STEP 1: LOG IN

2. In the top right corner, click ‘Sign in’. 
3. In the screen that appears (screenshot right), select ‘Technische Universiteit Eindhoven’.

4. Enter your TU/e credentials in the next screen that appears.

5. If you login for the first time with SurfConext, you’ll be asked to share your login credentials. This is remembered for any future logins you’ll do.
STEP 2: PREPARATION TO TAKE THE ASSESSMENT

Once you log in, you will be brought to the homepage where you can see Live assignments (assignments you can start) and Scheduled assignments (assignments you can’t start yet):

- Once your exam is Live, click on the exam:

If you can’t find your exam under “Live”, try searching the course name or code in the Courses search bar:
If your exam is not ready to start yet, the following screen will appear:

- Click on “Launch Proctorio” to start the exam (Note: If your exam is not proctored, this button will simply say “Start test”):

![Launch Proctorio](image)

**STEP 3: EXECUTE PROCTORIO PRECHECKS**

Follow the proctoring instructions:

1. If you don’t have installed the Proctorio Chrome extension yet, you are required to install the extension. You can find the extension at: [https://getproctorio.com/](https://getproctorio.com/). Please note that this is only possible if you are using Google Chrome as web browser.
2. Read the ‘Before you begin’ page carefully.
3. Perform the system diagnostics test. Make sure you allow to use your webcam and microphone. **Note**: this process may take a few minutes.

* Only when Proctorio is used, otherwise skip to step 4.
4. If the system diagnostic test identifies a problem, instructions will appear to you. Follow the instructions and click on 'Re-Test'.

![System Diagnostics Test](image)

5. Click on the screen that you are going to use and click on 'Share'.

![Share your entire screen](image)

6. When you pass the initial system checks, you will see the screen below. Click ‘Next’ if you are ready.

![System Diagnostics Test](image)

7. The system will ask to take a picture of you and your TU/e campus card. Follow the instructions.
8. You’ll be asked to test your webcam to verify if this is working correctly.

9. You will be asked to execute a room scan to show your exam environment. You are responsible to execute this room scan properly, so the reviewer later can see the whole room.

10. Finally, you will be asked to agree with the terms of Proctorio. After that, you can start the exam.
**STEP 4: TAKE THE EXAM**

When you start the exam, this screen will appear:

You can adjust some test settings by clicking the three vertical dots in the upper right corner and then clicking Test settings:

A window will appear in which you can adjust some options:
STEP 5: SUBMIT YOUR ANSWERS

Before finishing your exam, make sure that you:

- Uploaded all files for questions that require you to do so in your exam.
- Saved the link to the Webform Online Exams where you can report any unwanted disturbances that occurred during the exam.

Make sure to do this before the end of the time of your exam!

If you are ready to submit your answers, click on the "Exit test" button at the bottom-right of your screen:

If you have not finished answering the questions, the following window will appear:

Exit test
You have 4 unanswered exercises
CANCEL  RESUME LATER  SUBMIT

If you have finished the exam, the following window will appear. If you are ready, click “Submit”:

Exit test
CANCEL  RESUME LATER  SUBMIT

The following window will appear. Click “Confirm”:

Are you sure?
CANCEL  CONFIRM
The following window will appear. Click the person icon and then click “Log out” to end your session:

You will be logged out. If you experienced any technical issues, please enter your complaint via the Webform at https://studiegids.tue.nl/studeren/corona/webform-online-exams/

Good luck! ☺