

## **Exam day E-Assessment**

### **Checklist**

- Students are **not** permitted to use additional screens, laptops or any type of additional mouse, keyboard, number keypad or anything that needs to be attached to the laptop by USB or Bluetooth. These must be disconnected before the student clicks the exam link. The use of Ethernet cables are **not** permitted.
- Students should place a 'do not disturb' sign on the door to prevent interruptions;
- Remove any non-religious headwear, earplugs/headphones, smartwatches before clicking the 'Start session' button;
- Disconnect from VPN networks;
- At least 5 minutes before the scheduled time of the exam, the student should log into their student portal, select 'my enrolments' and click on the relevant exam link. They will then be re-directed to their ProctorU dashboard, where they can select start once their onboarding time arrives;
- Students must ensure their laptop speaker is un-muted at all times during the exam.
- Students camera must be switched on at all times for the exam duration and the student should remain in view of the camera at all times;
- During the examination students may be directly messaged by the exam invigilator. They may be requested at any stage during their exam to do a scan of their workspace/exam environment. Students will use their laptop camera/webcam to do the scan. A reflective surface (i.e a mirror) may be needed where the student is not able to detach the web camera and give a full scan of the environment. Students must comply immediately with all instructions given by the exam invigilator;
- Have valid and in date I.D ready at their workspace as it will be needed for the onboarding phase;
- The student must ensure their whole face is within the camera view and take a clear picture of their I.D during the onboarding phase;
- Students are permitted to have their mobile phone in the room with them. It must be kept out of reach and on silent/vibrate. ProctorU/Exam Executives may call students if they experience issues during their exam;

- Students should have the ['Live chat'](#) readily available to contact ProctorU support in case an issue is encountered on the day;
- If a student wishes to use the bathroom during the exam, they must speak into the screen and state they are taking a bathroom break. The student does not need to wait for a response for permission to leave. The students' mobile phone must remain in the exam environment. The student's exam time will not be paused.
- After each exam day students should shut down their laptop completely.
- Students are advised to review the [E-Assessment main exams FAQs](#) and the [E-Assessment microsite](#) in advance of sitting their exams.