

Instructions for reviewers and applicants during selection tests

Article 1 Duties of reviewers

The reviewer

- a. reviews the recording after the selection test session in order to detect any fraud and irregularities. The assessment is based on the Review Framework for online proctored selection tests with Proctorio;
- b. shall ensure that any reports of fraud or irregularity are communicated to the selection committee.

Article 2 Instructions for applicants taking online proctored selections tests

Applicants

- a. must provide their own (laptop) computers (with properly functioning operating systems) and power cables;
- b. shall be responsible, where applicable, for ensuring that the programs that they will need during the selection test are installed on their (laptop) computer;
- c. before, during and immediately after a selection test, applicants are obliged to follow the instructions given by the Proctoring Agency and the requirements of the selection test;
- d. are responsible for the necessary equipment during the selection test as listed in the guide determined by the degree program and provided to applicants;
- e. must establish their identity by using their identity card, like passport or ID-card;
- f. must dress as though they were in a public setting;
- g. must not use headphones, ear buds, or any other type of listening equipment. Disposable ear-plugs are only allowed when shown to the webcam prior to the beginning of the selection test;
- h. must not communicate with any other person by any means, except with the Proctoring Agency through the chat function. Must not have a second screen or use a phone or other means of communication, storage and/or display devices during the administering of the selection test for any reason, unless posted rules for the selection test specifically permit this. These rules are included in the cover sheet;
- i. must not remove their head from the sight of the webcam during the exam for any reason, unless posted rules for the selection test specifically permit applicants to do so;
- j. may be admitted to the online proctored selection test during the first 15 minutes after the start of the selection test. These applicants shall not be granted any extra time;
- k. may only use or consult such papers, books, , etc. as are allowed for the selection test;
- l. may not visit the toilet during administration of the selection test.
- m. must report any case of unexpected disruptions that can be viewed as an irregularity within 24 hours via selection@tue.nl

Article 3 Final considerations

For any matters not discussed in these instructions, the reviewer shall contact the selection test coordinator. The reviewer shall note this in the evaluation form.