)

[Cancel](#)

## □ 11. Select exam

In the list of exams under 'Live assignments':

1. Click on your exam.

**ans** Jump to ...

Student  
Wageningen University & Research

**Courses**  
Search

▶		21 / 22
▶		21 / 22
▶		21 / 22
▶		21 / 22
▶		21 / 22
▶		21 / 22
▶		21 / 22

Show more

**Published assignments**


**Live assignments**

**1** [Screensteps example exam OFF CAMPUS RPN](#)  
▶ Test Course

**Live** ● Digital test  
July 1 - July 2 All students

[Tryout exam students 2021-2022 ON CAMPUS](#)  
▶ Tryout exam students 2021-2022

**Live** ● Digital test  
August 27 - August 31 (60 min) Other participants

[Tryout exam students 2021-2022 RPN](#)  
▶ Tryout exam students 2021-2022

**Live** ● Digital test  
August 27 - August 31 (60 min) Other participants

**Scheduled assignments**

No assignments scheduled

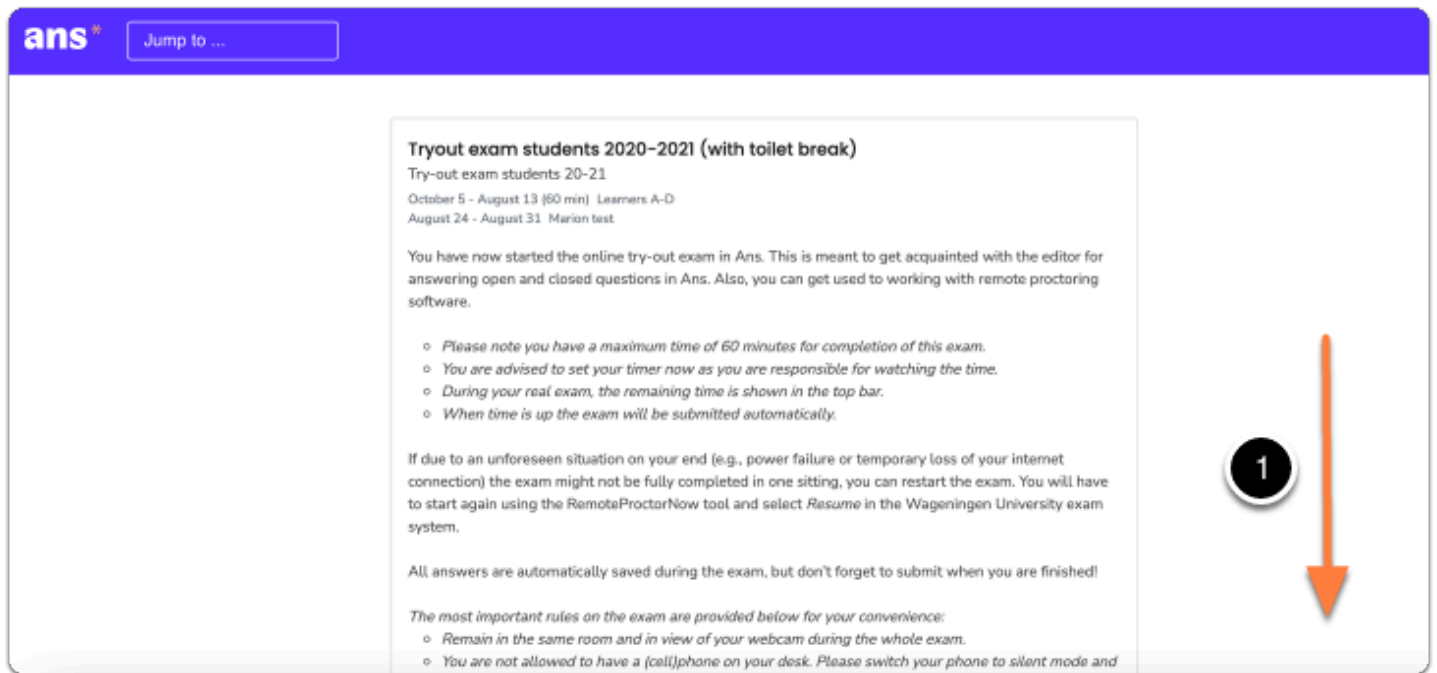


Make sure to select the OFF CAMPUS RPN version of the exam, not the ON CAMPUS version (if applicable).

## ☐ 12. Carefully read instructions and regulations

The exam instructions will open, carefully read all the instructions and regulations,

1. Scroll down to the bottom of the page



At the bottom of the instructions and regulations page, there will be an empty input field to insert the password.



INSERT EXAM PASSWORD ? CONTACT SUPPORT 100%

igen University

- You are not allowed to write down the exam questions on your scratch paper, this scratch paper can only be used for intermediate calculations etc. **Please now show your all scratch paper to the webcam to prove it is empty! At the end of the exam you are asked to show all your scratch paper to the webcam.**

**Instructions specific for this exam:**  
Here your teacher will inform also you which rules apply for a toilet break. In this exam the bold printed rule is applicable:

- A toilet break is not allowed during the exam.
- A toilet break is only allowed when you have closed the first part of the exam. The break will be indicated clearly on your screen. Make sure you divide your exam time over both parts yourself. In the bottom of the screen there is a line where you see the number of questions for both exam parts. Exam time is running during your toilet break.
- One toilet break of max 5 minutes is allowed when needed. Exam time is running during your toilet break.

In the last question of this exam, you will have the opportunity to give information to the examiner on the exam or on anything that happened during the exam.

**Note:** for this try-out we won't check the videos. Also, we will not check your answers.

Good luck with your try-out exam!

Password\* SUBMIT

Enter the password to start the test

### 13. Click on the 'Insert Exam Password' button.

To insert the password:

- Place your cursor on the empty Password text box
- Click on **INSERT EXAM PASSWORD button**, located in the top-left corner.

2 INSERT EXAM PASSWORD ? CONTACT SUPPORT 100%

igen University

- You are not allowed to write down the exam questions on your scratch paper, this scratch paper can only be used for intermediate calculations etc. **Please now show your all scratch paper to the webcam to prove it is empty! At the end of the exam you are asked to show all your scratch paper to the webcam.**

**Instructions specific for this exam:**  
Here your teacher will inform also you which rules apply for a toilet break. In this exam the bold printed rule is applicable:

- A toilet break is not allowed during the exam.
- A toilet break is only allowed when you have closed the first part of the exam. The break will be indicated clearly on your screen. Make sure you divide your exam time over both parts yourself. In the bottom of the screen there is a line where you see the number of questions for both exam parts. Exam time is running during your toilet break.
- One toilet break of max 5 minutes is allowed when needed. Exam time is running during your toilet break.

In the last question of this exam, you will have the opportunity to give information to the examiner on the exam or on anything that happened during the exam.

**Note:** for this try-out we won't check the videos. Also, we will not check your answers.

Good luck with your try-out exam!

1 Password\* SUBMIT

Enter the password to start the test

## ☐ 14. Click on the button 'SUBMIT'.

The exam password will automatically be filled in.

1. Click on **SUBMIT**.

◦ You are not allowed to write down the exam questions on your scratch paper, this scratch paper can only be used for intermediate calculations etc. **Please now show your all scratch paper to the webcam to prove it is empty! At the end of the exam you are asked to show all your scratch paper to the webcam.**

**Instructions specific for this exam:**  
Here your teacher will inform also you which rules apply for a toilet break. In this exam the bold printed rule is applicable:

- A toilet break is not allowed during the exam.
- **A toilet break is only allowed when you have closed the first part of the exam. The break will be indicated clearly on your screen. Make sure you divide your exam time over both parts yourself. In the bottom of the screen there is a line where you see the number of questions for both exam parts. Exam time is running during your toilet break.**
- One toilet break of max 5 minutes is allowed when needed. Exam time is running during your toilet break.

In the last question of this exam, you will have the opportunity to give information to the examiner on the exam or on anything that happened during the exam.

**Note:** for this try-out we won't check the videos. Also, we will not check your answers.

Good luck with your try-out exam!

Password\*  
.....

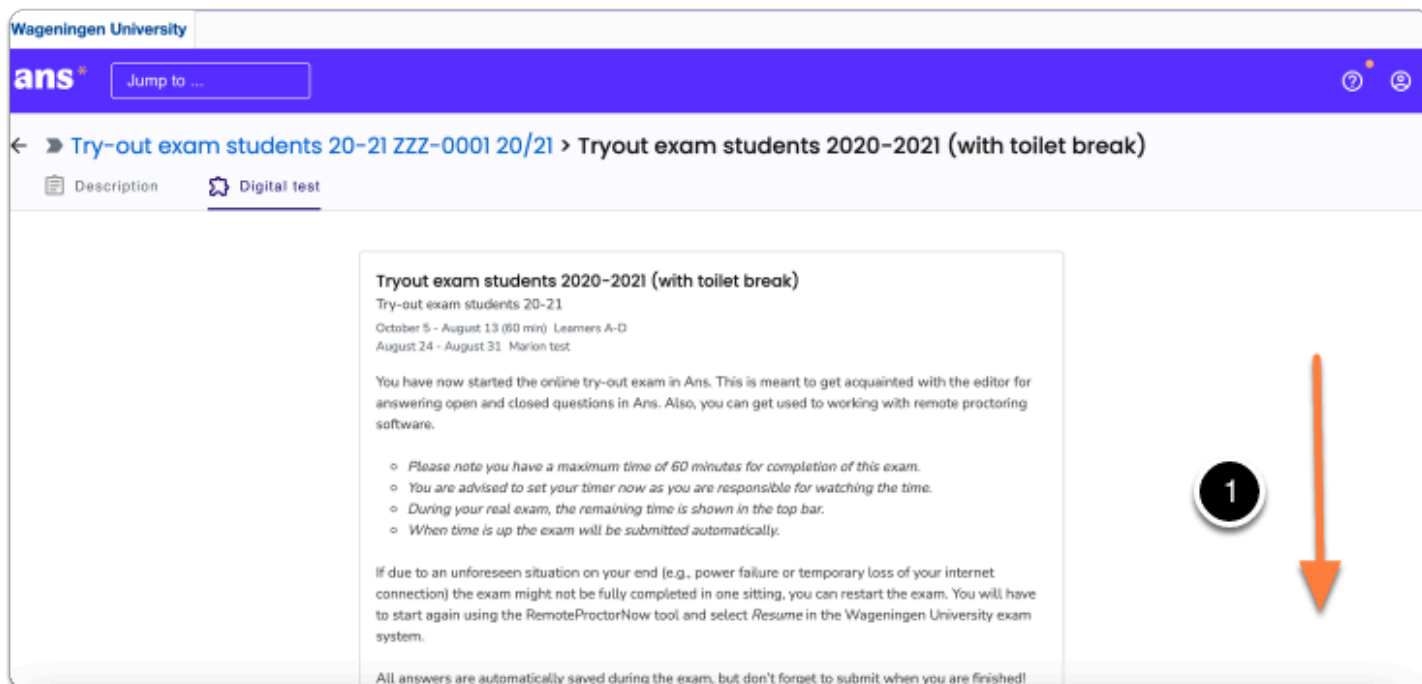
1 SUBMIT

Enter the password to start the test

## ☐ 15. Click on the button 'START'.

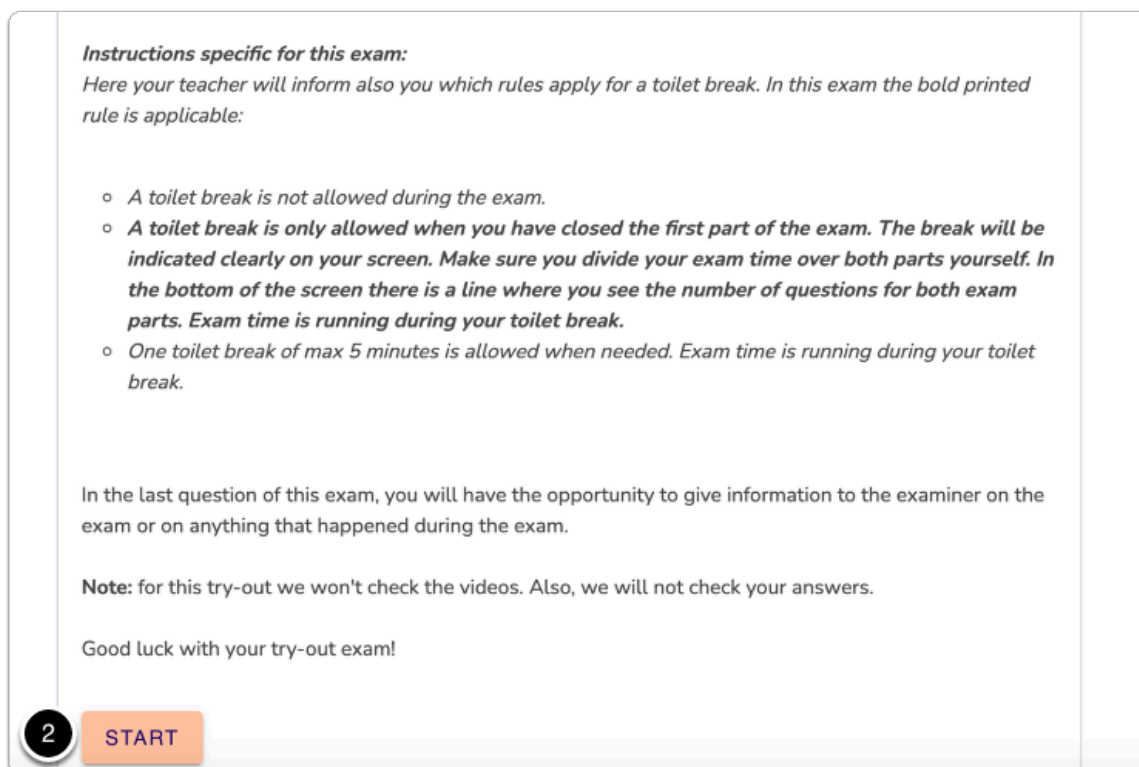
Carefully read the instructions:

1. Scroll down to the bottom of the page



Once the instructions have been carefully read:


2. Click on **START**





☐ **16. Your exam has now started and at this point your exam time starts ticking.**

Wageningen University

Tryout exam students 2020-2021 (with toilet break) >





31 August, 2021

Digital test

ANS-in-RPN manual.pdf

 Listen 

### Part I of the try-out exam

This is the first part of the try-out exam.


#### 1 Try-out Plain open question

Here you see the lay-out of an exam in Ans. Under the button with the vertical dots in the right corner, you can find the button *Test Settings*. There you can adjust some settings in Ans, such as font size and contrast mode. To the left of this button, you can find the calculator. You can try out the calculator now. There is an extra tab func on the calculator for more options like ln and e.

In the bottom line you find an overview of all questions in this exam. With the arrow-button in the left bottom you can go to the next question.

In the bar at the top of the screen you see an attachment in PDF. Click on the PDF to open and read this attachment.

In the PDF you have the option *SPLIT SCREEN*, click on this and you have the attachment and the exam questions visible together. By clicking *SPLIT SCREEN* again you go back to a one screen view.



1

2a

2b

3

4a

4b


5


6a

6b


6c

7



 For further questions about problems and issues, please visit: [Getting ready for an online exam](#)

## Related topics

 Want to know more about remote proctored exams?

Please visit:

- [Introduction to off-campus exams](#)
- [General Rules for remote proctored exams](#)
- [FAQ about remote proctored exams at WUR](#)
- [About Privacy](#)