

Online IDD exam via proctoring

You take your IDD exam online on your own computer, in a secure environment and under remote supervision via ProctorExam. Follow the steps below to prepare for and take your exam.

1 What do you need?

Make sure you have:



2 Install ProctorExam

You can do this right away.

For online proctoring, you need ProctorExam on your computer and smartphone.

On your computer

- 1 Use Google Chrome.
- 2 Install the ProctorExam plug-in via the link below.

[Install the ProctorExam plug-in](#)

3 Complete the system check

As soon as you receive the e-mail from ProctorExam.

Once the examiner has registered your exam in ProctorExam, you will receive an e-mail from exams@proctorexam.com. This e-mail will ask you to complete a technical system check.

During the system check, a QR code will appear on your computer. Scan it with your smartphone to install the ProctorExam app on your smartphone as well.



- ✓ Complete the system check as soon as possible and well before your exam.
- ✓ This gives you enough time to resolve any technical issues.
- ✓ After a successful system check, you will receive a second e-mail containing the link to the exam environment.
- ✓ Keep this e-mail carefully. You will need the link on the day of your exam.

No e-mail received? Check your spam or junk folder or contact Becobra.

4 Connect to the exam environment

Start at least 15 minutes before your exam.

Before you can start the exam, you will need to complete a number of checks and connect to the exam environment. Start this process at least 15 minutes before the scheduled start time.

- 1 Click the link in the ProctorExam e-mail. Copy the link in Google Chrome if this not your default browser. Close all other applications and browser windows beforehand. During the exam, only Google Chrome and the exam environment may be open.
- 2 Complete the checks: identity, video, audio, exam room, shared screen and smartphone camera.
- 3 Follow the on-screen instructions and start the exam.

Problem or no link? Check your spam/junk folder or contact Becobra.

5 Important guidelines for your exam

Prepare your exam room in advance and follow the rules during the exam.

Your exam room

- ✓ Quiet and well lit, without excessive backlighting.
- ✓ As empty and tidy as possible.
- ✓ Completely clear desk, with no documents, notes or other aids.
- ✓ No other people in the room for the entire exam.

Your computer and smartphone

- ✓ Make sure both devices are sufficiently charged or can remain connected to a charger during the exam.
- ✓ Position your smartphone securely so that you remain visible through the camera.

During the exam, you may not

- ✗ wear headphones or earbuds.
- ✗ talk.
- ✗ leave the exam room.
- ✗ open any other applications.
- ✗ take photos, screenshots or recordings of the exam questions.

6 Important

If the technical requirements or the requirements for the exam room are not met, the exam cannot be taken.

Before your exam, also read the following documents:

[Exam regulations](#)

[Policy on exam integrity, fraud prevention and combating fraud](#)

If these rules are breached, the exam may be declared invalid.

7 Problem or question?

We are happy to help.

Also check the frequently asked questions about the exams on the Becobra website.

[Q&A](#)

Problem installing on your computer?

Contact your employer or IT department. If the problem cannot be resolved: info@becobra.be.

Technical problem with ProctorExam?

Consult the ProctorExam support platform. If the problem cannot be resolved: info@becobra.be.

No e-mail received or no link to the exam environment?

Check your spam or junk folder. If the e-mail is not there: info@becobra.be.

Unable to attend at the last minute?

Let us know as soon as possible via info@becobra.be.

Other questions?

Contact us via info@becobra.be or via the permanent team on becobra.be.