Dear student,

Soon you will have a digital exam in Remindo, the e-assessment system of Utrecht University at home. Before you start please read the following carefully.

Before the exam

Be aware! To log on to your exam in Remindo you need your **Solis-id** and **password**. If your password contains diacritical marks (a, o, é, e and so on), make sure you know how to make these signs with a keyboard shortcut (language settings: United-State-international). **Our advice:** Test your password now by logging in on Remindo (remindo.uu.nl).

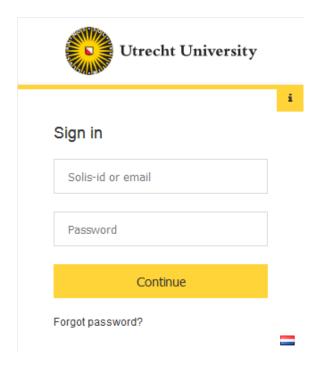
Taking an exam in Remindo

The exam will be taken on a device of your own (i.e. a laptop or desktop computer).

- Go to **remindo.uu.nl**
- You will now get to the login page of test programme Remindo
- Choose 'Inloggen met Solis-ID Universiteit Utrecht'.

Inloggen met Solis-ID Universiteit Utrecht	Inloggen met gebruikersnaam
➡) Solis-ID U	niversiteit Utrecht

In the yellow screen, log in with your Solis-ID and password. Do you have special signs in your password? Check whether you have written signs properly in the field 'Solis-ID or e-mail'.



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

Your lecturer probably set up that you can only start with the exam after you have asked for approval and the teacher gave you that approval.

- The time period that is shown, is the time period for *logging in and starting the test.* So, prior to and after the mentioned time period, it's not possible to log in and start the test in Remindo. *Note!* You can't derive a right from the time period shown in Remindo. Half an hour after the official 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 playicon (red 1 in the first screenshot).
- If you can ask for approval before the starting time of the test, you see a blue arrow (>) that you can click.

MIJN STARTPAGINA		🖵 🔍 🗚 A 🕀
		1
Zoek op trefwoord	Agenda	
Q Trefwoord(en) Filter	Oktober 2019	
	07 okt. nakijkomgeving testen - Starttijd: 13:45 Eindtijd: 14:45	
Sorteer	Toets (0) 13:45 – 14:45	0
Op datum Alfabetisch		

To change the **language settings** of the interface to English or Dutch, you can click the globe in the upper right side of the screen and select your language. The language of the questions themselves can't be changed.

Starting the exam after approval from teacher

• To open the exam, click the play-icon or the arrow behind the name of the test (circled in red).

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Zoek op trefwoord	Agenda 🖌		
C Trefwoord(en) Filter	Oktober 2019		_
	23-31	Test 19-2 Release Toetsmatrijs	
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	19-1 release		
	🞓 Toetsen		
		 nakijkomgeving testen - 	11 apr. 2019

• (screenshots below) Click 'Request approval'. Please wait for approval. The page will refresh automatically to check the approval status. The text will change to 'Click here to start' when your teacher has given approval.

*	Candidate: GeoStud01 van AchternaamGeoStud01		□ 0 ∧	A A 9
	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 approv	val" button below to send the request.		
		(Request approval	

A Candidate:	GeoStud01 van AchternaamGeoStud01			A Q
	Student Instruction Test			
	Study Type Number of questions Time limit Introduction Welcome to this test. Good luck!	Test Ondersteuning Exam 3 120 minutes		
			Click here to start	

Starting without approval

• Click the play-icon behind the name of the exam to open the exam and click 'Click here to start'.

Saving questions

When answering a question, click the button 'Save and continue' to save your answer and move on to the next question. Whilst answering a question, the answer will also be saved automatically. You will see the notification 'Answer saved'.

During the exam you can always **return to previous questions**. For example, after answering the final question, you can click the cubes with numbers underneath the questions to do a final question check.

Cubes belonging to questions answered are black, cubes belonging to questions not yet answered are grey.

Kandidaat: GeoStud08 van AchternaamGeoStud	8 0 96 minutes left	II 0 A A 9
Question 1		
The Ancient Greeks classif	d the material world (four elements). According to them, what is one of these four ele	ments?
 Stone Air 		
★ Flag this question	 Answer save 	ed Save and continue
Close Show all questions Show	troduction	1 2 3 4 5

Instruction on marking questions

It is also possible to highlight questions to return to them later. In the test click 'Flag this question' in the bottom left corner of the screen.

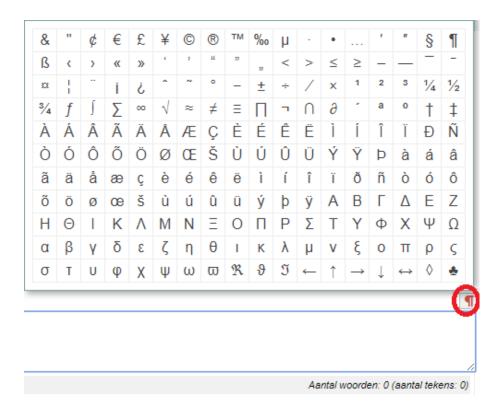
Question 3	_	
There is a small parking lot with 8 parking places. The parking lot will be ex	xpanded. There will be 8^3 parking places.	
How many parking places are available after the expansion is completed You can use the calculator in Remindo. Click on this icon:	?	
512		
24		
• 286		
83		
★ Flag this question	✓ Answer saved →	Save and continue
Question 3		
There is a small parking lot with 8 parking places. The parking lot will be expanded	d. 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 屇 Calculator	✓ Answer saved → Save and cor	ntinue

Now you can continue answering questions. In the navigation, question 1 will be marked, as a reminder to look back to this question later.

When you set this, you can mark questions in two ways: in the text field and in the questions and case texts.

Marking text

When 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 (see screenshot). It is also possible to underline or cursive words.



Colour marking

If possible, you can also add colour markings with comments. By selecting a piece of text, the pen icon appears, with which you can select a colour and, if you want, can add a comment. You can undo that as well.



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 the clock icon. When the remaining time is 10 or 5 minutes, the time will pop up again automatically. 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.

In short, always make sure you arrive to the examination room in time.

Kandidaat [.]	 O 116 minutes left
	Question 7
	Do you know how to use Remindo?

Calculator

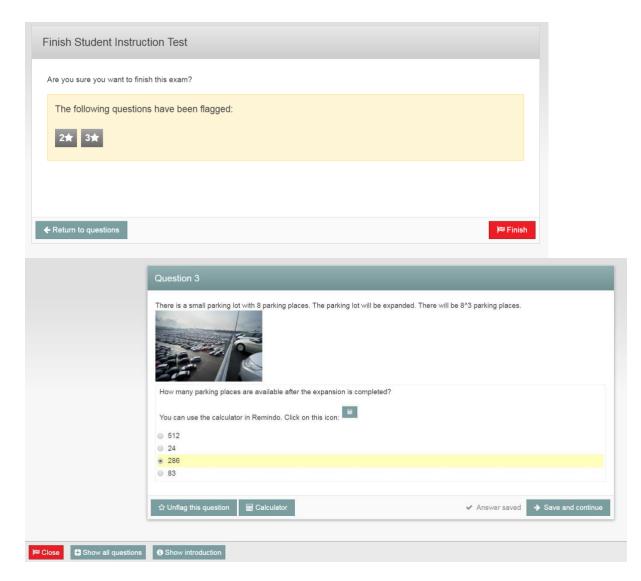
If your tutor made it possible to use a calculator while answering a certain question, you are able to open this application by clicking 'Calculator' in the bottom left corner of the screen. The tutor set if you will get to see the elementary or the scientific (more elaborated) calculator.

Question 3				
There is a small parking lot with 8 parking places. The parking lot will be expe	nded. Ti	ll be 8^:	3 parking + × 19	places.
	с	x		
How many parking places are available after the expansion is completed? You can use the calculator in Remindo. Click on this icon:				
0 512				
• 24				
 286 				
83	\odot			
★ Flag this question		`	Answe	er saved 🔶 Save and continue

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.



You will get a notification related to the unanswered and marked questions. You can still go back to the questions. Click 'Finish' if you want to finish and exit the exam.

Finish Student Instruction Test
Are you sure you want to finish this exam?
The following question has not yet been answered:
The following questions have been flagged: 2★ 3★

Please note! If you finish the exam, it is no longer possible to go back to the questions to change your answers.

The exam is finished:

If you click the button '*Finish'*, the next screens opens with the following notification: *'Exam finished'*. You can't go back to the exam anymore.

If your tutor made it possible for you to see a result after the test, you can view that result on the dashboard.

When on the dashboard, you can log out on the top right of the screen.

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. It gives you a preview of the examination environment.