

Instructions for Boswell-Bèta Online Exams

Dear Candidate,

You receive this document because you are registered for an upcoming Boswell-Bèta online exam. This detailed document is intended to facilitate a smooth examination process. Please read this document very carefully and study it well in advance of the exam.

⚠ Important: We take fraud detection extremely seriously. The entire exam session is recorded and monitored. Any suspicious behaviour, including violations of the rules in this document, may result in immediate removal from the exam and permanent disqualification. Make sure your setup and behaviour fully comply with the stated guidelines.

Thank you for your understanding and good luck with the preparation of your exam!

Checklist

Checklist identification:

- ☐ A valid photo ID (your passport or ID card)

Checklist hardware & software:

- ☐ Primary Computer or laptop (Windows or Mac) which will show the exam. Must have Safe Exam Browser installed or the Exam.net app from the Apple Store. Test access to exam.net several days before the exam.
- ☐ Secondary device (computer, laptop, tablet or phone) with a working camera and microphone to connect to Zoom. Must have the Zoom Client for Meetings installed. Must be placed to show your face, workspace and the screen of the primary computer. Test your zoom camera angle several days before the exam.
- ☐ Mobile phone with a working camera which can scan QR-codes. You will use it after the exam is done to take pictures of your answers.
- ☐ All three devices are connected to power, to avoid running out of battery.
- ☐ Stable internet connection for all three devices.

Checklist writing materials & drawing tools:

- ☐ Minimum 15 sheets A4 or Letter size paper (lined, squared, or blank are allowed)
- ☐ Blue and/or black pens (no red or green ink), pencil for drawings only
- ☐ Ruler, protractor, eraser

Calculator & BINAS Databook

- ☐ Math exams: approved Graphical Display Calculator (GDC) in exam mode.
- ☐ Biology, Chemistry, and Physics exams: only simple scientific calculators are allowed
- ☐ Biology, Chemistry, and Physics exams: an official, unaltered BINAS databook

Table of Contents

Introduction / overview	3
Hardware and software requirements	4
Primary computer: To view the exam on Exam.net	5
Secondary device: To connect to the live video stream via Zoom	5
Smartphone: To scan your work once you are done with the exam	5
Allowed and disallowed camera setups.....	6
Tips to get the camera setup right.....	6
What you will need during the exam	7
ID and exam setup	7
Other	7
Connect to Zoom 1 hour before the exam starts	7
Checks: ID, desk area, camera setup, calculator, BINAS	8
At 12:45 (fifteen minutes before the exam starts)	8
Starting the exam	9
Exam.net full-screen mode virtual waiting room.....	9
Exam start at 13:00	9
Exam.net web interface	10
Scan work and Submit exam	11
Scan work	11
Submit exam.....	12
Receiving the Exam Results.....	13
 Attachment	
Calculator in exam mode	14

Introduction / overview

Several days before the exam: You must test your connection to exam.net, to allow time for troubleshooting in case of connection issues. Please refer to the next section “Hardware and software requirements.”

Also test your camera and workplace setup. Please refer to the section “Allowed and disallowed camera setups.”

Up to two working days before the exam: During the exam you must always remain in view of the camera. Therefore, restroom visits during the exam are not allowed. Candidates with a verified medical condition that requires restroom access can request an exemption by emailing us at least two working days before the exam.

One hour before the exam starts: You must connect to Zoom. One by one candidates will be connected to a breakout room with one of our invigilators. The invigilator will check:

- your photo ID,
- your workspace and camera setup,
- whether your calculator model is allowed and in exam mode (Math exams),
- other resources that can be used during the exam, such as BINAS (Biology, Chemistry and Physics exams).

Our invigilators will tell you whether everything is OK or not. If it is not, they may refer you to this document for troubleshooting and, if time allows, give you the opportunity to make the necessary adjustments.

15 minutes before the exam starts: the organisers will repeat the most important rules for the online exam and provide instructions on how you can connect to the exam on Exam.net. You will be given the opportunity to ask questions right before the exam starts. During the exam you can contact the invigilators using the chat functionality on Exam.net.

While you are writing your exam, you will not be able to use your computer for any other purpose than viewing the exam. You will write your answers on paper. To ensure exam integrity, there will be a live audio and video connection, allowing invigilators to monitor your activity.

The exam session is recorded in full for later evaluation of irregularities.

Once the exam is completed, or when the allotted time ends, you are required to use your phone to make pictures of your answers and to upload them for marking.

Hardware and software requirements

You must use **Safe Exam Browser (SEB)** or the **Exam.net iOS app** to access the exam. Accessing Exam.net via a regular browser (Edge, Mozilla, Chrome or Safari) is not permitted.

- **Windows:** Download and install the latest version of Safe Exam Browser (SEB).
 - Download SEB here: https://safeexambrowser.org/download_en.html
 - To start the exam, navigate to www.exam.net using your regular browser and input the exam key. You do not need to manually launch SEB, it will start automatically when the exam key is entered on exam.net.
- **Apple macOS and iOS:** Install the Exam.net app from the App Store.
 - App Store link: <https://apps.apple.com/app/exam-net/id1532266430>
 - To start the exam, open the Exam.net app and input the exam key.
 - As an alternative you may also use the [Safe Exam Browser \(SEB\)](#)
- **Chromebook:** There is no way that you can connect to exam.net using a Chromebook. You can use a Chromebook as your secondary device to connect to Zoom.

Test your setup before exam day: Use the test exam key **mGgmM4**. This will open our test exam on exam.net using the high-security mode. Once inside our test exam, please explore the key exam.net functionalities including: the scanning (uploading) of sample work and submitting the exam. The only way to close the application is by submitting the exam.

Please note that several factors may prevent Safe Exam Browser or the exam.net app from launching properly, such as having multiple monitors connected to your computer and running unauthorised or background applications. To avoid issues: disconnect any extra screens and close all unnecessary apps before launching the exam.

Troubleshooting

Technical issues can be stressful during an online exam. Below are common solutions and escalation steps to ensure you're fully prepared:

- Restarting your computer can resolve many minor issues.
- Conflicting applications (such as antivirus software, browser extensions, pop-up blockers, screen recording, remote desktop, virtual machine tools, notification apps like email or messaging apps) may interfere with the proper functioning of Safe Exam Browser or the Exam.net app. If you experience issues, it may help to temporarily disable these applications or uninstalling these programs.
- Troubleshoot SEB: <https://support.exam.net/s/article/common-problems-with-seb>
- Using a different computer is often the quickest way to access exam.net

Any device you use, including your phone, should be connected to power. If they are run off battery only, you take the risk of depleting the battery during the exam, which disconnects you and can result in the invalidation of your exam.

You need a stable internet connection with an upload speed of at least 1 Mb/s. You can test this at for example speedtest.net. If you plan to use Wi-Fi, please make sure to choose a location with good reception, and to test it beforehand.

You will need **3 devices** during the exam

To ensure exam security and a smooth experience, three separate devices are required for the online exam setup. This is because Safe Exam Browser (SEB) and Zoom, or the exam.net app and Zoom, cannot run simultaneously on the same device. And you will need a third device to scan and upload your answers while remaining in frame of Zoom.

Primary computer: To view the exam on Exam.net

- you need a computer with Safe Exam Browser (SEB) or the Exam.net iOS app to access the exam.
- Exam.net will run in full-screen mode and it will close and block other programs from running.
- in Exam.net you will be able to view the exam, chat with the invigilators and it is where you will be able to upload your answers by pressing 'Scan Work'.

Secondary device: To connect to the live video stream via Zoom

- a secondary device which is not your phone and not your computer, must have a working camera and a microphone, and should have the Zoom Client for meetings installed in advance. It will be used for ID verification and exam monitoring.
- only one camera setup is allowed, and this will be enforced strictly. See next page.

Smartphone: To scan your work once you are done with the exam

- keep your mobile phone nearby for scanning the handwritten exam pages at the end.

Your phone must have:

1. a built-in camera and
 2. QR-code scanning capability.
- mobile phones are not allowed during the exam, except for scanning at the end.

Allowed and disallowed camera setups

The camera should capture:

1. your face,
2. the workspace (table, papers, hands, other tools), and
3. the screen of the primary device you use to connect to Exam.net (on which you will see the exam).



Allowed position 1



Camera from the side: 1. the face of the candidate is clearly in view, and 2. the workspace and 3. the laptop screen is also clearly in view.

This setup is required for the online examination. You need an additional device (laptop, tablet, phone) to connect to Zoom.



Allowed Position 2



Laptop camera from a side-front orientation with the laptop in an elevated position:

1. the face of the candidate is clearly in view and
2. the workspace is too.
3. the laptop screen is not in view.

Note that since this candidate is running Zoom on the same laptop as where she views exam.net, the laptop screen itself is not visible – which is not allowed.



Not-allowed position



Camera positioned straight from the front:

1. the face of the candidate is clearly in view but
2. the workspace and
3. laptop screen are not.

Tips to get the camera setup right

- you should experiment with your camera setup in advance of the exam date, to ensure that your setup meets the requirements.

Checklist before connecting to Zoom

What you will need during the exam

- prepare at least 15 sheets of A4 or Letter-sized paper. Write your name on each sheet of paper and number the pages. To avoid confusion at the end of the exam, each time you start a new page or side of a page put your name on it and give it a page number.
- have several pens with blue or black ink ready. Do not use red or green pens! A pencil may be used for drawings only. Eraser fluids and erasable pens are not permitted.
- you are allowed a ruler, a compass (for drawing circles), a protractor, and an eraser.
- prepare your calculator (put GDC in exam mode):
 - For **mathematics exams** you are only allowed specific types of Graphical Display Calculators (GDC). Regular (scientific) calculators are not allowed. GDCs need to be put into exam mode before the exam.
 - For **biology, chemistry and physics exams** you are only allowed simple scientific calculators, Graphical Display Calculators are not allowed.
 - If the scientific calculator can:
 1. display graphs,
 2. solve (systems of) equations,
 3. perform numerical integration and differentiation,
 4. be programmed, or
 5. have built-in formulas,

then it is also not allowed.

If you do not have an approved calculator, you will need to complete the exam without one. For more information, view our up-to-date list of allowed calculators [here](#). If you already own a calculator that is not on the list and you would like to check whether it will be allowed, please send an email to <vrage@boswell-beta.nl> stating the calculator brand & type.

- For biology, chemistry and physics exams you will need a [BINAS](#) Databook.

ID and exam setup

- **have a valid photo ID ready** (passport, ID card, or driver's license).
- ensure that your camera is set-up in accordance with our guidelines.
- restart your computer (so that all programs are closed)
- If you use Safe Exam Browser: open your regular browser to <https://exam.net>
- If you use Exam.net app: start the application.
- Open the Zoom client via **the invitation link that is sent the day before the exam** on your secondary device, make sure that the camera is setup in accordance with our guidelines.

Other

- ensure any food/drinks you wish to have during the exam are in view of your camera.
- **stepping away from the camera during the exam is strictly not allowed.**
The only exception is for candidates with a verified medical condition that requires restroom access. This must be communicated and approved before the exam begins.

Connect to Zoom 1 hour before the exam starts

You will have received an email with the Zoom meeting invitation one day before the exam. Use the link in the Zoom meeting invitation to access the Zoom session at least one hour before the exam starts.

If the exam starts at 13:00 in the Netherlands, you should connect to Zoom no later than 12:00. If you are late, you can usually still connect to the Zoom meeting, but if you are very late you may be denied access to the exam.

Checks: ID, desk area, camera setup, calculator, BINAS

Once the Zoom meeting starts, all candidates will join the Zoom session simultaneously. Please make sure you have your camera on and your microphone on mute. The invigilator will welcome everyone and will send each candidate one-by-one into a breakout room where the necessary checks are done. All checks need to be passed to participate in the exam. In the breakout room:

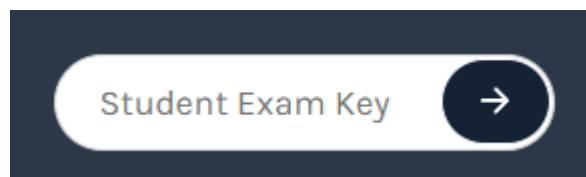
- Your identity will be checked: keep your camera on, unmute yourself, and be prepared to show your ID and face as instructed.
- The invigilator will check your camera setup: 1. your face and 2. your workspace and the screen of your computer should all be clearly visible. Your workspace needs to be cleared from clutter.
- Show the calculator you will use. Math exams only: show that the GDC is in exam mode.
- For biology, chemistry and physics exams: show the BINAS book that you will use.

After you pass the checks, and on instruction of the invigilator, you will be asked to leave the breakout room (DO NOT leave the meeting). This will place you back in the general room where you will have to wait until 12:45. After the ID check and while you are waiting, you may step away from the computer: go to the restroom, get a drink, stretch your legs...

At 12:45 (fifteen minutes before the exam starts)

15 minutes before the exam starts, we will once more reiterate the most important rules for the online exam, as well as a quick walk-through of the exam.net web interface. At this point any remaining questions you have can be addressed via Zoom.

During these instructions, the invigilator will send a code in the Zoom chat: this is the “Student Exam Key” that you must input to get access to the exam.



Option 1: if you use the Safe Exam Browser then navigate to exam.net using your regular browser and input the key at the top-right corner of the exam.net website. It should automatically launch the safe exam browser and lock your pc.

Option 2: If you are using the Exam.net app, please input the exam key there. It will open the exam and lock your pc.

Starting the exam

Once you entered the exam key, you will not be able to close Exam.net (except by submitting your exam). You will only be able to communicate with us via chat functionality in Exam.net, or if you lose access to Exam.net, using the chat functionality of Zoom.

Exam.net full-screen mode | virtual waiting room

Before entering the “Student Exam Key”, please ensure that:

- You are unmuted in Zoom,
- Your speakers are switched off / muted.

Enter the “Student Exam Key” in Exam.net and press the arrow. You will be asked for your first name and your surname. Please use your real names, so we can match your exam.net account to your registration. The next screen will be the virtual waiting room where you will wait until the exam begins.

Please note that at this point in time Exam.net will already be in full-screen mode: any action that interrupts full-screen mode is deemed unauthorized.

In case of emergency, and if you do not have access to exam.net, you should communicate with the invigilators via Zoom (by talking or chatting), or by calling 0031 30 4300 114

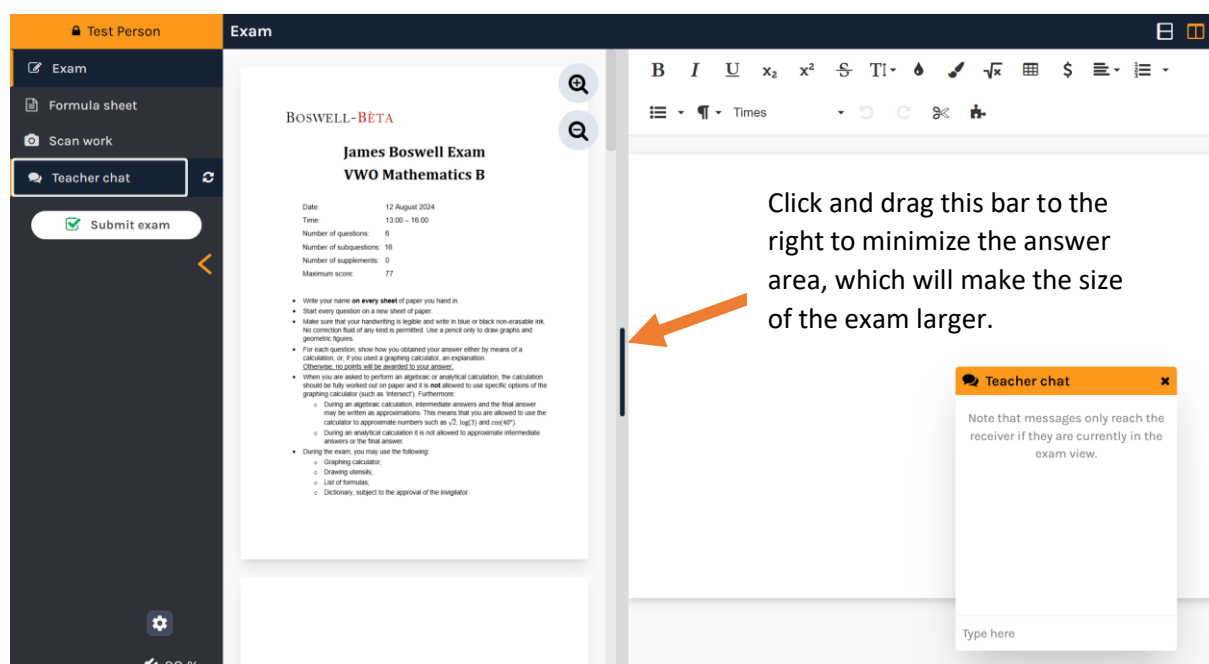
Exam start at 13:00

The invigilator will start the exam at 13:00 Amsterdam time. At that moment your exam time will begin. The exam will take three hours, or three and a half hours if you successfully requested an extension. If the exam starts later than 13:00 due to circumstances, you will still get the full amount of time.

- **Carefully read the front page of the exam. It holds important subject specific information.**
- Write your answers on paper. Do not use the on-screen writing area of Exam.net, the writing area can be minimized for better exam visibility.
- Scroll through the exam using the provided scroll bar.
- Write legibly and large enough in blue or black ink. You will scan your work using your phone, and poor lighting and small writing may contribute to making answers unreadable. And unfortunately, unreadable answers cannot be marked.
- Ensure that you and your workspace always remains visible. Your video stream will be recorded for later evaluation of irregularities. During the exam the invigilators will check:
 1. That you remain at your desk,
 2. That your body posture indicates reading or writing, and
 3. That your workspace stays in view. Suspicious behaviour may result in removal and permanent exclusion from the exam.

Exam.net web interface

When the exam starts, you will see an interface like this:



The menu on the left includes:

- **Exam:** by pressing this item the window shows the exam. Scroll up/down to see the different pages. You can zoom in and out using the buttons at the top right of the exam.
- **Formula sheet:** only available during Mathematics and Physics exams. If you press this, you will see the formula sheet. Return to the exam by clicking the “Exam” menu item.
- **Scan work:** when you are done with your exam, you first must scan and upload your answers, before you submit your exam. More information on this later.
- **Teacher chat:** by clicking this menu item you toggle the teacher chat window. You may contact the invigilator via the teacher chat during the exam if you have any questions, and they may also reach out to you via the teacher chat.
- **The Submit Exam button:** do not submit your exam before you have scanned all your work. Pressing this button will create a pop-up: “Are you sure that you want to finish and submit the exam?”. By pressing submit exam again you confirm that you have scanned all your work, and that you want to finish and exit the exam. If you have any questions to the invigilators after submitting the exam, or if you accidentally submitted the exam, please contact the invigilators via Zoom chat.

Consult the invigilator via “Teacher chat” if you are uncertain about anything.

Scan work and Submit exam

If you finish early, reach out to the invigilators via “Teacher chat” to ask if you can start scanning your work. You will have to pick up your phone to scan your work. Once you have indicated that you have finished the exam, you are no longer allowed to make any further edits to your answers.

When time is up you are no longer allowed to write on your answer sheets. It is imperative that you stop writing. If invigilators observe that you are still making edits to your work, your exam may be disqualified.

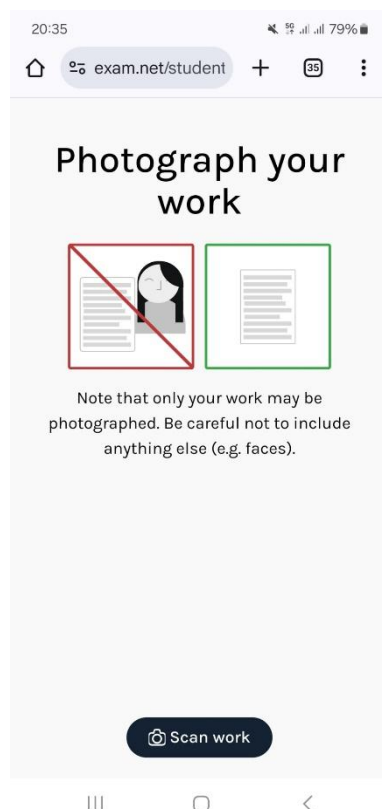
Each page with answers should have your name on it, and they should be numbered sequentially: page 1, page 2... If you forgot to add your name or page numbers before or during your exam: you are not allowed to add your name or page number after time is up, or once you started the scanning process. To avoid confusion, put your name and a page number each time you start a new page during the exam and not afterwards.

Scan work

Once you click on “Scan work” in the menu, your computer will display a QR-code that you have to scan with your phone. By doing so, your phone will connect to a scanning app that will automatically upload the pictures to Exam.net.

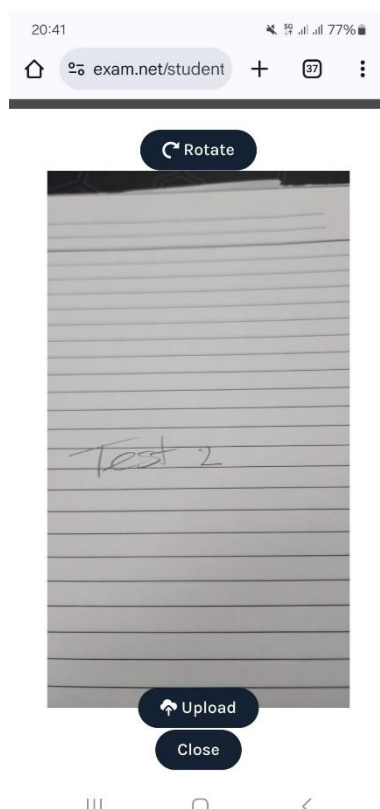
Step 1: after scanning the QR-code your phone should open a page similar to this ↓

Press “Scan work” to go to camera mode and take a picture of your answers.

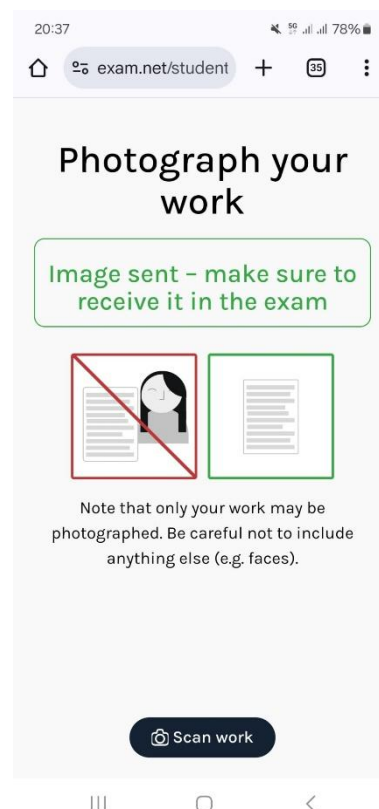


Step 2: once you’ve taken a picture, the app will allow you to check the image quality & to rotate the image.

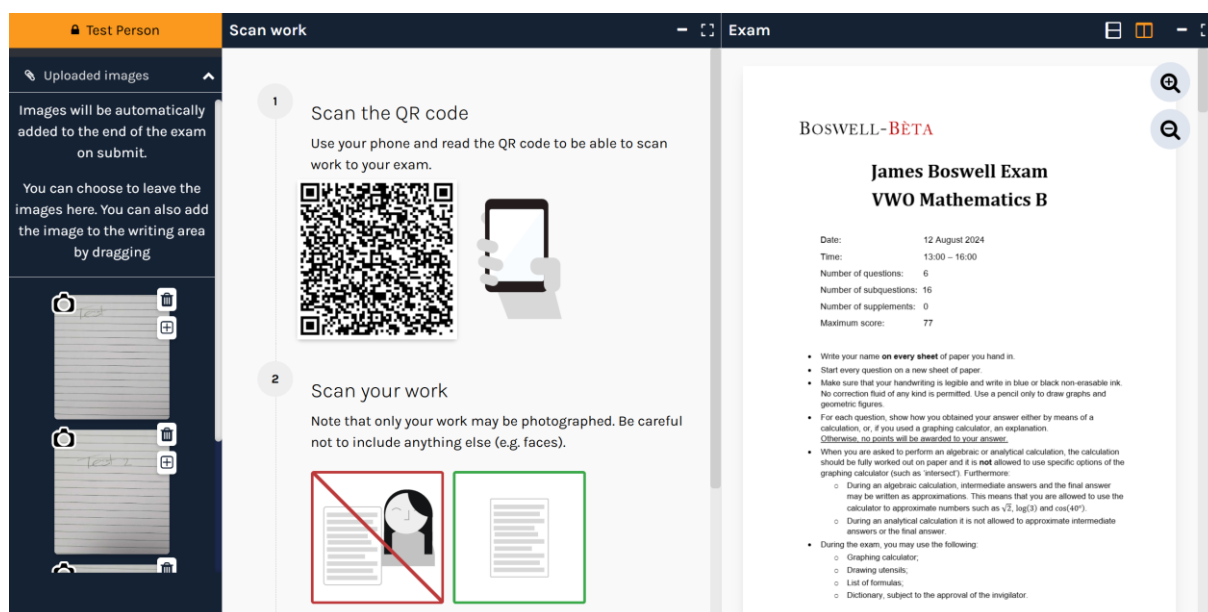
Press “Upload” once you are happy, press “Close” if not.



Step 3: after pressing upload the first image is sent to exam.net, and you can continue to the next page by pressing “Scan work” again.



Once you have scanned all your pages with answers, you can view them on your computer. The Exam.net interface should show a screen like this:



On the left where the menu used to be, you will be able to:

1. Click on an image to check the quality, and to check if the answers are readable.
2. You can delete an image by clicking on the bin icon. (ignore the + icon)
3. You can re-order the images by dragging and dropping.
4. Once you are satisfied, click the “Uploaded images” button at the top left of the window. This will bring back the regular menu, where you regain access to the “Submit exam” button.

While you are scanning, the “Teacher chat” is hidden under the “Uploaded images”. You may find it by clicking the “Uploaded images” button, so that the regular menu appears again. Doing this does not lose your progress: return to the images by clicking the “Uploaded images” button again.

If your phone disconnects while scanning, you can simply scan the QR-code again to resume scanning. Images that were already uploaded will still be there.

Submit exam

After one final check that you included all the different sheets with answers, and that they are all well illuminated without shadows, and that the handwriting can be read clearly, you are ready to finally submit your exam.

Click the “Uploaded images” button at the top left of the window. This will bring back the regular menu, where you have access to the “Submit exam” button.

You must submit the exam at the end. Only after that do we receive the scans. The work you submitted is final. After submission you may leave Exam.net, and you may leave the Zoom session.

In case of emergency, do not leave the Zoom session: instead use the Zoom chat to talk to the invigilator.

Receiving the Exam Results

Your exam results will be communicated to you by email, typically within 4 weeks of the exam date.

Please do not email us to ask when your results will be available. We understand that waiting can be stressful, and we assure you that we are doing our utmost to process and release the results as quickly as possible.

Note that we are unable to expedite individual exam results, as all exams must be marked, reviewed, and validated for the entire group to ensure fairness and accuracy.

Candidates who pass the exam will receive a digital certificate by email.

Thank you for your patience and understanding.

Exam Regulations & Terms

<https://boswell-beta.nl/docs/Examination%20regulations-v4.pdf>

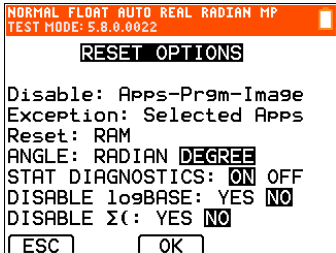
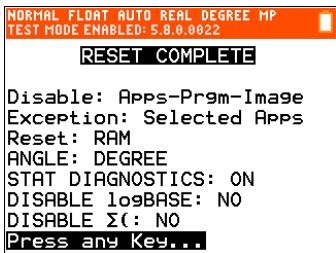
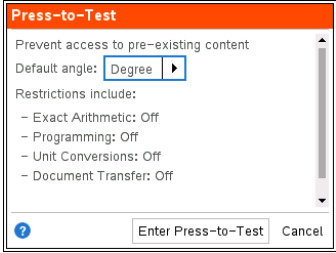
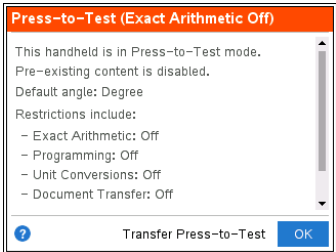
Attachment: Calculator in exam mode

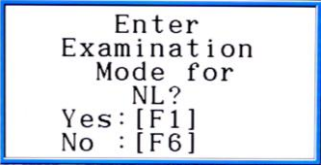
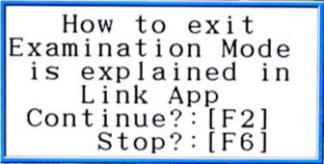
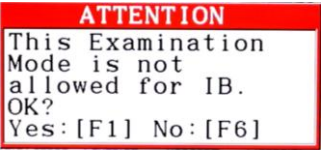
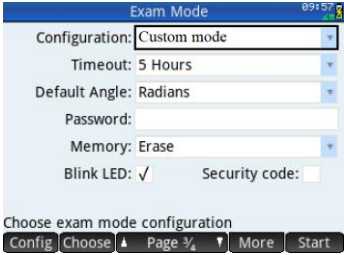
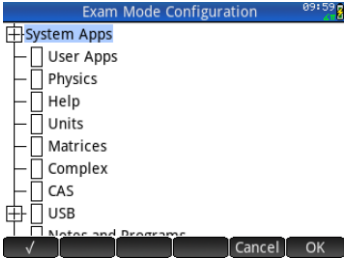
(version 15 November 2023)

On the following pages, you will find step-by-step instructions for putting your Graphical Display Calculator (GDC) into Exam Mode. Activating Exam Mode is mandatory for all Mathematics exams.

Please note that GDCs are *not permitted* during Biology, Chemistry, and Physics exams. Instead only simple scientific calculators which can perform basic operations may be used.

Visit <https://boswell-beta.nl/en/exams/> to find out if your calculator is allowed during the exam.

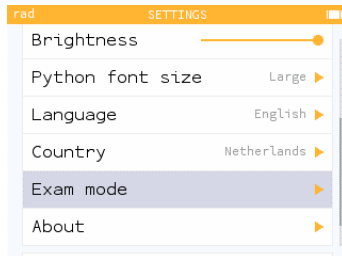
Texas Instruments (TI) 84 Plus CE-T (OS 5.6 or higher) 84 Plus CE-T (Python Edition) (OS 5.6 or higher)	Texas Instruments (TI) Nspire CX (OS 4.5.4 or higher) Nspire CX II-T (OS 5.4 or higher)
<ol style="list-style-type: none"> 1. Turn off your calculator. 2. Simultaneously press enter and +, hold these buttons and press on until the following screen appears:  <ol style="list-style-type: none"> 3. For ANGLE choose the desired angular measure (you can change this later if you want). 4. For STAT DIAGNOSTICS choose ON 5. For DISABLE logBASE choose NO 6. For DISABLE $\Sigma($ choose NO 7. Press zoom (OK) <p>The calculator will now restart in exam mode. This may take a while.</p>  <ol style="list-style-type: none"> 8. Press any key to activate exam mode. 	<ol style="list-style-type: none"> 1. Turn off your calculator. 2. Simultaneously press enter and +, hold these buttons and press on until the following screen appears:  <ol style="list-style-type: none"> 3. Choose the desired angular measure (you can change this later if you want). 4. Choose 'Enter Press-to-Test'. <p>The calculator will now restart in exam mode. This may take a while.</p>  <ol style="list-style-type: none"> 5. Choose 'OK'.

CASIO	HP
fx-9860GII (SD) (OS 2.11 or higher) fx-CG50 (OS 3.50 or higher)	Prime (firmware 2.1.14603 (2021-12-02) or higher)
<div>1. Turn off your calculator.</div> <div>2. Simultaneously press 8 and →, hold these buttons and press AC/ON until the following screen appears:</div> <div></div> <div>3. Press F1 (Yes).</div> <div></div> <div>4. Press F2 (Continue).</div> <div></div> <div>5. Press F1 (Yes). The calculator is now in exam mode.</div>	<div>1. Turn on your calculator.</div> <div>2. Simultaneously press On and Esc</div> <div>3. For 'Configuration' choose 'Custom Mode'.</div> <div></div> <div>4. For 'Timeout' choose '5 Hours'.</div> <div>5. For 'Default Angle' choose the desired angular measure (you can change this later if you want).</div> <div>6. Don't enter a password.</div> <div>7. For 'Memory' choose 'Erase' (if you don't see a dropdown-menu but a checkbox, then mark this checkbox).</div> <div>8. Mark 'Blink LED'.</div> <div>9. Press 'Config' (at the bottom of the screen).</div> <div></div> <div>10. Mark the following things:<ul style="list-style-type: none">User AppsCASNotes and ProgramsNew Notes and Programs</div> <div>11. Press 'OK' (at the bottom of the screen).</div> <div>12. Press 'Start' (at the bottom of the screen).</div> <div>13. Swipe the icon (the blue lock) to the right to start the exam mode.</div>

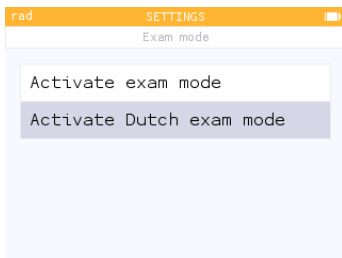
NumWorks

version 19 or higher

1. Turn on your calculator.
2. Use to arrow keys to navigate to 'Settings' and press **ok**
3. For 'Country' choose 'Netherlands'
4. Choose 'Exam mode'.



5. Choose 'Activate Dutch exam mode'.



6. Choose 'Confirm'.
- The calculator is now in exam mode.

