

## Dear students,

Soon you will make a digital exam at home in Remindo, Utrecht University's e-assessment system. Please read the following instructions and tips carefully before you take the exam.

### Technical information and Tips

- You take the exam on your own device (laptop, desktop computer, tablet). Remindo can be used on any type of browser, but **we recommend using Chrome or Firefox** to take the exam. Make sure that the browser you are using is [up to date](#). You can switch browsers when you have already started with the exam, but make sure you save the questions before you switch. Remindo will give you a notification.
- If you connect to the internet wirelessly, ensure a stable Wi-Fi connection. If that is not possible, connect using a network cable.
- During the exam, your work is saved to the cloud several times per minute. In case you have to reboot your device/browser, you can continue where you left off (or from the last moment your device was online).
- If your internet connection disconnects during the exam, you will receive a notification. You are able to continue offline. When the connection returns, the offline work will be synchronized. Offline work will not synchronize if you reboot your device/browser before your internet connection returns!
- If your internet connection disconnects, a possible solution is to create a mobile network/Wi-Fi hotspot with your own smartphone. You can connect the device on which Remindo is open to the hotspot.
- When you close your exam, an internet connection is required. You will receive a notification in case there is no internet connection.
- If you doubt about the online/offline status of your device, make sure to safeguard your work with an offline version (e.g. MS Word) before rebooting.
- When you are connected to the internet, but Remindo does not work as it should (e.g. text or answer fields do not show, buttons do not show or do not respond), try using a different browser or [delete your browser cache](#). Deleting cookies and temporary internet files should be enough. You do not need to delete your browser history.

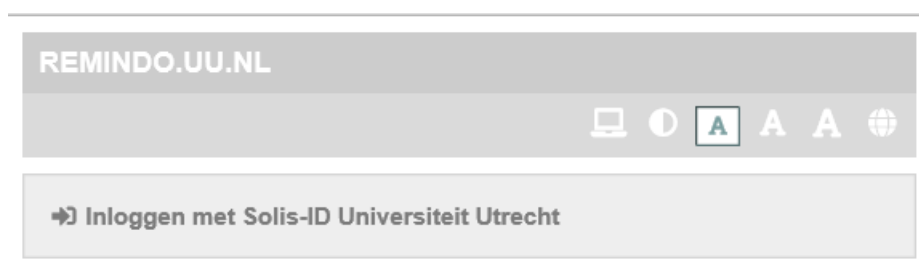
### Logging in

- Make sure you log in on time
- Go to **remindo.uu.nl**
- This will bring you to the log in page of exam program Remindo

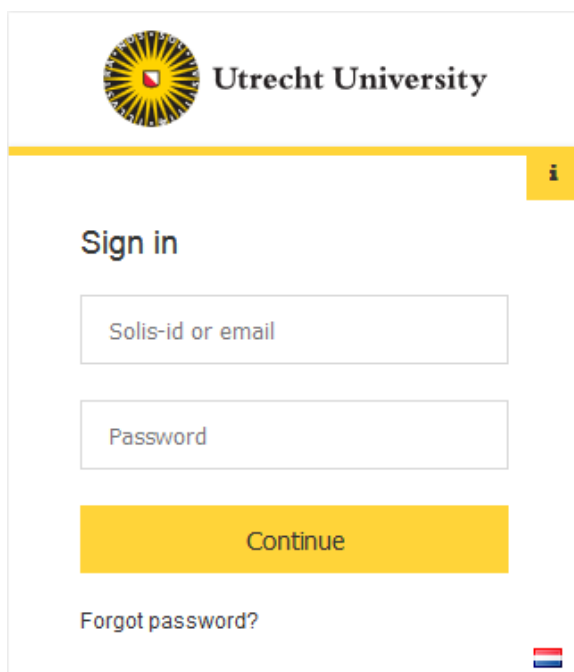
**Please note:** In order to log in to the exam, you need your **Solid-ID** and **password**. In case your password contains a diacritical mark (ä, ö, é, ê, etc.), make sure you know how to do the key combination (language setting United-State-international) on your keyboard.

**Tip:** Double check your password in the days before the exam. If you have password issues, you can reset your Solis-ID password via [www.uu.nl/password](http://www.uu.nl/password) (->Forgot password).

- Choose 'Inloggen met Solis-ID Universiteit Utrecht'




In the yellow screen, log in with your Solis-ID and password. If you have special marks in your password and you want to check whether you have written them properly, type them in the field 'Solis-id or email'.

A screenshot of the Utrecht University login page. At the top left is the Utrecht University logo, a circular emblem with a sunburst design, followed by the text 'Utrecht University'. Below this is a yellow horizontal bar with a small 'i' icon on the right. Underneath the bar is the heading 'Sign in'. There are two input fields: the first is labeled 'Solis-id or email' and the second is labeled 'Password'. Below these fields is a large yellow button labeled 'Continue'. At the bottom left, there is a link that says 'Forgot password?'. At the bottom right, there is a small Dutch flag icon.

Once you have logged in, your dashboard appears. In the Agenda, the planned exam is visible. The dashboard also shows the exam overview (see screenshots below).

Your tutor may have set up that you can only start with the exam after you ask for approval and the tutor gives you approval digitally.

- The time period (start time, end time) shown at the exam, is the time period for logging in, so the time period in which it is possible to ask for approval and start the exam. **Please note:** You can't derive a right from the time period shown in Remindo. Half an hour after the start of the exam, you are not allowed to participate in the exam anymore.
- If you can't ask for approval to start with the exam yet, you can't click the play-icon (red 1 in the screenshot).
- In case you can ask for approval before the start time of the test, you will see a blue arrow (  ) that you can click on.



The screenshot shows the 'MIJN STARTPAGINA' (My Startpage) interface. On the left, there is a search bar with the text 'Zoek op trefwoord' and a 'Filter' button. Below it, there is a 'Sorteer' (Sort) section with options 'Op datum' and 'Alfabetisch'. The main content area is titled 'Agenda' and shows the date '07 okt.' and the exam name 'nakijkomgeving testen'. The exam details include 'Starttijd: 13:45' and 'Eindtijd: 14:45'. A play icon is visible next to the exam name, and a red circle with the number '1' is placed over it. A red arrow points to the globe icon in the top right corner of the interface.

You can set the **language settings** of the interface by clicking on the globe in the upper right side of the screen. You can choose Dutch or English. The language of the exam questions cannot be changed.

#### Starting the exam after approval from tutor

- Click on the play-icon or the arrow behind the name of the exam (circled in red).

MIJN STARTPAGINA 🏠 🔍 🗨️ 📄 🌐

**Zoek op trefwoord**

## Agenda ↖

Oktober 2019

**23 - 31** ▶

sep. okt. **Test 19-2 Release Toetsmatrijs** 31 okt. 2019

**Toets**

**Sorteer**

## Toetsoverzicht ↖

1-Eins ▼

**Oefentoetsen**

0,00 Onvoldoende - test externe media 13 jun. 2018 ▶ 📄

19-1 release ▼

**Toetsen**

- nakijkomgeving testen - 11 apr. 2019

- (screenshots below) Click on 'Request approval' on the bottom right. The text of the button will change to 'Approval requested'. The page will refresh automatically. When the tutor has given permission, a button to start the exam will appear. Click that button to start the exam.

Candidate: GeoStud01 van AchternaamGeoStud01 🏠 🔍 🗨️ 📄 🌐

**Student Instruction Test**

Study	Test Ondersteuning
Type	Exam
Number of questions	3
Time limit	120 minutes

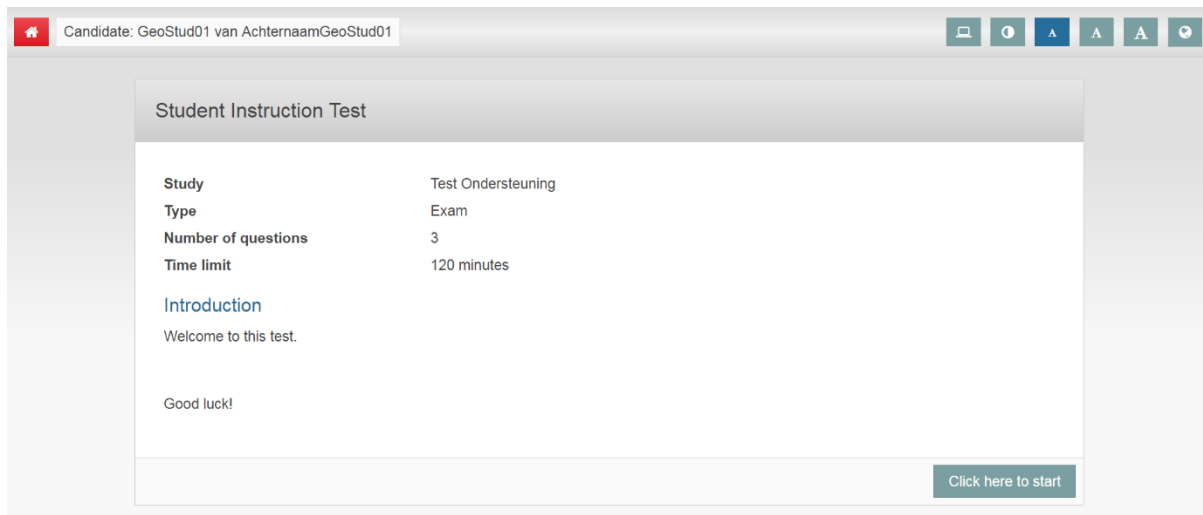
[Introduction](#)

Welcome to this test.

Good luck!

[Request approval](#)

If you want to start you need to request approval. Press the "Request approval" button below to send the request.



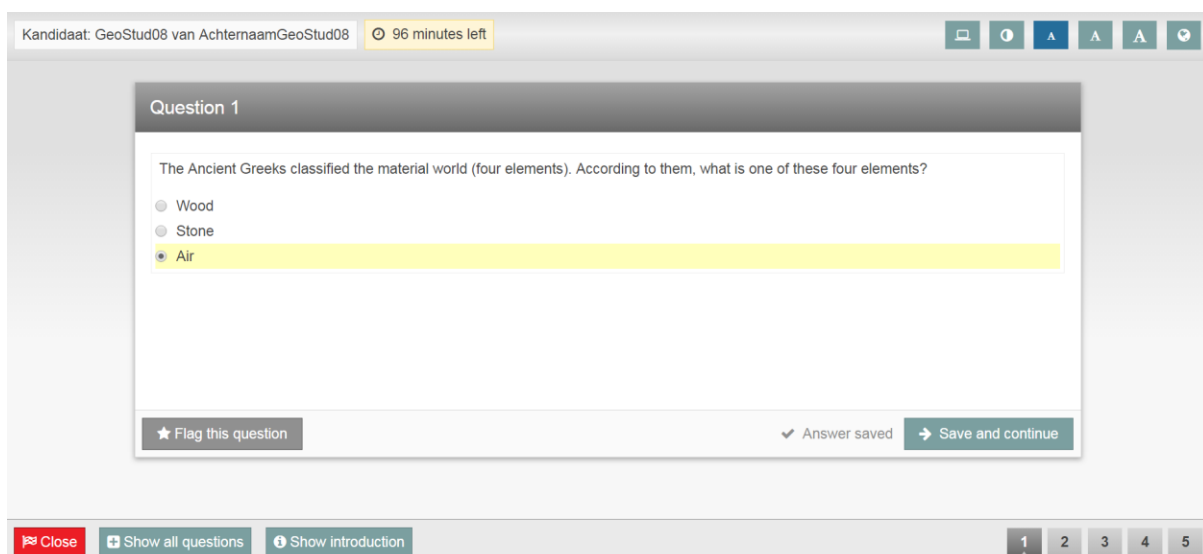
### Starting without approval

- Click on the play-icon behind the name of the exam (red circle two screenshots back) to open the exam and click by using the button 'Click here to start'.

### Saving answers

When you have answered a question, use the button 'Save and continue' to save your answer and move on to the next question. You can always edit saved answers, as long as the exam has not been closed. Whilst answering a question, the answer will also be saved automatically.

During the exam, you can always **return to previous questions**. For example, after answering the final question of the exam, you can click on the boxes with numbers underneath the questions to do a final question check. The boxes of already filled in and saved questions turn dark grey, the not yet filled in questions are light grey.




## Instruction on highlighting questions you want to return to later

It is also possible to highlight questions, so you know at a later moment in the exam which questions you still want to have a look at.


In the left bottom of the question, click on the button with the star and 'Flag this question' (see previous screenshot). The question you are working on will display a star next to the question number. The button will change to 'Unflag the question'.

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

You can now continue answering the remaining questions. Question 1 will be flagged in the navigation, as a reminder to have another look at this question later.

## Instruction on highlighting in a text field and color marking

If the tutor has enabled this option, you can mark the text during answering a question in two ways:

- Markings in the text field and/or
- Color marking in question and answer texts.

### Marking text

In case you are answering a question with a text field, 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. It is also possible to underline or cursive words.

&	"	¢	€	£	¥	©	®	™	%	μ	.	•	...	'	"	§	¶
ß	<	>	«	»	'	'	"	"	„	<	>	≤	≥	—	—	—	—
α	ι	~	ι	ζ	ˆ	˜	°	-	±	÷	/	x	1	2	3	¼	½
¾	f	J	Σ	∞	√	≈	≠	≡	∏	¬	∩	∂	'	a	o	†	‡
À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ
Ò	Ó	Ô	Õ	Ö	Ø	Œ	Š	Ù	Ú	Û	Ü	Ý	ÿ	ƒ	à	á	â
ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï	ð	ñ	ò	ó	ô
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Η	Θ	Ι	Κ	Λ	Μ	Ν	Ξ	Ο	Π	Ρ	Σ	Τ	Υ	Φ	Χ	Ψ	Ω
α	β	γ	δ	ε	ζ	η	θ	ι	κ	λ	μ	ν	ξ	ο	π	ρ	ς
σ	τ	υ	φ	χ	ψ	ω	ϖ	ϗ	Ϙ	ϙ	←	↑	→	↓	↔	◊	♣

Aantal woorden: 0 (aantal tekens: 0)

### Color marking

You can add color markings with comments in the text of the question, in case the tutor has enabled that option. By selecting a part of the text, a pen icon appears, with which you can select a color and, if necessary, add a comment. You can undo the marking and/or the comment as well.

Question 1

The Beatles are a well known band, but who is who: who is Paul McCartney, John Lennon, George Harrison and Ringo Starr? Drag the initials to the members of The Beatles and place the initials on their heads.



P = Paul McCartney  
 J = John Lennon  
 G = George Harrison  
 R = Ringo Starr

P J G R

McCartney, John Lennon, George H...  
 als on their heads.

Color: [Blue] [Yellow] [Green] [Red]

P = Paul McCartney  
J = John Lennon

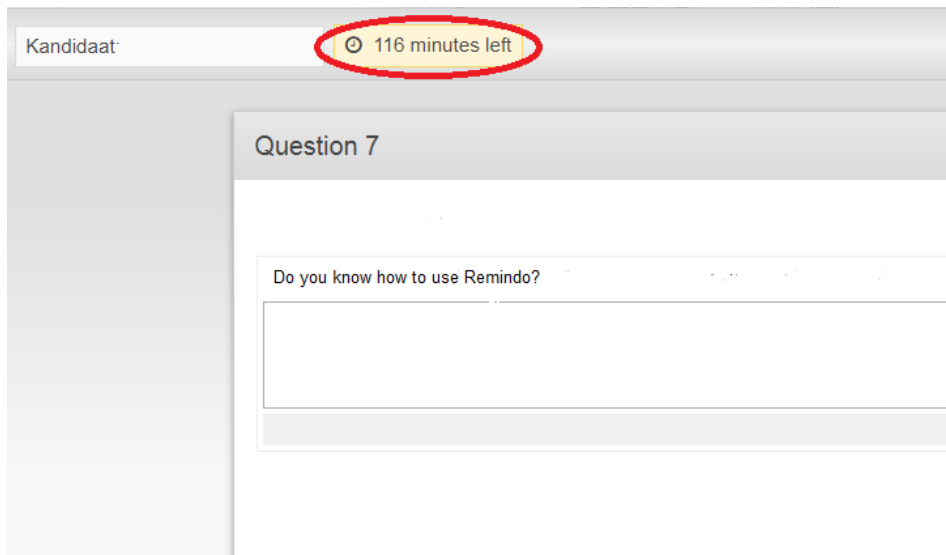
**Please note:** these markings and comments are not visible for the correctors.

### Close leftover time

During the exam, the remaining time (in minutes) is shown. If you wish not to see that information, click on the clock icon. When the remaining time is 10 or 5 minutes, the time will automatically pop up again. In the last minute, you will also see the time. From that moment, it is not possible anymore to close the leftover time.

**Please note:** In Remindo, the time will start counting down from (1) the moment you start the test or (2) the moment the collective test moment starts.

1. In the first case, the moment the test starts, you will receive the full time in the software. However, when you start 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.
2. In the second case, you will receive the time that is left since the start of the test moment. If you are in the examination room on time, you will receive the full time. If you are later, you will receive less time.




### Calculator

If your tutor has enabled using a calculator while answering a certain question, you are able to open this application by clicking 'Calculator' in the bottom left corner of the screen. The tutor set if you will get to see the elementary or the scientific (more elaborated) calculator.




Question 3


There is a small parking lot with 8 parking places. The parking lot will be expanded. There will be 8<sup>3</sup> 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  
 288  
 83



★ Flag this question  Calculator ✓ Answer saved → Save and continue

### Finishing the exam:

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


*Please note! When you end the exam, it is not possible to edit any answers anymore.*

Finish Student Instruction Test

Are you sure you want to finish this exam?

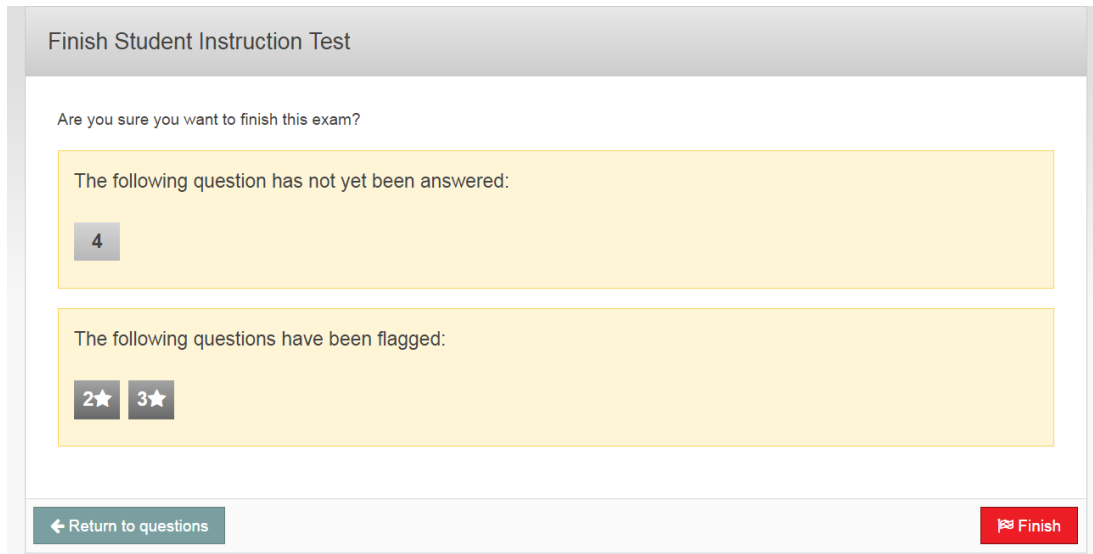
The following questions have been flagged:

← Return to questions 

### Finished exam:

After clicking on 'Finish', a screen appears with the notification 'Exam finished'. It is not possible to go back to the answers anymore.



Your tutor may have enabled that results are shown after the exam. These results will be shown via the start page.

On the start page, you can log out on the right top corner of the screen.

### Digital examination environment

Are you curious to see what a Remindo exam looks like? Via <https://uu.remindotoetsdemo.nl/> you can start a demo test with questions about Utrecht University.