

## General advice to students on the preparation of an online exam

### Registration

You have to register for an exam. This can be done in Osiris (my.tudelft.nl). Be aware that the registration will close 6 calendar days before the start of the exam. There are no waiting lists and last minute exam registration is not possible. For example, if your exam is on a Thursday, you need to register no later than the Thursday before. If you have registered for an exam, you will receive an automatically generated exam ticket. The exam registration will be open at the start of each quarter, to ensure that you have enough time to register.

### Tips before the examination

#### Instructions

- The instructions in this document are applicable to all types of online examinations. In case of an online proctored exam, you will receive supplementary guidelines from your examiner.
- Your examiner will provide you with detailed instructions (e.g., method of assessment, digital assessment tool, allowed materials, procedure, time-slot(s)).
- Prior to the exam, you will receive sample questions and you will have the opportunity to log in and/or practice with the digital assessment tool.

#### Preparation written exam

- Make sure you have a stable and strong internet connection.
- We recommend you to inform your household members about the date, time, and duration of the exam (e.g., to prevent any disturbance or a Wi-Fi overload).
- We recommend you to leave the course's *WhatsApp* group to resist the temptation of committing fraud.
- Make sure can log in with your username and password in Brightspace.
- Make sure you shut down all tools and programmes that you do not need to use/ are not allowed to use during the exam
- Whether you can access the digital assessment tools depends on your browsers. Make sure you have the latest version of the appropriate browser installed and enough storage capacity on your computer. We recommend using *Google Chrome*.

Table. Recommended browser for digital assessment tooling

	ANS Delft	Brightspace Quizzes	Brightspace Assignment	Mobius
Recommended Browsers	Google Chrome	Google Chrome or Firefox		
<u>Do not use</u>	Safari, Microsoft Edge, Internet Explorer			

### Preparation oral check/ oral exam

- Your examiner will provide you with concrete information on the time-slot of the oral check/ oral exam.
- Make sure you can prove your identity by showing your Campus Card.
- Make sure that you have an empty/ a clean desk and leave personal belongings out of the picture.
- If you have privacy-issues or objections, contact your examiner.

### During the exam

- Read the cover page of the exam carefully, since it may contain important instructions for the exam.
- The exam must be completed within the scheduled time-slot.

### Technical issues

- If any technical defects occur during the exam, you are responsible for collecting evidence (e.g., a screenshot or photo of technical defect with a date and time on it). These problems should be reported to the examiner immediately. Do not wait until after the exam.
- If you encounter any problems while trying accessing or submitting your exam, you must contact your examiner immediately. Do not wait until after the exam.

### Fraud

- When you are caught cheating, your work will be declared invalid. The sanction will be determined per case. Even though details may vary across the TU Delft, all students can receive one or more of these sanctions: 1) a reprimand, or 2) exclusion of the examination, or 3) exclusion from all examinations for up to one year. In very severe cases of fraud, you can be expelled from the university.
- Individual fraud can also be damaging to others: if large fraud is suspected, an exam can be declared invalid for the entire class.
- But there is **no need to panic**. If you know the [rules](#) you can act accordingly and prevent suspicions of fraud altogether. Keep in mind that, if you are suspected of fraud at some point, this does not always result in a guilty verdict. You will get an opportunity to provide a statement arguing your case before any judgements are made.
- The TU Delft has compiled the most important information on fraud and plagiarism. This information will help you find the right information, tips, tricks, and tools to sit your exams successfully without committing fraud. More information can be found here [link](#).

### Extra time facilities

- If you have an 'extra time' statement, you will receive extra time (10 minutes per hour). Please note: In case that you have registered for the exam before obtaining the extra time statement, then you still need to submit the statement to the examiner before the exam takes place.

### Questions?

For more information, please contact:

- Instructions → Teacher
- Registration → ExamDesk@tudelft.nl
- Other → [AS academic counsellors](#)