GASQ ONLINE @HOME EXAMS

HOW DOES IT WORK?

CONTENT

GASQ

WHAT DO YOU NEED?

✓ **Desktop or laptop with a webcam and microphone**

To take exam, you will need a computer as the chrome's plug-in required to share your screen is only compatible with a laptop or a desktop.

Your laptop or desktop must be equipped with a webcam and a microphone.

✓ **Google Chrome browser needs to be installed**

No installation of unnecessary software in your computer, but we are asking you to use Google Chrome so you can run the screen sharing extension on the most updated version. Please make sure that you have the administrator rights in order to add the extension to your browser.

✓ **Photo ID**

Before starting the exam, you need to identify yourself with your student card, passport, ID card, or a driver's license that has your name and photo on it. You can cover the private information such as student number.

✓ **Tablet or smartphone with a camera**

You might be required to use the camera of your smartphone. We will let you know whether this is applicable. You'll need to download our app (34MB) which is compatible with any Android 4.1 or higher and iOS (Apple) 8.0 or higher.

✓ **Stable internet connection**

In order to run the exam without any problems, you need to have a steady internet connection (Wi-Fi will be required for mobile streaming) with a minimum upload speed of 1MB/sec.

HOW TO REGISTER?

1. You book your exam on our website.
   During the booking, you need to indicate the exact day and time of the exam.

   Please be aware that you should be able to take the exam at this time, otherwise your access to the exam will expire. The fees will not be refunded!

2. You receive the email to check your system and set it up for the exam.
   You will need to install a Google Chrome extension and (optionally) an app on your smartphone or tablet.

Please make sure to complete the system check at least 48 hours before the exam!
If this is not done on time and your system is not functioning well, you will not be able to postpone the exam, your exam access will expire and the fees will not be refunded!

The e-mail that you will receive after the booking

FOLLOW THESE STEPS:

STEP 1: Download the ProctorExam chrome plugin. Click here

STEP 2: Complete the System Check [48 hours in advance]. Click here

STEP 3: Once you finish the System Check you will receive an invitation to your exam.

ASSISTANCE

- Your exam schedule: Contact your institution GASQ_local
- Video instructions: Click here
- Exam rules: Click here
- Other questions: Click here

System Check (Step 2)

Troubleshooting guide

Computer issues :
1. Refresh the page.
2. Restart the computer.

If the problem persists, contact the support through the chat box on the bottom-right of your screen.

ProctorExam's services are offered in English. For the best experience it is recommended to continue in English.
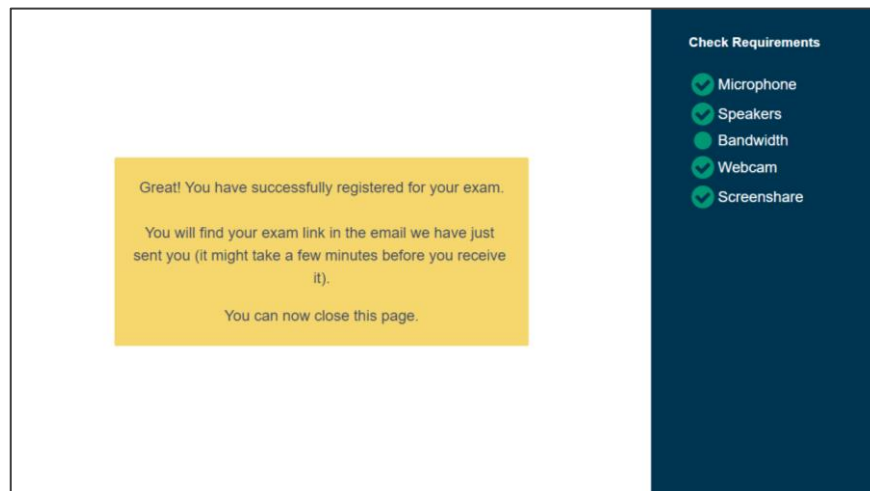
Next

Need a translation?
These are automatic translations provided by Google and may contain mistakes.

G English ▼

Check Requirements

○ Microphone
○ Speakers
○ Bandwidth
○ Webcam
○ Screenshare

System check completed

3. After the system check is completed, you will receive the invitation to your exam.

   Please be aware that you will <u>only be able to start the exam during the time indicated in Step 2 of the e-mail</u>. If you start your exam before this time, you will not be able to log into the system. If you miss this timeframe, your exam login will expire and you will not be able to start the exam anymore.

   The fees will not be refunded.

The invitation e-mail

FOLLOW THESE STEPS:

STEP 1: Keep your **photo ID** at hand.

STEP 2: Check when your **exam** time slot opens. Click here

STEP 3: Once your exam time slot opens please go back to the link on **STEP 2.**

ASSISTANCE

- Your exam schedule: Contact your institution GASQ_local
- Video instructions: Click here
- Exam rules: Click here
- Other questions: Click here

Please be aware that the time below indicates the timeframe during which you will be able to start the exam, <u>not the duration of the exam</u>!
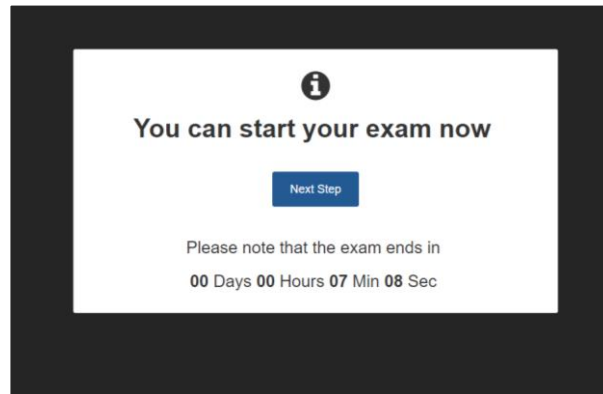
ON THE EXAM DAY

✓ Prepare your environment

Before starting your exam, please make sure that:

- the room is well lit and quiet
- you are alone
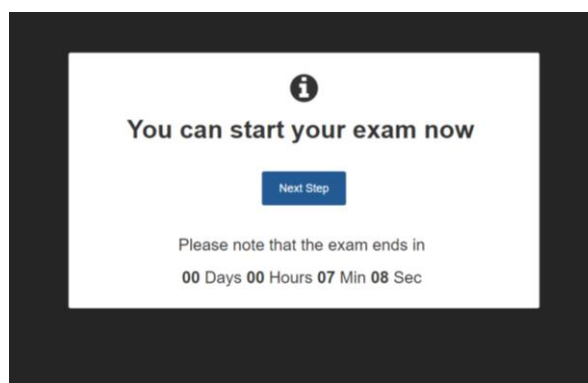- there are no additional devices, books or other forbidden materials

You will have to show your environment to the proctor and will not be able to start the exam if there are additional devices, books or other forbidden aids that can help you during the exam.

✓ Have your photo ID with you

✓ Log into the system on time
You can start the exam by following the link from Step 2 of your invitation e-mail.
The exam access is only valid during the time indicated in the e-mail.

✓ Identify yourself

Id Card

Can you please show your ID into the web camera and click Take Picture. Make sure to cover the ID number while you are taking the picture.

Face Photo

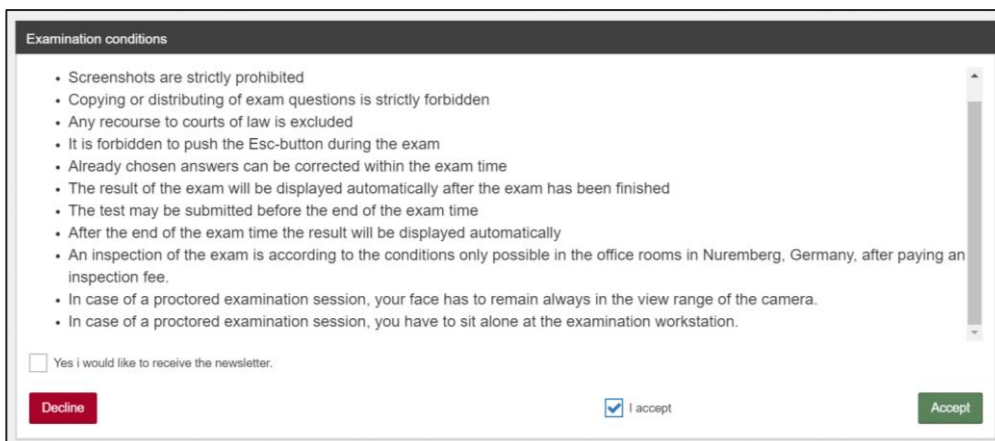Please make a close-up picture of your face by clicking 'Take Picture'.

You will now be guided through the following steps:

1. Identify yourself

2. Set up your camera

Continue

✓ Start the exam

PROCTOREXAM

Exam instructions

Click the link to start your examination

HOW TO USE THE EXAM SYSTEM?

1. Read and accept the examination conditions

Examination conditions

- Screenshots are strictly prohibited
- Copying or distributing of exam questions is strictly forbidden
- Any recourse to courts of law is excluded
- It is forbidden to push the Esc-button during the exam
- Already chosen answers can be corrected within the exam time
- The result of the exam will be displayed automatically after the exam has been finished
- The test may be submitted before the end of the exam time
- After the end of the exam time the result will be displayed automatically
- An inspection of the exam is according to the conditions only possible in the office rooms in Nuremberg, Germany, after paying an inspection fee.
- In case of a proctored examination session, your face has to remain always in the view range of the camera.
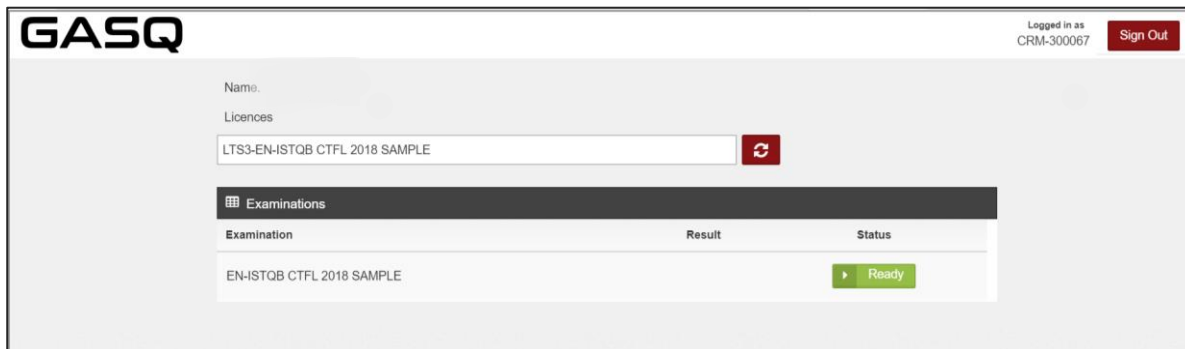- In case of a proctored examination session, you have to sit alone at the examination workstation.

☐ Yes i would like to receive the newsletter.

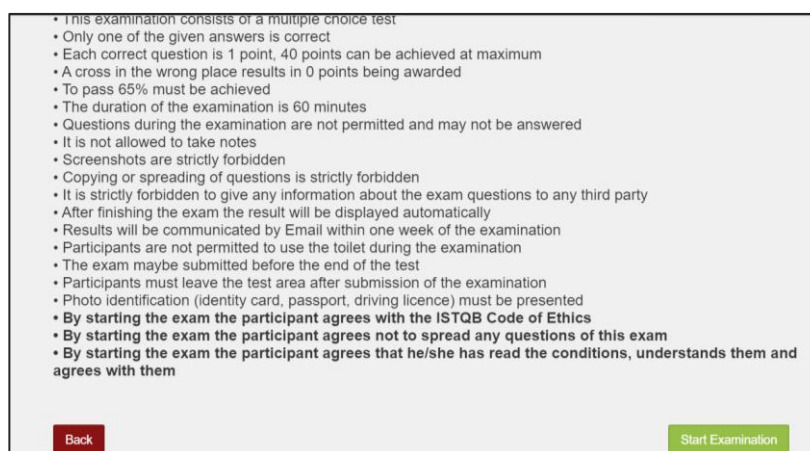Decline   ☑ I accept   Accept

2. Fill in your personal data. Make sure that there are no typos or mistakes in your name or e-mail address
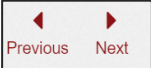

3. Start the exam by clicking „Ready"

4. Read the exam-specific conditions and accept them

5. Your exam starts now

By using the toolbar on top of the window, you can

◄ ► Previous Next	go to next or previous question
📌 Mark	mark the question
x^2 Calculator	open calculator
📝 Notes	make notes
➡ Finish	finish the exam if you are done before the exam time runs out

You can see the remaining exam time in the top right corner.

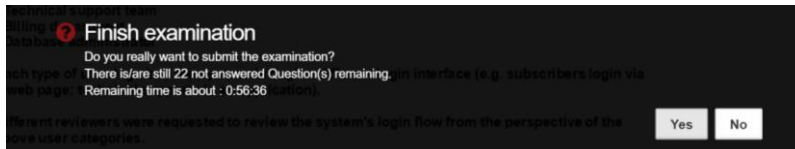You can see which questions you have already answered by the checks on the left side of the screen.

It is always possible to contact your proctor by using the chat window at the bottom of the screen.
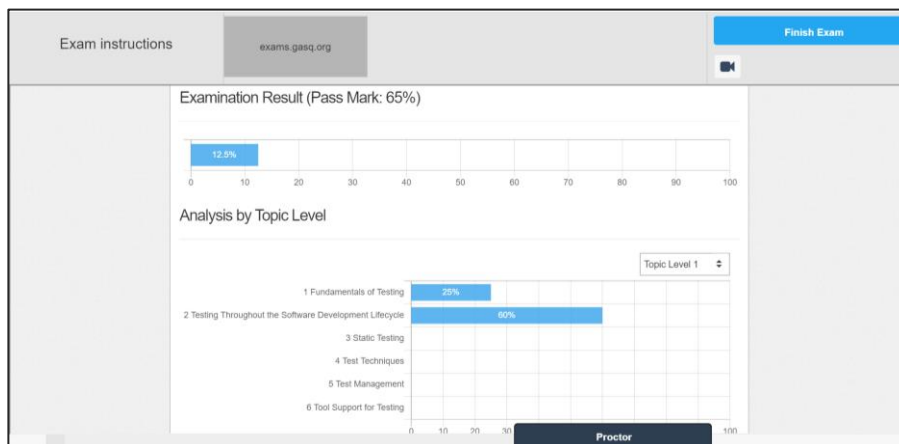

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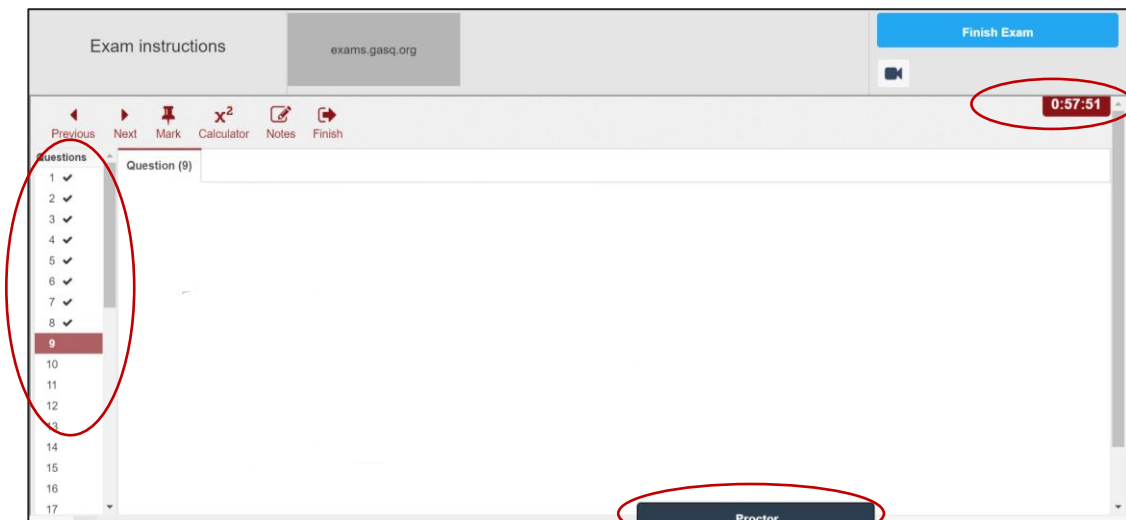
6. After you have answered all the questions and would like to finish the exam, please use this button:
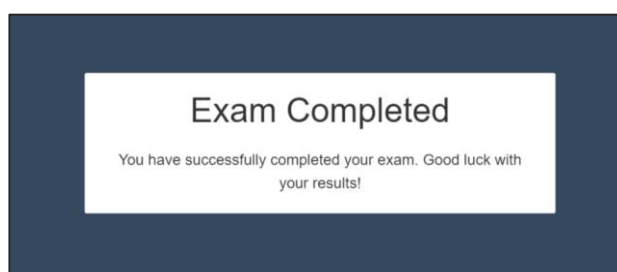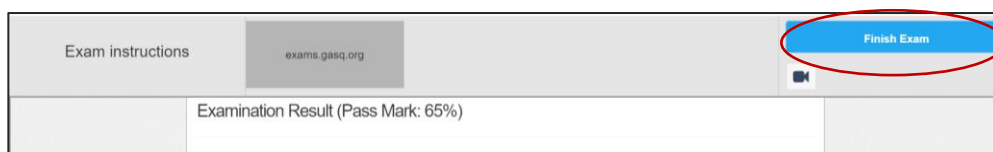

After finishing the exam it is NOT POSSIBLE to continue the exam again!

7. Your result will be displayed on the screen

8. You can now exit the exam system

Your exam results as well as the certificate will be sent to you via e-mail!

WHAT IS NOT ALLOWED DURING THE EXAM?

⊗ extra devices
⊗ books, notes or additional materials
⊗ headphones
⊗ talking or singing
⊗ toilet breaks

Please be aware that if you break the exam conditions or involve in fraudulent exam practices, the proctor must stop your exam. You will not be refunded.

CONTACT

In case of any emergency contact:

GASQ – Global Association for Software Quality
info@gasq.org
Phone: +49 911 990078 0