



### Instruction for tutors supervising at the test location

When there is no e-supervisor present 20 minutes prior the start of the digital test, please call 030-2532836.

- **Approve:** as a tutor it is your task to permit students to start their tests. Instructions on how to approve are outlined on the next page.
- **Security:** when students have started their tests, the Activity Overview shows the names of students who have started. You also find information on which student is working on which Chromebook (all the Chromebooks are labelled with a number and a character). When, for example, on your screen you see that [First name, Surname] signed in on Chromebook “X13” but somebody else is working on that device, then probably something is wrong. Below the difference is displayed between a student working on a Chromebook and a student working on an different device (an IP address is displayed).

Status	Name	Summary	Computer name
Finished	VoornaamStud01 van AchternaamStud...	Finished	x13.toets.uu.nl
Finished	VoornaamStud03 van AchternaamStud...	Finished	145.107.145.218

- **Identity check:** When a student logs in to Remindo, their digital identity (log in with solis-id) won't be compared to the actual person that is sitting behind the Chromebook. Therefore, an identity check by a teacher or teacher assistant will remain necessary even if the exam is taken digitally.
- **Incidents:** during the test E-Supervisors ('e-surveillanten') are present at the test location for technical assistance. They set up the Chromebooks for the test and remove the Chromebooks afterwards. It is their task to solve technical incidents concerning Chromebooks and RemindoTests. In case e-supervisors cannot solve the technical incident themselves, they follow an incident process which can be found on the Chromebook trolley. E-supervisors do not substitute regular supervisors (teachers and teacher assistants). **Please note:** In the most ideal situation the e-supervisor(s) start(s) with preparing the exam room an hour prior to the start of an exam. **In some cases the** e-supervisor cannot start an hour prior to the exam due to a written exam that takes place before the digital exam. When there is no e-supervisor present 20 minutes prior to the start of the digital test, please call 030-2532836.
- **Test time period:** Often in Remindo the test duration will be set: for example 90 minutes. After these 90 minutes, the test in Remindo closes automatically and the student will not be able to continue the test. Remindo will start counting down from the moment the student starts his/her test. If a students is late, and starts taking the test later than planned, Remindo will still show there are 90 minutes left for this student: the time shown in Remindo might differ from the planned regular closing time of the test. Besides that, the time period shown in the Planning of Remindo should not be confused with the test duration. The time period in Remindo shows the time period in which students can log in and start the test.

### Digitally permitting students to start their tests

In order to digitally permit students to start their tests, you need to be logged in to Remindo. To do this, you can use your own device or a Chromebook available in the test room.

**Logging in to your own device**

- Log in to [uu.remindotoets.nl](http://uu.remindotoets.nl) using your solis-id and password.

**Logging in to a Chromebook**

- When starting up a Chromebook, the KioskApp appears. Click the 'Universiteit Utrecht' tab.
- You arrive at the RemindoToets login screen. Login with your solis-id and password:

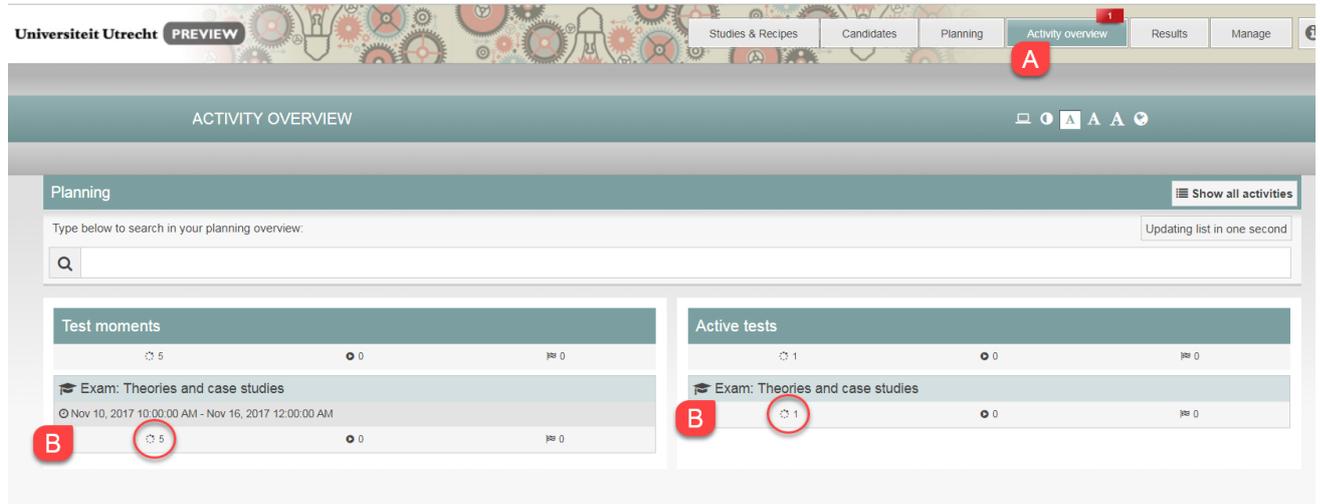


When logged in, please follow the steps below:

**Step 1)** Click the tab 'Activity Overview' on top of your screen (see picture below, step A) subsequently click the test you want to approve under 'Test moments' (B, left) or under 'Active tests' (B, right).

Under 'Test moments' the test is shown with the total number of students that is signed up for the test (in the case below, 5 students). Under 'Active tests' the test is shown as well, but here it shows the number of students that has asked for approval to start with the test (in the case below, 1 student)

To keep track of new requests for approval, a notification (red square) appears at the Activity Overview tab (A).



Note! If you want to approve students to start with a review moment (review of their exam) you will see three columns in the Activity Overview instead of two (see picture below). Click the test under 'Active Reviews'.



ACTIVITY OVERVIEW

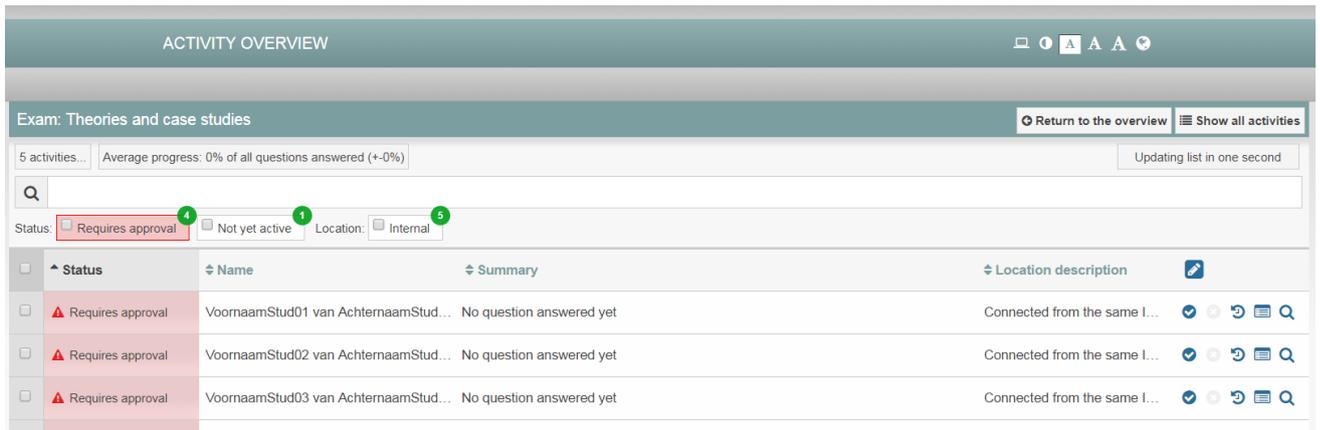
Planning Show all activities

Type below to search in your planning overview: Updating list in 10 seconds

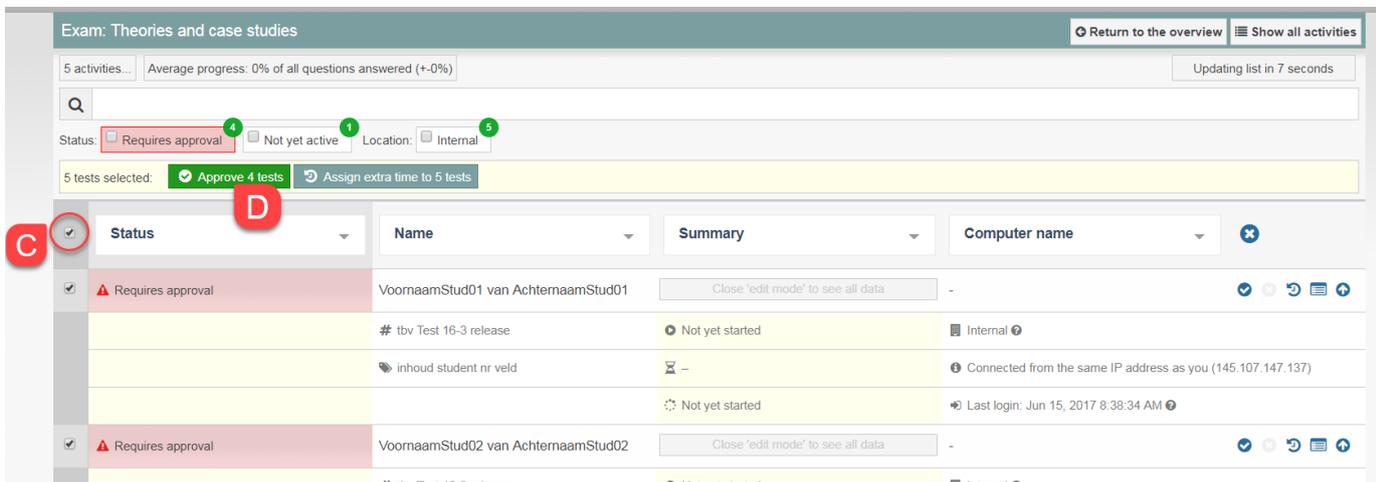
Q

Test moments	Active reviews	Active tests
<p>Exam: Theories and case studies</p> <p>Nov 10, 2017 10:00:00 AM - Nov 30, 2017 12:00:00 AM</p> <p>2 0 3</p>	<p>Exam: Theories and case studies</p> <p>Nov 21, 2017 12:00:00 PM - Nov 21, 2017 5:00:00 PM</p> <p>2 1 0</p>	<p>No active tests found</p>

**Step 2)** In the Activity Overview, students' requests for permission appear.



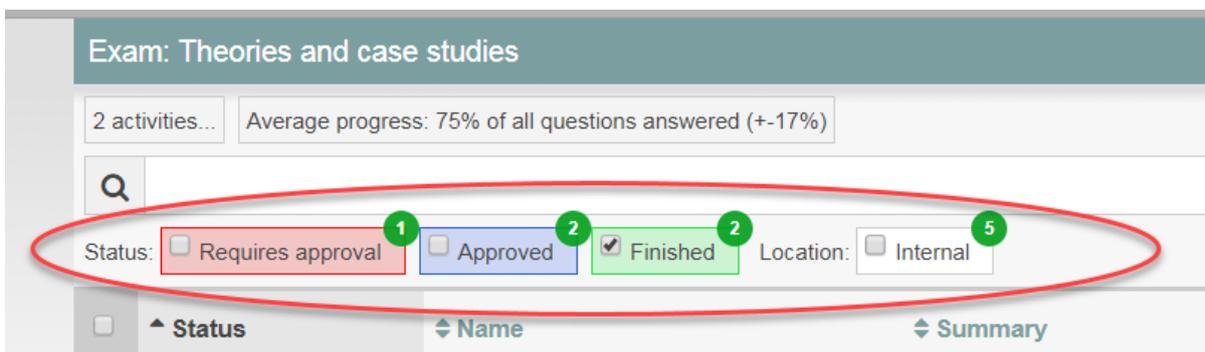
Select all students (C) and click 'Approve ... tests' (D) to digitally permit all students to start their tests. In this way they all start at the same time.



After clicking 'Approve ... tests' the students can start with their test.

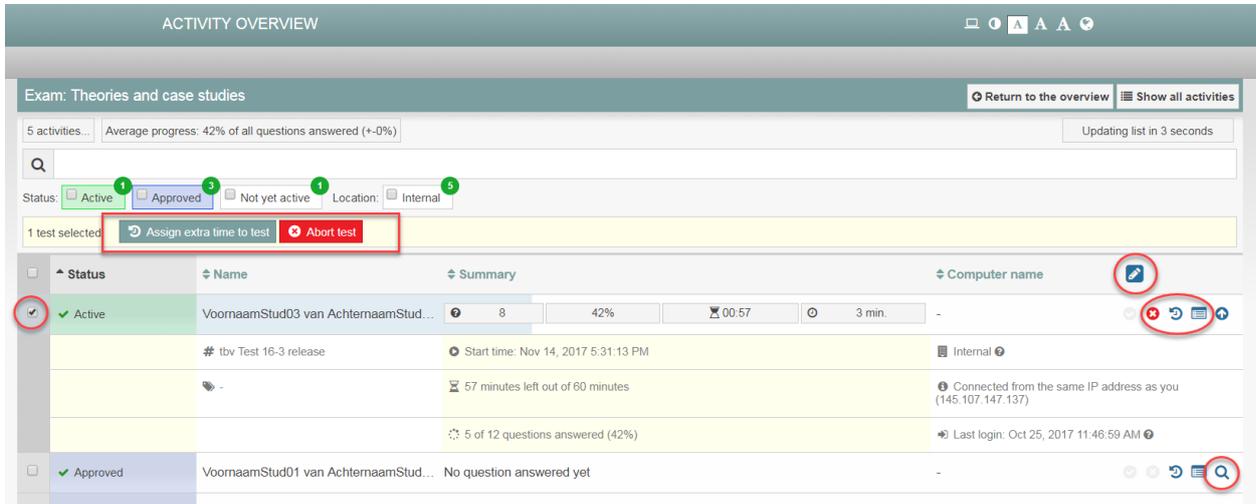
The Activity Overview of the test shows: students who are waiting for approval, students who are taking the test, and students who have finished the test.

- If you only want to show students who are waiting for approval, select the filter 'Requires approval'.
- If you only want to show students who are taking the test, select the filter 'Approved'.
- If you only want to show students who are finished with the test, select the filter 'Finished'.

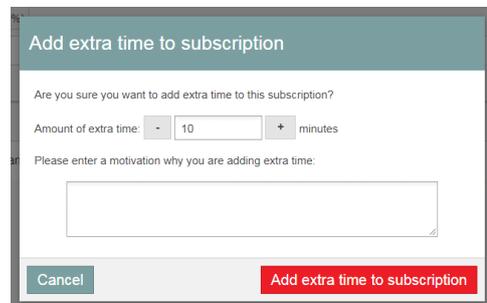


### Options during the test:

Below, the most important buttons and symbols in the Activity Overview are explained. The explained buttons and symbols are marked in the following picture.



- **Show student details:** It's possible to show more information of a student by selecting the student (  ) or by clicking the magnifying glass (  ).
- **Abort Test:** only click the red button  or the red cross (  ) if you have a good reason to do so. A test that has been aborted, can't be restarted again.
- **Assign extra time:** click the dark green button  or click the clock symbol (  ) to assign extra time to a student. The pop-up screen shown below will appear.



*Note: If you select all students, it's possible to assign extra time to all students at once.*

- **Activity Log:** if you open the Activity Log (  ) you will see: the time the student logged in on Remindo, the time the student was approved to start with the test, and the time the student started with the test.  
Note! If you select all students, it's possible to assign extra time to all students at the same time.
- **Progress of the test:** the grey bar behind the student's name displays the student's progress
- **Changing the displayed information in the columns:** With the pen symbol (  ) it's possible to choose what information will be displayed in each column. You can switch between options in the drop-down-menu. By changing the displayed information, you don't change anything in the test itself.



Exam: Theories and case studies Return to the overview Show all activities

5 activities... Average progress: 0% of all questions answered (+0%) Updating list in 7 seconds

Search:

Status:  Requires approval <sup>4</sup>  Not yet active <sup>1</sup> Location:  Internal <sup>5</sup>

Status	Name	Summary	Computer name
<input checked="" type="checkbox"/> Requires approval	VoornaamStud01 van AchternaamStud01	Summary	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Requires approval	VoornaamStud02 van AchternaamStud02	Start time	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Requires approval	VoornaamStud03 van AchternaamStud03	Time left	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Requires approval	VoornaamStud04 van AchternaamStud04	Progress	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Not yet active	VoornaamStud05 van AchternaamStud05	<small>Please 'edit mode' to see all data</small>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Good luck with the test!