

Student Start Guide in Accessing Exams with Safe Exam Browser (SEB) on eLearning Portal- Moodle LMS

This guide is divided into two parts to cater to different exam configurations:

1. Part 1 is tailored for users taking exams with SEB configured without monitoring software or web conference tools.
2. Part 2 is designed for those engaging in exams configured with web conference tools like Zoom, BigBlueButton-BBB, Microsoft Teams, Google Meet, etc.

Before your exam, we recommend confirming with your lecturer or the support team to determine whether your exam requires you to have a camera for web conferencing.

Ensure you follow the appropriate guidelines based on your exam setup for a seamless experience.

PART 1: SEB Exams Without a monitoring tool such as Zoom, MS Teams, Google Meet, BigBlueButton etc.

A. Safe Exam Browser (SEB) Requirements

1. Safe Exam Browser is available for Windows and macOS.

Windows

- Operating System: Windows 8 or later.
- Processor: Dual-core processor (or higher).
- RAM: 4 GB or more.
- Disk Space: 500 MB of free space.

macOS

- Operating System: macOS 10.10 (Yosemite) or later.
- Processor: Intel processor.
- RAM: 4 GB or more.
- Disk Space: 500 MB of free space.

Linux

- SEB is not compatible with the Linux operating system.

2. Device Compatibility

- SEB is primarily designed for desktop and laptop computers. It is not suitable for use on tablets or smartphones.

3. Internet Connection

- A stable internet connection is necessary to download and install Safe Exam Browser, as well as to access online exams within the browser.

4. Device usage

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- To ensure a seamless experience while engaging in exams through SEB, please use a single device that has SEB installed. Avoid opening or attempting the exam on two devices simultaneously.

B. Getting Started

- Download and install a compatible Safe Exam Browser from the official SEB website https://safeexambrowser.org/download_en.html

C. Accessing Exams

1. Login to the eLearning portal (Moodle) and navigate to the course you are to take an exam for.
2. Click on the quiz/exam.
3. You will be presented with windows as shown in figure 1 below. Click on **“Download Configuration File”**.

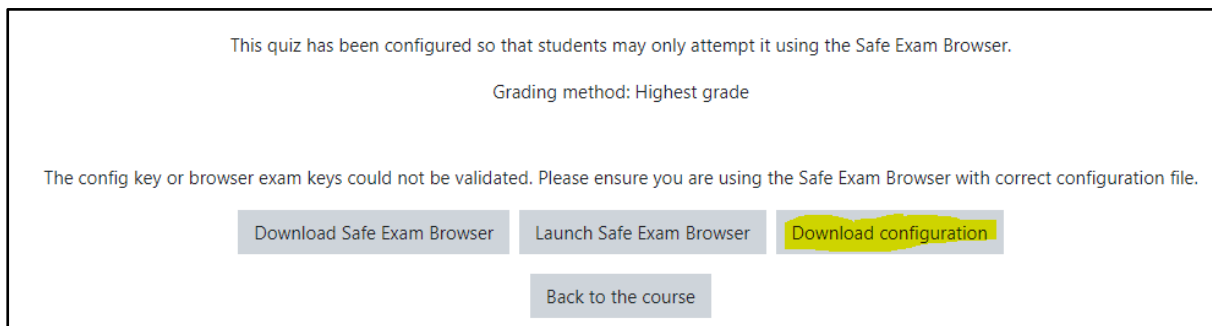
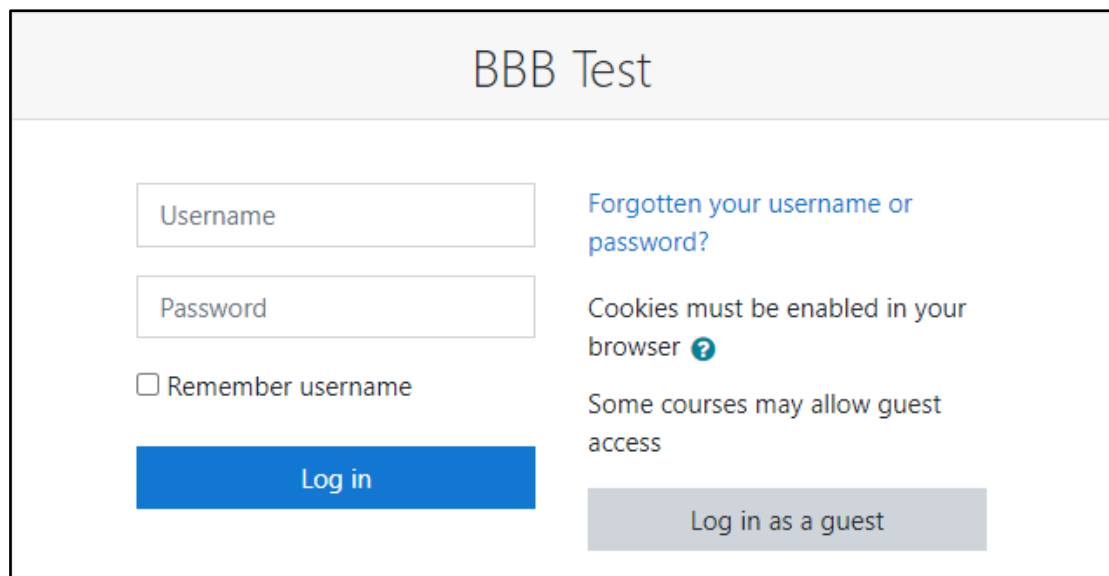
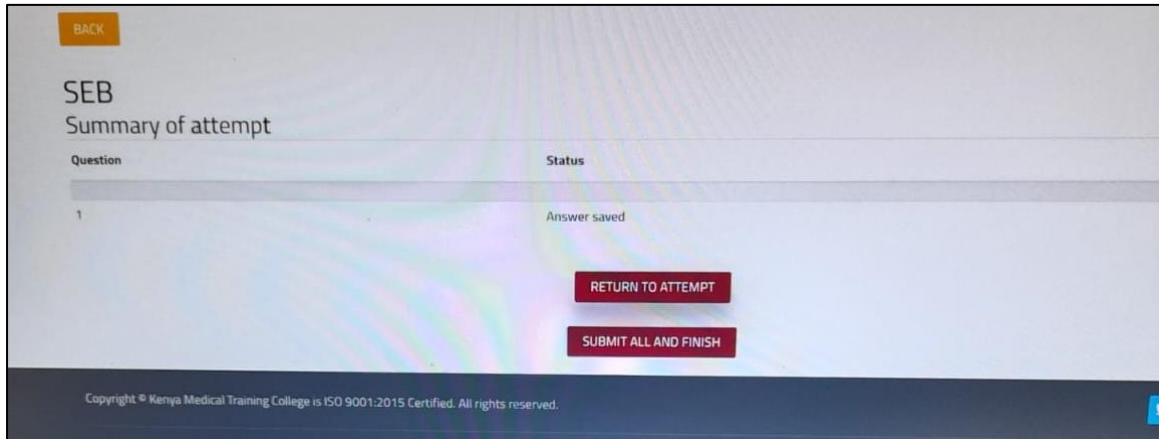


Figure 1. Downloading SEB Configuration File

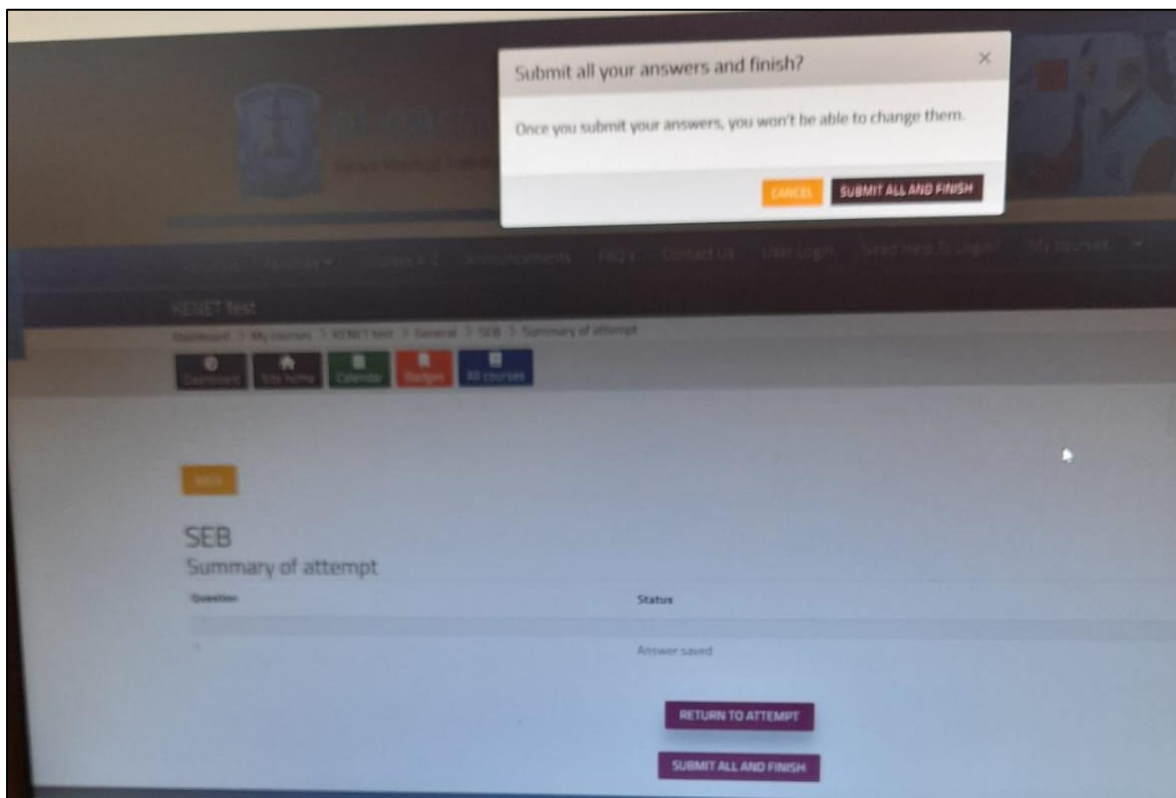
4. Go to the folder where you downloaded the configuration file above and double click on it.
5. Upon opening the configuration file, you will be required to login again to the eLearning portal.



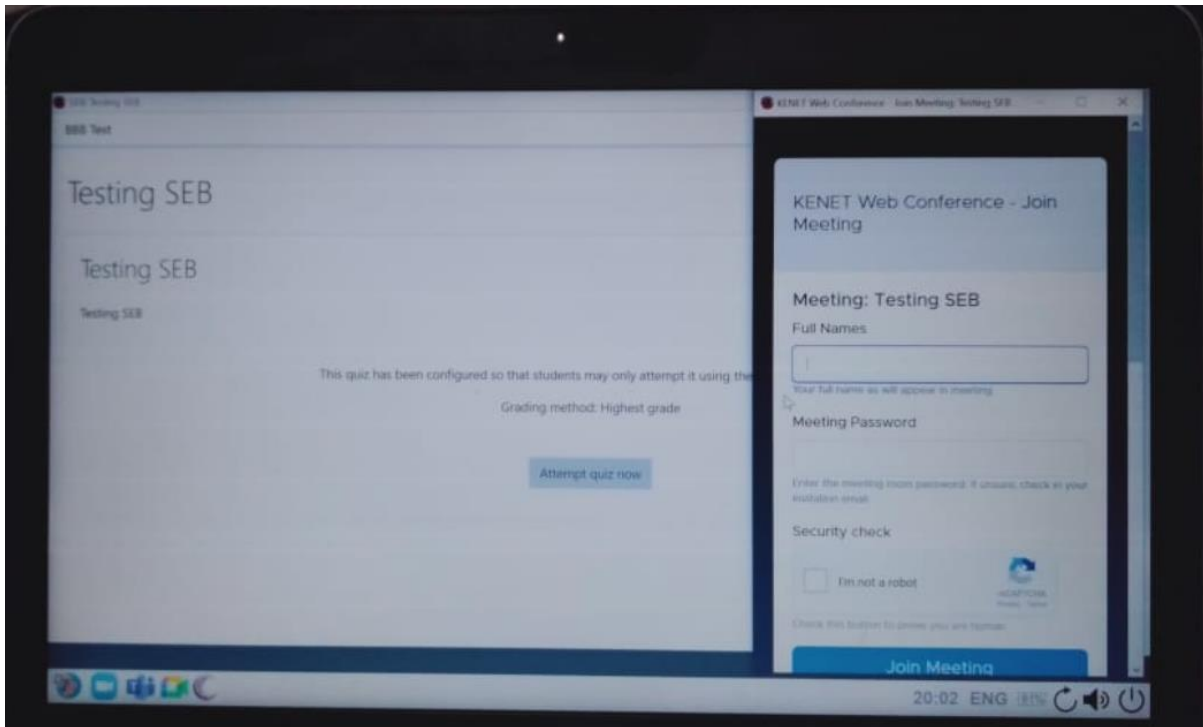
6. Start the quiz.
7. After completing the quiz, you will be prompted to submit. Choose:
 - i. Submit All and Finish: This finalizes your answers.
 - ii. Return to Attempt: If you want to review and make changes.



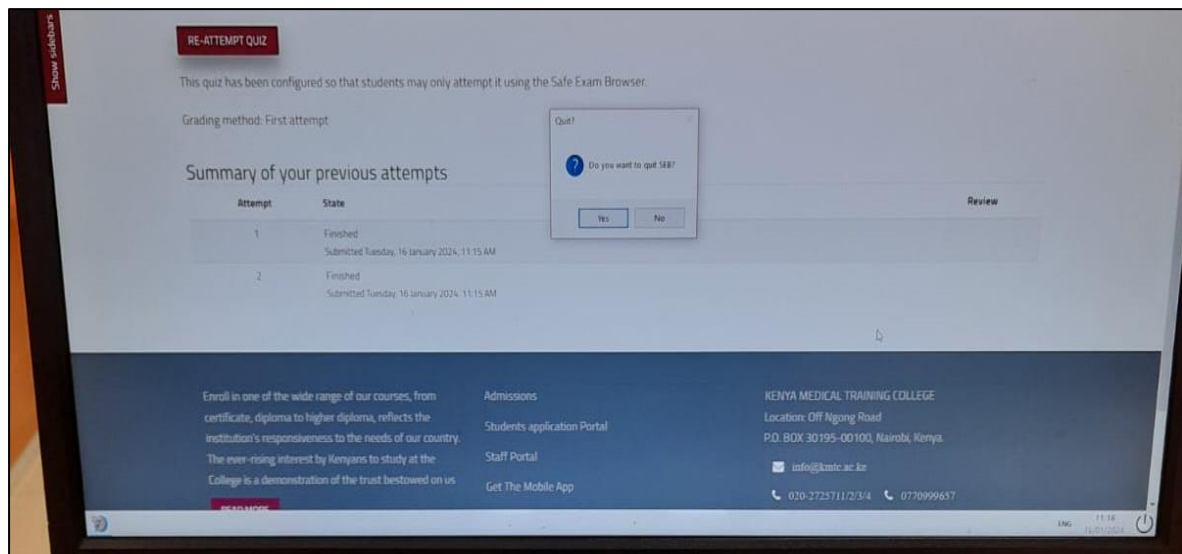
8. Once you are ready to submit all your answers, select "Submit All and Finish."



9. To quit SEB, click on the power icon at the bottom right of your screen and enter a password if one was provided and



10. Click on "Yes" when asked if you want to quit SEB.



11. You are now out of SEB. Feel free to return to the course or other activities.

Best of luck with your exam! ✨

PART 2: SEB Exams With a monitoring tool such as Zoom, MS Teams, Google Meet, BigBlueButton etc.

A. Safe Exam Browser (SEB) Requirements

1. Safe Exam Browser is available for Windows and macOS.

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- Operating System: Windows 8 or later.
- Processor: Dual-core processor (or higher).
- RAM: 4 GB or more.
- Disk Space: 500 MB of free space.

macOS

- Operating System: macOS 10.10 (Yosemite) or later.
- Processor: Intel processor.
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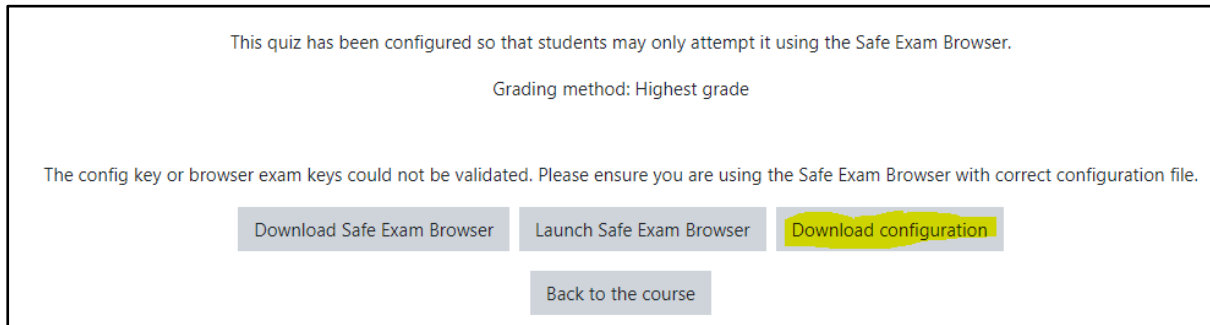


Figure 1. Downloading SEB Configuration File

4. Go to the folder where you downloaded the configuration file above and double click on it.
5. Upon opening the configuration file, you will be required to login again to the eLearning portal.

On windows, **Zoom.exe** will be found at:

This PC\Windows disk C\Users\jotuya\AppData\Roaming\Zoom\bin\Zoom.exe where jotuya is the user on your computer

Simply, the path to be followed is::

```
This PC> Windows disk C> users> your name (Computer username)> AppData> Roaming>Zoom> bin> Zoom.exe
```

NOTE: THE APPDATA IS A HIDDEN FILE SO YOU NEED TO UNHIDE IT (See below on how to show hidden files)

Open **File Explorer** from the taskbar.

- Navigate to Local Disk C
- Click on Users folder and select the folder associated with your PC name e.g jotuya
- On the top left menu, select **View > Options > Change folder and search options**.
- Select the **View** tab and, in **Advanced settings**, select **Show hidden files, folders, and drives** and **OK**.
- There your **AppData** folder is now visible and you can proceed to select the location of Zoom

Teams.exe will be found at:

```
This PC> Windows disk C:> Users> your name (Computer username)> AppData> Local> Microsoft> Teams> current> Teams.exe
```

For a quiz that has been configured with BigBlueButton or Google meet, you will require the meeting credentials. You will be provided these details in advance by your instructor.

6. Upon opening the confirmation file, you will be required to login again.

BBB Test

Remember username

Log in

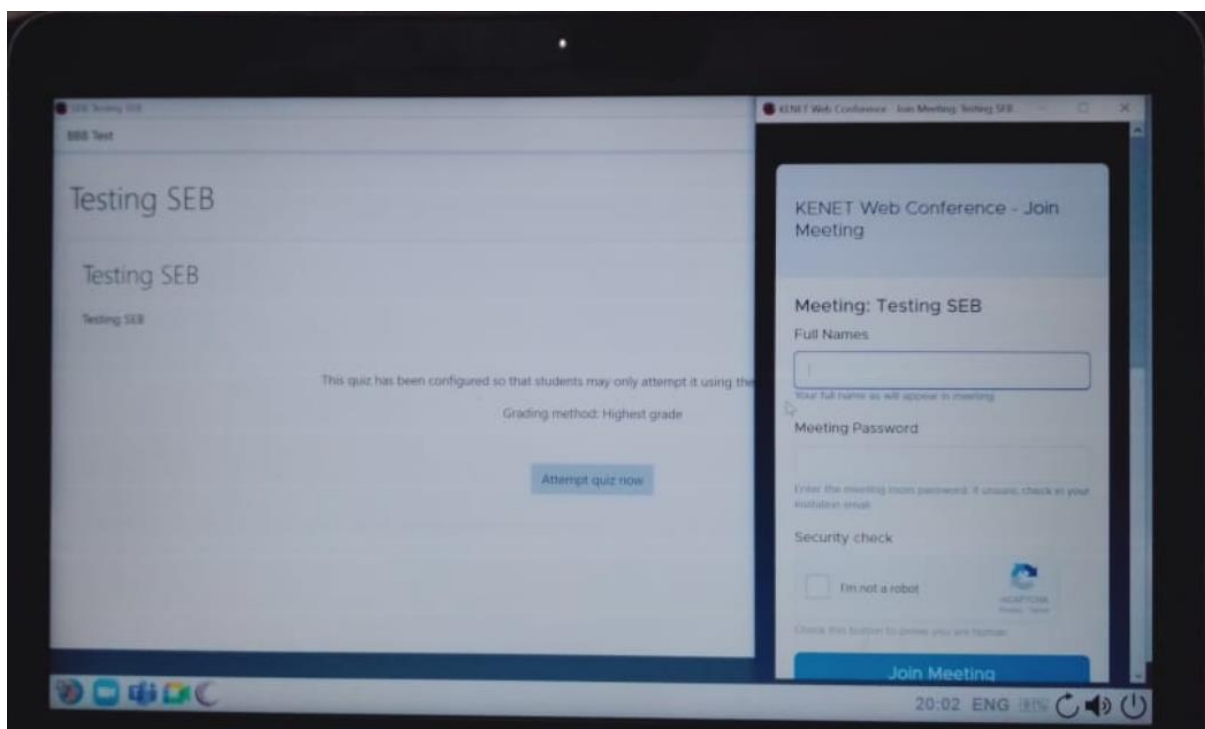
[Forgotten your username or password?](#)

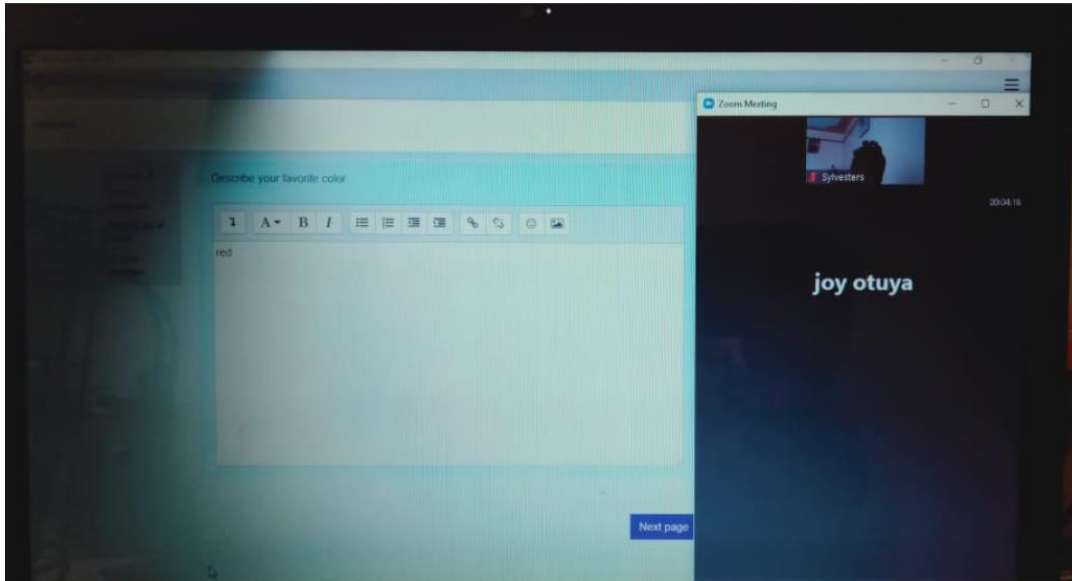
Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

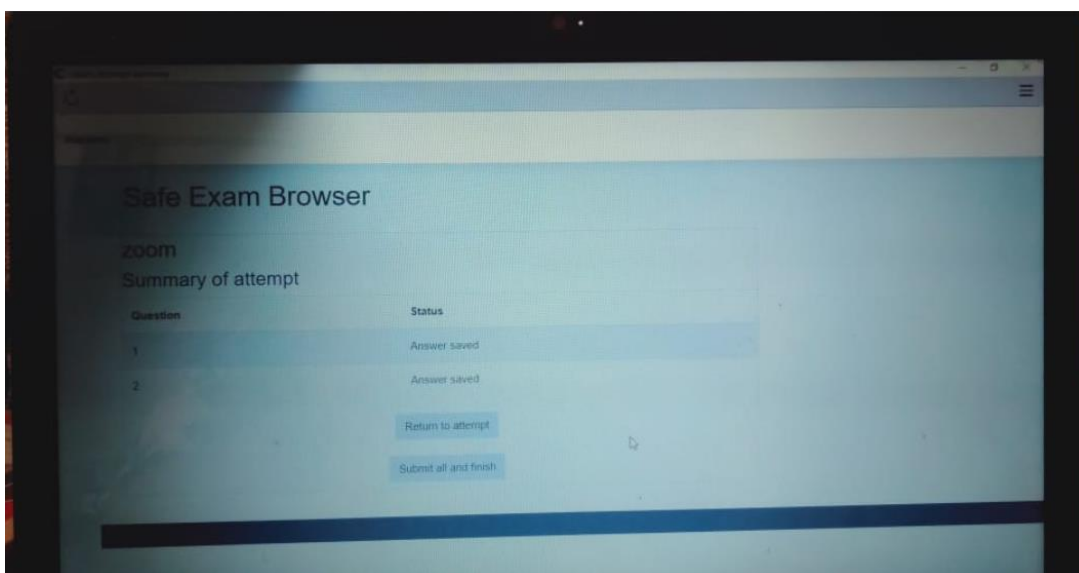
Log in as a guest

7. Click on the web/video conference tool icon on the SEB task bar that you are required to use, enter your meeting details then login/join meeting.

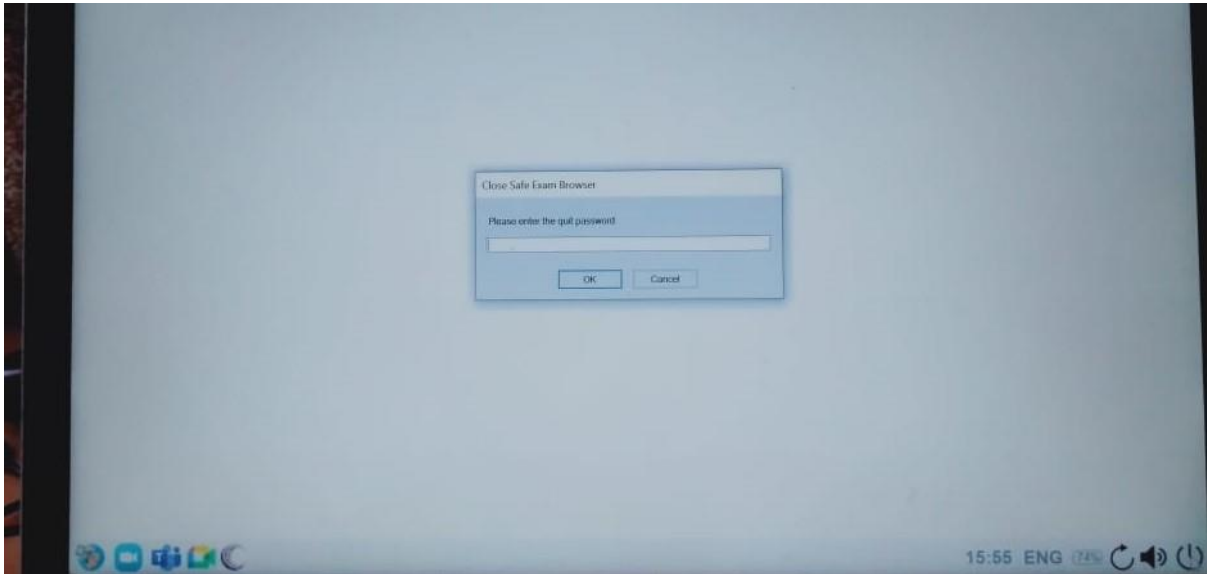




8. After successfully joining a meeting, click on “Attempt Quiz now” and Attempt the examination. Once you are through click on “Submit all and finish”.



9. To quit SEB, click on the power icon at the bottom right of your screen and enter a password if one was provided and click on Ok.



The End!