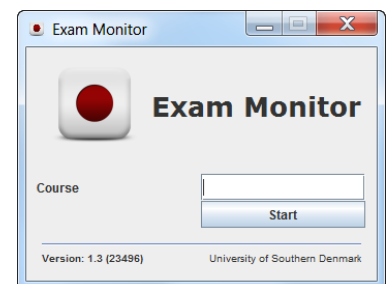# Instruction to Exam Monitor

Exam Monitor is used in all exams at the Faculty of Science. Exam Monitor is a programme that log which programmes you use on your computer during the exam and at the same time takes screendumps with random interval.

The purpose of the Exam Monitor is to document that you only use the allowed aids during the exam.
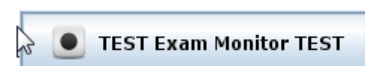
Before the exam starts, you have to log on Exam monitor:

1. Go to: https://sdu.exammonitor.dk

2. Start the programme by clicking on the grey and red button on your screen.

3. Accept "Safety popup window" and run the programme.

4. Under *Select your institution*, select **University of Southern Denmark** and then click *Continue*

5. Log in with your SDU username and password (if you are already logged into itslearning this step will automatically be skipped).

6. Under *Course* you must enter the code which you are given by the invigilators in the examination room. When you are testing the programme, you must under *Course* write: DEMO

7. Press "Start"

Exam Monitor is now in a waiting position on your computer and will automatically start to log and record your computer when the exam starts. If you have just started the programme for testing the Exam Monitor, it will start recording your screen instantly. When Exam Monitor is recording, the icon will flash between red and green. **If the icon does not start flashing at exam start, contact an invigilator**.

When you want to stop the test, simply click on the record button at the bottom of your screen and you will be able to stop the programme.

You can read more about how the programme works and which personal data the program collects, processes and stores, etc. on the programme's homepage https://sdu.exammonitor.dk. On the website you will also find the procedure for legitimacy information.

Need more help? See detailed instructions at https://mitsdu.dk/exammonitor