Taking a remote online **ans*** test

> *Use this manual if you have to take an online test in Ans when you are not working on a university chromebook in the University Sports Centre (for instance on your own computer at home).*

Ans Delft is the digital environment the Faculty of Science uses for online testing. You can access the system with your student account credentials (the same account you use for Brightspace).

You can sign in to Ans already well ahead of the actual test time, so take this opportunity to be sure everything works as it should and you know your password.

Sign-in

1. Go to https://ans.app and choose Sign in (top right corner).
2. In the next screen click the drop-down button **Select your school** and choose **Universiteit Leiden**.
   You are redirected to the Leiden University authentication page.
3. Fill in the user name and password of your student account (ULCN-account, like you use for Brightspace).
   The first time you log in to Ans, you must allow Ans to process your personal information via SURFconext and verify your name and email address.
4. You are now signed in and redirected to your start page in ans. There you see all the Ans-courses you are in and the 'assignments' (tests) you have access to.
5. Click on the test you wish to take. You will then see the start page of the test.

Make an online test

When an online test is created by an instructor *and* you have access to the course in Ans it is in, you can find the test in a course (as an assignment).

In the assignment feed, click on the test you want to take. You are redirected to the start page of the test which looks similar to the picture below.
Depending on the settings (availability dates and times / security) extra information is shown.

Only when a test is open for you to start, the START button is shown.

Usually the test opens automatically at the official exam start time that is mentioned in your study programme's schedule.
When you cannot see the start button after the start time, refresh the screen. When that still doesn't work, please contact your teacher. Your teacher will have informed you how to get in touch when you have problems during an exam (usually via email, Teams chat or a Kaltura Live Room).

Click the **START** button, to begin answering exam questions.

Exam screen

Once you started the exam, a number of things is shown:

In the top bar

For the manual › Seeds Science 9876543	0:14:47 ⋮

- Top left corner: The name of the test, your name and student number.
- Top right corner: the timer (how much time you have left to take this particular test).
  Ans will give you a warning (pop up) if only 15 minutes remain.
- Choose your **test settings**; click on the three vertical dots and you can increase font size, use high contrast mode, show / hide timer, set a 15-minute-warning)

NOTES: If your instructor has allowed you to take digital notes during the exam, you see 'NOTES' in the top bar (click to show or hide your notes). The instructor will never be able to see your notes, they are for your eyes only.

ATTACHMENTS: Immediately below the top bar you see 'Digital test' and if your teacher has provided some resources / attachments, you can find these named in the same bar.

Next to each question

On the right side you see a little black flag: ⚑.
Click on the flag to mark a question for yourself to review before submitting. It turns red and in the bottom bar the question is marked with a red line around the question number. Click the flag again to unmark if you later have reviewed the question.

On the left side the number of points for that question might be shown (if your instructor has chosen that).

In the bottom bar

The bottom bar has the navigation buttons and shows the number of exercises in the test:

←		1	2a	2b	3		⏎

This is what the different looks of the question numbers mean:

- A red line around the number: you've flagged this question.
- Light orange coloured number: you've answered this question.
- Dark coloured square: the question you're currently answering.

Navigate your test

After answering the questions on the screen (scroll down if needed), use the button → in the bottom right corner to go to the next question or click on the question number you want to answer next.

You can always go back (←) and forth (→) between the questions until you have submitted your test.

Submitting your answers ('hand in the test')

- When you're done answering all the questions and are ready to submit your answers, click **EXIT button** (⏎) at the bottom right of the screen. Or, if you want to submit your answers when you're not at the last question, click on the test settings option in the top right corner and choose Exit test.
- This opens a pop-up screen 'EXIT TEST' where you have to choice CANCEL, RESUME LATER and SUBMIT.
  - To go back to your home screen without handing in your test, click **RESUME LATER** and you will return to the start screen of the exam and are able to RESUME.
  - To submit your exam click **SUBMIT**.
  Note: After clicking SUBMIT there is no going back to the exam.

> *If the allowed time for your test has expired, Ans will submit your answers for you. You will receive confirmation of this with the message: "Time is up, your answers have been saved."*