You will have to take the InfoSkills test in TestVision. With this instruction you get to know how to log in to TestVision and how to use the functionality of the system. You can preview and practice with the interface by performing a sample test on: https://uitproberen.testvision.nl/online/fe/login_ot.htm?campagne=English_demotest&itaal=2

1. To start TestVision use the following url: https://TilburgU.testvision.nl/online/kandidaten
The TestVision login screen below will appear.

2. Click Login SURFconext

   ![Login SURFconext](image)

   If you have already started an SSO session with Tilburg University in your browser you can go directly to the start page of TestVision. Otherwise the TilburgU SSO screen will appear, where you log in with your TilburgU username and password.

3. If this is the first time you want to access TestVision you will first have to agree to share your data. So when you are asked:
   Click Yes, share this data

   ![Yes, share this data](image)

   If you are unable to log in, send an email to testvision@uvt.nl

4. Preferred language settings (interface)
   Perhaps you like to change your language settings from English to Dutch. To do so select the Dutch flag at the top right of the screen. Changes will immediately take effect.
5. Taking a test
   Click **Take test**.

   ![Image of test selection screen]

   In the next screen you can select the test you want to complete.

   ![Select the test you want to complete table]

   To start the test click the arrow at the right side of the test information.

6. Instruction screen
   First a window will appear with an introduction to the test, information about the number and type of questions, the time you will get to complete the test, and the grading rules. Click **Start** to begin the test.

7. Important buttons
   a. Use the **Help** button to open a window with information about how to make a test. This button will be visible during every test.
   b. To navigate between questions there are three ways:
      i. with the buttons **Previous** and **Next**;
      ii. via the **Timeline** bar, with small rectangles at the bottom of the screen. Each rectangle represents one question in the test. The rectangles have different colours: for questions already completed, the current question and questions still to be completed.
      iii. via the button **Overview** at the bottom of the screen.
         In this overview, you can check if you have completed all questions. Click the number of a question in this list to jump directly to that question.
   With the button **Instruction**, you can view the test instruction that was shown at the start of the test. Click the button **Continue** to return to the test.

8. Marking questions
   By marking a question, it becomes easier to find it back in case you want to check the answer once more before leaving the test.
   You can mark a question by selecting the **checkbox** that appears at the bottom of the screen.

   ![Image of question marking]

   When a question has been marked, this will be marked in the Timeline as well as in the Overview by three vertical lines.

9. Saving your answers
   Your answers will be **automatically** saved by the system:
   a. When you click the buttons **Previous** and **Next**.
   b. When you leave the question using one of the other navigation methods.
   c. While you are working on the answer every **30 seconds**.

10. Temporarily interrupting your test
    In TestVision no maximum test time is set. If you wish, you can interrupt your test, close your session and log off. At a later moment you can continue with your session, without any loss of data.
    The proper way to do this is by clicking the back button in the browser. At any point in the test this will bring...
11. Finishing the test
   Click the button Ready when you have finished answering the questions in the test. A window appears with the message below as well as the question overview.

   Make sure that you always check if all questions in the overview are marked as completed. If necessary, you can still return to the test.

   When you click the button Yes, the test will be closed and you can no longer complete questions.

12. Result page
   Immediately after you have submitted the test, TestVision will show you the result page as a confirmation. Here you see your score, if you failed or passed the test and the question overview which offers you the possibility to check the wrongly answered questions and to view the correct answers.

13. Notification of receipt
   TestVision will send you a Notification of receipt as well, the sender will be noreply@tilburguniversity.edu. In this notification you can see the name of the test, the time it took you to take the test, your username, the number of questions, the number of answered / unanswered questions, the size and filename of the files you uploaded.