

Dear students,

Soon you will make a digital exam at home in Remindo, Utrecht University's e-assessment system. Please read the following instructions and tips carefully before you take the exam.

Technical information and Tips

- You take the exam on your own device, preferably a laptop, desktop computer, tablet (no smartphones). Remindo can be used on any type of browser, but **we recommend using a most updated version of Chrome or Firefox** to take the exam. Make sure that the browser you are using is [up to date](#). You can switch browsers when you have already started with the exam, but make sure you save the questions before you switch. Remindo will give you a notification.
- If you connect to the internet wirelessly, ensure a stable Wi-Fi connection. If that is not possible, connect using a network cable.
- During the exam, your work is saved to the cloud several times per minute. In case you have to reboot your device/browser, you can continue where you left off (or from the last moment your device was online).
- If your internet connection disconnects during the exam, you will receive a notification. You are able to continue offline. When the connection returns, the offline work will be synchronized. Offline work will not synchronize if you reboot your device/browser before your internet connection returns!
- If your internet connection disconnects, a possible solution is to create a mobile network/Wi-Fi hotspot with your own smartphone. You can connect the device on which Remindo is open to the hotspot.
- When you close your exam, an internet connection is required. You will receive a notification in case there is no internet connection.
- If you doubt about the online/offline status of your device, make sure to safeguard your work with an offline version (e.g. MS Word) before rebooting.
- When you are connected to the internet, but Remindo does not work as it should (e.g. text or answer fields do not show, buttons do not show or do not respond), try using a different browser or [delete your browser cache](#). Deleting cookies and temporary internet files should be enough. You do not need to delete your browser history.

Logging in

- Make sure you log in on time
- Go to **remindo.uu.nl**
- This will bring you to the log in page of exam program Remindo

Please note: In order to log in to the exam, you need your **Solid-ID** and **password**. In case your password contains a diacritical mark (ä, ö, é, ê, etc.), make sure you know how to do the key combination (language setting United-State-international) on your keyboard.

Tip: Double check your password in the days before the exam. If you have password issues, you can reset your Solis-ID password via www.uu.nl/password (->Forgot password).

- Choose 'Log in with Solid-ID Universiteit Utrecht'



- In the yellow screen, log in with your Solis-ID and password. If you have special marks in your password and you want to check whether you have written them properly, type them in the field 'Solis-id or email'.

 A screenshot of the Utrecht University login page. At the top left is the Utrecht University logo, a sunburst design, followed by the text "Utrecht University". Below this is a yellow horizontal bar with a small 'i' icon on the right. The main content area is white and contains the heading "Sign in". Below the heading are two input fields: "Solis-id or email" and "Password". Below these fields is a large yellow button labeled "Continue". At the bottom left of the form area is the text "Forgot password?". At the bottom right of the page is a small Dutch flag icon.

Startpage

Once you have logged in, your dashboard appears. In the Agenda, the planned exam is visible. The dashboard also shows the test overview (see screenshot below).

Your tutor may have set up that you can only start with the exam after you ask for approval and the tutor gives you approval digitally.

- The time period (start time, end time) shown at the exam, is the time period for logging in, so the time period in which it is possible to ask for approval and start the exam. **Please note:** You can't derive *rights* from the time period shown in Remindo. Half an hour after the start of the exam, you are not allowed to participate in the exam anymore.
- If you can't ask for approval to start with the exam yet, you can't click the play-icon (red 1 in the screenshot).
- In case you can ask for approval before the start time of the test, you will see a blue arrow (→) that you can click on.



Search for keywords

Sort

Agenda

August 2020

18 Aug approval Start time: 12:20 PM
End time: 1:20 PM

Exam 🕒 12:20 PM - 1:20 PM 1

Test overview

Functioneel Beheer Training Key-Users - Januari

Exams

<div style="width: 50%; height: 10px; background: linear-gradient(to right, green, red);"></div>	6.7	Voldoende	Nakijken Meerkeuze vragen -training januari	Feb 17, 2016	Link
			Nakijken per toets (correctieronde) - training	Feb 17, 2016	

- You can set the **language settings** of the interface by clicking on the globe in the upper right side of the screen. You can choose Dutch or English. The language of the exam questions cannot be changed.

Starting the exam after approval from tutor

- Click on the play-icon or the arrow behind the name of the exam (red 1 in the previous screenshot).

Test terms & conditions

If your teacher has formulated test terms and conditions, you will be asked to read and accept them. You will see the following screen.

- After reading the information, click on 'View the terms & conditions for this exam'.

[Test] Terms-and-conditions and no-navigation

Course	Economische en welvaartsontwikkeling
Type	Exam
Number of questions	3
Question order	You have one chance to answer each question directly. It is not possible to navigate between the questions.
Planned start time	Donderdag 18 maart at 14:00
Time limit	30 minutes

Good luck!

Status

You can only start after you have read and accepted the terms & conditions for this exam. Please click on the 'View terms & conditions for this exam'-button below to continue.

[View terms & conditions for this exam](#)

You read the terms and conditions in the yellow outline.

- Optional, you can choose to send the terms and conditions to your (UU) email address.
- Click on 'I agree with the test terms and conditions'.
- When chosen, your approval is also the command to send the email.

Terms & conditions

By accepting the test terms and conditions, you indicate that you fill in the test reliably.

Send terms to my e-mail address

Cancel I accept these terms & conditions

- (screenshots below) Click on '**Request approval**' on the bottom right. The text of the button will change to 'Approval requested'. The page will refresh automatically. When the tutor has given permission, a button to start the exam will appear. **Click that button to start the exam.**

Request approval

Candidate: GeoStud01 van AchternaamGeoStud01

Student Instruction Test

Study	Test Ondersteuning
Type	Exam
Number of questions	3
Time limit	120 minutes

[Introduction](#)

Welcome to this test.

Good luck!

[Request approval](#)

If you want to start you need to request approval. Press the "Request approval" button below to send the request.

Request approval

Click here to start

Candidate: GeoStud01 van AchternaamGeoStud01

Student Instruction Test

Study	Test Ondersteuning
Type	Exam
Number of questions	3
Time limit	120 minutes

[Introduction](#)

Welcome to this test.

Good luck!

Click here to start

Starting without approval

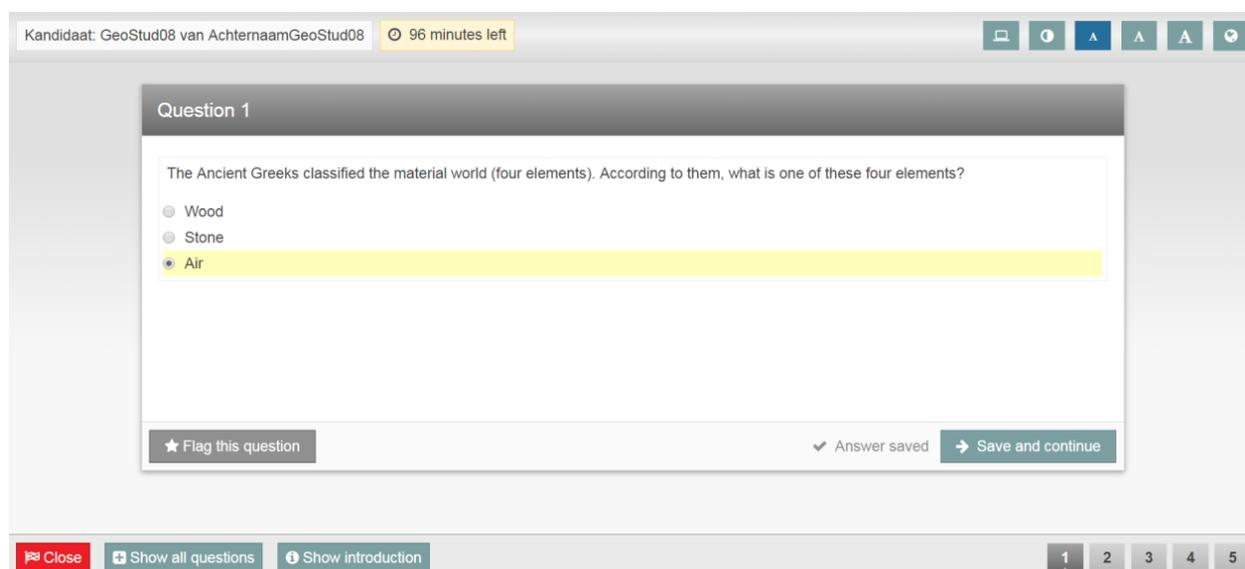
- To start without 'permission', follow all the steps above, only after clicking 'I agree to the test terms and conditions', you will be taken directly to the page with the 'Start test' button. You will therefore not pass the page with the 'Request permission' button.
- Click '**Click here to start**' to start the examen.

Saving answers

When you have answered a question, use the button 'Save and continue' to save your answer and move on to the next question. You can always edit saved answers, as long as the exam has not been closed. Whilst answering a question, the answer will also be saved automatically.

Free navigation

During the most exam, you can **return to previous questions**. For example, after answering the final question of the exam, you can click on the boxes with numbers underneath the questions to do a final question check. The boxes of already filled in and saved questions turn dark grey, the not yet filled in questions are light grey.



No free navigation

The teacher can set that you cannot navigate between questions, and therefore cannot go back to a previous question (not even at the end of the test for verification). In some situations this is chosen. This is indicated in the test information before the test, under Question order (see screenshot). There are no blocks with numbers under the test, the option 'Show all questions' (at once) is not there, and for a composite question it will be reported in the question if not all sub-questions have been answered (see the brown-yellow screenshot 'Question 1').

[Test] Terms-and-conditions and no-navigation

Course	Economische en welvaartsontwikkeling
Type	Exam
Number of questions	3
Question order	You have one chance to answer each question directly. It is not possible to navigate between the questions.
Planned start time	Donderdag 18 maart at 14:00
Time limit	30 minutes

Good luck!

Status

Please click on the 'Start exam'-button below to start this exam.

Start exam

This message appears above the question when not all sub-questions have been answered.

Question 1 ⚠ Not all subquestions have been answered

Instruction on highlighting questions you want to return to later

It is also possible to highlight questions, so you know at a later moment in the exam which questions you still want to have a look at. Highlighting a question is only available if you can freely navigate between questions.

- In the left bottom of the question, click on the button with the star and 'Flag this question' (see previous screenshot). The question you are working on will display a star next to the question number. The button will change to 'Unflag the question'.

Question 3

There is a small parking lot with 8 parking places. The parking lot will be expanded. There will be 8^3 parking places.



How many parking places are available after the expansion is completed?

You can use the calculator in Remindo. Click on this icon: 

512
 24
 286
 83

☆ Unflag this question  Calculator ✓ Answer saved → Save and continue

Show introduction

1 2 3★ 4 5

You can now continue answering the remaining questions. Question 1 will be flagged in the navigation, as a reminder to have another look at this question later.

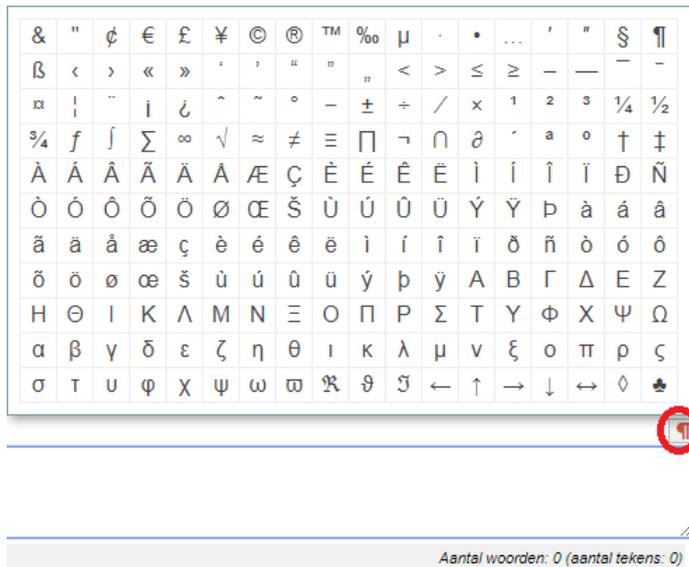
Instruction on highlighting in a text field and color marking

If the tutor has enabled this option, you can mark the text during answering a question in two ways:

- Markings in the text field and/or
- Color marking in question and answer texts.

Marking text

In case you are answering a question with a text field, you can use special signs by going to the top right corner of the answer field. A paragraph sign will appear. By clicking on this symbol, a field with special symbols will appear. It is also possible to underline or cursive words.



Color marking

You can add color markings with comments in the text of the question, in case the tutor has enabled that option. By selecting a part of the text, a pen icon appears, with which you can select a color and, if necessary, add a comment. You can undo the marking and/or the comment as well.

Question 1

The Beatles are a well known band, but who is who: who is Paul McCartney, John Lennon, George Harrison and Ringo Starr? Drag the initials to the members of The Beatles and place the initials on their heads.

P = Paul McCartney
J = John Lennon
G = George Harrison
R = Ringo Starr

P J GR

Paul McCartney, John Lennon, George Harrison and Ringo Starr

als on their heads.

Color: [Blue] [Yellow] [Green] [Red]

P = Paul McCartney
J = John Lennon

Send comment? ☆ Flag this question ✓ Answer saved → Save and continue

Please note: these markings and comments are not visible for the correctors.

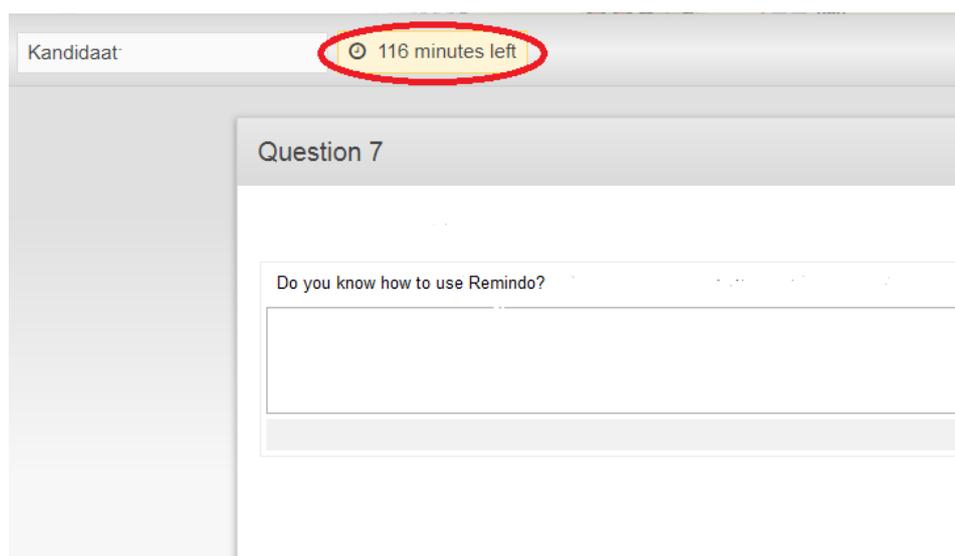
Close leftover time

During the exam, the remaining time (in minutes) is shown. If you wish not to see that information, click on the clock icon. When the remaining time is 10 or 5 minutes, the time will automatically pop up again. In the

last minute, you will also see the time. From that moment, it is not possible anymore to close the leftover time.

Please note: In Remindo, the time will start counting down from (1) the moment you start the test or (2) the moment the collective test moment starts.

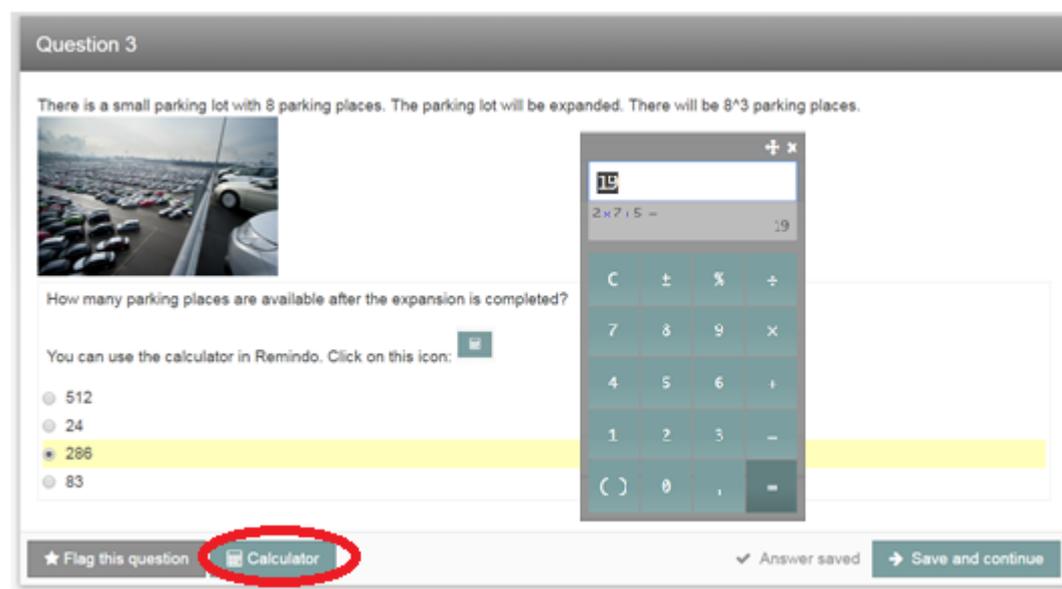
1. In the first case, the moment the test starts, you will receive the full time in the software. However, when you start later than planned, Remindo will not take into account that you'll have less time left. You can't derive a right from the time that Remindo shows: the teacher decides when the test starts and finishes.
2. In the second case, you will receive the time that is left since the start of the test moment. If you are in the examination room on time, you will receive the full time. If you are later, you will receive less time.



Calculator

If your tutor has enabled using a calculator while answering a certain question, you are able to open this application by clicking 'Calculator' in the bottom left corner of the screen. You close the calculator with the same button you use to open it. You can also close the calculator by using the cross at the top right of the calculator. But if you dragged the calculator a bit out of the computer screen, you may not be able to click the cross anymore. The button 'Calculator' always closes the calculator.

The tutor set if you will get to see the elementary or the scientific (more elaborated) calculator.

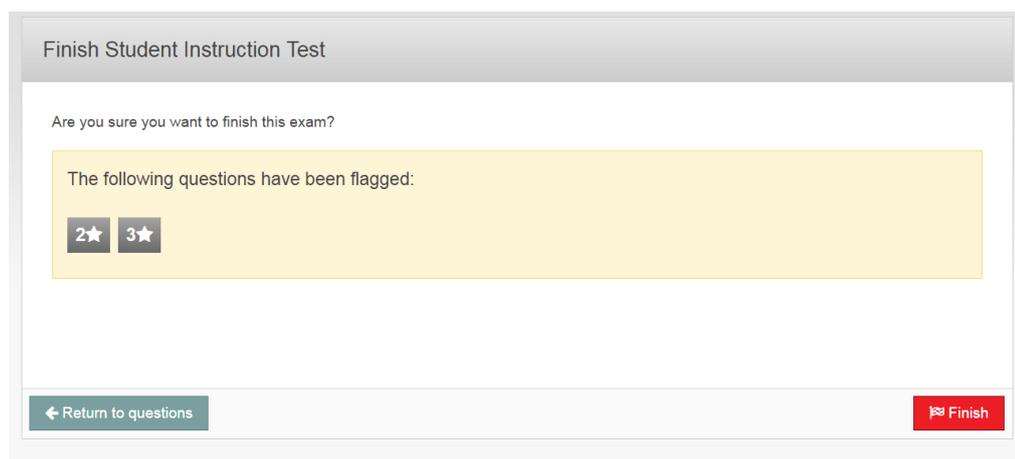


Finishing the exam:

When you have answered all the questions, your screen automatically jumps to the next screen: 'Finish [name exam]'. If you have marked any questions, you will get a notification. You can go back to the questions or you can finish the exam.

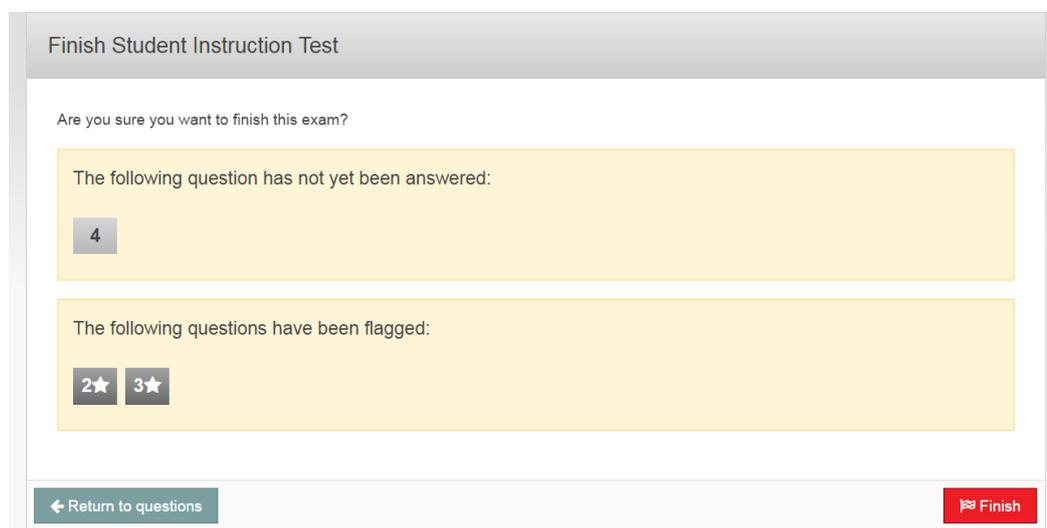
If, for some reason, you leave (a) question(s) unanswered, Remindo will take you back to the first unanswered question. Should you wish to **finish the exam leaving some questions unanswered**, click the red button 'Close' in the left bottom corner.

Please note! When you end the exam, it is not possible to edit any answers anymore.



Finished exam:

After clicking on 'Finish', a screen appears with the notification 'Exam finished'. It is not possible to go back to the answers anymore.



Your tutor may have enabled that results are shown after the exam. These results will be shown via the start page.

On the start page, you can log out on the right top corner of the screen.

Digital examination environment

Are you curious to see what a Remindo exam looks like? Via <https://uu.remindotoetsdemo.nl/> you can start a demo test with questions about Utrecht University.