Dear student,

Soon you will have a digital exam in Remindo, the e-assessment system of Utrecht University. 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 (a̋, ő, é, e̋ and so on), make sure you know how to make these signs with a keyboard shortcut (language settings: United-State-international). **Advice:** Test your password at home by logging in to Remindo (remindo.uu.nl)

- You must bring a valid identity card (passport, ID-card, Dutch driver's license) to the exam. Verification takes place the same way as for a paper exam.
- A regular supervisor and several e-supervisors are present during the exam. E-supervisors can answer questions concerning the Chromebooks.
- Good to know: It is possible to zoom with hotkey "CTRL and +" (CTRL and - to zoom out).
- Some exams allow the use of sheets of paper for you to make notes during the exam. You may have to hand in your notes after the exam.
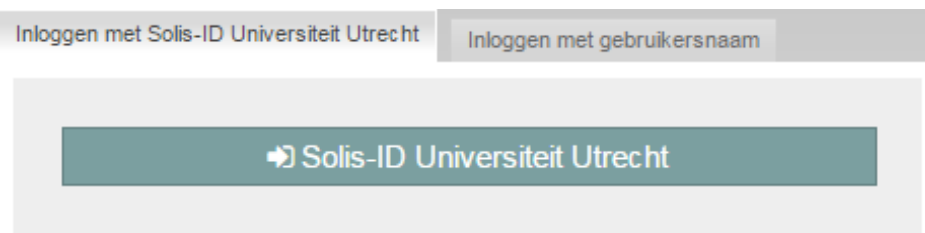
Doing an exam in Remindo

The exam will be taken on a Chromebook. When you open the Chromebook, you will see the following home screen:

Please click the tile 'Universiteit Utrecht Remindo' on the left side of the screen. This will take you to the login page of Remindo.

Choose 'Inloggen met Solis-ID Universiteit Utrecht'.

Inloggen met Solis-ID Universiteit Utrecht | Inloggen met gebruikersnaam

➡ Solis-ID Universiteit Utrecht

In the yellow screen, log in with your Solis-ID and password. Do you have a special sign in your password? Check whether you have written that sign properly in the field 'Solis-id or email'.

Utrecht University

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Sign in

Solis-id or email

Password

Continue

Forgot password?

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 tutor probably set up that you can only start with the exam (in case of an exam in an exam room) after you have asked for approval and the tutor gave you 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 play-icon (red 1 in the screenshot).

- If you can ask for approval before the starting time of the test, you see a blue arrow (➡️) that you can click.

To change the **language settings** of the interface to English or Dutch, click on 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 tutor

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

- (screenshots below) Click 'Request permission'. Please wait for permission. The page will refresh automatically to check the permission status. The text will change to 'Start exam' when your tutor has given permission.

Starting without approval

- Click the play-icon behind the name of the exam to open the exam and click 'Start exam'.

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.

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 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 questions. In the navigation, question 1 will be marked, as a reminder to have a look at this question again 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 to comments. By selecting a piece of text, the pen icon appears, with which you can select a colour and add a comment. You can undo that 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 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.
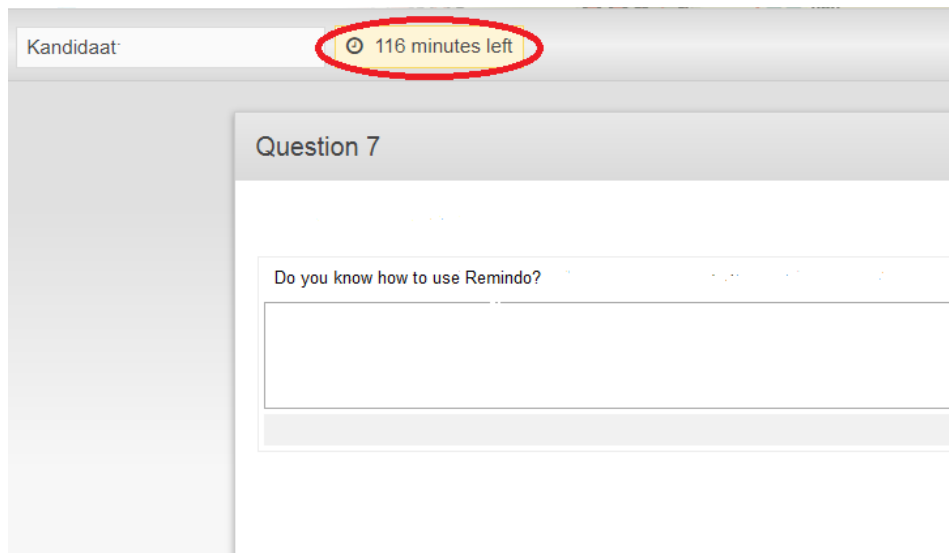**Please note:** In Remindo, the time will start counting down from (1) the moment you start the test or (2) the moment the collective test moment starts.
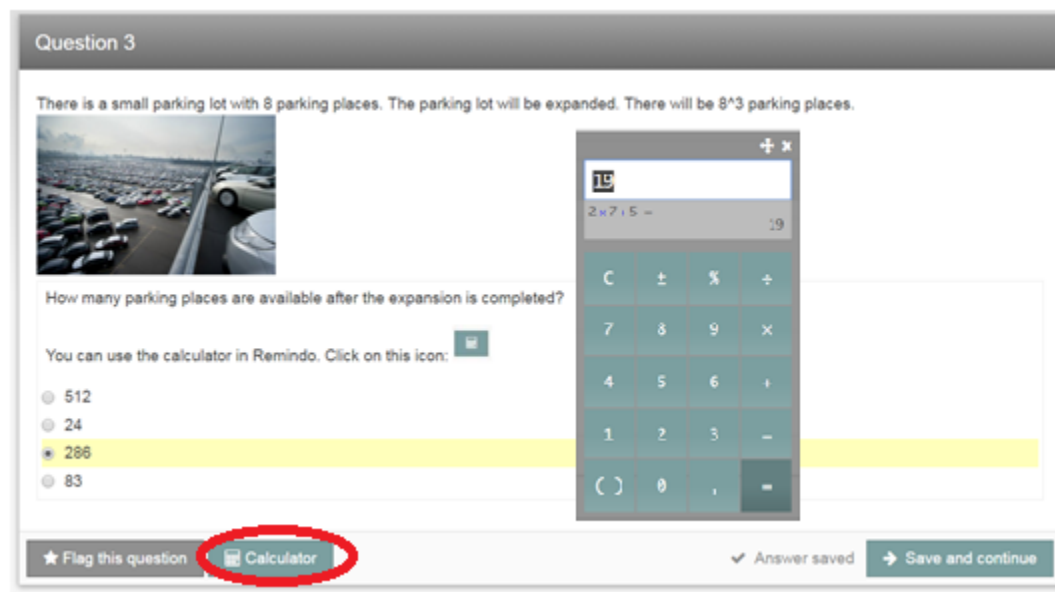
1. In the first case, the moment the test starts, you will receive the full time in the software. However, when you start later than planned, Remindo will not take into account that you'll have less time left. You can't derive a right from the time that Remindo shows: the tutor decides when the test 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 at the examination room in time.

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.

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.

Finish Student Instruction Test

Are you sure you want to finish this exam?

The following questions have been flagged:

2★ **3★**

← Return to questions   ⚑ Finish

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

⚑ Close   ➕ Show all questions   ⓘ Show introduction

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:

4

The following questions have been flagged:

2★ **3★**

← Return to questions   ⚑ Finish

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',* a screen with the following notification opens: *'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.

Privacy Statement Remindo

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