# VISUAL ROADMAP PROCTOR EXAM (exam set up)
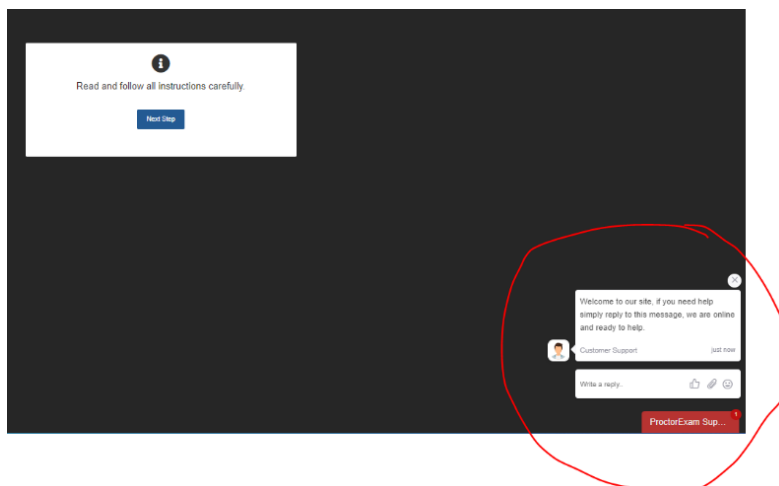
- **15 minutes before the exam starts** you log in to ANS ([https://ans.app/](https://ans.app/)) using Google Chrome.
- You select the exam in the list of 'Scheduled assignments' (please note in case the exam has already started, you can find the exam in the list of 'Live assignments').
- Click the button 'Launch ProctorExam' (scroll down for the button).
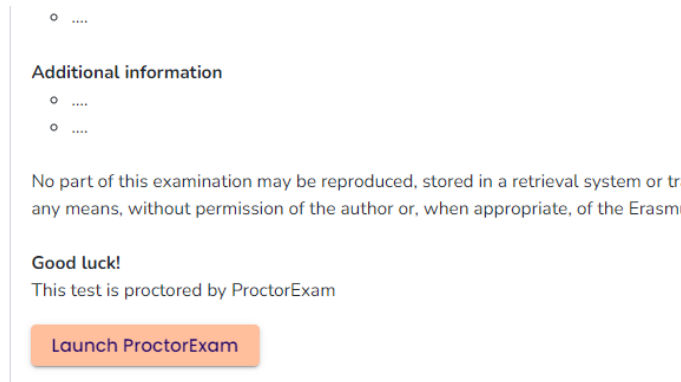


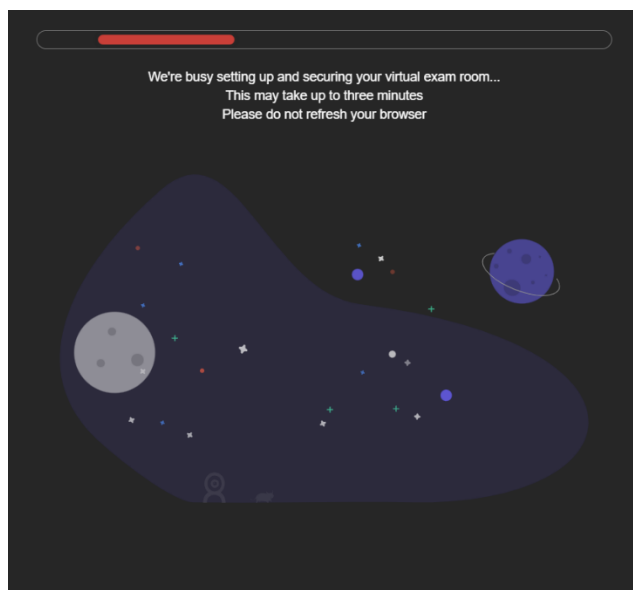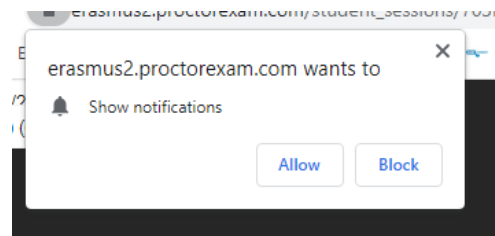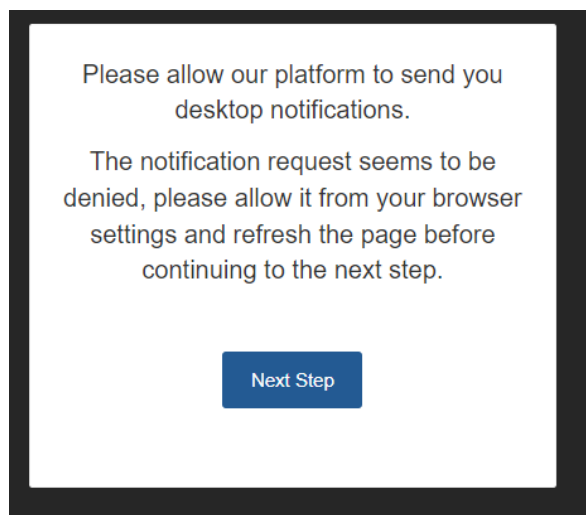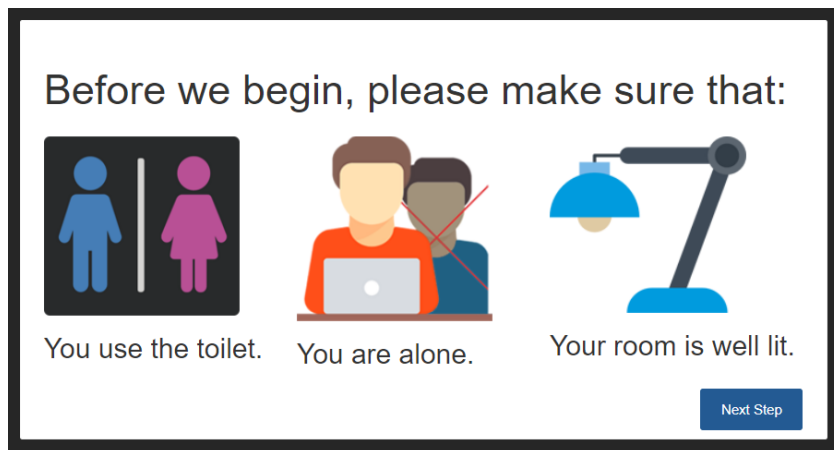- Follow the instructions for setting up ProctorExam;
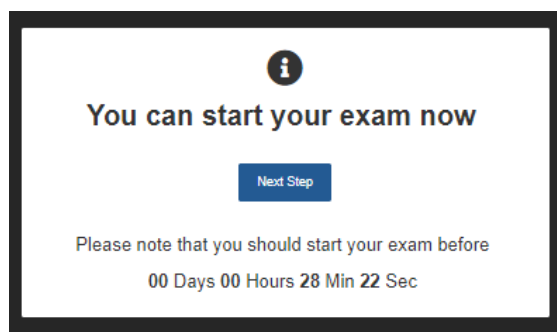


- If you need help with the set-up you can reach out to the Customer Support chat of Proctor Exam in the bottom right corner.

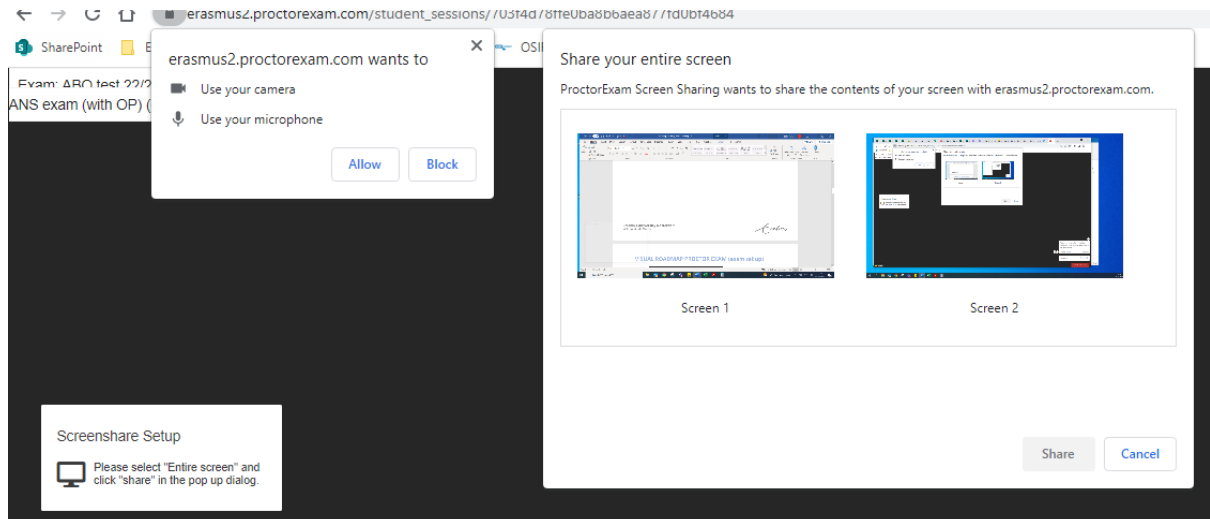# VISUAL ROADMAP PROCTOR EXAM (exam set up)

- You will see the following screens;



**Before we begin, please make sure that:**

You use the toilet.   You are alone.   Your room is well lit.

Next Step



Please allow our platform to send you desktop notifications.

The notification request seems to be denied, please allow it from your browser settings and refresh the page before continuing to the next step.

Next Step



erasmus2.proctorexam.com wants to

Show notifications

Allow    Block



We're busy setting up and securing your virtual exam room...
This may take up to three minutes
Please do not refresh your browser
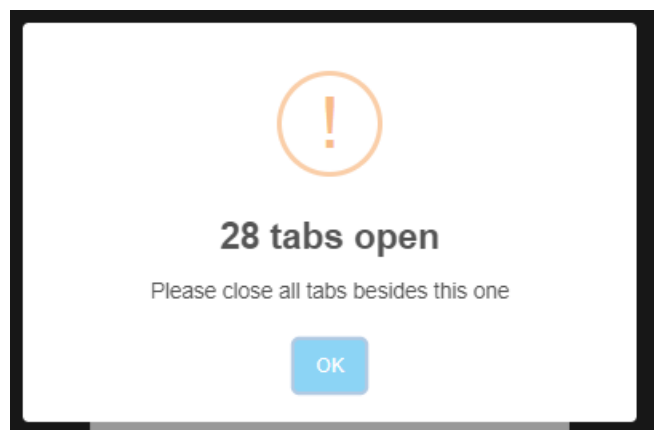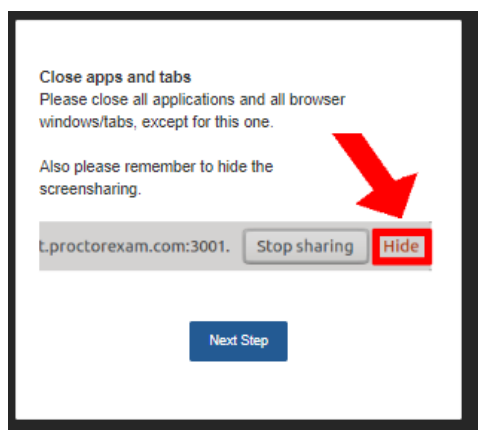
# VISUAL ROADMAP PROCTOR EXAM (exam set up)

- Allow to use your webcamera (for screen sharing).
- Allow to use your microphone (for the audio recording).



- Make some noise to test the microphone. If the green bar is shown the microphone is picking up sound.
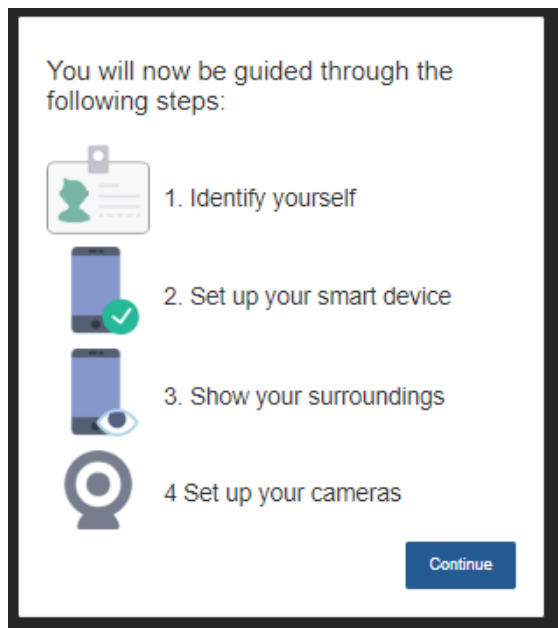- Do you hear the music?
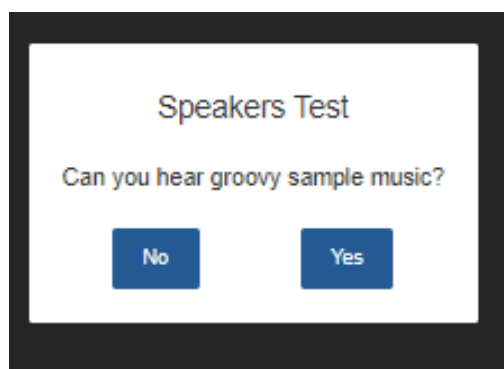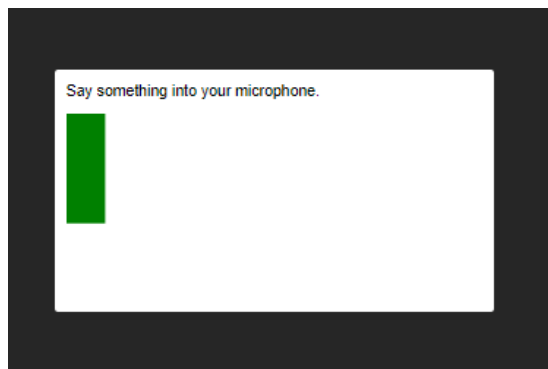


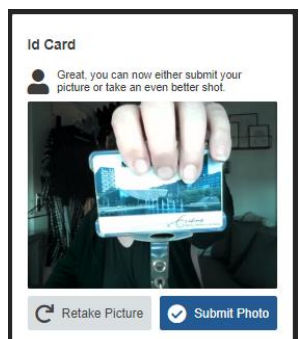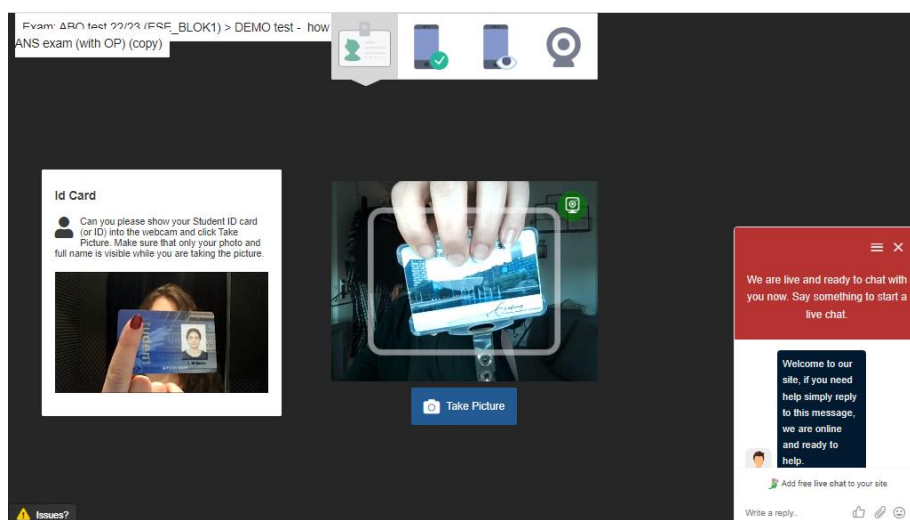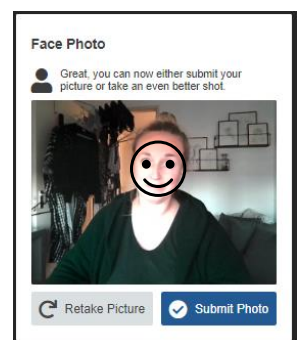- If you have multiple tabs open, you will see the pop-up on the right (as a reminder).
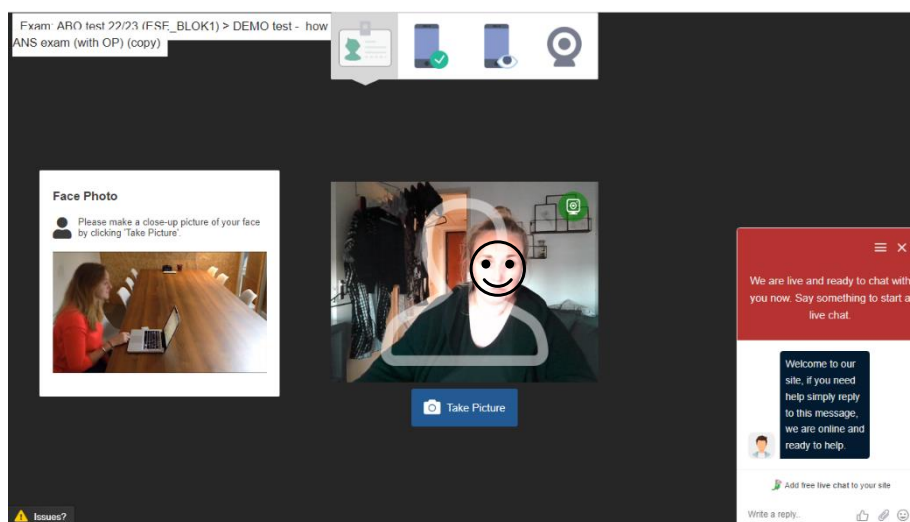
# VISUAL ROADMAP PROCTOR EXAM (exam set up)
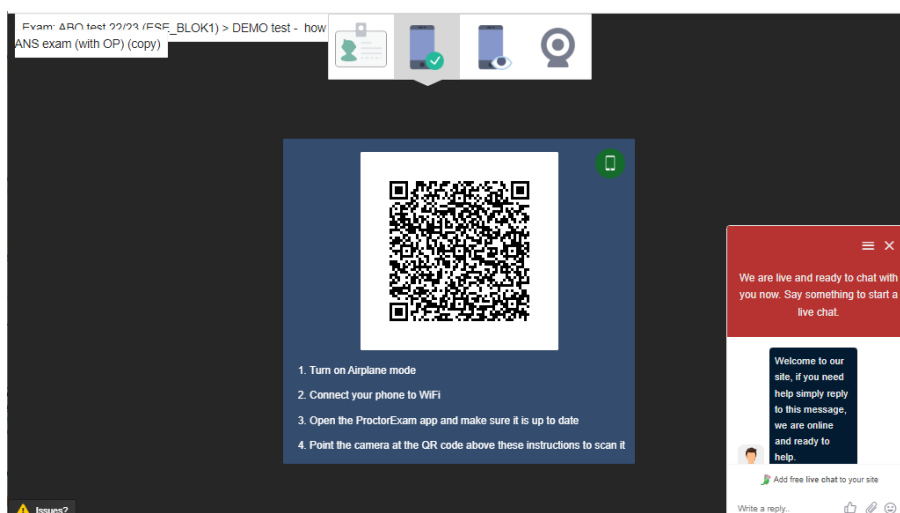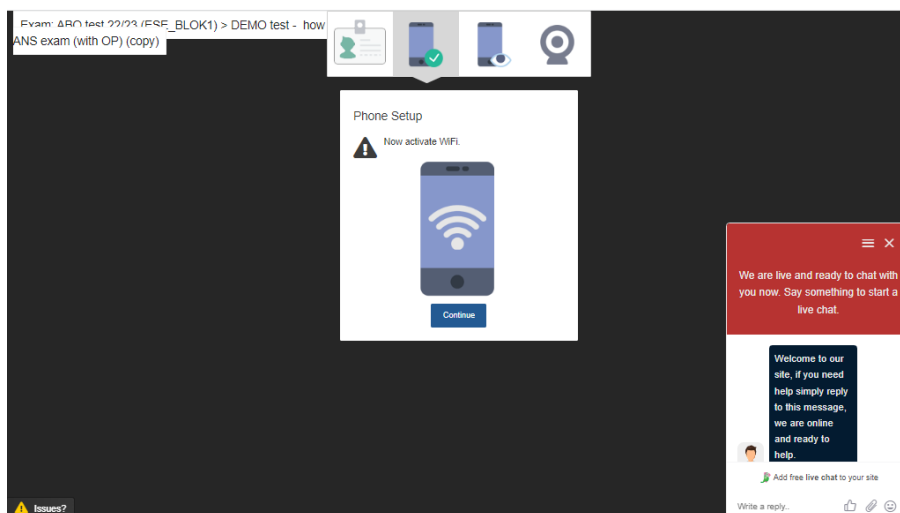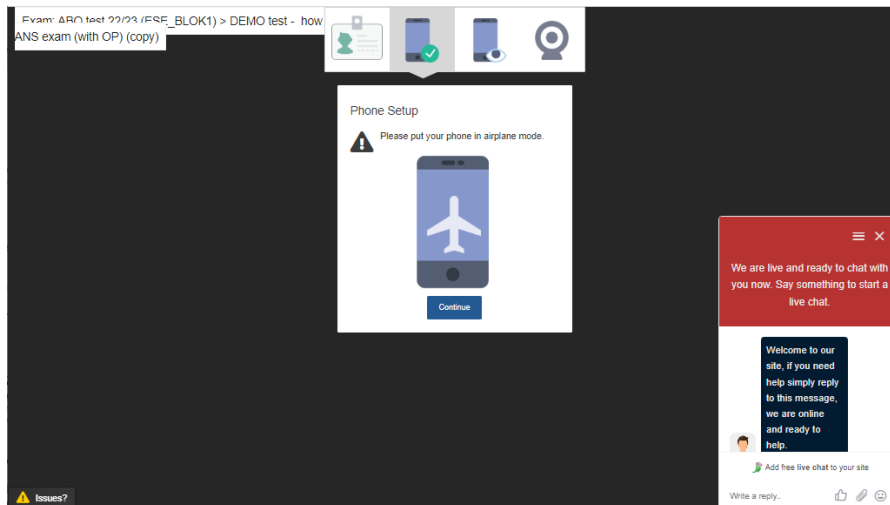
- You now follow specific exam requirements;



- Make a face photo and submit the picture.

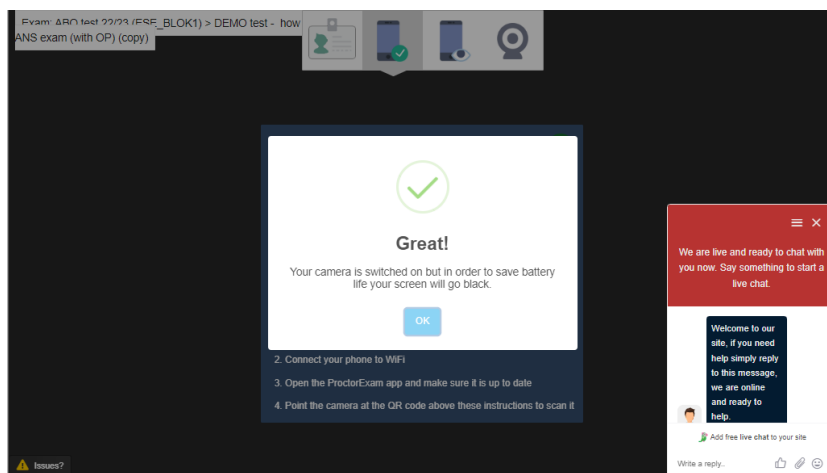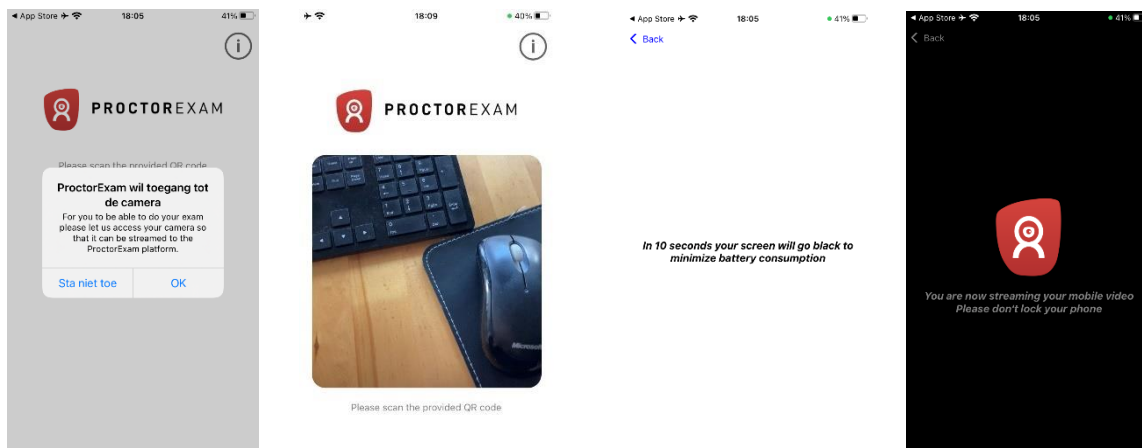# VISUAL ROADMAP PROCTOR EXAM (exam set up)

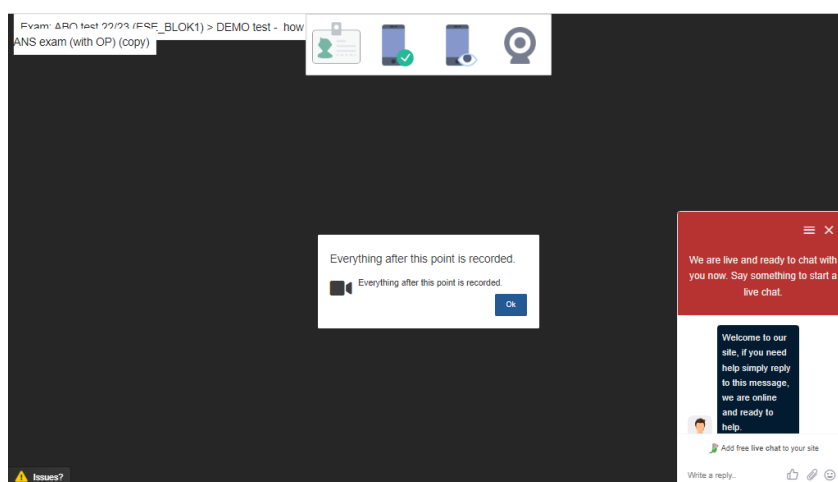- If you use a second camera the next steps will apply;







- Download (if not done yet) the ProctorExam app and scan the QR-code (within the app)

# VISUAL ROADMAP PROCTOR EXAM (exam set up)
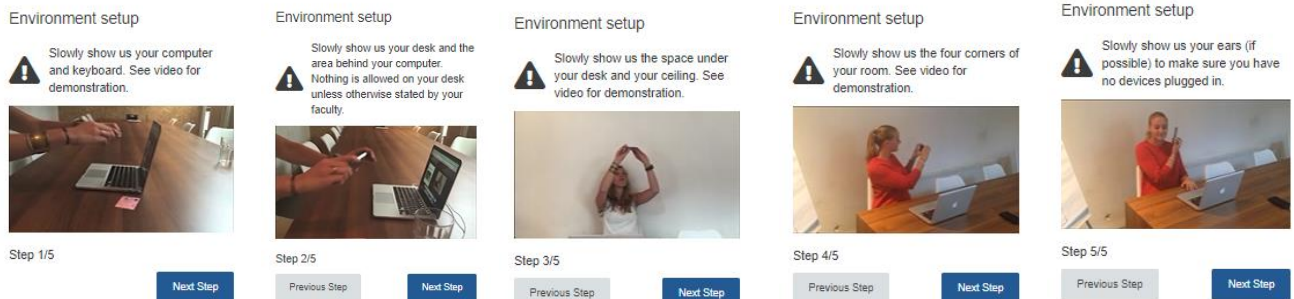
- Give access (on your device).





- You now receive the reminder that after this point everything is recorded.
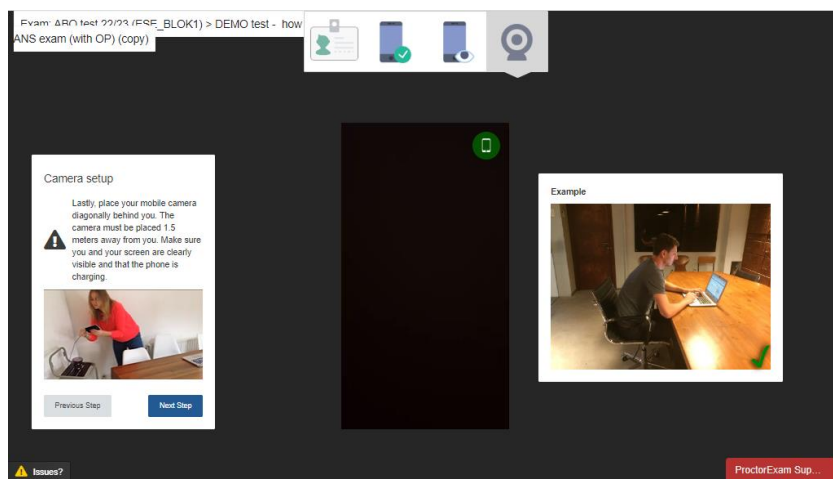


- In case you need to use a second camera follow the next 5 steps for the environment checks;
  - computer and keyboard

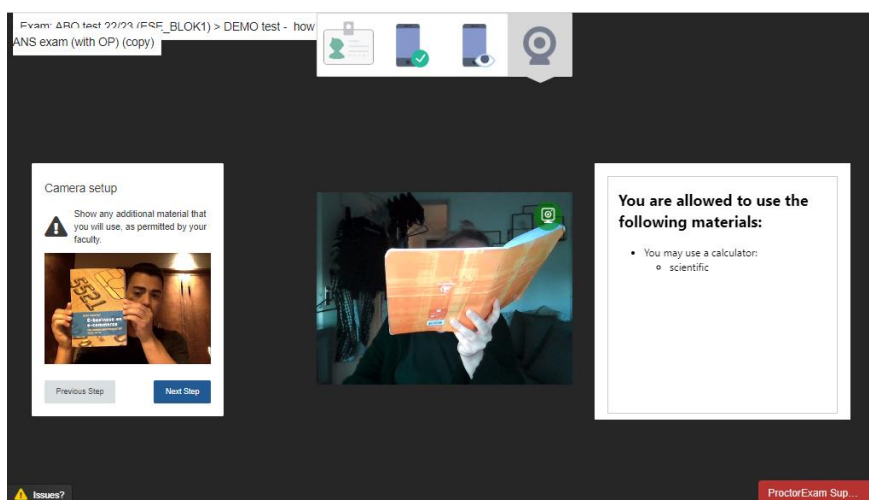# VISUAL ROADMAP PROCTOR EXAM (exam set up)

- the desk
- ceiling and underneath the desk
- the corners of the room
- head (ears)
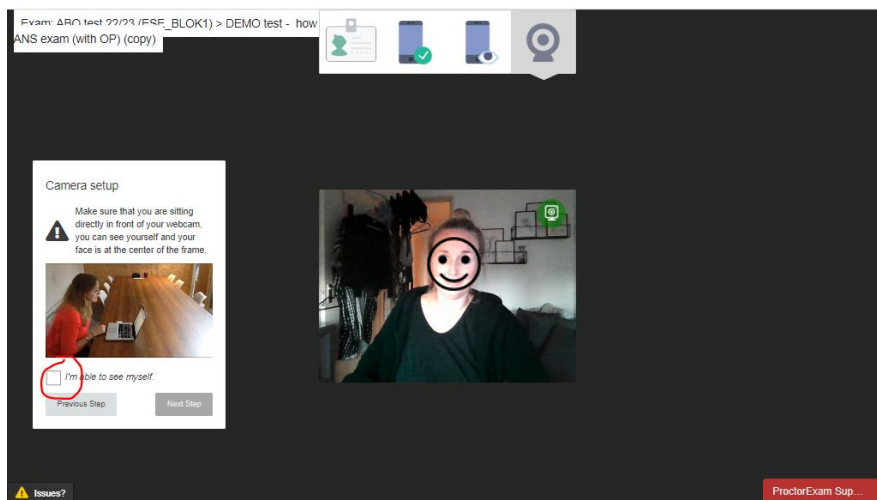


- placing the second camera



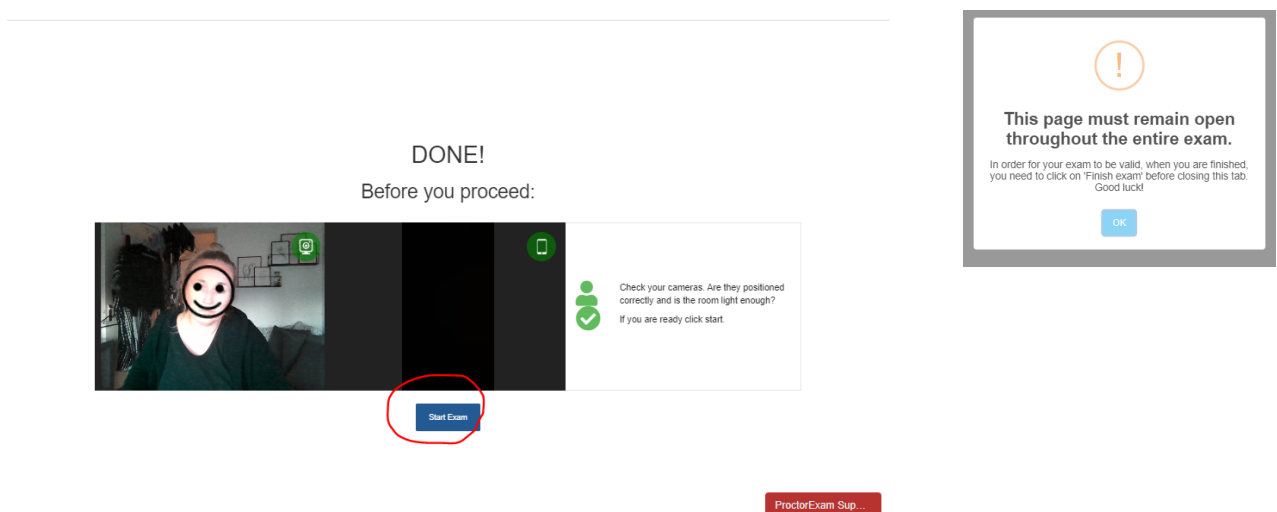- Show additional allowed material (notes, calculator etc.).

# VISUAL ROADMAP PROCTOR EXAM (exam set up)

- Place yourself directly in front of your screen and tick the box (left) that you're able to see yourself.
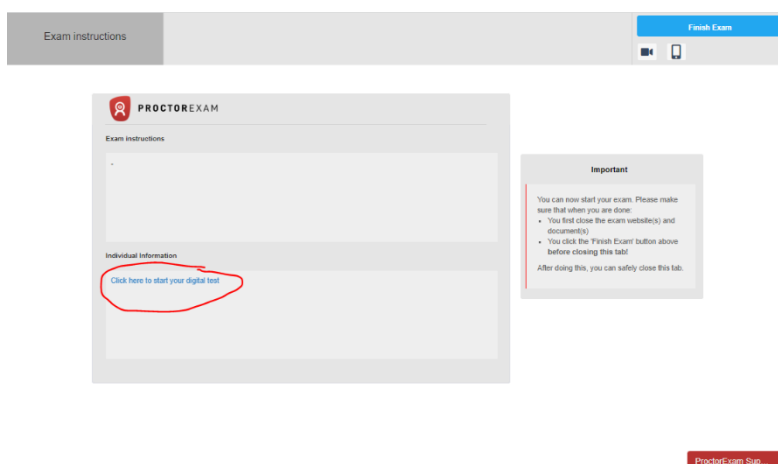


- Do your final checks (cameras, light, position) and if OK press Start Exam



- You will now receive exam instructions and press on the link to proceed → You will be directed back to ANS to start the exam.
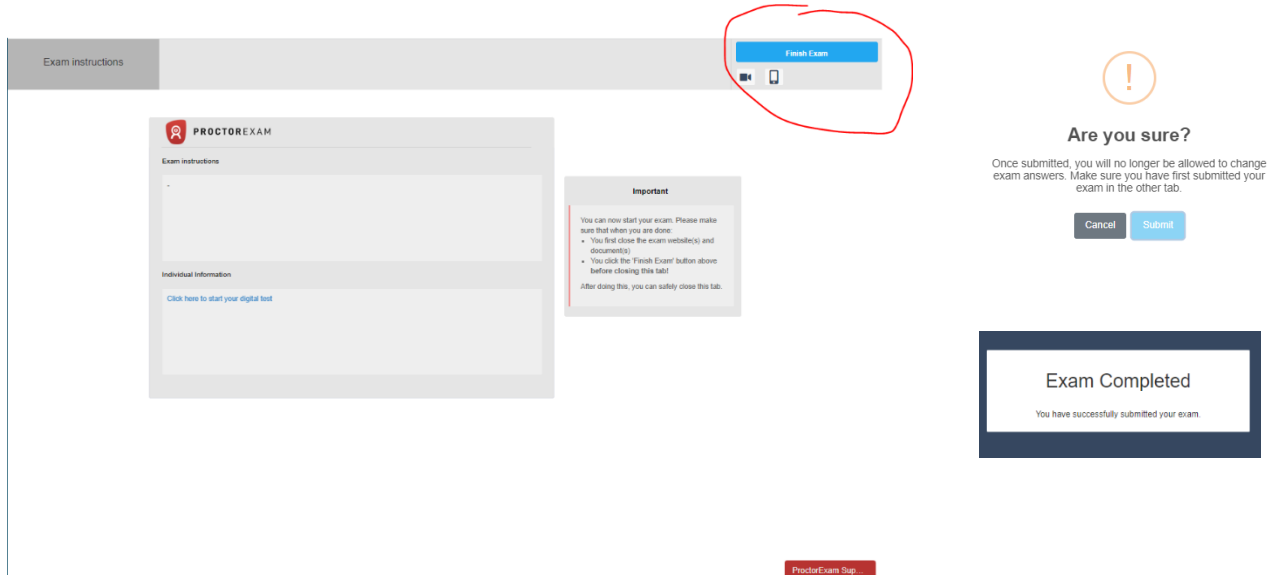  *GOOD LUCK!*

# VISUAL ROADMAP PROCTOR EXAM (exam set up)

- FINISHED?
- Submit your exam in ANS and then go to ProctorExam to press the blue button 'FINISH EXAM'.
- If not submitted in ANS (yet), your exam will be submitted now and the recording will stop.
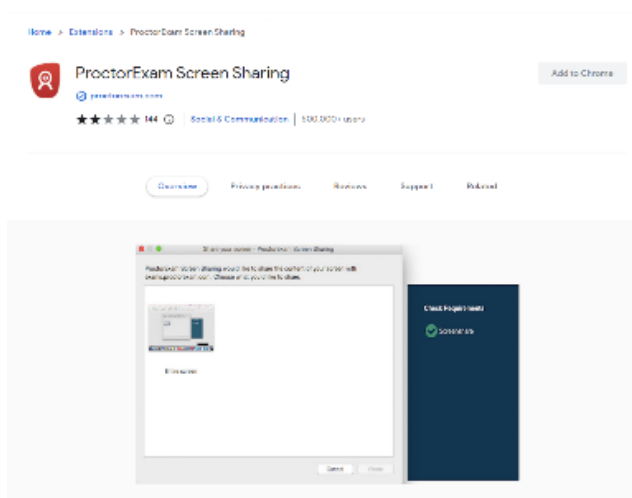- You will now see the text 'Exam Completed'.

# VISUAL ROADMAP PROCTOR EXAM (exam set up)

- If you see this pop-up during your set-up it means you will need to install the ProctorExam extension to Chrome.
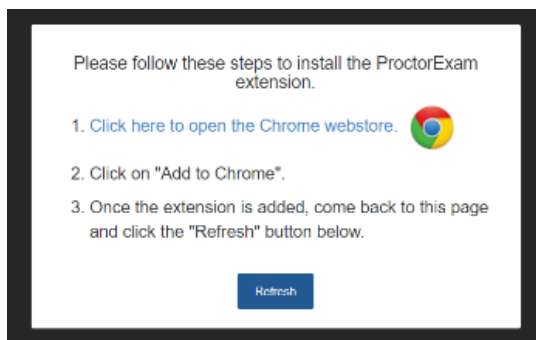


- Press the link to open the webstore and download the extension for Screen Sharing.



- Once you've done this you go back to the steps of the set-up. You can press on Refresh (blue box) to go further.