

Manual how to deal with ID card at the start of a test in TestVision and Proctor Exam

(text + video)

You will take a test that is organized with Test Vision and Proctor Exam.

During the start-up procedure of ProctorExam you will be asked to identify yourself.

You have to do this by using a selfie in combination with a recording of an official identity document (ID).

An ID can be a passport, Dutch identity card, ID card or passport from a country in the European Union, a Dutch ID document for foreigners or a driving license.

At Fontys is not possible to take an online exam without a valid ID. You cannot use the Fontys pass, this is not a valid ID.

In the **free government app “Kopie ID”** (Copy ID) you can make a copy of your ID and you can easily choose what information you make visible and what you want to leave out.

Leave your name and photo, make all the rest invisible. If you use your passport, don't forget to cross out the bottom lines, which contain your BSN. A copy from the back is not needed.

You can download the “Kopie ID” (Copy ID) in [Apple App Store](#) or [Google Play Store](#).

The app is a publication of the National Service for Identity Data, part of the Ministry of the Interior Affairs

More information about the Kopie ID app can be found here:

<https://www.rijksoverheid.nl/onderwerpen/identiteitsfraude/vraag-en-antwoord/veilige-kopie-identiteitsbewijs>

Watch the video for a step by step instructions.

You can use this copy, which only shows your name and photo, during the start-up procedure of Proctor Exam.