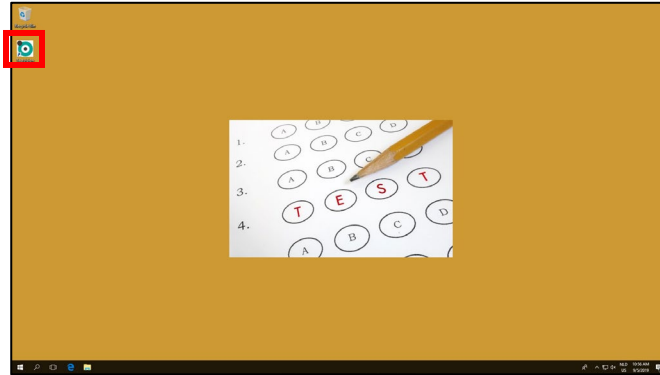


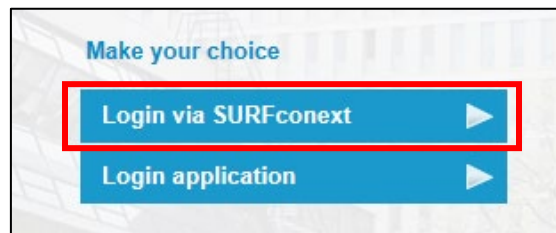
Exam instructions for students using TestVision

Starting up the computer

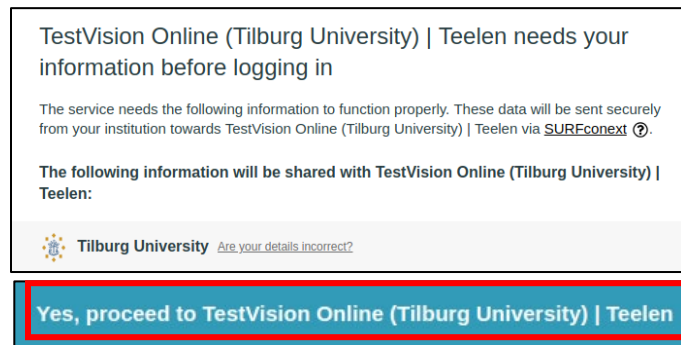
- Start the computer when you are seated behind the assigned computer.
- Login with your Tilburg University username and password. The desktop of the Exam workspace appears:



- Click on the Testvision icon on your desktop. Maximize the window to see all the buttons.
- Click 'Login via SURFconext'.



- The first time you access TestVision you have to agree to share your data, otherwise you won't get access. Click on 'Yes proceed to Testvision Online'.

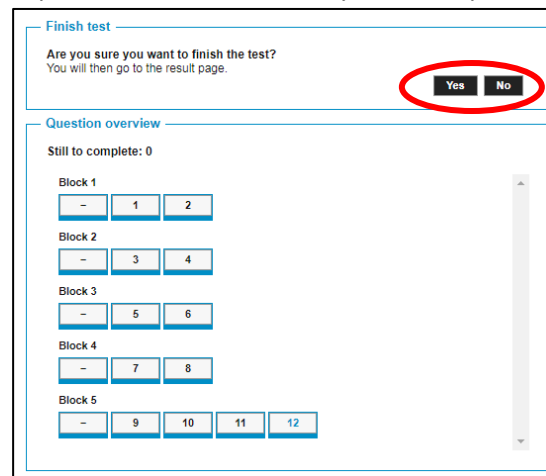


- Click 'Take Test'.
- Select the exam by clicking on the arrow behind the exam name.
- You will see the introduction screen. Read this carefully.
- Click on 'Start' when the start time of the exam has passed.
- The exam is password-protected. Fill in the password provided at the start of the exam.

Please, turn the page over

Working on the test

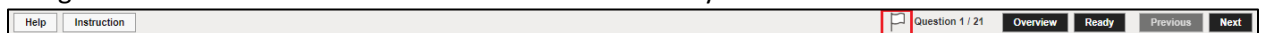
- To fill in open-ended questions, click on the text box or on the 'Enter answer' button. Click on the button 'Submit answer' when you have entered your answer. It is possible to change a submitted answer until the exam time has expired. To do so, click on the 'Change answer' button and when you are ready, click on 'Submit answer'. Answers are saved automatically every 60 seconds.
- For open-ended questions, the lecturer can specify a maximum number of words. This word count will be shown in the right corner at the bottom of the edit box. After reaching the maximum number of words, the word count colors orange. You can still continue typing.
- When an exam includes an upload question, upload the answers to TestVision in a timely manner before the official exam time has expired. Otherwise, you cannot submit that question. To upload a document click the button 'Browse'. Via Windows Explorer you can upload the correct document. By using the 'View (download)' button you can check if you have uploaded the correct document and if necessary, you can replace the document that you have uploaded.
- Click on 'Ready' when you are finished answering all the questions. A window appears with the question overview. Check that all questions are answered. To return to the exam click 'No'. To finish the exam, click 'Yes'. **After clicking 'Yes' the test is completed. You will not be able to answer any more questions.**



- After clicking 'Yes', TestVision will show you the result page. You also receive a 'Notification of receipt' by email.

Helpful buttons in TestVision

- Click 'Help' to open a window with information about taking a test.
- Via the button 'Instruction', you can view the test instruction shown at the start of the test. Click 'Continue' to return to the test.
- Navigate between questions by using:
 - a. the buttons 'Previous' and 'Next';
 - b. the 'Timeline' bar, with the small rectangles at the bottom of the screen. Each rectangle represents one question in the test.
 - c. the button 'Overview' at the bottom of the screen. In this overview you can check if you completed all questions. Click on a number in this list to jump directly to that question.
- By marking a question you can check it once more before leaving the test. You can mark a question by selecting the flag that appears at the bottom of the screen. Marked questions are recognizable in the 'Timeline' as well as in the 'Overview' by three vertical lines.



- Next to the flag a calculator can be visible, which can be used when set by the lecturer.