

Appendix to 3.5 Instructions for test sessions, for taking tests with proctoring software for the duration of the coronavirus measures

Connection with 3.5 Instructions for test sessions

The Instructions for test sessions as included in 3.5 of the Education Guide were recorded in June 2020. In October 2020, the Executive Board decided to temporarily use tests with proctoring software if another form of testing is not possible, for high stake tests and/or tests with a large number of students. This decision applies for the duration of the coronavirus measures.

With reference to this decision, the text of the Instructions for test sessions, version June 2020, has been amended. In that respect, the Instructions for test sessions have been declared applicable for tests that are taken with proctoring software, with the exception of a number of provisions. This Appendix describes the derogating provisions.

3.5 Instructions for test sessions apply

The Instructions for test sessions, as adopted in June 2020 and the text of which was amended in November 2020, apply to tests that are taken with proctoring software.

Insofar as further provisions apply related to the manner of testing, these provisions are included in this Appendix.

Testing with proctoring software

This concerns tests that are taken online with a test program whereby surveillance takes place retroactively with proctoring software in accordance with the 'Record & Review' principle. Proctoring software replaces the function of a live invigilator. During tests with proctoring software, video and audio recordings are made during the test, and suspicious acts, movements and actions are recorded. Subsequently, the invigilator will verify whether the tests were legitimately taken.

Registration for tests

The provisions for registration for tests in part A2 apply.

In addition, the following applies:

At the start of the test, time is reserved for registration with the proctoring software and the identification of the student. The time required for this is not deducted from the time available for the test.

Identification

The provisions for identification for tests in part A2 apply.

In addition, the following procedure applies if identification with the proctoring software does not provide sufficient clarity:

- The invigilator will note on the protocol that the identification does not provide sufficient clarity.
- The Examination Board will receive the protocol from the invigilator.
- If there is unclear identification, the Examination Board will provide the student with the opportunity to provide proof of identity within three days in a Teams Meeting.
- If the student provides proof of identity in a valid manner, the test will be graded.
- If the student does not provide proof of identity in a timely manner, or not in a valid manner, the test will not be graded and the student will forfeit a test opportunity.

Not permitted during test sessions

The provisions in part A2 apply.

In addition to part A2 the following applies:

The student must remain in view of the camera and can be heard during the entire test. The student must ensure that his/her ears, eyes and mouth are not covered and remain in view of the camera during the test. If this is not possible and there is also the suspicion of fraud, the student will be asked to give an explanation.

Irregularities or (the suspicion of) fraud

The provisions in part A2 apply, **always provided that** the suspicion of fraud after the end of the test and with reference to derogations flagged up by the programme will be investigated.