Guideline house rules for digital examinations in Cirrus with Proctorio

Paragraph 1.   Introductory provisions

Article 1.   Purpose and scope of the regulations

1.   For reasons of being able to administer digital examinations appropriately in Cirrus with the help of online proctoring with Proctorio in the context of the tuition in and the bachelor's or master's examination of a degree programme at Radboud University, the Executive Board of Radboud University adopts the following guideline.

2.   The present regulations constitute a guideline as referred to in article 7 of the Dual Board Structure Regulations of Radboud University.

3.   The house rules in these regulations apply for all students who take part in a digital examination in Cirrus with the help of online proctoring by Proctorio.

4.   The following articles in these regulations also apply to students who participate in an *off campus* examination in Cirrus without online proctoring:

a. Article 4;
b. Article 5, paragraph 1 up to and including paragraph 4 and paragraph 7;
c. Article 10;
d. Article 11.

5.   The Regulations on Fraud apply to these regulations. Non-compliance with the provisions laid down in this guideline may give rise to a suspicion of fraud within the meaning of the Regulations on Fraud.

Article 2.   Definitions

The terms in these regulations that are also used in the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; hereinafter to be referred to as 'the Act') or the Education and Examination Regulations of the relevant degree programme (hereinafter referred to as: the EER) have the same meaning as these terms have in the Act or the relevant EER.

Paragraph 2.   House rules

Article 3.   Identification

1.   The student must furnish proof of identity by means of his or her student ID card.

2.   If a student does not have a student ID or if identification on the basis of a student ID card is not possible, the student can furnish proof of identity by means of a valid ID (passport,

identity card, driving licence or residence permit).

3.   When a valid proof of identity is used, the name and passport photo must be clearly visible. The student must block all other data, such as the BSN (Citizen's Service Number).

4.   If the student cannot furnish proof of identity as referred to above, this may give rise to a suspicion of fraud.

Explanatory notes:
- The identity check, by means of name and photograph, takes place after the examination by a select group of trained reviewers.

Article 4.   Start and duration of the examination

1.   The examination starts at the scheduled time. If the examination starts at a later moment in time because of relevant circumstances, it is ensured that that the scheduled duration of the examination can be fully used by the student.

2.   The student can still start the examination within a maximum of 15 minutes following the scheduled start of the examination.

Article 5.   Room and auxiliary materials permitted

1.   The examination must be taken in a quiet and will-lit room.

2.   The examination is taken sitting at a desk or standing at a desk or table.

3.   The student does not have any auxiliary materials available, unless the use of these auxiliary materials has been explicitly permitted by the examiner before the start of the examination.

4.   The following is **not** allowed while the examination is being administered; this list is not exhaustive.

     a.   Presence of or any disturbance by other persons in the room.

     b.   Leaving the room or leaving one's place in front of the computer.

     c.   Presence or use of mobile devices.

     d.   Having objects on the desk or table or using these objects, except for the auxiliary materials permitted by the examiner.

     e.   Having more than one screen connected.

     f.   Wearing a watch, smartwatch or other wearables.

g.   Use of (electronic) earplugs or headset which allows sounds to be played.

h.   Not performing one or more of the requested scans of the location where the examination is taken.

i.   Use of a Virtual Machine.

j.   Use of VNP or similar service.

k.   Playing a radio or music.

l.   Making screen shots, copies and the like of the examination.

5.   If another person accidentally enters the room, the student must report this via the e-support chat.

6.   As an exception to paragraph 4 sub c, having one mobile phone, in flight mode, on the desk or the table is permitted. This mobile phone may only be used to contact e-support if the testing device has permanently crashed or the internet connection is interrupted for a long period of time.

7.   As an exception to paragraph 4 sub g, ear protection is permitted to reduce noise.

Explanatory notes

- To avoid miscommunications during the review process, there should be as little noise as possible in the room where the examination is taken. However, the student cannot influence noises from outside (such as sirens) and, therefore, the student cannot be held accountable for that.

- Examples of auxiliary materials: textbooks, dictionaries, collections of legislation or lecture notes.

- For this type of examination the student must log in in the testing software with the help of his or her s-number and the relevant password. It is important, therefore, that the student knows these by heart.

Article 6.   Hardware and software requirements

1.   The examination may not be taken on an iPad, tablet or smartphone.

2.   The examination can only be taken

a.   on a pc or laptop with internet connection, a microphone and a webcam;

b.   in a Google Chrome browser set as default browser;

c.   if the Proctorio extension for Google Chrome has been installed;

d.   if the room in which the examination is taken provides of a stable internet connection with a minimum speed of 1 Mbps.

Article 7.   Support during the examination

If the student experiences (technical) problems during the examination, he or she must contact the e-support chat as soon as possible.

Article 8.   Eating and drinking

During the examination eating and drinking is not allowed, except for drinks in transparent glasses or bottles (without label). Required medication may be taken.

Explanatory notes

- Eating may cause noises that are recorded by the surveillance software. In order to avoid miscommunications during the review process, eating is therefore not allowed during the examination.

Article 9.   Ending the examination

1.   When the examination ends, the student is obliged to hand in the examination work. Proctorio and any fraud detection functionalities may not be stopped during the examination, until the examination is handed in by clicking on 'exit'.

2.   Non-compliance with the instructions may give rise to a suspicion of fraud.

Explanatory notes

- Handing in an examination takes place by selecting 'complete assignment' in Cirrus and confirming this by clicking on 'exit'. The examination has then been handed in in the testing software and the Proctorio software automatically stops recording.

- After the examination has been handed in and the recoding has been stopped, it is recommended to deactivate or uninstall the Proctorio plug-in.

Article 10.   Student-related facilities

For students who have been granted student-related facilities because of a specific request for help or a functional impairment, the house rules laid down above can be departed from, depending on the facility granted.

Paragraph 3.   Final provisions

Article 11.   Deviation from the (house) rules

In special cases the examiner may deviate from the provision in these regulations.

Article 12.   Adoption and amendments

This guideline is adopted and amended by the executive board.

Article 13.   Implementation

This guideline enters into effect on the date it is adopted. The guideline remains effective until 1 September 2021.

Article 14.   Publication

1.   The executive board ensures the appropriate publication of this guideline and any amendments of this guideline.

2.   For the purpose of proper and clear provision of information to students and prospect students, the dean includes this guideline as an appendix to the Education and Examination Regulations (*Onderwijs- en Examinationenreglement* (*OER*)).

Thus adopted by the executive board on 26 August 2020.