

ESSENTIAL STEPS TO PREPARE FOR AND COMPLETE YOUR ONLINE PROCTORED FINAL EXAM

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STEP 1: READ AND FAMILIARISE YOURSELF WITH ESSENTIAL PROCESS INFORMATION

General Information

- (a) A proctored exam is a timed exam that is completed and supervised (proctored) online.
- (b) The proctoring software is integrated with Moodle and the Final Examination is conducted online through Moodle.
- (c) While you take the online exam, proctoring software monitors and records the computer screen activity, including any software that is running.
- (d) A webcam is used to monitor your activity during the exam and this is also recorded.
- (e) A supervisor (proctor) is present throughout the exam and is monitoring the exam in real time. This creates a Virtual Exam Room and you can interact with the proctor via a Chat function.
- (f) You will access the examination by logging into Moodle using your personal log in details. The Exam is set up on a dedicated Moodle Exam Page.
- (g) After logging in you will complete an identification step with the proctor prior to the start of the exam.
- (h) A reminder that the TUS Exams Timetable is available at: <https://lit.ie/en-ie/current-students/exams/exam-timetables>

For further information please see Frequently Asked Questions at: [Proctored Exams: Information Sheet and FAQ's](#)

Data Protection

- (i) The process of online proctored exams is fully compliant with data protection requirements and General Data Protection Regulations (GDPR).
- (j) At the start of the exam, you will be required to give consent to the recording of the computer screen and webcam.
- (k) Please read the following information sheet which provides information on Data Protection and details this compliance: [Data Protection Information for Online Proctored Final Exams](#)



STEP 2: ENSURE THAT YOU CAN MEET THE GENERAL EXAM CONDITIONS

General Requirements

- (a) You will need a dedicated space to create an environment suitable to taking the exam.
- (b) The space should be free from noise.
- (c) The space should not be accessed by any third parties for the duration of the exam.
- (d) Your PC/Laptop should be positioned comfortably for you to complete your Exam.
- (e) You may not use dual screens as the proctoring software can only record one screen. You will be required to disconnect any second screens at the start of your Exam.
- (f) You may have scrap paper on your desk to take your own notes/develop your ideas.
- (g) If you wish, you may print a copy of your Exam Paper, but the printer should be located in your Exam space



STEP 3: ENSURE THAT YOU HAVE ALL THE HARDWARE/INTERNET REQUIREMENTS

Hardware Requirements

- (a) Desktop Computer or Laptop (Tablets, Chromebook and Mobile Phones do not meet the requirements).
- (b) A working built-in or external Webcam and Microphone.

Internet Requirements

- (c) Internet speed of at least 2 Mbps download and 2 Mbps upload. You can test your broadband speed at the following link: <https://broadbandspeedtest.ie/> Hot spots are not recommended.

Help with Hardware/Internet Requirements

- (d) If you do not have the requirements specified in (a) to (c) above, please complete the Form at the following link [Online Proctored Exam System Requirements](#)
- (e) *Submit the requirements Form **no later than 2 weeks before your exam**. The Exams Office will liaise with you to identify a suitable solution.*



STEP 4: ENSURE THAT YOU HAVE THE SOFTWARE EXTENSION NECESSARY TO COMPLETE YOUR EXAM

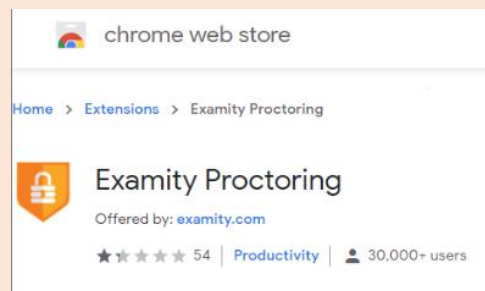
(a) Download the latest version of Google Chrome

[Download Google Chrome](#)



(b) Download the Examity Extension

[Examity Extension](#)



If you have any technical issues with this step please email helpdesk@lit.ie and support will be provided.



STEP 5: CHECK YOUR EQUIPMENT

(a) Check your equipment:



- (a) [Check your equipment](#) to make sure your camera, microphone and internet speed are exam ready.
- (b) If you need assistance email Exams@lit.ie or fill out the form [Online Proctored Exam System Requirements](#)



STEP 6: IDENTIFY YOUR MOODLE EXAM PAGE

- (a) Log in to Moodle and identify your Moodle Exam page from the title: **Exams - Module Title**
- (b) Open your Moodle Exam Page for each online proctored exam that you are scheduled to undertake.
- (c) Please note that:
 - this Moodle Exam page is a different Moodle page to your Module course page used during the semester.
 - the Exam will only appear in the Moodle Exam Page on the day/time of your Exam.
- (d) If you cannot see your Moodle Exam page for any online proctored Exam that you are scheduled for please email helpdesk@lit.ie immediately and quote the Module title.



STEP 7: SET UP YOUR EXAMITY PROFILE AND SCHEDULE YOUR EXAMS

- (a) The Examity software is available from within your Moodle Exam Page for you to **perform the mandatory pre exam steps** of:
 1. **Setting up your Examity Profile, and**
 2. **Scheduling Your Exam.**
- (b) You will need your TUS Student ID or other Government issued Photo Identification
- (c) Please see the following Video for a step by step guide to setting up your profile and scheduling your Exams: [Examity Set Up Video Tutorial](#)
- (d) You must schedule all your Exams by Friday 26th November 2021 as this scheduling process assigns your Proctor in advance. It will not be possible to take a proctored Exam on the day of your exam without this prescheduling step.
- (e) You will see the option to schedule a Pre Exam Live Proctored Test. It is highly recommended that you schedule this as it will allow you test that your system is exam ready prior to the actual Exam (See Step 8)
- (f) **This Step must be completed by dates specified via email from the Exams Office.**



STEP 8: CONDUCT YOUR CONNECT TO PROCTOR PRE-TEST

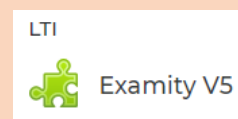
- (a) A pre-test of your system and ability to connect to a live proctor is available to you in the run up to your exams. Dates will be specified in an email from the Exams Office.
- (b) During Step 7 (e) you will have scheduled this live proctor test for a specific time during these dates.
- (c) Log into your Moodle Exam Page 15 minutes before your scheduled time.
- (d) Access the Examity Software through the [Examity SSO](#) Link in your Moodle Page.
- (e) Carefully follow the steps outline in STEP 9 below for Connecting to your Proctor.
- (f) If you are unable to connect to the proctor during this test email Exams@lit.ie and support and assistance will be provided.



STEP 9: CONNECT TO PROCTOR AND COMPLETE EXAM

On the Day of Your Exam

- (a) Log into your Moodle Exam Page.
- (b) Access the Examity Software through the [Examity V5](#) Link (pictured) in your Moodle Page.
To connect to the proctor and access your Exam follow the steps as outlined in: [Guide to Accessing your Proctor and the Exam](#)
- (c) This Guide is accompanied by the following Video which shows the steps involved: [Accessing your Proctor and Exam on Day of Exam](#)
Important: Begin the process of connecting to your proctor from 15 minutes before the time the exam is due to start (your proctor will be available from 15 minutes before the start time).
- (d) The proctor will take you through an identification step and ask you to display your ID Card.
- (e) The proctor will ask you to do a 360° room scan using your webcam.
- (f) The proctor will ask you to answer one of the challenge questions you submitted during your profile set up. It is important you remember your answers!
- (g) The proctor will outline the Rules of the Exam. A sample of these is available at [Exam Rules](#).
- (h) The proctor will then provide you with a link to the Exam.



Support that will be Available During Your Exam

- You can seek support directly from your Proctor and also use the Examity chat function
- You can email Exams@lit.ie (include your Contact telephone/mobile number and Module Title) or call 061 293200 at any time. TUS will respond quickly with direct support.
- **Your Proctor and/or TUS exams may need to contact you during the Exam. Please ensure that**
 - (i) you have your **mobile phone within reach** and switched on
 - (ii) you have **MS Teams open** and monitor chat and call functions