

## 1. Testi tegemise keskkond

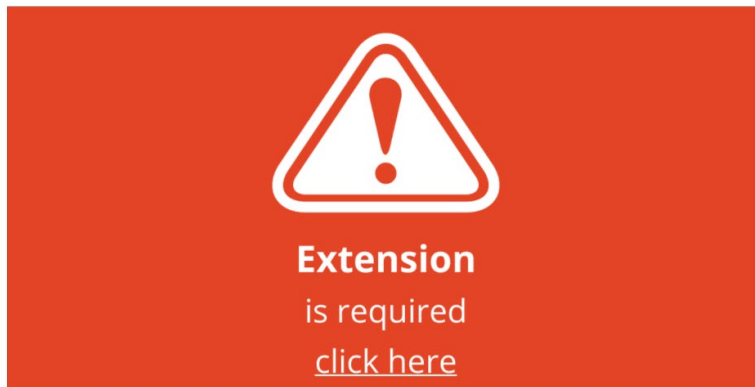
Proctorio järelevalvesüsteemiga testide tegemine ja katsetamine toimub <https://testid.ut.ee/> keskkonnas, kuhu saab logida ülikooli arvutivõrgu kasutajatunnuse ja parooliga ning pärast esmakordset sisenemist ja isikukoodi olemasolu ka ID-kaardi või Smart-ID-ga ning mobiiltelefoninumbri lisamisel oma profiili infosse ka Mobiil-ID-ga.

## 2. Kontrolli seadmete vastavust

Järelevalvega testi jaoks vajad järgnevat:

- Töökorras arvuti, mikrofon, veebikaamera ja internet. Vaata täpsemaid nõudeid süsteemile: <https://proctorio.com/system-requirements>.
  - PS! Kaamera töötamist saab enne Proctorioga alustamist testida näiteks ka lehel <https://webcamtests.com/> ja mikrofoni töötamist lehel <https://www.onlinemictest.com/>.
- Uuendatud veebilehitsejat (Chrome või Edge) ja sellele lisatud Proctorio pluginat ([Chrome](#), [Edge](#)) või Chromiumil põhinevat veebilehitsejat (Opera ja Brave) [Chrome'i](#) pluginaga.
- Kui Proctorio plugin puudub, antakse testi alustades järgmist teadet:

Test (Remotely Proctored)



## 3. Järelevalve süsteemi valmisoleku kontroll

- Enne järelevalvega testiga alustamist tee arvutile taaskäivitus ning ära ava kõrvalisi rakendusi, mida sul testi tegemise ajal vaja ei ole.
- Alusta süsteemi valmisoleku kontrolli (nupp *"Start exam pre-checks"*) või eemalda enne tõrked, mis ei luba süsteemi kontrolli alustada (nupp *"Fix errors to continue"*), näiteks on tuvastatud teine arvutiekraan või üleliigsed veebilehitseja sakid.

# Before you Begin

This exam will be proctored. Here are a few things to know before you begin.



We will tell you when we start and stop recording.



Your institution can access the data collected and will control who sees it.



Decisions are made by your exam admin, not us.

Proctorio GmbH complies with [GDPR, FERPA, and other regulations](#). Read our [Privacy Policy](#).  
Your data will be securely stored in **Amsterdam, Netherlands** for 1 month before being deleted.



#### What's recorded during the exam

camera feed • audio • computer screen • exam environment • websites visited • location •



#### What's restricted during the exam

one monitor • full-screen mode • no new tabs • no clipboard • no printing • no downloads • no right-clicking •



#### 24/7 support available during the exam

Click the Proctorio browser extension icon to chat with an agent within seconds.

#### Accessibility options:

[Enable high visibility mode](#).

[Learn more about Proctorio's approach to Accessibility.](#)

Your exam hasn't started yet! First, we need to set up your system.

[Start exam pre-checks](#)

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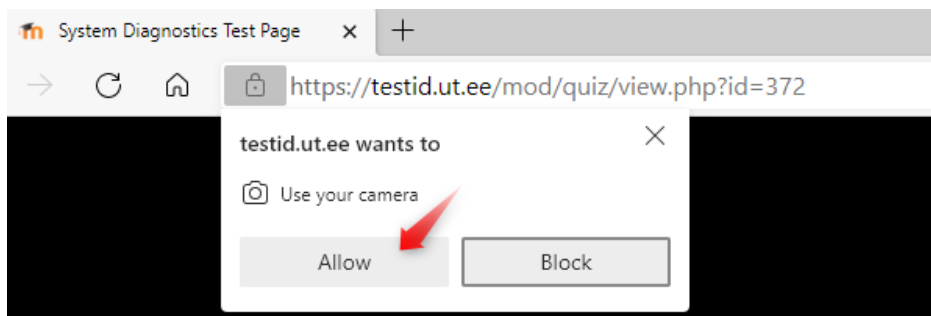
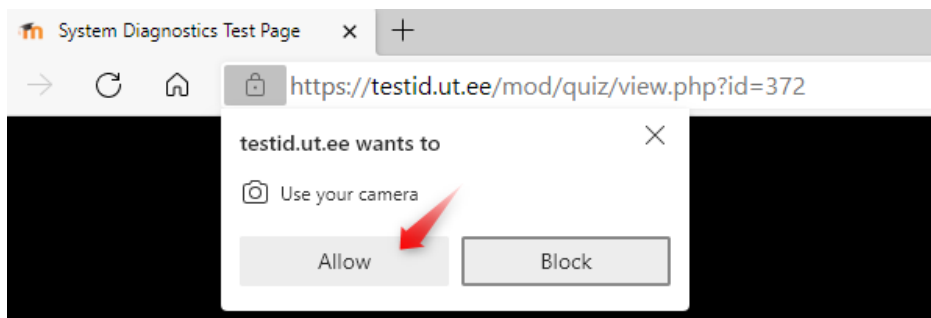
### Before you can continue, please do the following:

Close all other browser tabs and windows. (32 tabs and 5 windows still open). [click here](#) to do this for me.

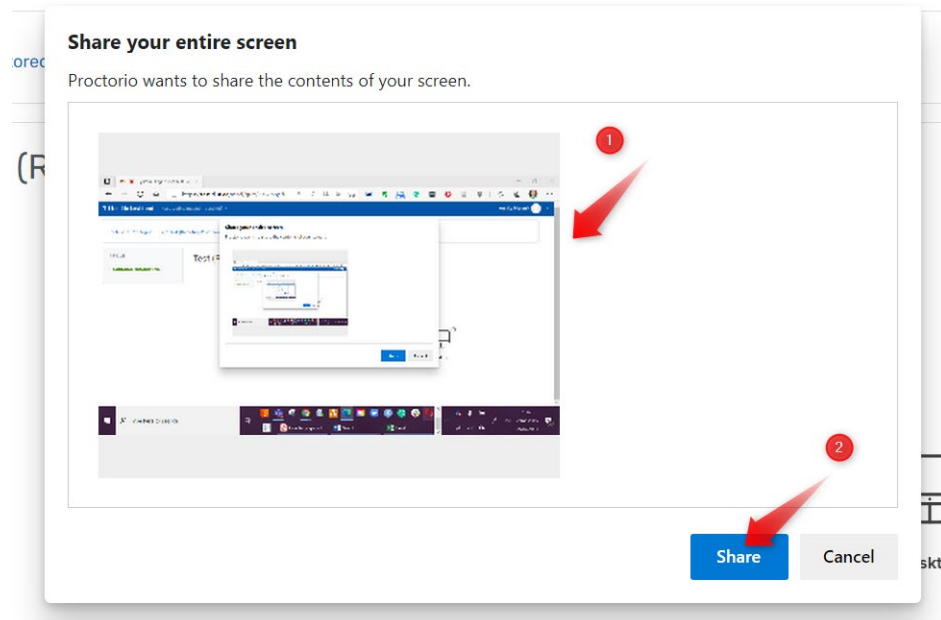
Your exam hasn't started yet! First, we need to set up your system.

[Fix errors to continue](#)

Valmisoleku kontrolli ajal võidakse küsida eraldi juurdepääsu kaamerale ja mikrofoni, nende lubamiseks vajuta "Allow".



Ekraani jagamiseks vali ekraan ja vajuta "Share".



Kui süsteemi nõuete kontroll on läbitud, kuvatakse järgmised vaated. Edasi liikumiseks vajuta "Next".

## System Diagnostics Test

Initial system checks passed



Webcam



Microphone

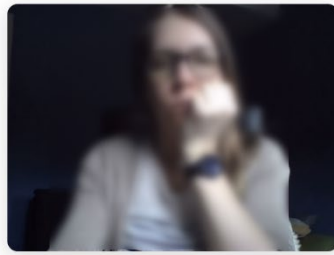


Connection



Desktop

Initial system checks passed



Your exam is about to begin.

 Use Restroom.

 Get water.

 Get comfy.

 Get ready.

[Don't see yourself above?](#)

|| Proctorio is sharing your screen.

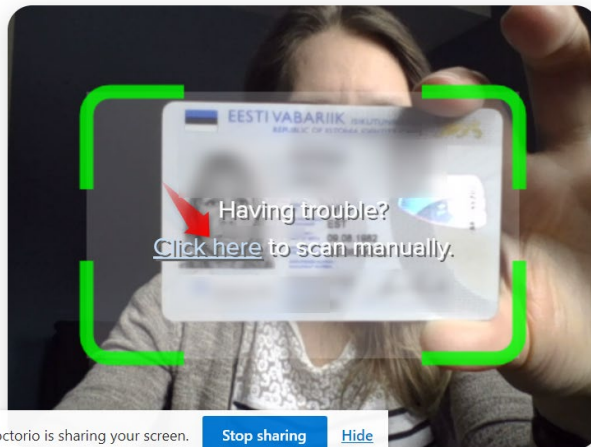
[Stop sharing](#)

[Hide](#)

[Next >](#)

Olenevalt testi seadistusest võib vaja olla näidata oma isikut tõendavat dokumenti. Aseta see kaamera vaatevälja vastavalt ekraanil näidatud rohelistele joontele ja hoiu vähemalt 5 sekundit. Kui pildi tegemist automaatselt ei toimu, vajuta "[Click here to scan manually](#)".

Show a photo ID to the camera within the area indicated. This will be used to validate your identity. If this is unsuccessful a link will appear. Simply click the link to manually scan a photo of your ID.



|| Proctorio is sharing your screen.

[Stop sharing](#)

[Hide](#)

[Having trouble?](#)

[Don't see yourself above?](#)

Kui pilt on tehtud, siis uuesti tegemiseks vajuta "[Re-take](#)", edasi liikumiseks "[Next](#)".



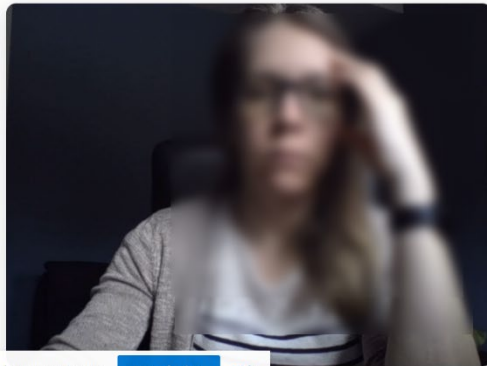
[Having trouble?](#)

|| Proctorio is sharing your screen. [Stop sharing](#) [Hide](#)

Re-take

Next >

Järgneb veebikaamera pildi kontroll, mille käigus tehakse testi-tegijast pilte. Kontrolli käivitamiseks vajuta "*Begin camera test*".



|| Proctorio is sharing your screen. [Stop sharing](#) [Hide](#)

[Don't see yourself above?](#)

Begin camera test >

Kui seadistatud on ruumi näitamine, siis informeeritakse sellest testi-tegijat (ruumi näitamine toimub edaspidi). Jätkamiseks vajuta "*I understand*".

We need you to take your camera and scan your test environment.



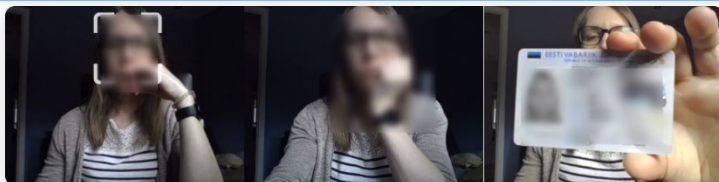
At the very beginning of your exam, **you will be asked** to show your exam environment. You must slowly move your webcam, showing the surrounding and desk area. If you are using notes, calculators or textbooks, please clearly show these items.

Sometimes this can be tricky, especially when using a built-in webcam. Before moving on, we recommend you visit the [help center article](#).

|| Proctorio is sharing your screen. [Stop sharing](#) [Hide](#)

I understand >

Kui eelnevad sammud on läbitud, siis tuleb anda kinnitus selle kohta, et oled see isik, kes ütled end olevat ning oled kursis järelvalvega testi korraldusega ("*I accept, begin exam now*"). Seejärel saab alustada testiga.

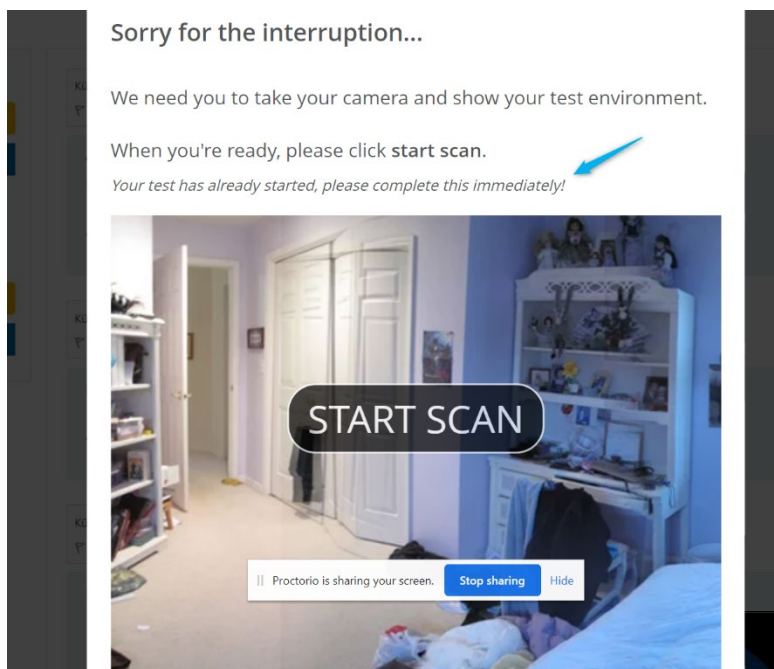


*By clicking "I agree" I represent and warrant that I, [redacted], am the person whose name is associated with the login used in this assessment system. I further certify that I am the person whose name appears on the identification presented and that said identification is legible in the image shown. I understand the prohibited actions and code of conduct as described in the applicable policy of this Institution. If over the age of 18, I acknowledge that I have read and agree to the [Terms of Service](#), and to the [Privacy Policy](#). If under the age of 18, I understand that when my parent or legal guardian provided consent to the Institution for my access to the Services, they consented to the same terms and privacy policy. If I or my parent or legal guardian have any questions, we will contact Proctorio before clicking "I agree" or otherwise using the Services.*

|| Proctorio is sharing your screen. Stop sharing Hide

I accept, begin exam now >

Kui nõutud on ruumi näitamine, siis see toimub pärast testi alustamist ja võib toimuda lisaks testi tegemise ajal. Enne ruumi näitamise alustamist on aega, et ruumist ebavajalikud asjad eemaldada. Ruumi näitamise alustamiseks vajuta "*Start scan*".

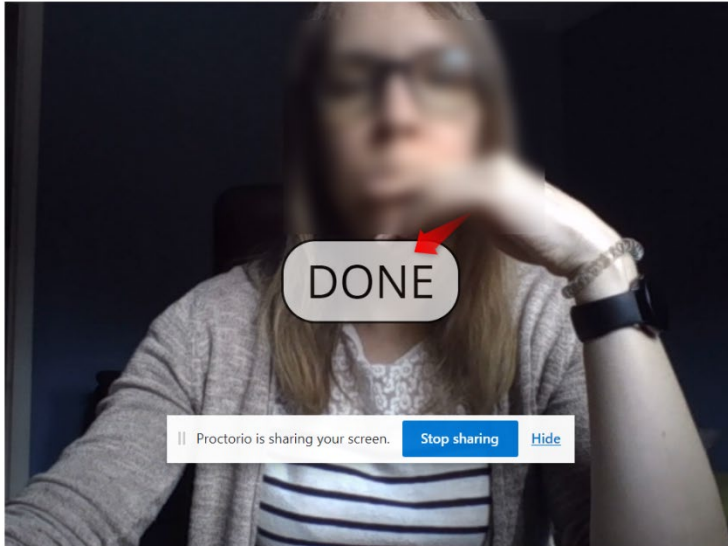


Ruumi näitamisel peab keerama veebikaamerat või sülearvutit aeglaselt 360 kraadi vähemalt 15 sekundi jooksul, näidates ruumi, lauda ja muid nõutud pindu. Kui ruumi näitamine on lõpetatud, vajuta "*Done*".

Please move the webcam slowly...

When you're finished, please click **done**.

*Your exam has already started, please complete this immediately!*



#### 4. Abi saamiseks ...

- Korralduslikud küsimused → õppejõud.
- Tehnilised küsimused → ülikooli arvutiabi või inglise keeles Proctorio live-chat.

#### 5. Pärast testi

Eemalda (vt pilt) või lülita välja Proctorio plugin.



