

Registration



Register in time!

- You have to register for an exam. This can be done in Osiris (my.tudelft.nl).
- Please note that Registration will close **6** calendar days before the start of the exam. (Calendar days include **ALL** days of the year!!)
- There are no waiting lists and last minute exam registration is not possible.
- In exceptional cases contact your Board of Examiners.



Extra time facilities

If you have an 'extra time' statement, you will receive extra time (10 minutes per hour). Please note: if you have registered for the exam before obtaining the extra time statement, then you still need to submit the statement to the examiner before the exam takes place.

Tips before the examination



Read instructions and practice

- Your examiner will provide you with detailed instructions (e.g. method and tools of digital assessment, materials allowed etc.)
- Prior to the exam, practice with the digital assessment tool and sample questions.
- Information about online proctoring can be found here: <https://www.tudelft.nl/en/student/education/courses-and-examinations/examinations/online-proctored-examination-regulation/>



Technical guidelines

- You have a stable and strong internet connection and enough storage capacity on your computer.
- Shut down all programmes and tools not allowed during the exam.
- Inform household members and neighbours about the date, time, and duration of the exam (e.g., to prevent any disturbance or a Wi-Fi overload).



Turn off social media and devices

- Leave the course's WhatsApp group prior the exam and shut down, silence or log out of all social media during exams.
- Make sure your phone is in flight mode or silenced during exams.



Preparation written exam

- Log into brightspace with your NetID and password.
- In most cases a practice exam will be offered. Please complete the entire practice exam so you experience all aspects of the assessment tool.
 - Install the latest version of the following browsers: Google Chrome or Firefox
 - For ANS Delft we strictly recommend Chrome



Preparation oral exam/check

- Make sure you can prove your identity by showing your Campus Card.
- Make sure that you have an empty/ a clean desk and leave personal belongings out of the picture.
- Test your microphone, audio and camera.
- If you have privacy issues or objections, contact your examiner.

During the exam



Follow instructions

- Read the cover page of the exam carefully, since it may contain important instructions for the exam.
- The exam must be completed within the scheduled timeslot.



Report technical issues immediately

- If any technical issues occur during the exam or if you encounter any problems while trying to access or to submit your exam, you must contact your examiner immediately. Do not wait until after the exam.



Do not commit fraud

- You commit fraud when you make it impossible to assess your knowledge, or the knowledge of another student.
- Your lecturer has to report all cases and suspicions of fraud to the Board of Examiners, who will decide whether it was a case of fraud.
- The consequences of being caught is that your work will be declared invalid, or invalid for the entire class if you cheat with others. Sanctions can include exclusion from one or all exams for up to one year and for the severest of cases, expulsion.
- You will get an opportunity to provide a written statement arguing your case before any judgements are made by the Board of Examiners
<https://www.tudelft.nl/en/student/legal-position/fraud-plagiarism/>



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Questions?

For more information, please contact:
Instructions → Lecturer
Registration → ExamDesk@tudelft.nl