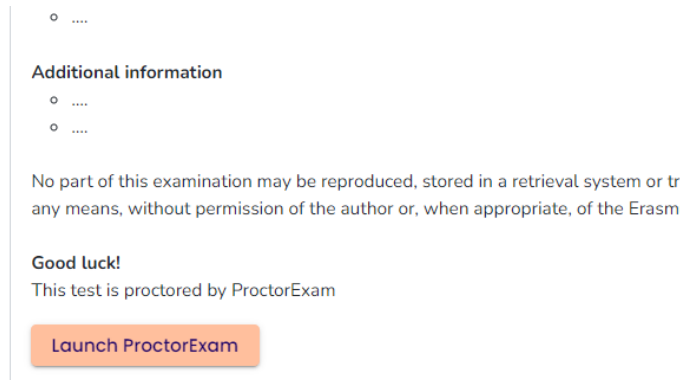
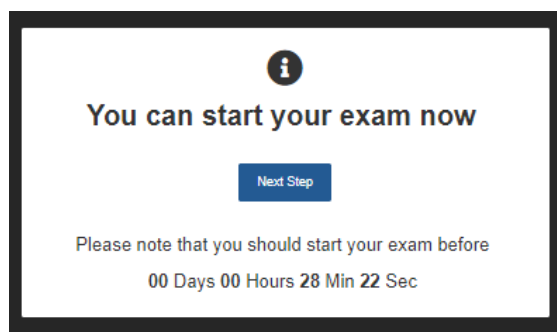


VISUAL ROADMAP PROCTOR EXAM (exam set up)

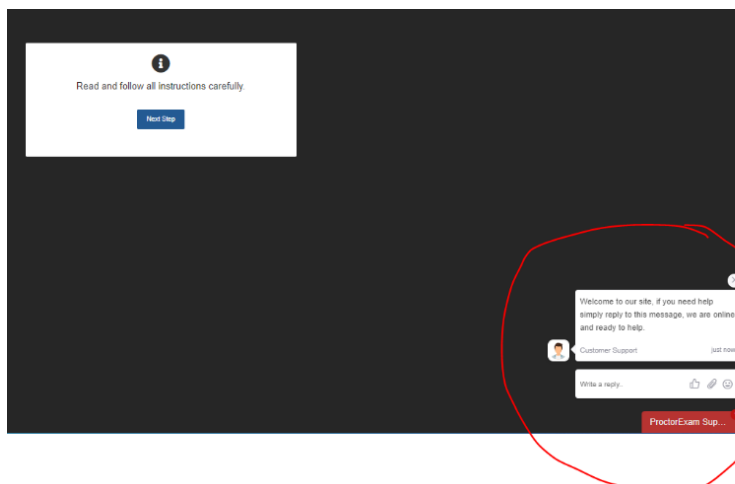
- **15 minutes before the exam starts** you log in to ANS (<https://ans.app/>) using Google Chrome.
- You select the exam in the list of 'Scheduled assignments' (please note in case the exam has already started, you can find the exam in the list of 'Live assignments').
- Click the button 'Launch ProctorExam' (scroll down for the button).



- Follow the instructions for setting up ProctorExam;

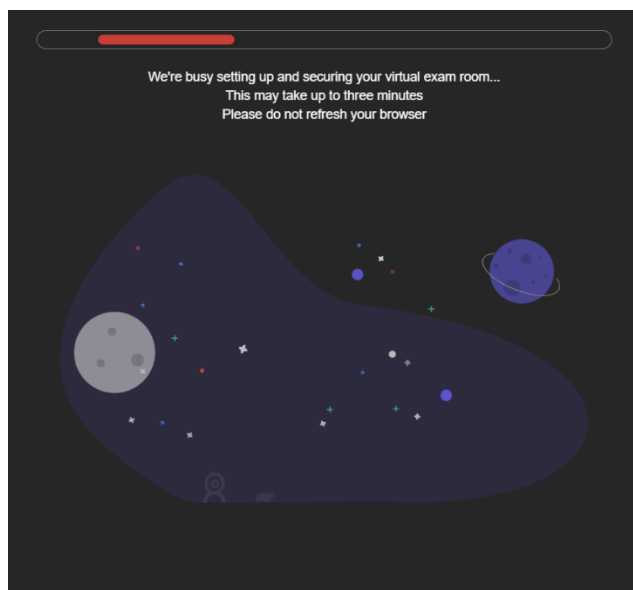
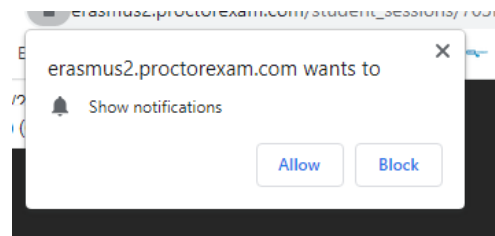
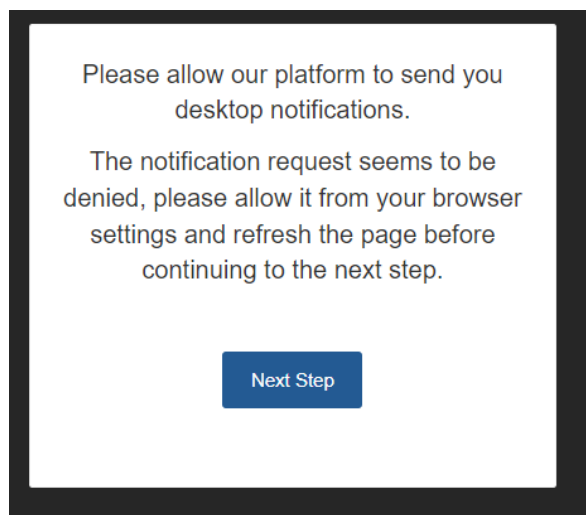
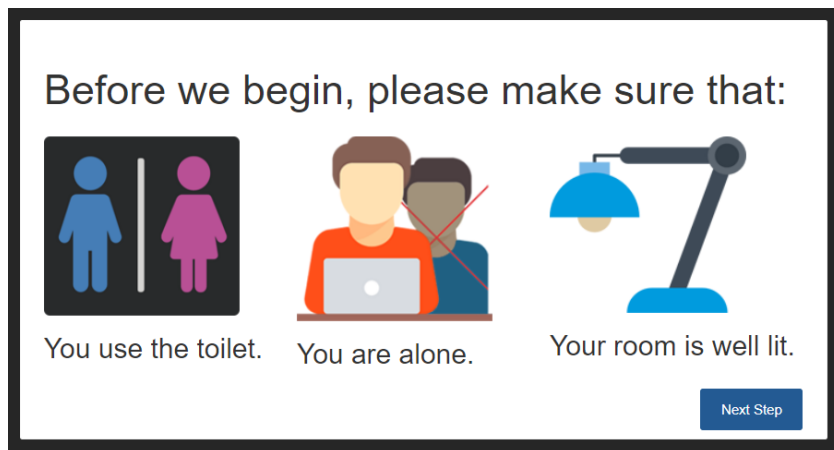


- If you need help with the set-up you can reach out to the Customer Support chat of Proctor Exam in the bottom right corner.



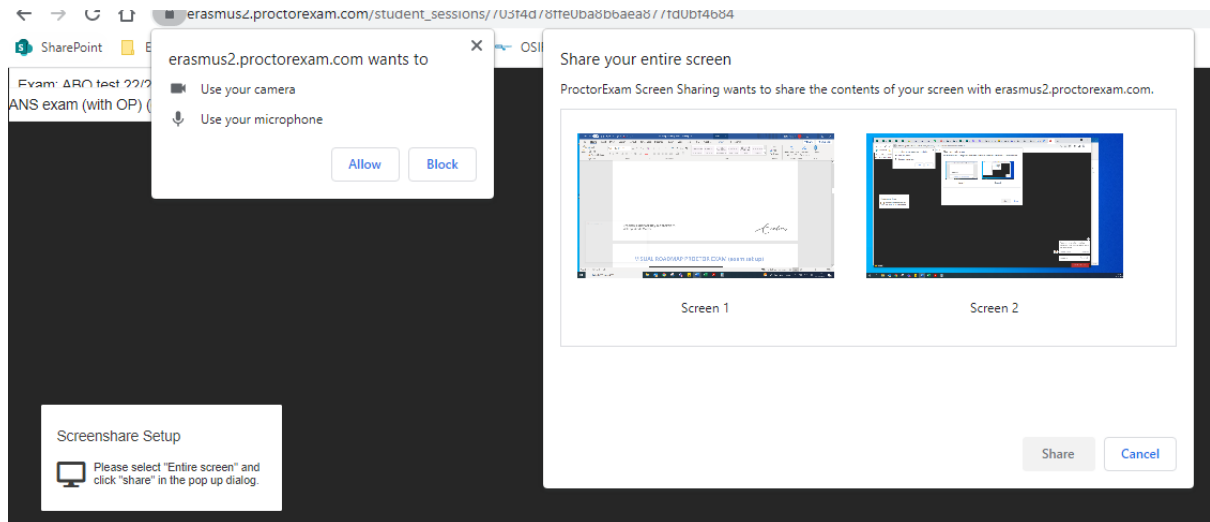
VISUAL ROADMAP PROCTOR EXAM (exam set up)

- You will see the following screens;

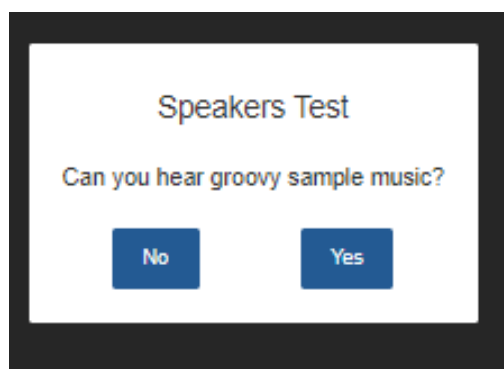
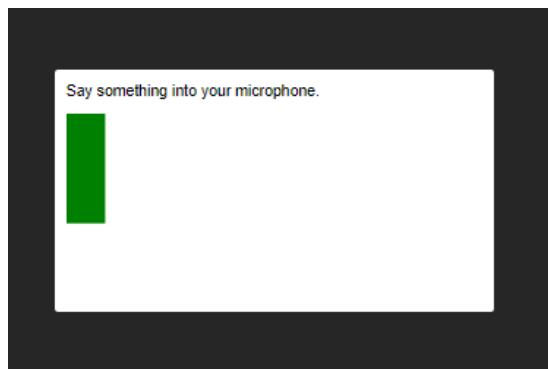


VISUAL ROADMAP PROCTOR EXAM (exam set up)

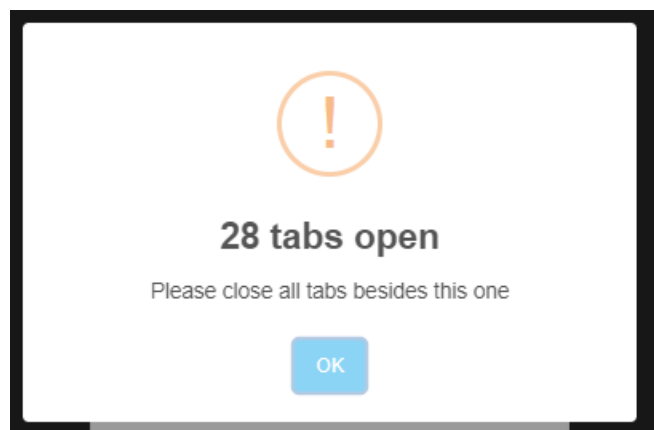
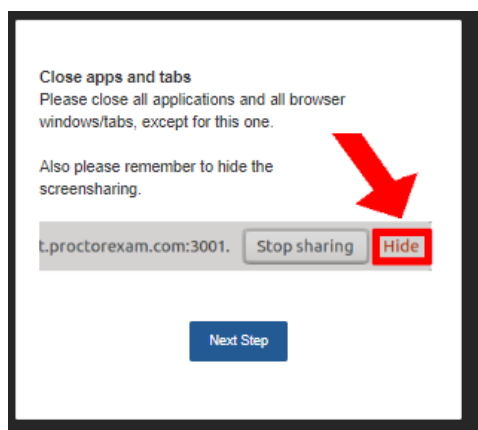
- Allow to use your webcam (for screen sharing).
- Allow to use your microphone (for the audio recording).



- Make some noise to test the microphone. If the green bar is shown the microphone is picking up sound.
- Do you hear the music?

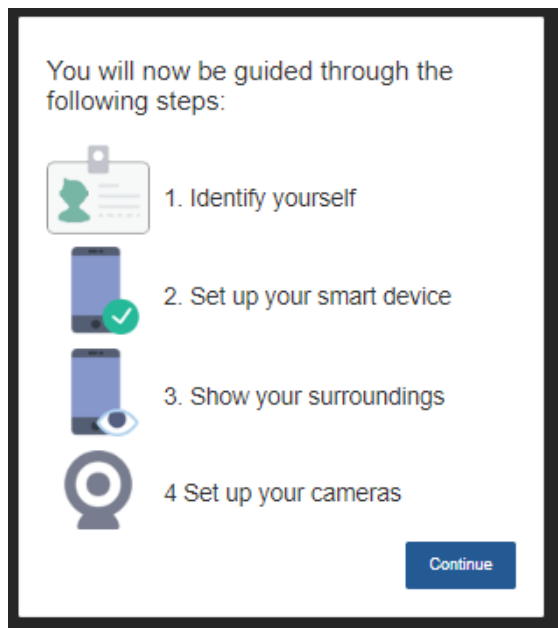


- If you have multiple tabs open, you will see the pop-up on the right (as a reminder).

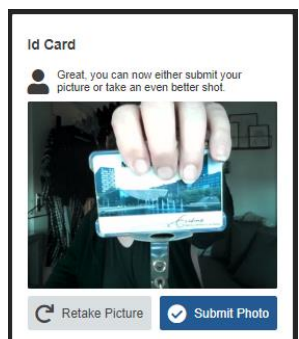
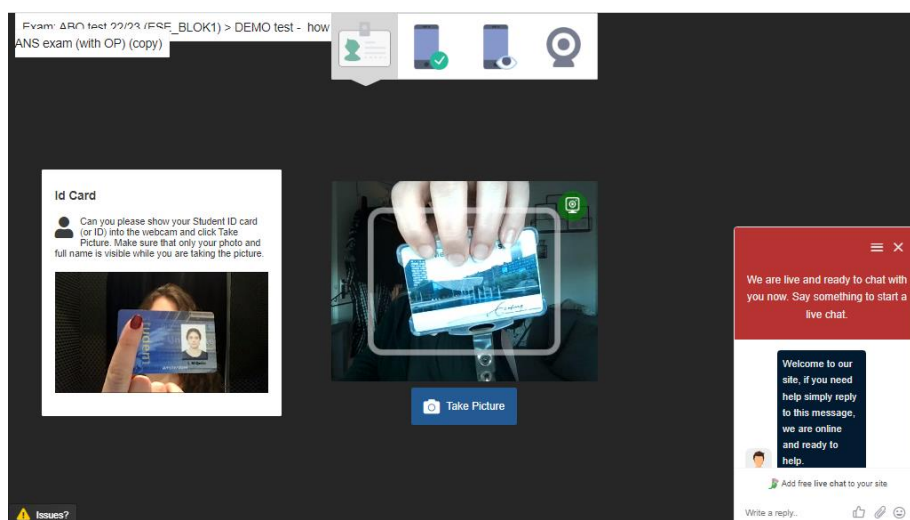
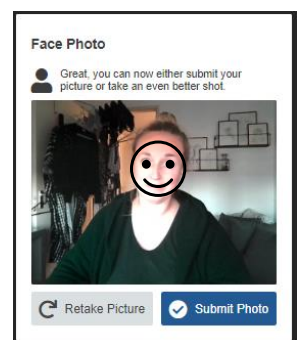
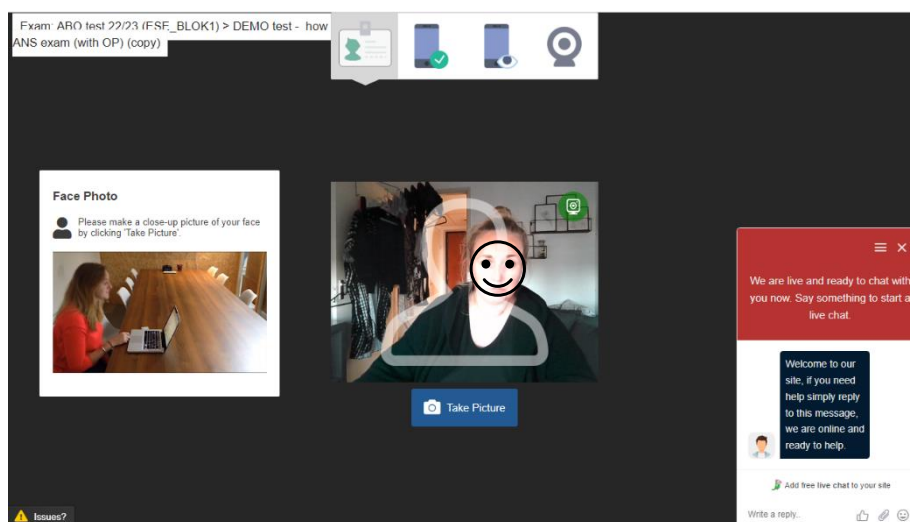


VISUAL ROADMAP PROCTOR EXAM (exam set up)

- You now follow specific exam requirements;

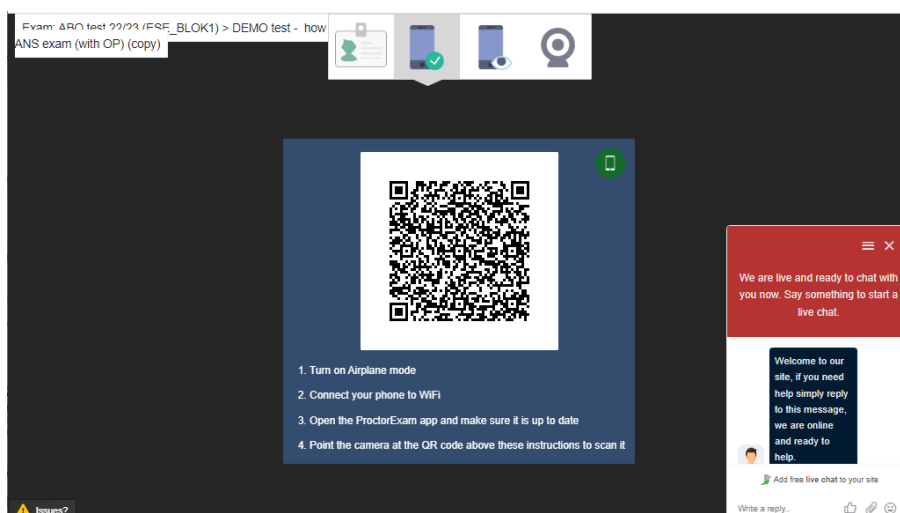
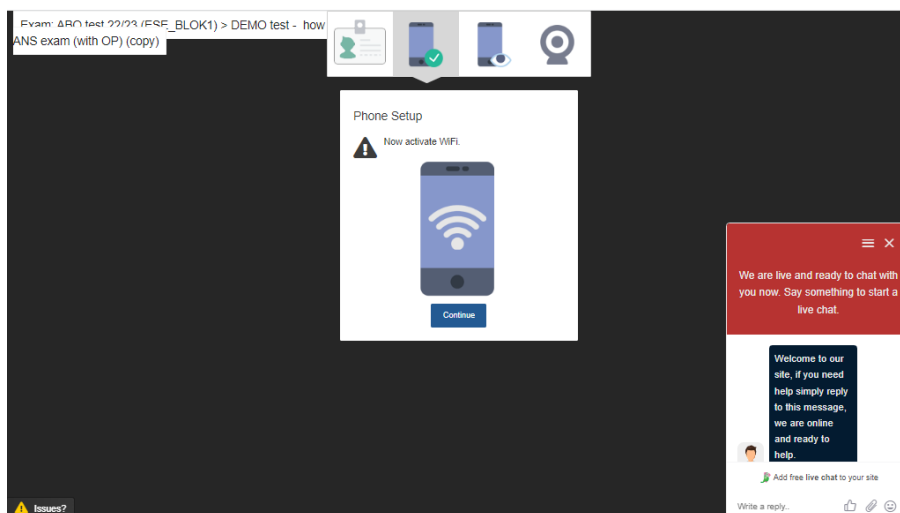
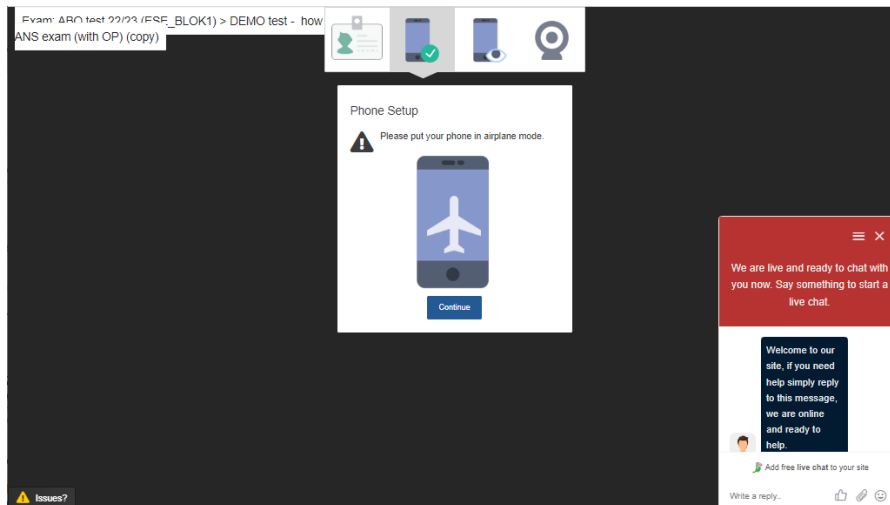


- Make a face photo and submit the picture.



VISUAL ROADMAP PROCTOR EXAM (exam set up)

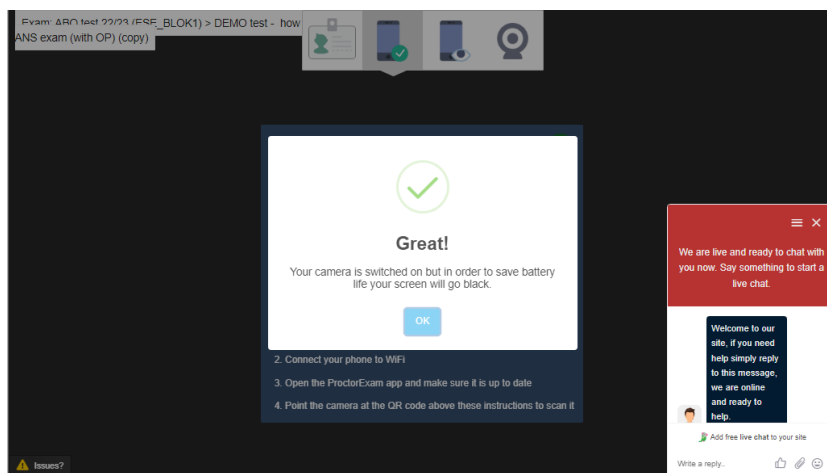
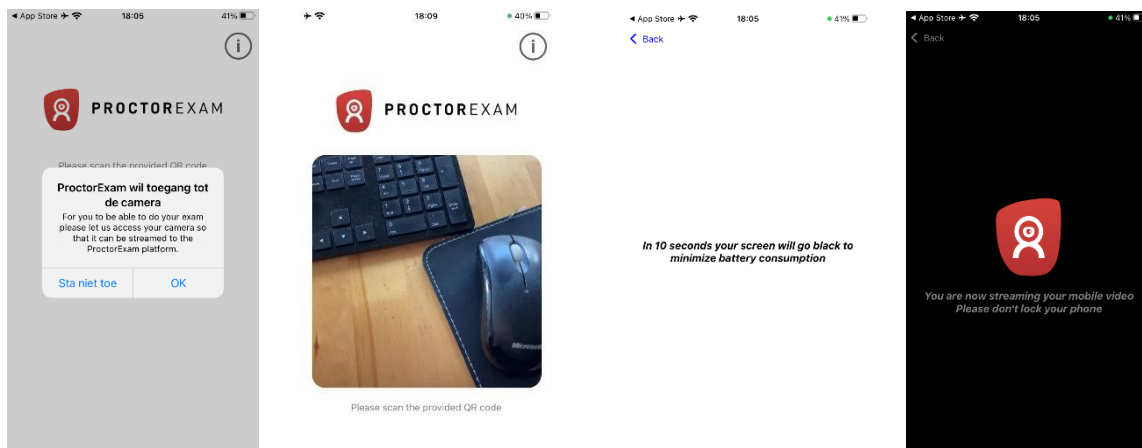
- If you use a second camera the next steps will apply;



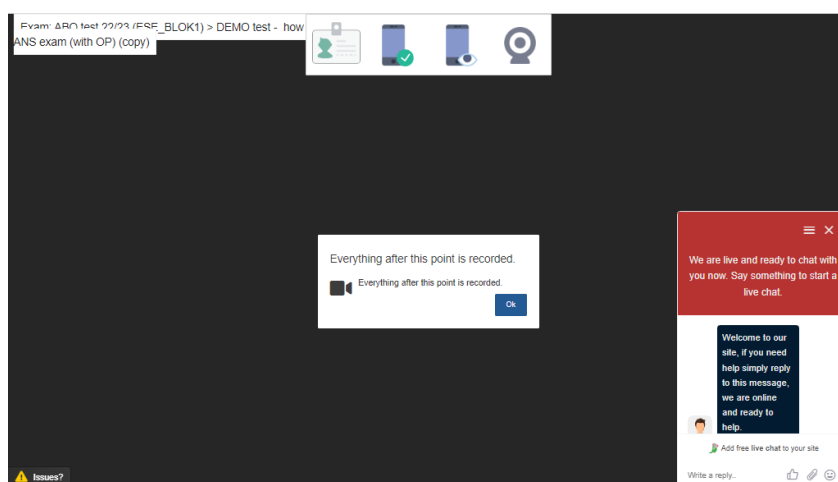
- Download (if not done yet) the ProctorExam app and scan the QR-code (within the app)

VISUAL ROADMAP PROCTOR EXAM (exam set up)

- Give access (on your device).



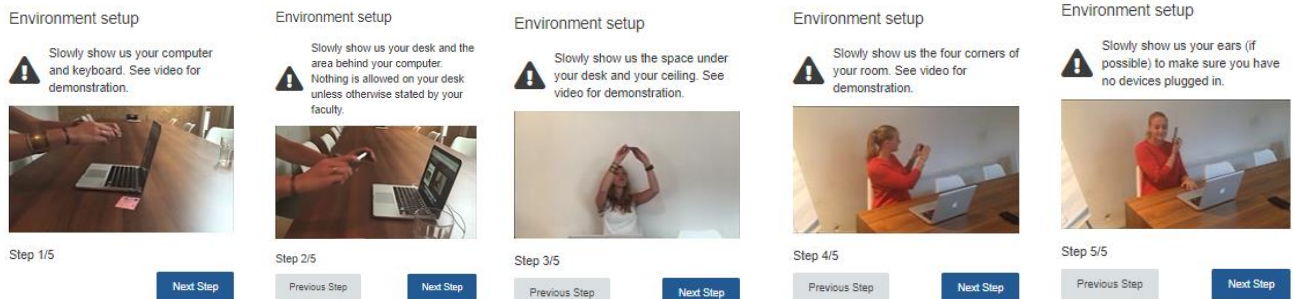
- You now receive the reminder that after this point everything is recorded.



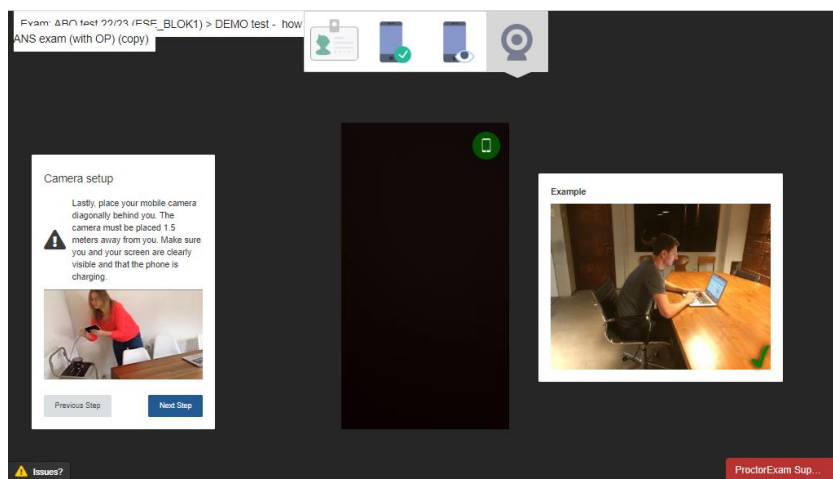
- In case you need to use a second camera follow the next 5 steps for the environment checks;
 - computer and keyboard

VISUAL ROADMAP PROCTOR EXAM (exam set up)

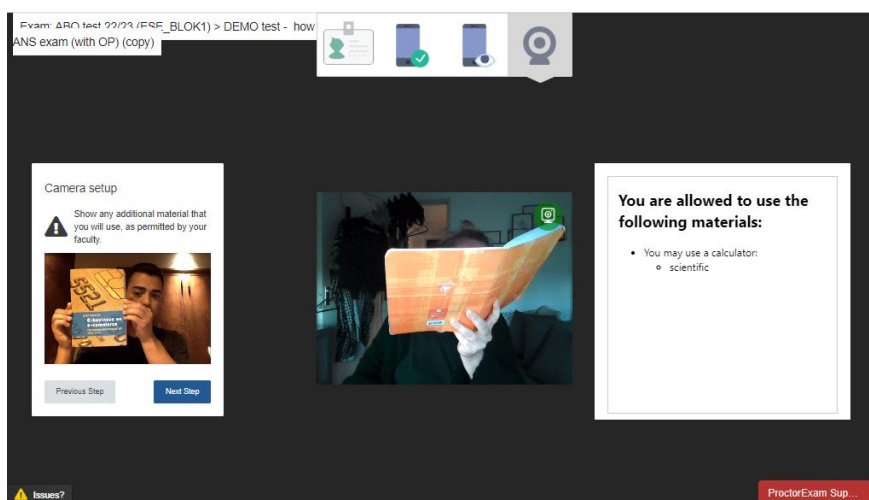
- the desk
- ceiling and underneath the desk
- the corners of the room
- head (ears)



- placing the second camera

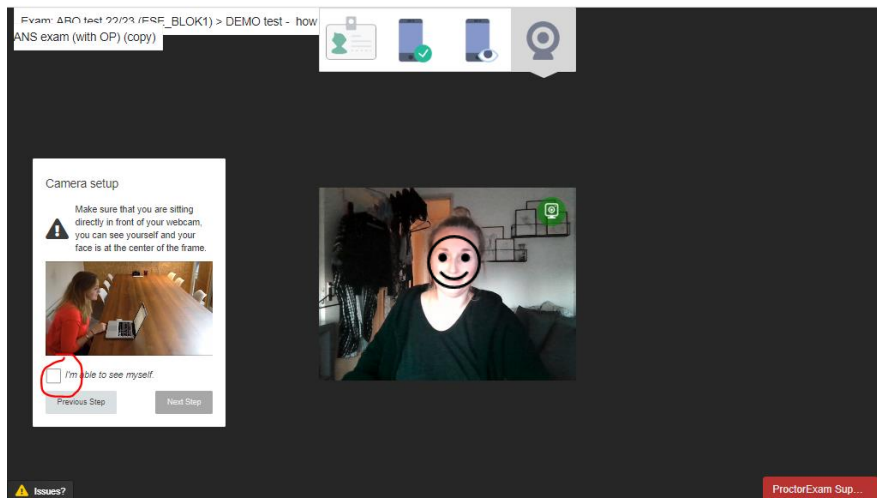


- Show additional allowed material (notes, calculator etc.).

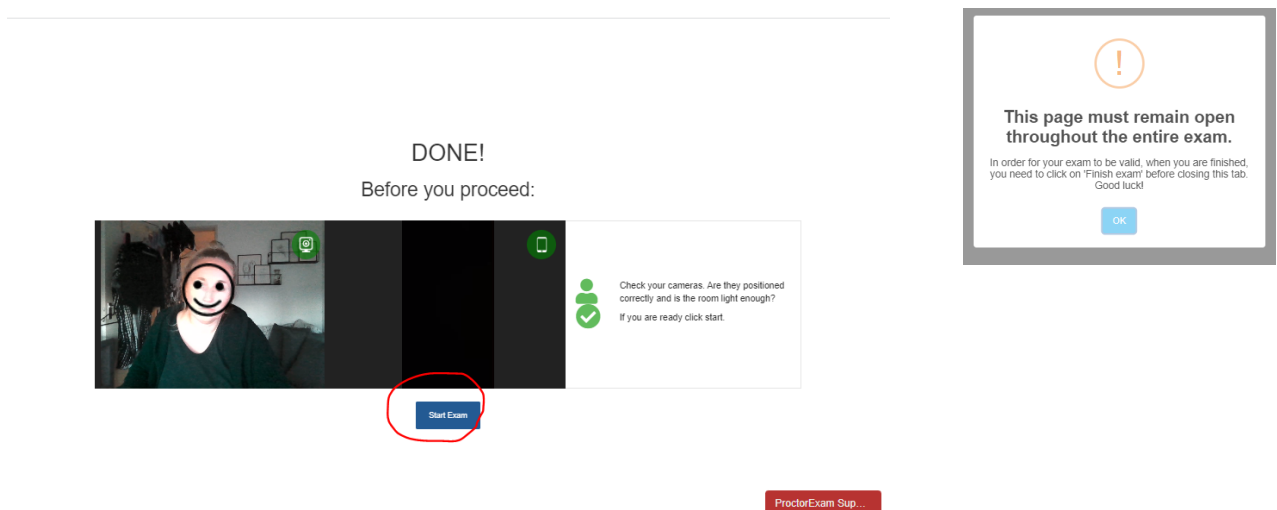


VISUAL ROADMAP PROCTOR EXAM (exam set up)

- Place yourself directly in front of your screen and tick the box (left) that you're able to see yourself.

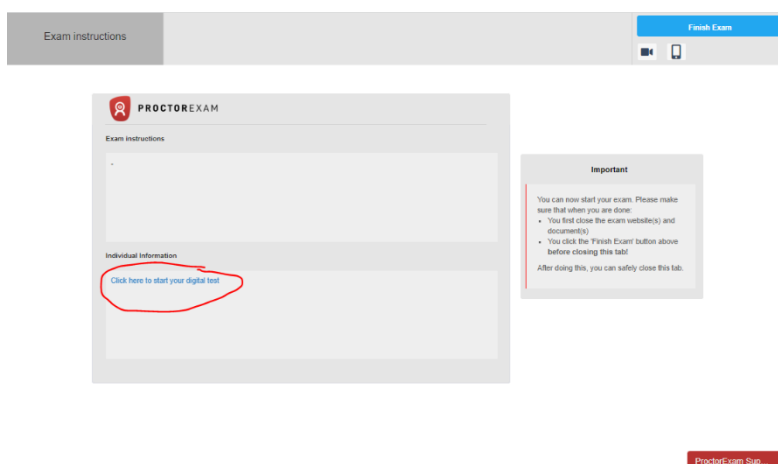


- Do your final checks (cameras, light, position) and if OK press Start Exam



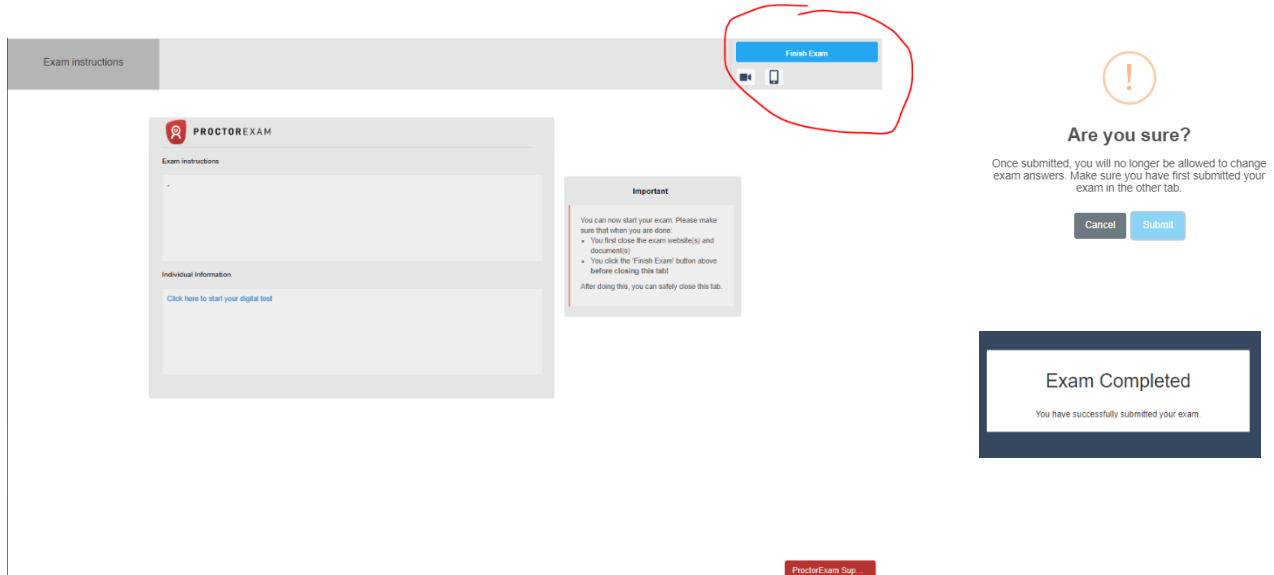
- You will now receive exam instructions and press on the link to proceed → You will be directed back to ANS to start the exam.

GOOD LUCK!



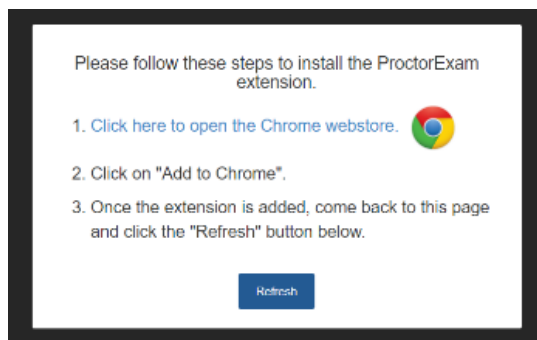
VISUAL ROADMAP PROCTOR EXAM (exam set up)

- FINISHED?
- Submit your exam in ANS and then go to ProctorExam to press the blue button 'FINISH EXAM'.
- If not submitted in ANS (yet), your exam will be submitted now and the recording will stop.
- You will now see the text 'Exam Completed'.

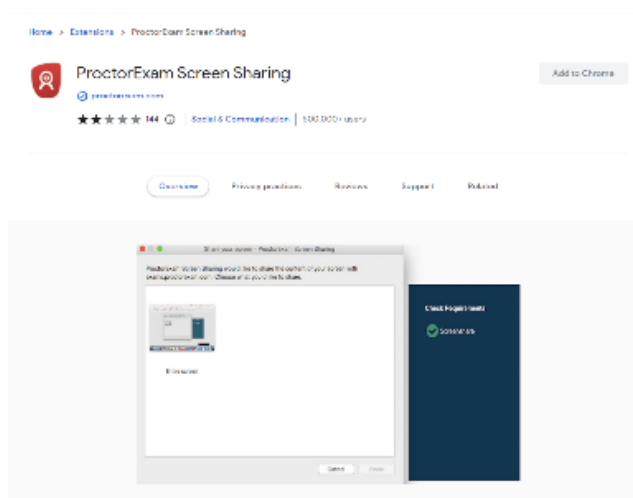


VISUAL ROADMAP PROCTOR EXAM (exam set up)

- If you see this pop-up during your set-up it means you will need to install the ProctorExam extension to Chrome.



- Press the link to open the webstore and download the extension for Screen Sharing.



- Once you've done this you go back to the steps of the set-up. You can press on Refresh (blue box) to go further.

