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 (laptop, desktop computer, tablet). Remindo can be used on any type of browser, but **we recommend using 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 'Inloggen met Solis-ID Universiteit Utrecht'
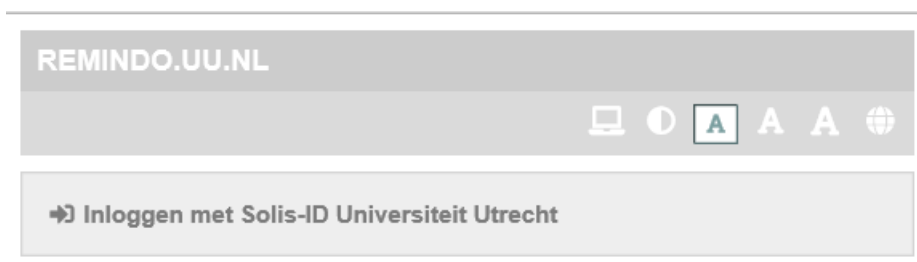
In the yellow screen, log in with your Solis-ID and password. If you have special marks in your password and you want to check whether you have written them properly, type them in the field 'Solis-id or email'.

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 a right 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.

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).

- (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.
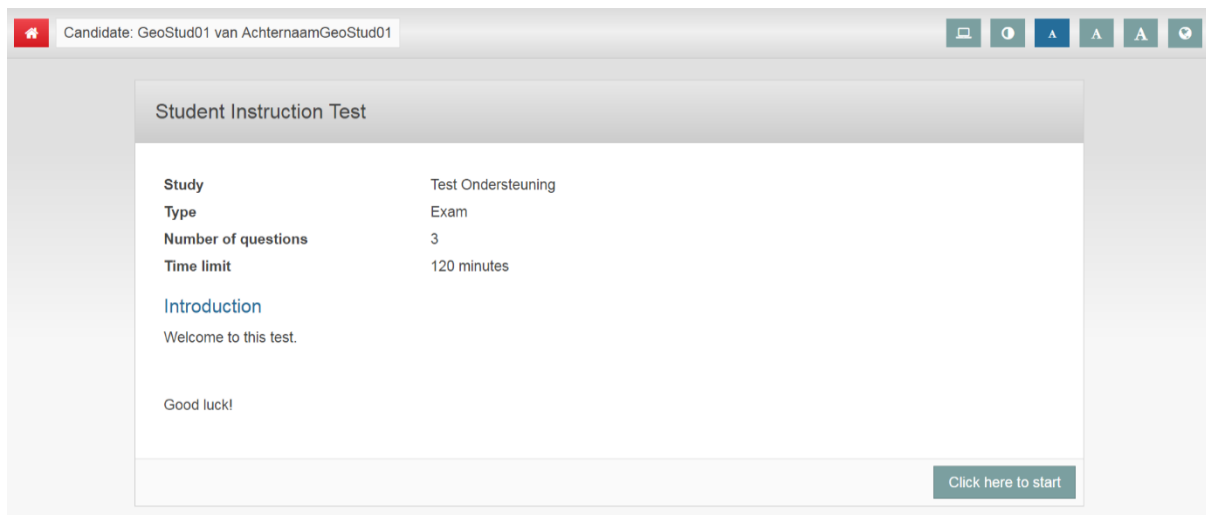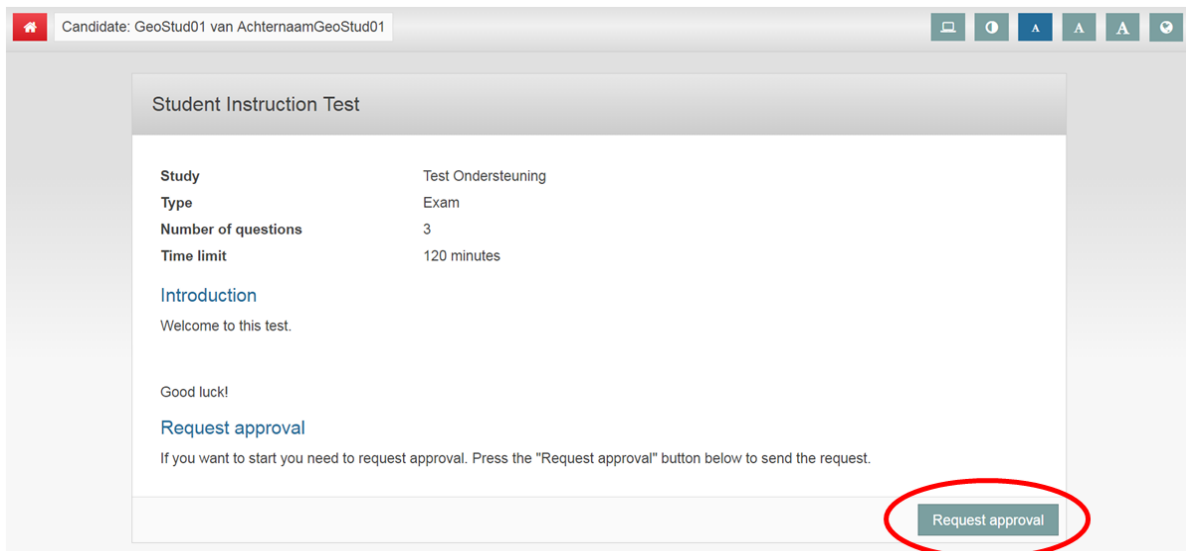
Starting without approval

- Click on the play-icon behind the name of the exam (red circle three screenshots back) to open the exam and click by using the button 'Click here to start'.

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.

During the exam, you can always **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.

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.

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'.

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.

Please note: these markings and comments are <u>not</u> 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.
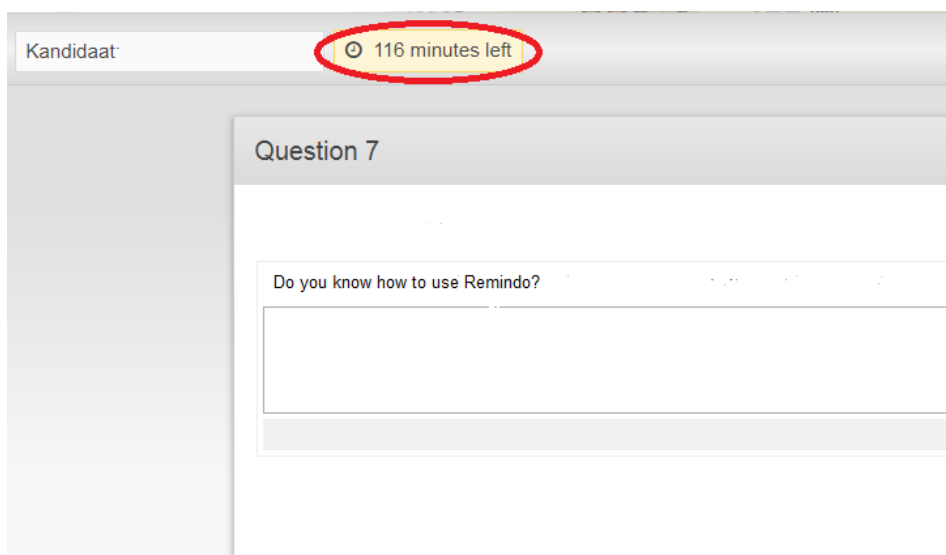
Calculator

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.

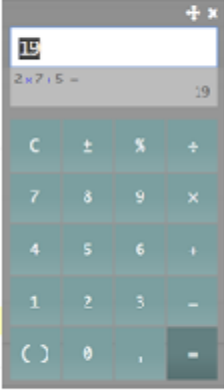The tutor set if you will get to see the elementary or the scientific (more elaborated) calculator.
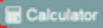
Finishing the exam:

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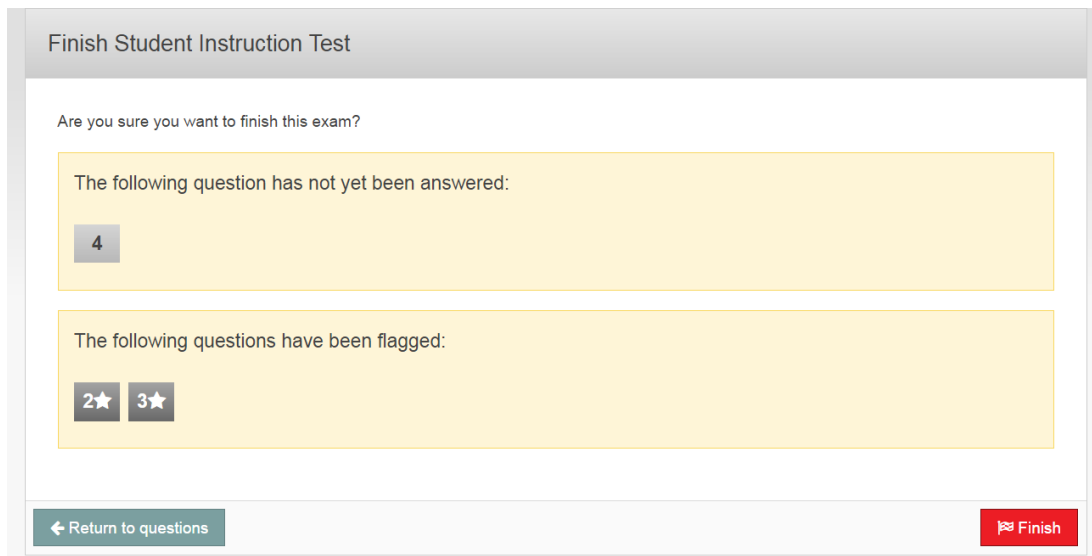
Your tutor may have enabled that results are shown after the exam. These results will be shown via the start page.

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.

Privacy Statement Remindo

This document contains an explanation as to what happens when you are taking exams within the Remindo test environment.