

UNIMED PROCTORED EXAM — CANDIDATE INSTRUCTIONS

Please read this once from top to bottom before your exam day, and again on the day. **Do the one-time setup (Stage 1 and Stage 2) early.** Do not leave it to the last minute.

Exam portal: <https://vexam.unimed.edu.ng>

WHAT YOU NEED BEFORE YOU BEGIN

- A laptop or desktop computer running Windows or macOS. Phones and tablets cannot run the exam browser.
- A working webcam and microphone.
- A stable internet connection.
- Your ID document (student ID or a valid photo ID).
- A quiet, well-lit room where you are alone.
- Your smartphone (The exam requires a second camera). You will be shown a QR code to connect your second camera.

NOTE: ON EXAM DAY - Ensure to login 15 minutes before your scheduled time and CLICK START Camera (Wait until your proctor talks to you and tell you to capture your ID before you do) ENSURE YOUR SYSTEM CHECK TICKS EVERYTHING.



Identity Verification

Two captures required: government ID, then face baseline.



Begin identity verification

Your camera will capture your ID and face before the exam starts.

 **Start Camera**

STAGE 1. SIGN IN AND SET YOUR PASSWORD

1. Open the welcome email titled **"Your Proctored Exam Portal Account"**. It contains your login email address and a temporary password.
2. Click **"Sign In Now"** in the email, or go to <https://vexam.unimed.edu.ng/auth/login>
3. Enter your email and the temporary password, then sign in.
4. You will be asked to change your password immediately. Choose a new password that is at least 8 characters long, and enter it the same in both boxes (New password and Confirm password). Keep this password safe and do not share it with anyone.
5. After saving, you are signed in to your exam portal and can see your exam.

If you forget your new password, contact your exam vexam@unimed.edu.ng . An administrator can reset it and you will get a new temporary password by email.

STAGE 2. INSTALL THE SAFE EXAM BROWSER (ONE TIME ONLY)

The exam runs inside the Safe Exam Browser, a secure locked-down browser. You install it once and keep it for all your exams.

1. From your dashboard, you will see a section titled "Safe Exam Browser Required".



2. Click the button for your computer, either "Download for macOS" for Apple computers, or "Download for Windows" for Windows computers.
3. Open the downloaded installer and follow the prompts to install it, just like any other program.

You only need to do this once. Ensure to download the exact one on your dashboard.

STAGE 3. VERIFY YOUR IDENTITY IN THE PORTAL (FIRST CHECK)

This first check lets your proctor confirm who you are and see your surroundings. Do it in your normal web browser.

1. When your browser asks, **allow access to your camera and microphone**. The exam cannot proceed without them.
2. Capture your ID. Hold your ID document up to the camera so it is clear and readable, then capture it when prompted.

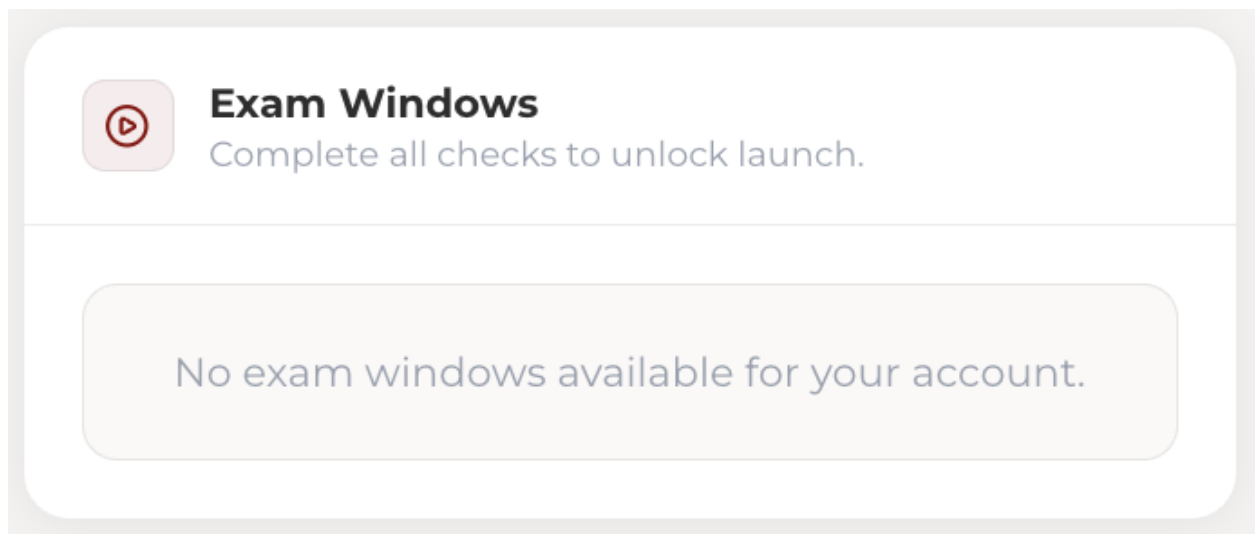
3. Capture your photo. Look straight at the camera, keep your whole face inside the guide, make sure the lighting is good, then capture. Only you should be visible. If a second person appears, the system will flag it.
4. Room sweep, about 30 seconds. Slowly move your camera around your room, showing your desk surface, left, right, and behind you, so the proctor can see your space is clear of notes, devices, and other people.
5. Wait for your proctor. After the sweep, your proctor reviews it and approves you. Stay on the screen. Your camera and microphone remain on so the proctor can speak with you if needed.

You can see the messages of your proctor also on your dashboard.

STAGE 4. DOWNLOAD YOUR PROCTORED FILE

1. Find the section titled "**Exam Windows**" and click the "Download Proctored File" (It will be available in the box below in your dashboard).

You will not be able to Download until your proctor allows you to and you are expected to launch it immediately your proctor tells you to Launch it.



2. A small file will be downloaded. This file is unique to you and to this exam session. Do not share it.

NOTE: *This is the only way to enter the exam.*

STAGE 5. OPEN THE FILE SO SAFE EXAM BROWSER LAUNCHES

1. Double-click the Proctored File you just downloaded.

2. Safe Exam Browser will open and take over your screen in secure mode. Other apps and windows are locked out for the duration of the exam. This is normal.

Before opening the file, close any programs you do not need, such as email, chat, browser tabs, screen recorders, and virtual-camera apps. Safe Exam Browser will not launch if blocked apps are still running.

NOTE: Remember your password and email because you will be prompted to login again after launching the Proctored file.

STAGE 6. COMPLETE THE GUIDED CHECKS IN THE EXAM BROWSER (SECOND CHECK)

After login, in the Safe Exam Browser, you will be guided through a short set of steps. Follow the on-screen instructions for each.

1. System check. The browser confirms your camera, microphone, and connection are working. **(At this phase you do not need to download anything again)**
2. Terms. Read and accept the exam terms.
3. Verify ID. Capture your ID and a selfie again so your identity is confirmed inside the secure browser.
4. Exam rules. Read the rules for this exam.
5. Prep. Final preparation and reminders.
6. Room scan. Do a short room scan again inside the exam browser. **The exam needs a second camera, you will see a QR code.** Scan it with your phone's **QR code scanner (or camera if you use Samsung or iPhone) that is at**, open the link, and allow your phone's camera. Position your phone so it shows you and your workspace from the front, as instructed. Keep the phone plugged in or well charged (it must not go off in the process of your exam).
7. Wait for your proctor to admit you to START YOUR EXAM.

Throughout these steps your proctor can see and hear you, and you can hear your proctor. Speak up if you are asked to.

STAGE 7. START YOUR EXAM

1. Once your proctor admits you and all checks pass, you will reach the final step and can begin the exam.
 2. Your session is recorded and monitored from start to finish.
- Good luck.

DURING THE EXAM, PLEASE REMEMBER

- Stay alone in the room for your exam looking at the screen.
- Do not leave the Safe Exam Browser or try to open other apps. Every of your click is recorded
- Do not use a second monitor, phone (except an approved second camera), notes, or have another person in your room **(Else your exam will be cancelled)**.
- Keep talking to a minimum, but respond if your proctor speaks.
- Keep your face and ID visible when asked.

IF SOMETHING GOES WRONG

Camera or microphone not working. Check that no other app such as Zoom, Teams, Meet, or a camera app is using them, then reload and allow access again.

The Proctored File will not open or nothing happens. Make sure Safe Exam Browser is installed (Stage 2), then double-click the file again.

Safe Exam Browser will not launch. Close all other programs and try again.

Lost connection. Reconnect to the internet and the exam browser will try to resume.

Contact support if it does not **(ENSURE TO WRITE YOUR EXAM IN A LOCATION WITH VERY GOOD INTERNET ACCESS)**.

Forgot your password. Ask support to reset it. You will get a new temporary password by email, then repeat Stage 1.

NEED HELP

Contact your exam support team at **vexam@unimed.edu.ng**.