

Checklist for doing written exams with a laptop.

Roles	
Board of Examiners	Protocol & Evaluation of protocol
Secretary of the Board of Examiners	Registers Laptop use
Study Advisor	Process student request
Laptop Administrator	Store Laptop; Hand-out Laptop on request

- 1) Student requests the study advisor the use of a computer for a written exam
- 2) Study advisor forwards request to the board of examiners
- 3) Board of examiners assesses request with motivations given
- 4) Decision is made and send to the study advisor  
Decision is recorded in the minutes of the board of examiners
- 5) The Secretary of the Board of Examiners will
  - a. Send decision of permission for the student to the administrator of the laptop.
  - b. Receive CC of request for the reservations as done by the study advisor(s) for use of laptop on given exam dates.
  - c. Register the use of the computer by the student on the given exam dates.
- 6) The study advisor will
  - a. Communicate the decision of the board of examiners to the student
  - b. Make reservations with the administrator of the laptop on given exam dates; a CC is send to the secretary of the board of examiners
- 7) Handling of the computer before and after the exam is done by the person(s) appointed by the Management Team.