**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 (ä, ö, é, ê and so on), make sure you know how to make these signs with a keyboard shortcut (language settings: United-State-international).

- You must bring a valid identity card (passport, ID-card, Dutch driver's license) to the exam.
- A regular supervisor and several e-supervisors are present during the exam. E-supervisors can answer questions concerning the Chromebooks.
- 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.
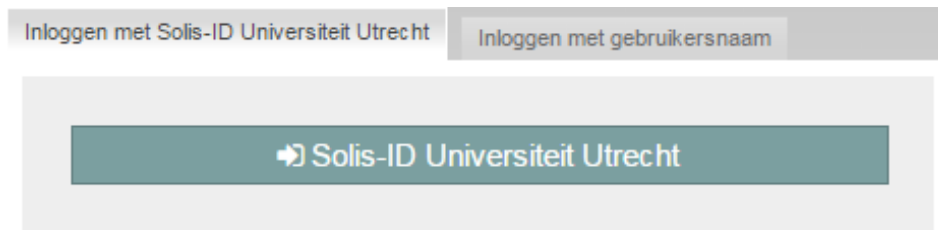- It is possible to zoom with hotkey "CTRL and +" (CTRL and - to zoom out).

**Doing an exam in Remindo**

The exam will be taken on a Chromebook. When you open the chromebook you will see the following homescreen:



Please click the tile 'Universiteit Utrecht Remindo' on the left side of the screen. This will take you to the login page of Remindo.
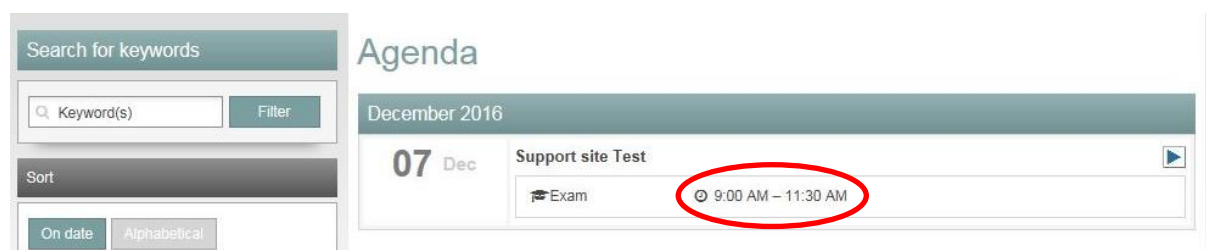
Choose 'Inloggen met Solis-ID Universiteit Utrecht'.



Log on in the yellow screen with your Solis-ID and password. Do you have a special sign in your password? Check in the field of 'Solis-ID or e-mail' if you have written the sign properly.
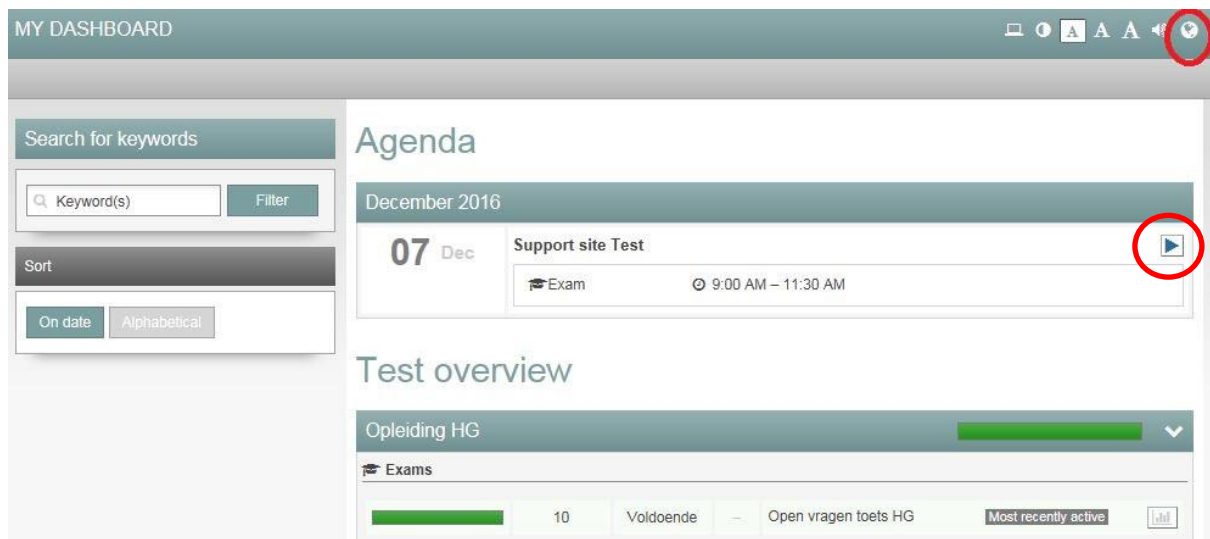


Once you have logged in, your dashboard appears (see screenshot below). In the Agenda the planned test is visible. The time period that is shown, is the time period for *logging in and starting the test.* So, prior to and after the mentioned time period, it's not possible to log in and start the test 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.*
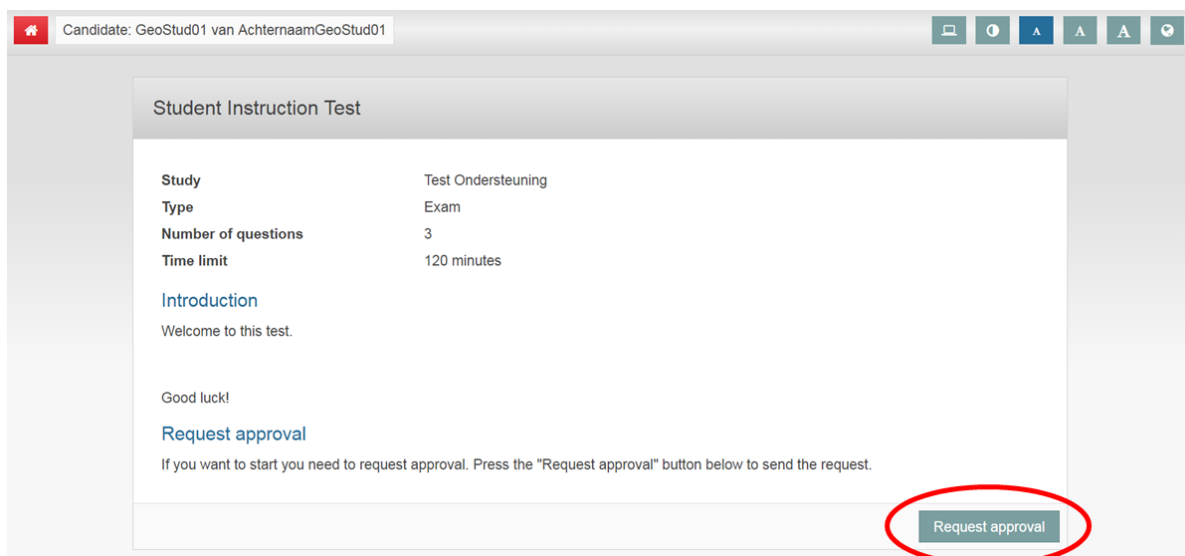


To change the **language settings** of the interface to English or Dutch, you must click on the globe in the upper right side of the screen and select your language. The language of the questions themselves can't be changed.
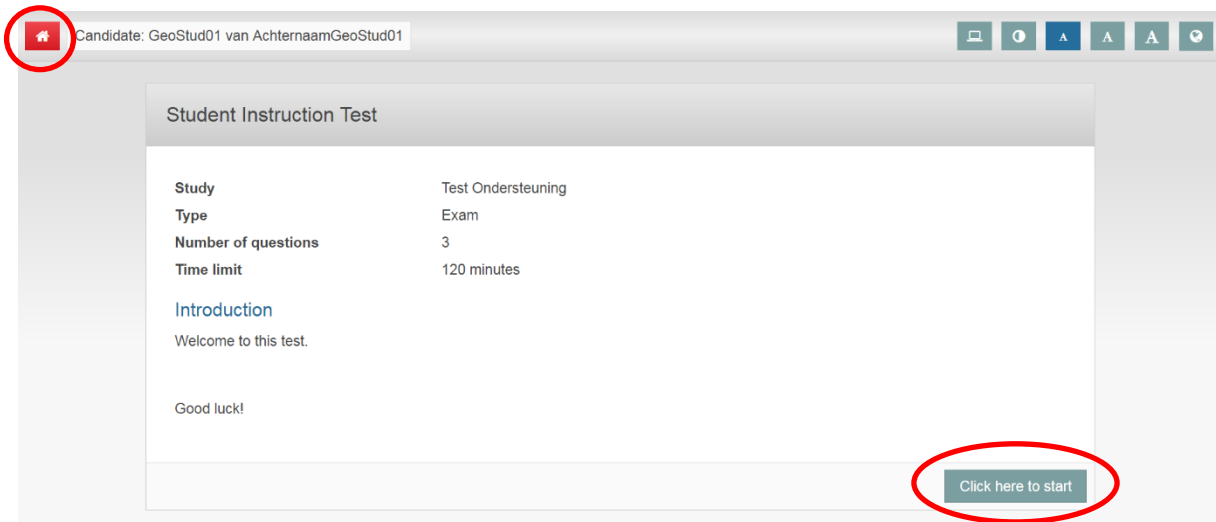
To open the exam, click the blue triangle.



**Wait for approval:** the exam can only be started after approval by a teacher or coordinator. Click 'Request approval'. Please wait for this 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.



When you open the exam from your dashboard, on the upper left you see the 'Home button'. By clicking this Home button, you will go (back) to your dashboard. After you have been approved by a teacher and you start the exam, this symbol will not be visible anymore.
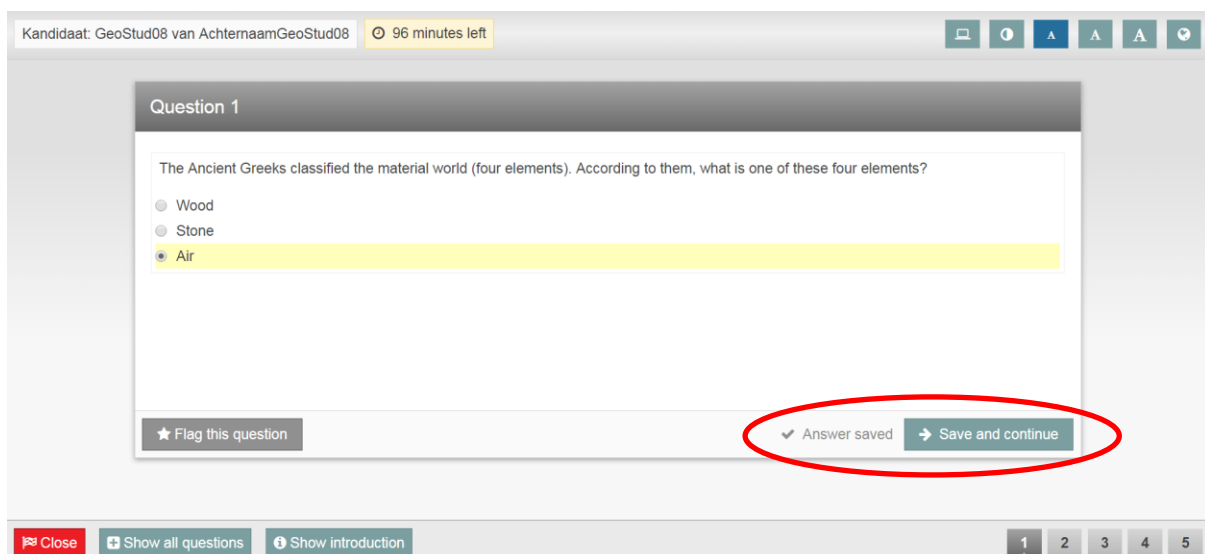Once you click 'Click here to start' the exam time starts.

## 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'.

It is possible to change the answer (later), as long as the exam is not completed.



## Question notifications

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. The question number you are working on, is marked with a triangle.

A combined question contains two or more (sub)questions, e.g. a multiple choice question and an open question about the same topic. When you have answered some of the subquestions, but not all, Remindo will show the warning 'Not all subquestions have been answered' in yellow.

Also, an exclamation mark will appear in the cube with the question number.



## 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.



This flagged question cube will contain a star symbol.

**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

Now you can continue answering questions.

When you have an answer field to type your answer 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).
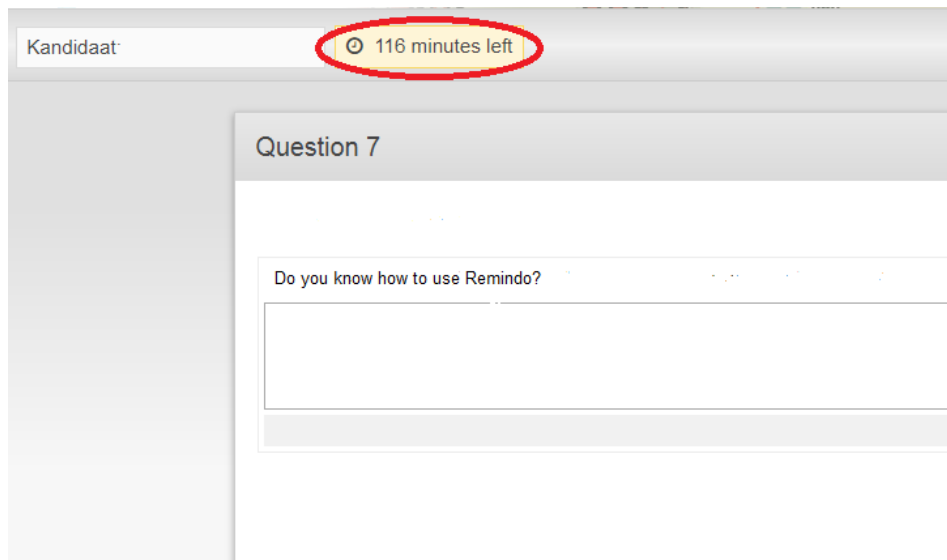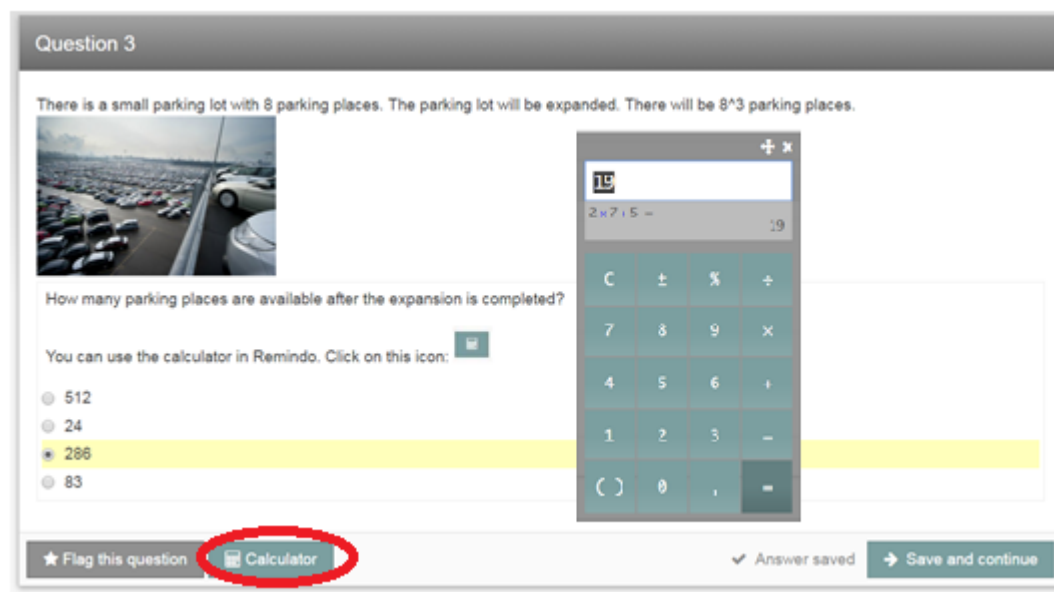
**Clicking away the left over time**

During the exam the remaining time (minutes) is shown. If you wish not to see this information, click the clock icon. If you have one minute left, the time comes back and it not possible anymore to click the time away.

**Note!** *In Remindo, the time will start counting down from the moment you start the test. If you are late, and therefore will start taking the test 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.*
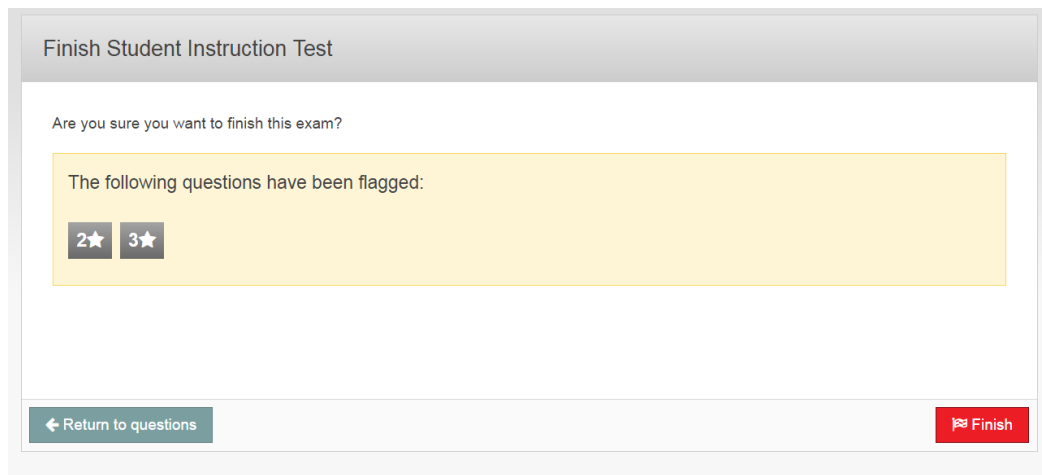


**Calculator**

If your tutor made it possible to use a calculator while answering a certain question, you are able to open this application clicking 'Calculator' in the bottom left corner of the screen.
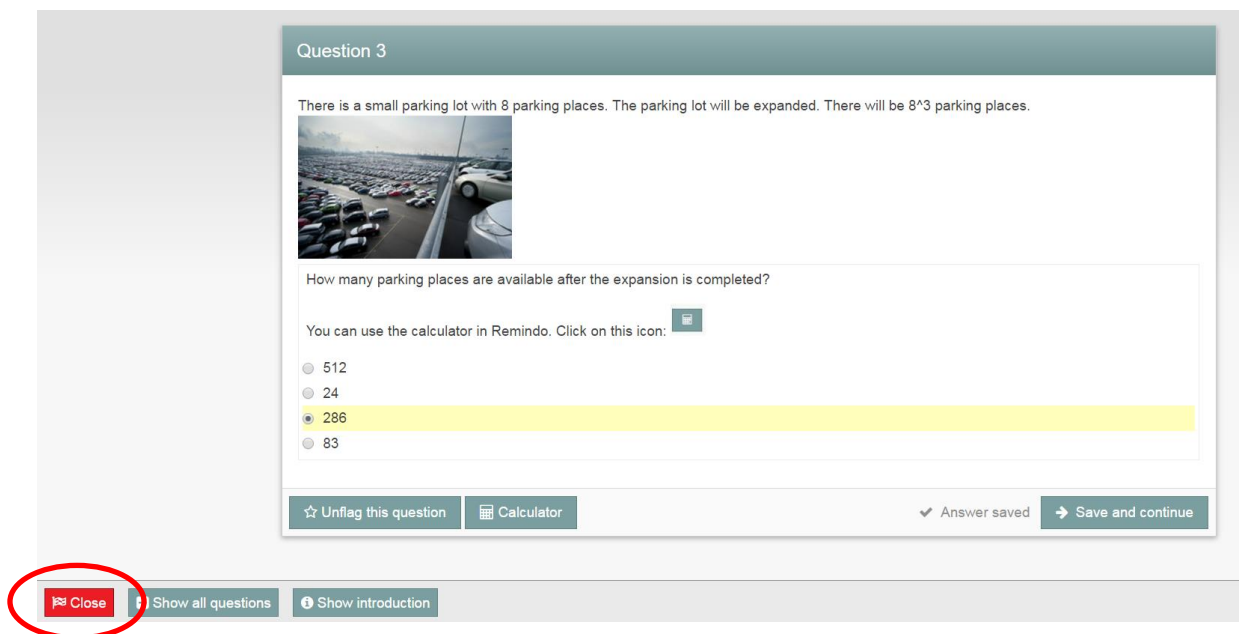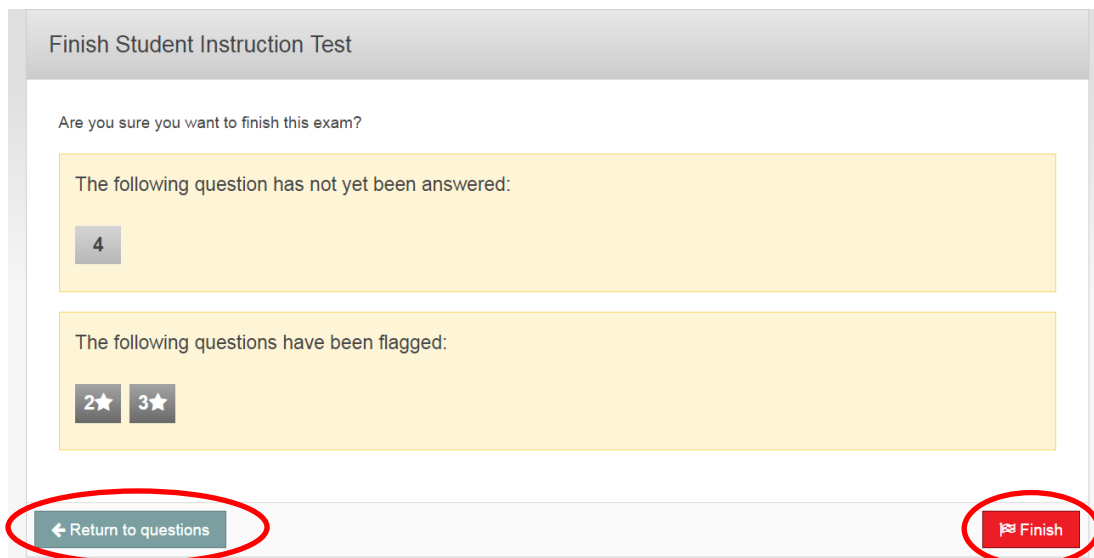
**Finishing the exam:**

When you have answered all the questions, your screen jumps automatically to the next screen: '*Finish [name exam]*'. If you 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.
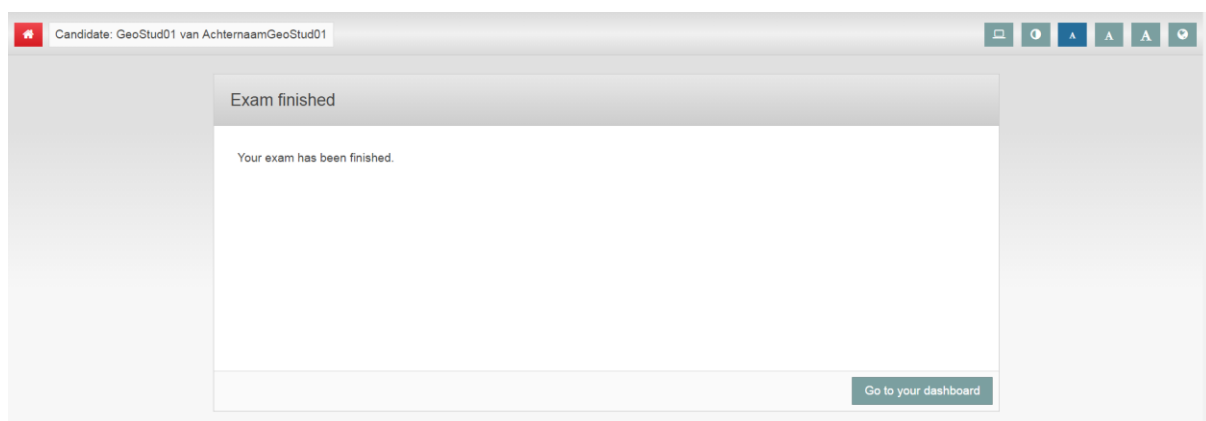


You will get a notification related to the unanswered and marked questions. You can still go back to the questions. Click 'Finish' if you want to finish and exit the exam.

*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,* then the next screens opens with the following notification: *'Exam finished'.* You can't go back to the exam anymore.



**Examination environment**

Are you curious to see what a Remindo exam looks like? Via http://www.uu-demotoets.nl/ you can start a demo test with questions about Utrecht University. It gives you a preview of the examination environment.