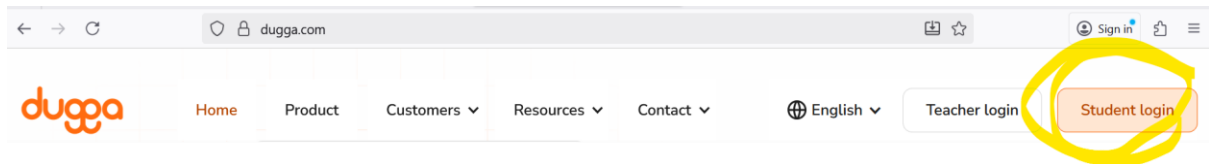


FINAL EXAMS AND DUGGA



What to keep in mind:

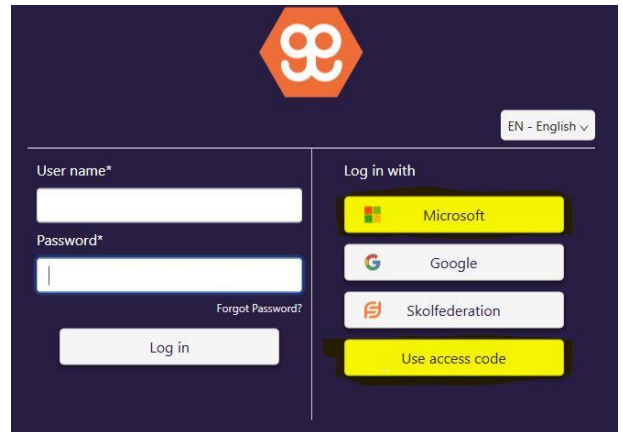
1) There are two ways to log in on Dugga (you should use the method specified by your teacher in each case):

a) It is best to log in via your **MICROSOFT OFFICE** access.

It is linked to your @mh.is e-mail address. Make sure you have activated your Microsoft office account before taking an exam on Dugga.

b) It is also possible to log in to Dugga with **“Use access code”**.

Your teacher provides you with the code at the exam.



2) **It is best** to use your own computer if possible as the school computers are both few and limited. If you need to borrow a school computer, then you must sign up **by April 30th**:

<https://forms.cloud.microsoft/e/a1X8qCDuc0>

3) Computers must have **Respondus Lockdown Browser!** You must have downloaded it on your computer before coming to the exam. The software is free and accessible to all and can be downloaded here:

<https://web.dugga.com/student/security/respondus>

4) Other important points: Just before coming to the exam, you should **restart** your computer and **close all documents and software**. Make sure your computer is **fully charged** and **bring your charger** to the exam. All students are required to fill in an attendance slip before starting the exam, so you must bring **writing equipment**. Lastly, as you may be required to authenticate when logging in, you must bring your **phone** as well. Note that special rules apply to phones in computer exams.