

Dear student,

IRO exams will be taken digitally, on your own laptop, in Ans. This message is **vital** for your exam preparations. You need to install the **mandatory !** Safe Exam Browser on your own device. Please do and test this well before your exam(s), as explained below.

Please read until the end. In this message, all information about Ans and using your own device is found. It also instructs you to install the **mandatory** Safe Exam Browser and to take the Ans demo test.

This message concerns exams of IRO in The Hague / Rijswijk.

This information was also e-mailed to your uMail (vuw) on Oct. 9th and 16th.

Information for students with special provisions has been e-mailed to them on Oct 10th.

Ans & own device: laptop requirements

You will need a Windows or Mac **laptop** (not a tablet) **with Wifi** and sufficient battery capacity (3 hours, of light yet constant use) and one of these web browsers:
Edge, Chrome, Firefox or Safari.

Tablets, Chromebooks and Linux laptops can **not** be used.

MacBooks must be upgraded to the latest MacOS version 14 or higher (MacOS Sonoma 14; free).

Recommendations for laptop powerbanks are found in our [form](#).

Also, please make sure that the operating system and apps on your laptop have been updated one day before the exam.
Please consider borrowing a laptop from a friend or family member if needed.

A limited number of computers is available for students without a suitable device.

Please fill in our [form](#) to inquire about making use of these computers, and/or to address a potential issue with your own laptop.

Safe Exam Browser

Your laptop must have a working installation of the **Safe Exam Browser**. You can visit the [general download page](#) (gives you the newest version).

Direct download links:

[Safe Exam Browser Windows](#) (v3.8)

[Safe Exam Browser MacOS](#) (v3.3)

Installation instructions (Windows, in Dutch) are found e.g. [here](#).

Install AND test the Safe Exam Browser well in advance; staff at the exam location will likely not have time to help you at the last moment.

Fill in our [webform](#) early, if you experience installation issues.

ULCN account

A working **ULCN** account is needed to access Ans. Please check this now, by logging in at https://ans.app/users/sign_in
Select: “log in with your school account” and pick Universiteit Leiden.

Trouble logging in? Please check the ULCN [FAQ](#) and take timely action!

Make sure to **memorize** your ULCN password in case you take an exam on a computer where your own password manager is not available.

Eduroam

When using your own device during exams, you will have to connect to the eduroam Wifi network. Please make sure to have that set up on your device well before the exam. (Not needed for the demo test.)

You can set up eduroam by visiting a university building. It will have a Wifi network called eduroam. It uses a *different* username than most other services. Please find [all information here](#). If you have an issue connecting to eduroam, please visit the [ISSC helpdesk](#) at Wijnhaven or reach out to them online.

You do not need eduVPN for exams. All VPN's must be disabled on your device during exams.

Demo test in Ans

Please make sure to take the demo test (below). It will help you to become familiar with Ans, the platform in which you take the digital exams.

Most of all, the demo test serves to **verify that your installation of the mandatory Safe Exam Browser works properly!**

The demo test is not a test you can pass or fail or will be graded on.

The demo test is linked to a course registration in uSis (you may receive an automated e-mail about this). As a result, the demo test is available **24 hours AFTER** you have received the e-mail you are now reading.

Please use the same laptop for the demo test, as the one you will use for the actual exam(s)!

First, close **all** running applications, apart from your regular web browser.

You can access the demo test from your regular web browser:

https://ans.app/users/sign_in

Choose:

Log in with your school account,
then type "lei" to get:

Universiteit Leiden
and click on that.

Then, use your ULCN account to log in.

You may get a one-time disclaimer: scroll down and click the blue button "Proceed to Ans (App)".

Once logged in to Ans,

enter this in the address bar of your browser:

https://ans.app/digital_test/assignments/1126856/results/new

Alternatively, you can navigate to the 'Ans Demo Test IRO'
(or: 6410ANSY_2425_HS Ans Demo Test IRO).

The link there should activate the mandatory Safe Exam Browser that you have installed previously.

Your browser will ask you (pop-up) if it should open Safe Exam Browser; click 'Allow' in the pop-up. Safe Exam Browser will now launch.

Without Safe Exam Browser, you can not take the demo test nor any

other Ans exams.

After the Safe Exam Browser has launched, you cannot switch to other applications, until you have finished the demo test.

Carefully read the demo test instructions, then scroll down and click 'Start' to try out the various possibilities within Ans.

You can practice with 6 different question types that you may encounter in exams in Ans.

Make sure to also practice with the in-built **calculator** in Ans.

Your 'real' exams will be visible in Ans from ~6 days before the exam date.

University Chromebook laptops in De Broodfabriek

If you have filled in [our form](#) and have indicated that you do not have a suitable own device (e.g. battery / wifi / Safe Exam Browser issues) nor can borrow one, and if you take your exams in De Broodfabriek, please come to the exam on time (e.g. 8:30 or 12:30).

Inside there will be a desk where you can **show your LU card plus the e-mail** (preferably printed) that you have received from us (via the [webform](#)) with the confirmation that you can use a university Chromebook. Our colleagues at that desk will help you with the Chromebook.

Enrolment

You can **enrol** in [My StudyMap](#) **up to 10 days before** the exam or re-sit/second try takes place. Click here for [instructions](#).

For a second try/re-sit the enrolment opens 30 days before the exam date. Make sure to enrol for re-sits on time, especially if the grade of the first sit arrives late: you still need to be enrolled no later than 10 days before the re-sit.

Always! check [MyTimetable](#) to verify that you are enrolled. No exam in MyTimetable means that you are **not** enrolled and can **not** take the exam!

The same applies to an enrolment for a midterm or partial exam.

For certain exams, you do not need to enrol yourself, but the SSC does your enrolment for you. Even then, always verify that you see your exam in [MyTimetable](#).

If you are not yet enrolled, please [contact the SSC](#) straight away.

Is your exam in 9 days or sooner? Visit the [late-registration form](#) to see if you may qualify for late registration.

You may receive reminders about exam registration in your uMail. Make sure to check your spam/junk folder regularly.

The complete explanation about enrolling in MyStudyMap is found [on this website](#).

Please contact the [Student Services Centre](#) **within the registration period** if you encounter any problems with your enrolment. Their e-mail is osc@leiden.edu

Exam procedure

- You can find the location of your exam in [My Timetable](#).
- Please make sure that your laptop is **fully charged** before each exam.
- Make sure to **always bring your charger** to the exam. A limited number of power sockets is available.
- It is **mandatory** to bring your **LU-Card PLUS** a **valid official ID**.
- No LU card?
 - Bring your valid official ID and a **printed** statement of your registration at the university. You can generate one in uSis [via this page](#).
 - Or contact the Student Affairs Frontoffice to obtain a **printed** statement of registration (tel.no. +31 71 527 8011 or use this [contact form](#)).
 - For exams, a statement of registration does **not** need to be certified; a stamp and signature are not needed.
- Upon entrance, information boards show the location and row numbers of your exam.
- You can enter the exam area 15 minutes before the start of the exam. Please enter on time to set up your laptop.
- Store your bag and coat under your table. Put your smart devices in your bag.
- During the first 45 minutes of the exam you are not allowed to leave the exam room nor to visit the toilet.
- Even if you have finished the exam, it is strictly forbidden to use your phone or other devices.
- You will only receive scrap paper if the lecturer has indicated this. In all other cases, you take the exam without scrap paper. The option for digital notes in Ans may be available.

- It is explicitly not desirable to fill water bottles during the exam. Please fill bottles beforehand and bring a second filled bottle if needed.
- For the evaluation form, please always bring a pen, pencil and eraser.
- Submitting your exam:
 - if you finish early:
 - do **not** submit the exam yet in Ans! So do not yet click Submit.
 - raise your hand, remain seated and wait for the invigilator's reaction
 - when the invigilator is at your table, show him/her that you are submitting the exam
 - if you finish at the exam's end time:
 - you can submit the exam in Ans, or at the end time, Ans will do it for you.
 - remain seated and wait until an invigilator makes contact with you

Arriving on time & leaving quietly

Since we expect a large number of students who will all need some time to set up, we urge you to arrive on time. The exam area opens 15 minutes before the exam start time. Please also schedule some time *after* the exam in case it would end a bit later than originally planned.

Please do not linger outside before the exam but come straight inside.

After the exam you can't linger in the lobby and will need to go outside right away. When outside, please walk well away from the doors. Chatting outside near the entrance doors is very distracting to students who are still inside.

Special provisions

If you have previously received a special provision to take your digital exams *on paper*, please verify that it has been properly [entered into uSis](#).

If you have a **provision to take your exams on a laptop** (and you have no other provisions, such as extra time), you will take your exams on your own device in De Broodfabriek.

Exams for students with extra time are still in Wijnhaven.
Exams with Readspeak (text-to-speech) special provisions are still in Wijnhaven.

The digital exams for special provisions in Wijnhaven will use the university's desktop PC's in the PC-room(s). Please bring your own laptop + charger, purely as a backup.

Contact your [study adviser](#) if you have a question about your exam provisions.

Getting in touch

Should you have questions about your exam(s), please feel welcome to [contact us](#).

Please check the **Brightspace** page of your course(s) regularly for the latest updates about exams.

E-mails with important exam information are always sent to your uMail address (vuw) and may land in your Spam (Junk) folder, so please check that folder regularly.

Ans is found at https://ans.app/users/sign_in
Select: "log in with your school account" and pick Universiteit Leiden.

If you can not login yet, please [contact us](#) immediately.

Ans documentation

You can visit the [Ans FAQ](#) for complete information.

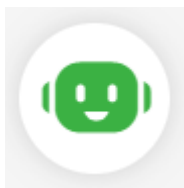
For a quick overview:

[Ans on YouTube](#)

[Ans quick start](#)

In the exam location, you will find a printed instruction about Ans on your table.

We wish you a fruitful demo test and lots of success with your upcoming exam(s).



Questions?

Should you have questions about the administration of your exam, please first chat with OSCar. He is available 24/7 via e.g. [this page](#) and then clicking the icon at the bottom.

Or chat with OSCar inside WhatsApp via

tel.no. +31 71 527 77 79

If after chatting with OSCar, you still have a question for the exam team, please send us an e-mail at

digitaltesting@fsw.leidenuniv.nl

For questions about exam enrolment, please e-mail the SSC: osc@leiden.edu