TU Delft Policy for Online Exams

General:
1. The RPnow system will be used with online examinations in combination with MapleTA as instructed by faculty.
2. Students are required to establish identity following the procedures outlined in the RPnow instructions.
3. Students are responsible for self-testing the functionality of the system well in advance of all Remote Proctored exams in their courses, so that any troubleshooting that is required can be accomplished. Check with your course instructor for available Practice Exams.

The online testing environment should mimic the 'in class' testing environment, and must conform to the following:

Testing Area:
1. Sit at a clean desk or clean table (not on a bed or couch).
2. Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead lighting is not possible, the source of light should not be behind the student.
3. Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in the guidelines for that particular examination.
4. There must be no writing visible on desk, walls or anywhere else in the room.
5. Close all other programs and/or windows on your computer prior to logging into the proctored test environment.
6. Do not have a radio or the television playing in the background.
7. Do not talk to anyone else, there must be no communication with others by any means.
8. No other persons except the test-taker is permitted to enter the room during testing.
9. Make sure your (web) camera is always positioned facing you.

Behaviour:
1. Dress as if in a regular exam room.
2. You must not leave the room during the testing period at any time, unless specifically permitted in the guidelines for that particular examination.
3. You must not take the computer into another room to finish testing (exam must be completed in the same room the "Room Scan" is completed in).
4. The use of headsets, ear plugs (or similar audio devices) is not permitted.
5. The use of a (smart) phone is not permitted. The only exception is to contact support or your instructor in the event of a technical issue.

Policy Violation Consequences:
1. If you are flagged for *suspicious behaviour*, you will be contacted by either a representative of the digital exam desk or a member of the Board of Examiners You will be subject to penalties as articulated in *Teaching and Examination Regulations* (OER). And as outlined in TU Delft's OER, repeat offences will be subject to review and may result in a failing grade or expulsion.
2. For all other *rule violations* set above or non-compliance to the prescribed procedure, you may be notified by RPnow on behalf of the Digital Exam desk. This notification will be delivered by email after reviews are completed. The intent of these warnings is to allow you the chance to modify your behaviour to comply with this policy before punitive action is required.

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