

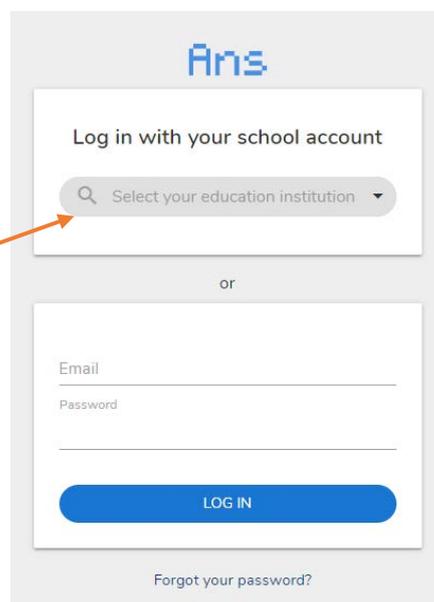
Taking an online test in Ans

Ans Delft is the digital environment the Faculty of Science uses for online testing. You can access the system with your student account credentials.

Sign-in

You can sign in to Ans already well ahead of the actual test time, so take this opportunity to be sure everything works as it should.

1. Go to https://secure.ans-delft.nl/users/sign_in.
2. Click the drop-down button **Select your education institution** and choose **Universiteit Leiden**.
You are redirected to the Leiden University authentication page.
3. Fill in the user name and password of your student account (ULCN-account).
The first time you log in to Ans, you must allow Ans to process your personal information.
4. You are now signed in and redirected to the 'feed'.
In the feed you see all the tests you have access to.
5. Click on the test you wish to take. You will then see the start page of the test.



Make an online test

When an online test is created by an instructor *and* you have access to the course in Ans it is in, you can find the Online test in a course (as an assignment).

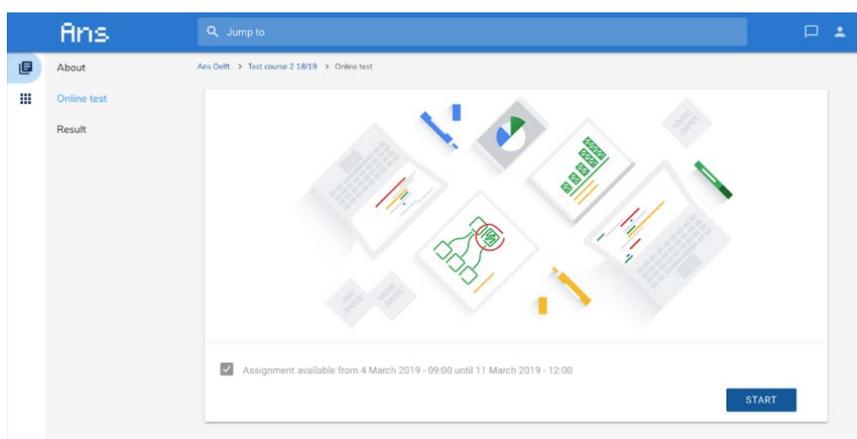
In the assignment feed, click on the test you want to take. You are redirected to the start page of the test which looks similar to the picture below.

Depending on the settings (availability dates and times / security) extra information is shown.

When a test is not yet open to you, the START button is greyed-out.

Once the button turns blue, you can start.

Click **START**, to begin answering exam questions.



Answering questions and navigation

Once you started the exam, a number of things is shown:

In the top bar:



- Top left corner: Your name and student number.
- TEST SETTINGS: increase font size, use high contrast mode, show remaining time.
- The time / date limit for the test. If there is one, your test will be submitted automatically when the time limit is reached.
- The number of exercises in the test. An exercise may contain more than one question.

Next to each question

Next to each question you see a little grey flag: . Also the number of points for that question might be shown.

- Click on the flag to mark a question for yourself to review before submitting. Perhaps you are not sure of the answer, and you want to go back to it later. The flag turns red and in the bottom bar the question is marked with a red dot.
- Click the flag again to unmark if you later have reviewed the question. Upon submitting your test you will be alerted by the red dots in the overview if you still have flagged questions left.

In the bottom bar

The bottom bar contains the navigation buttons:

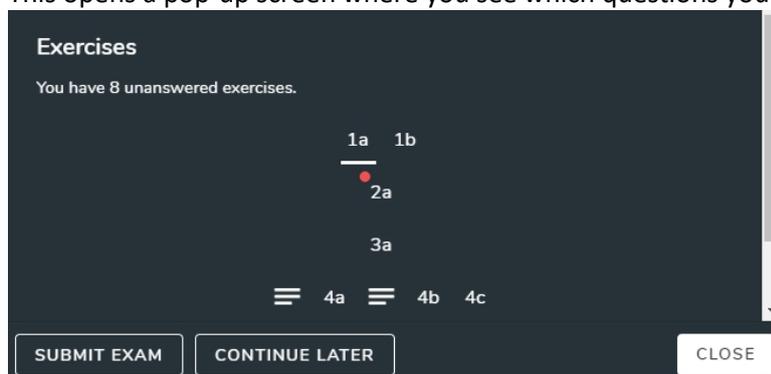


After answering the questions on the screen (scroll down if needed), use the button **NEXT** → in the bottom right corner to go to the next question.

You can always go back (← **PREVIOUS**) and forth between the questions until you have submitted your test.

Submitting your answers ('hand in the test')

- When you're done answering all the questions and are ready to submit your answers, click **EXIT TEST** at the bottom right of the screen. Or, if you want to submit your answers when you're not at the last question, click on the boxed number of exercises in the top right corner.
- This opens a pop-up screen where you see which questions you have flagged:



- To go back to your home screen without handing in your test, click **CONTINUE LATER** and you will return to the start screen of the exam.

- To submit your exam click **SUBMIT EXAM**.

Note: After clicking SUBMIT EXAM there is no going back to the exam without an action from your teacher, so make sure you're really done.