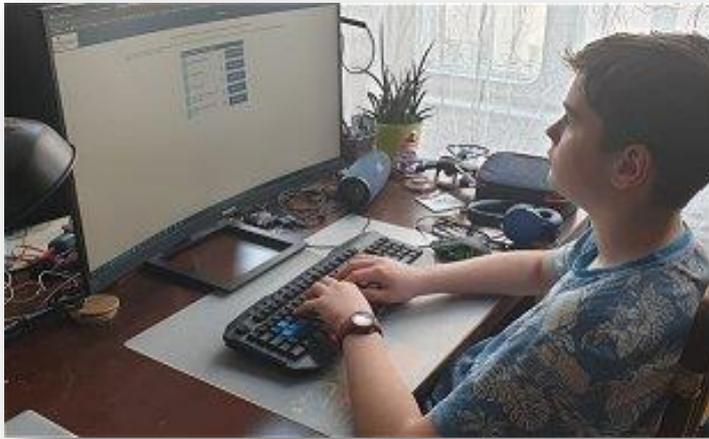


PROCTORED ONLINE EXAM

User manual



BUDAPEST
2021

TABLE OF CONTENTS

Quick summary.....	3
1. General information	4
2. Proctored exam passport	5
3. The exam process	
3.1 Preparing the test site	7
3.2 Tasks to be completed immediately before the exams	8
3.3 During the exams	9
4. Hardware requirements	10

QUICK SUMMARY

OBTAIN A "PROCTORED EXAM PASSPORT"

- Download the **SEB** application and configuration file to your primary device (computer/laptop) and install it,
- After launching the **SEB** application (password: **exam**), log in to the Corvinus identification page with your CUSMAN username and password.
- Accept the regulations; upload your ID picture and portrait, as well as the image of the test site transmitted by your mobile phone.

EXAMS

- On the day before the exam, please check that the SEB software installed on the computer you will be using for the exam is working. Log in and check that the red button for the exam start appears on the screen.
Check that the mobile phone (or laptop/tablet computer) that is doing the back/side broadcasting is working and can scan the QR code used to start the back broadcast.
- 20-25 minutes before the exam:
 - After launching the **SEB** application (password: **exam**), log in to the system with your CUSMAN username and password.
 - After check-in, use your mobile phone to scan the QR code on the screen and start the backstage broadcast, contact the invigilator.
 - Ensure that you are not disturbed by any incoming calls or applications on your mobile phone during the exam.
 - Make sure the camera works in the **SEB** app (video and sound).
- At the start of the exam:
 - Click on the button marked "**START EXAM**".

1. GENERAL INFORMATION

The proctored online examination can be taken under the supervision of two cameras. To take the exam, the candidate needs two devices:

- 1) a computer on which you are taking the exam (can be a desktop or laptop) and which has a web camera that broadcasts the exam from the front (primary device), and
- 2) a mobile phone or tablet or laptop with which you can broadcast video and audio from behind the examination venue, including the screen of the computer used for the examination during the examination (secondary device).

You can use the exam platform through a special application (Safe Exam Browser, SEB), which can be downloaded from the following URL together with a configuration file.

Safe Exam Browser (SEB):

- For Windows computers:
<https://www.proexam.eu/app/CorvinusProctoredApp.exe>
- For Apple computers: from the App Store: Safe Exam Browser 3.0

Configuration file from which the test can be launched:

- [https:// www.proexam.eu/app/corvinus.seb](https://www.proexam.eu/app/corvinus.seb)

The SEB application stops all other running programs on the computer and only allows the exam application to run.

2. PROCTORED EXAM PASSPORT

Only students who hold a "Proctored Examination Passport" may take the proctored examination. To obtain the passport, the student must complete the identification steps once during his/her studies:

- download and launch the exam application (SEB),
- log in to PROEXAM with your CUSMAN username and password,
- you must accept the examination regulations,
- you must upload a photo ID of yourself,
- you must create portrait in the system,
- upload a back photograph taken from a position that mimics the test site.

The university will check the uploaded images and may ask the candidate to re-upload the images or accept them.

Identification only needs to be done once. Only the primary device is required for the identification process.

Identification can take longer (1-2 days), so upload your photos and apply for a "passport" at least 10 days before your first exam date.

Steps to obtain a "passport":

2.1. Download the SEB app (CorvinusProctoredApp.exe or Apple App Store) and install it on the computer you will use for the exam. Two important things to note about the download:

- be sure to download the exam application from the link provided by the university (do not use a different version)
- DO NOT launch the application after downloading (only a configuration module would be launched by itself, instead you can launch the system with the downloaded startup file as described below)

2.2. Download the configuration file (CORVINUS.SEB)

- Once downloaded, we recommend that you drag the file to your desktop so that you can launch it at any time with a single click.
- Once again, we would like to emphasize that you should always start by clicking on the CORVINUS.SEB file, NOT by launching the SEB application.

2.3. Click on the CORVINUS.SEB file and log in!

- If you have installed the **SEB** application correctly, it will start, ask you for a password (the password is: **exam**) and then shut down all other applications running on your computer.
- Before starting **SEB**, always make sure that if you have an external webcam, the camera is connected to your computer and is working (can transmit both video and audio), and that the internet connection on your computer is working.
- In the login interface you can access the exam system with your CUSMAN username and password.

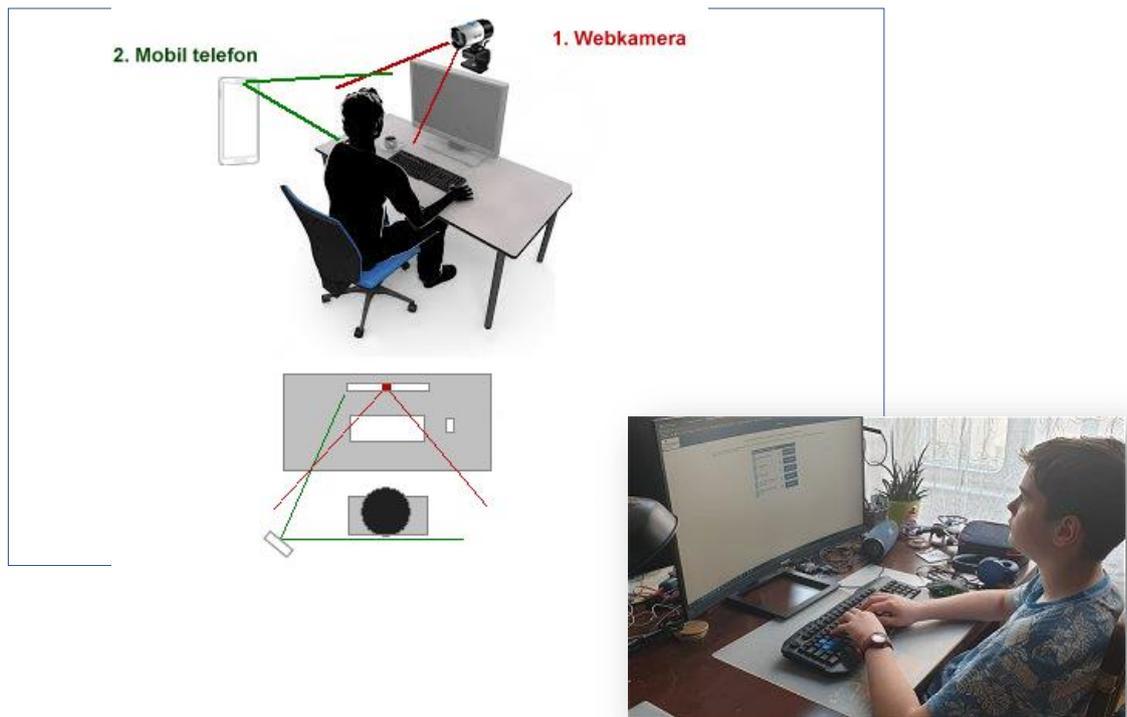
2.4. Within the **SEB** application, do the following by clicking on the buttons on the screen:



- Accept the examination regulations;
- Hold your ID document (valid ID card, driving licence or passport) in front of the web camera, take a picture of it and upload it;
- Take a portrait of yourself via the webcam and upload it;
- Record the secondary device from the rear side position as if you were proctoring the exam.

The back-side image does not need to be taken at the test site when the "passport" is taken. The goal with this upload is to put the camera in the position you would put it during the exam. A video image transmitted from a mobile phone or tablet computer or phone, placed slightly behind the examinee, to the left or right of him/her, at head height, will be seen in the image taken from that position:

- a) the profile of the examinee's face,
- b) the keyboard,
- c) the screen of the computer used for the examination,
- d) the clearly visible work area where the computer is located.

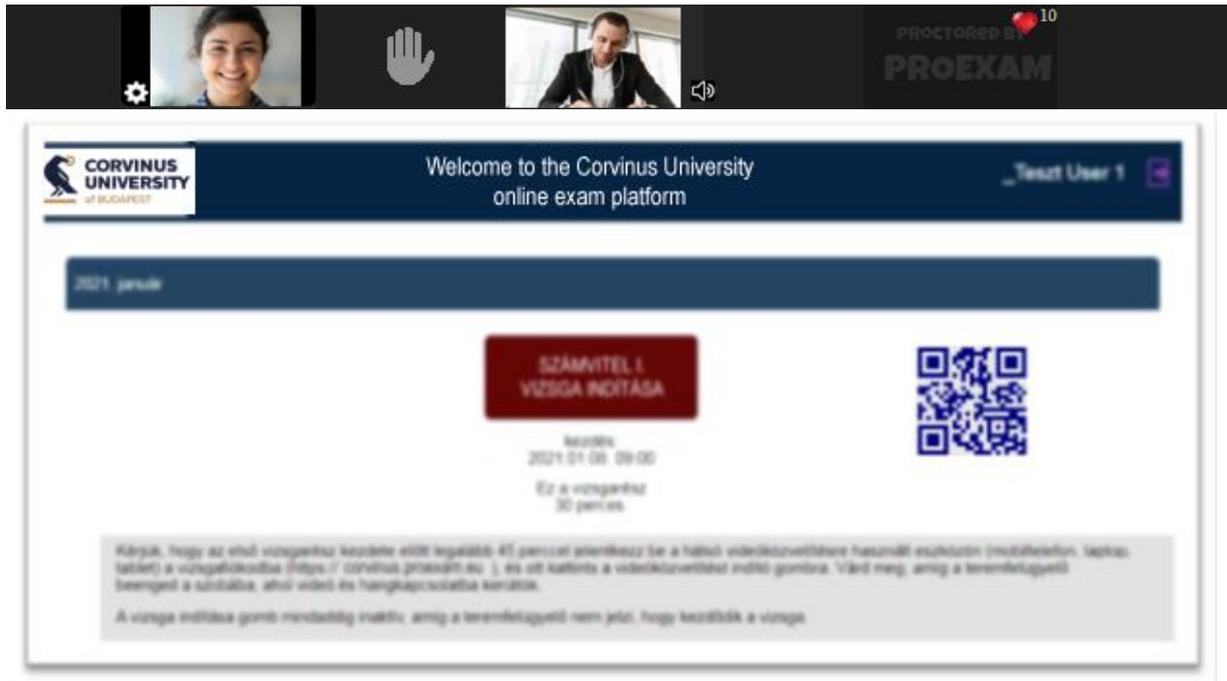


The device used for back-side transmission should be placed in a stable position, for example on a bookshelf or stand.

Before and during the examination, the invigilator may ask you to show the examination venue around using a secondary device (mobile phone, tablet or laptop) so that the invigilator can check that the venue meets the examination requirements.

If the verification of the uploaded images fails, the student will receive an email with the reason for the rejection (e.g. the captions on the ID are blurred or the ID image and the face image do not match) and a "rejected" message will appear next to the rejected image in the interface. Please upload the image again in this case!

Once all images have been accepted, the interface will change and will always display the start button for the upcoming exam.



3. THE EXAM PROCESS

3.1 Preparing the test site

Arrange the exam venue so that you can take the exam comfortably, are not disturbed during the exam, and provide the conditions required by the university for proctored online exams.

During the exam, two cameras will continuously transmit images and sound.

- 1) The primary image and sound will be provided by the built-in webcam on the computer used for the exam, or by a webcam connected to the computer that will broadcast the exam candidate from the front. To ensure the safe conduct of the exam, your location will be continuously monitored on the recording throughout the exam. The camera will also show the area behind the examinee.
- 2) A video image transmitted from a mobile phone or tablet computer or phone, placed slightly behind the candidate, to the left or right of the candidate, at head height. The image taken from there (as already described for obtaining a "passport") is visible:
 - a) the profile of the candidate's face,
 - b) the keyboard,
 - c) the screen of the computer used for the examination,
 - d) the clearly visible work area where the computer is located.

The exams are conducted with live examination supervision. Both the front and back cameras will be in contact with the invigilator of the exam, who is responsible for the administration of the exam. The invigilator identifies the candidates before the exam, starts the exam and supervises it throughout the exam.

Please make sure that all hardware and software components are in working order at least one hour before the exam, and do not rush at the last minute before the exam. Please be sure to check the exam site in the days before the exam.

Only exams taken in the examination field are valid. Please note that the use of an exam invigilator detects possible irregularities and attempts to cheat (e.g. use of a virtual machine). In the event of examination cheating, the relevant University rules will apply.

3.2 Tasks to be completed immediately before the exams

At least 25 minutes before each exam, you must log in to the exam application and contact the room supervisor. The contact is made via the video application built into the examination area and via a mobile phone (or laptop, or tablet) placed behind/near the candidate's back.

Your own video image is displayed at the top of the exam screen and the video image of the invigilator is displayed next to it.



Click on the gear in the bottom left corner of your own video image to set the input devices (video camera and microphone source). Click on the speaker to the right of the room supervisor's picture to switch the room supervisor's sound on/off. In the top right corner of the screen, next to the heart-shaped icon, you can see the "heartbeat" of your computer, i.e. the number of seconds since the last connection. You can click on the hand to "check in" with the room attendant.

If the system detects a weak or interrupted internet connection during the exam, it will send a warning message in this band.

Make sure that the primary device used for the test has a working webcam (or external camera), i.e. it can transmit both images and audio. **Please note: interruption of audio and video transmission during the exam process may result in disqualification from the exam!**

Below the exam start button, you will see the exact start time of the exam and a countdown timer showing the time remaining until the exam starts.

After logging in, start the video connection with the secondary device. Use your mobile phone (or tablet or laptop) to scan the QR code on the exam board to start the back video connection. If you are broadcasting the exam from a mobile phone, remember to switch off incoming calls.

The invigilator will start the identification of candidates and the securing of the examination venue 25 minutes before the start of the examination. The invigilator will identify candidates one by one and will ask each candidate to present his/her identification card to the front camera.

Make sure that the Internet connection is uninterrupted during the exam (e.g. by providing an uninterruptible power supply), as a disconnection may invalidate the exam.



3.3 During the exam

At the start time of the written test, the invigilator will start the test centrally.

If an exam is interrupted (for example, due to a power failure or a computer restart), the candidate can re-enter the exam system, but the exam time will continue to run during the break, the remaining time is always counted from the start of the exam.

In justified cases, we can accept Internet disconnection for up to 2x120 seconds. Any internet outage exceeding this will invalidate the exam. An exam interrupted due to technical problems is invalid. The fact and circumstances of the Internet disconnection will be recorded by the invigilator.

The computer used during the written tests:

- continuously indicates to the room supervisor whether your computer is connected to the examination system (electronic "heartbeat");
- transmits a video image and sound of the candidate to the room supervisors, which they can see and hear;
- transmit still images of the examinee;
- transmits to the invigilator the examination area as seen by the;

More information:

DURATION OF EXAMS: The duration of online exams is indicated when the exam is started.

USE OTHER TOOLS: Candidates who use an unauthorised device during the examination may be disqualified from the examination and the examination will be considered invalid. The fact of disqualification, together with the reasons for it, will be recorded by the invigilator/examiner.

COMMUNICATION DURING THE EXAM: During the exam, candidates are not allowed to communicate with anyone other than the invigilator/examiner, but if they wish to ask the invigilator a question, they can do so via the chatbox built into the exam area. Only the invigilators can read the message in the chatbox.

LEAVING THE EXAM PLACE: During the written examination, you may leave the examination area for a short period with the permission of the invigilator. After leaving the examination venue, the invigilator may ask you to re-verify your identity. In other cases, leaving the examination venue will invalidate the examination!

CONTINUOUS AUDIO AND VIDEO STREAM: You must not cover or mute primary or secondary devices associated with the examination during the examination. The invigilator may monitor the candidate's performance and the correct connection to the equipment at all times during the examination, and may check the candidate's identity on the basis of the information provided in the pre-screening.

If the network connection of the primary connection (e.g. cable service, ADSL connection) is interrupted, the candidate must switch to a secondary (backup) internet connection to maintain a continuous internet connection. In this case, it is recommended that you switch the computer used for the test to a mobile Internet connection on a mobile phone (mobile hotspot). You can activate the mobile hotspot (or "Wi-Fi hotspot") on your phone. It allows you to share the network connection of your mobile phone with an external device (here: the computer used for the exam). The settings depend on the operating system your phone is using (Android, iOS), so please check the details of the setting in advance.

A computer system failure (e.g. need to restart the computer, laptop battery running down) is covered in the event of an internet connection failure. In justified cases, we can accept an Internet disconnection for a maximum of 2x120 seconds. Any internet outage exceeding this will invalidate the exam. An exam interrupted due to technical problems is invalid.

Please click on the "Finish Exam" button in the header after completing the exam form.

4. HARDWARE REQUIREMENTS

Computer (primary device):

- desktop or laptop computer
- in the case of a laptop, a continuous power supply or sufficient charge for the entire exam (it is recommended that the laptop is powered from the mains for the entire duration of the exam);
- screen resolution at least 1200x800 WXGA, minimum 15' screen recommended
- at least 1 GB free back-up capacity;
- built-in or stand-alone webcam: capable of transmitting images and sound at a resolution of at least 640x480, built-in or stand-alone microphone;
- keyboard;
- mouse or trackpad;
- headphones or earphones may not be used during the exam.

Mobile phone or tablet or laptop computer (secondary device) for back-to-back video and audio streaming:

- a device capable of providing continuous video and audio (see software conditions below), with a minimum resolution of 640x480,
- it is recommended that the mobile phone or laptop is connected to the network for the entire duration of the exam;

Internet connection

- at least 5 Mbps download / 1 Mbps upload speed. During identification and the exam, continuous video and audio streaming is provided over primary and secondary devices.
- in case of possible interruption or disconnection of home internet service during the exam, the possibility to switch to mobile internet (mobile phone will automatically switch over, the primary device should be able to switch to mobile internet in this case)