

1. Read the requirements and take the sample test

- Read about how to take a test with Proctorio: <https://sisu.ut.ee/juhendid/proctorio-oppijale>.
- Read the test requirements specified by the lecturer to know what to expect (whether you need to show an identity document, scan the room, remove all prohibited items from the surrounding surfaces, etc.)
- Take the sample test if the lecturer provides that opportunity.
- Tests with Proctorio are done in the testing environment <https://testid.ut.ee>.

2. Make sure your devices meet the requirements

To take a test with Proctorio, you need the following:

- Functional computer, microphone, webcam and internet connection. For more detailed requirements, see <https://proctorio.com/system-requirements>.
 - Note! Before launching Proctorio, you can test your webcam also at <https://webcamtests.com/> and microphone at <https://www.onlinemictest.com/>.
- An up-to-date web browser (Chrome or Edge) with the Proctorio extension ([Chrome](#), [Edge](#)) or a Chromium-based web browser (Opera or Brave) with the [Chrome](#) extension.

3. Find a suitable place

- The room in which you will take the test must have good lighting. The light source should not be located directly behind your back; it is best if there is an empty wall behind you.
- The room must be quiet during the test. Let your flatmates or family know that you are taking the test to avoid being disturbed (for instance, by someone stepping into the room or loud sounds from the next room).
- Make sure to remove any prohibited items from the room and desk as well as any personal items that you would not want to appear on the recording.

4. Run the system check

- Before starting the test with Proctorio, restart your computer and do not open any applications that you will not need during the test.
- Launch the test. If the test has a time limit, the clock is stopped for the system check. If a room scan is required, this happens before the start of the test and may also occur at points during the test.
- To scan the room, turn your webcam or laptop slowly 360 degrees for at least 15 seconds, showing the entire room and desk. If the lecturer has given more detailed guidelines for the scan, follow them.
- Proctorio will guide you through the system check (in English).

5. What is not allowed during the test?

- You must not:
 - communicate with others, disable camera or microphone, turn off screen sharing and leave the test page (unless you are allowed to use other programs, etc.);
 - leave your seat unless the lecturer has provided specific rules for that;
 - use headphones (incl. earbuds), several computers or screens, a tablet, a virtual machine or prohibited materials (e.g. calculator, books, etc.) specified by the lecturer.
- The phone may be used only for solving technical issues.

6. Start early on the test day

- On the test day, start preparing the test-taking room about 30 minutes before the start of the test. The system check will start at the prescribed time, but you need to have the room ready (i.e. remove all prohibited materials or items you do not want to be seen) and have all items you need for the test at hand (e.g. ID, allowed aids, etc.).
- Start the test and the system check at the prescribed time.
- If you encounter technical problems, do not panic, but try again in a few moments. All test takers are given 15 minutes of technical time in addition to the test-taking time.

7. If you need help with...

- Organisational issues → lecturer.
- Technical issues → the UT IT helpdesk or the Proctorio live chat.

8. After the test

- Comment (according to the lecturer's guidelines) on whether anything happened during the test that could be classified as an incident (you had to leave the room, lost internet connection, etc.) or give feedback to the test organisation.
- Disable or remove the Proctorio extension.