

## Student information about using ExamCookie

### How to use ExamCookie

1. Download the program by clicking on Windows or Mac on the website [www.examcookie.dk](http://www.examcookie.dk)
  - Your Mac laptop/computer must be updated to at least OS 10.15 Catalina.
2. Open the downloaded file in your browser or in your downloads folder.
3. Log in with your MitID/UNI-Login/manual login. NOTE: This can only be done on the day of your exam.
4. The program is now active, and you are ready to start your exam. The program closes and uninstalls automatically once your exam is over.
5. The program icon can be displayed in 4 different colours, each with a different meaning, as follows:



- The icon is blue when the program has started but you are not yet logged in.
- The icon is yellow when you are logged in before your exam has started.
- The icon is green when you are logged in and your exam has started.
- The icon is red if you are offline. The program is still active but only delivers files once it has internet access again. So it doesn't matter if the icon is red.

### Permissions on a Mac laptop/desktop

If you have a Mac laptop/desktop, it is important that you accept screen monitoring and browser URL reading in the security and anonymity settings. You can do this by clicking accept when you see the pop-up message or by clicking the ExamCookie icon in the settings that automatically open when you start ExamCookie. If you have not given permission, the institution will be notified and require you to allow monitoring during the exam. The settings on Mac laptops/desktops can be found and changed here:

Afvist URL: [Indstillinger < Sikkerhed & Anonymitet < Automatisering < Anonymitet]

Rejected URL English: [Settings < Security & Privacy < Automation < Privacy]

Afvist skærmoptagelse: [Indstillinger < Sikkerhed & Anonymitet < Skærmoptagelse < Anonymitet]

Rejected screen recording English: [Settings < Security & Privacy < Screen Recording < Privacy]

When your exam is over, ExamCookie asks for permission for 'Finder' or 'osascript'. It does this to delete the DMG file you downloaded. It is not necessary to grant permission for this after your exam, but the file can only be deleted automatically if permission has been granted. If you click no to this, you must delete the file in your downloads folder yourself.

### If you are unable to log in to ExamCookie

If you have problems logging in to ExamCookie, it is either because your UNI-Login password has expired or you have entered it incorrectly. You can change your password by opening a website with UNI-Login, such as [Netprøver.dk](http://Netprøver.dk). If this does not work, you can contact an exam supervisor, who can give you a manual login for ExamCookie, which you can enter in the 'Manual Login' tab.

If the login window loads slowly, it may be due to a cache or WebView2 issue. Wait 1–2 minutes before contacting an exam supervisor or IT staff for assistance.

## How your personal data is processed in the ExamCookie digital monitoring tool

Who is the data controller?

The data controller institution is: \_\_\_\_\_

ExamCookie ApS is the data processor for the processing of personal data in the digital monitoring tool. There is a data processing agreement between the data controller institution and ExamCookie.

### Legal basis for processing personal data

The data controller institution's processing of personal data in the monitoring tool is based on Article 6(1)(e) of the General Data Protection Regulation (exercise of official authority), which is implemented in:

- Sections 14, 15 and 20 of the "Executive Order on tests and exams in general and preparatory youth and adult education programmes" (Executive Order no. 343 of 08/04/2016)
- Section 5 of the Executive Order on certain rules on tests and exams in upper secondary education (Executive Order no. 1276 of 27 November 2017)
- Section 1 of the "Executive Order on the right to bring and use equipment, including digital aids, during examinations in upper secondary education" (Executive Order no. 224 of 19/03/2018)

### The purpose of processing personal data

When using ExamCookie as a monitoring tool, the purpose is

- To process the examinees' civil registration number (CPR no.), cf. Section 11(1) of the Danish Data Protection Act, for the purpose of uniquely identifying the examinees in order to prevent and hinder cheating in relation to the exam
- To provide the option to confirm or disprove whether the examinee has communicated unintentionally, used unauthorised aids or otherwise violated the exam regulations
- To ensure the examinees' answers have not been prepared by a third party
- To provide the option of conducting random checks to ascertain whether examinees have communicated unintentionally, used unauthorised aids or otherwise violated the exam regulations

### What personal data is recorded?

The following personal data is recorded in the program via encrypted transfer from UNI-sync agreement:

- The examinee's full name
- The examinee's class and any groups
- The examinee's school & year
- The examinee's exam plan
- The examinee's UNI-Login user ID to identify each examinee as a unique user (password is encrypted)
- The examinee's civil registration number (CPR no.), which is processed encrypted and under pseudonymisation

During the exam itself, the following data is recorded:

- Relevant screenshots (browser history)
- Process list

- New copied text and images on the computer's clipboard
- Programs used in front of the computer
- URLs used during the exam

*The program continuously sends information about the above, so it must be emphasised that you should not access pages with particularly sensitive personal data (e.g. Sundhed.dk), as it is not relevant to your exam and monitoring is in progress.*

Will I be monitored before or after an exam?

The program only works when you are logged in to the program and during your test/exam. The program cannot collect data before or after the time of your test/exam. This means you can download and open the program without worrying about being monitored outside of a test/exam. You cannot log in to ExamCookie or start the program until the day of your exam.

Can I get my data after the exam?

After an exam, you can view your data online by logging in with your UNI-Login [here](#) or you can find it on our website [www.examcookie.dk](http://www.examcookie.dk) under "Student data".

Recipients or categories of recipients

Personal data is not disclosed to third parties.

Transfers to recipients in third countries, including international organisations

Your personal data is not transferred to recipients outside the EU and EEA and is stored on specially secured servers in the Netherlands and Germany at Microsoft Azure. Personal data is stored encrypted and pseudonymised.

Automated decisions, including profiling

We do not use automated decision-making, including profiling.

When will your data be deleted?

Your data is automatically deleted no later than 3 months after the exam date. The specific deletion period is described in the data processing agreement. In the event of a possible case of cheating or appeal, data may be stored for a longer period until a possible decision or appeal deadline is reached.

Your rights

You can contact the data controller institution at any time with questions:

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If you have any questions about the processing of your personal data or about your rights under the GDPR, you can contact the institution's data protection officer (DPO) at

\_\_\_\_\_@\_\_\_\_\_.

Complaints to the Danish Data Protection Agency

You have the right to file a complaint with the Danish Data Protection Agency if you are dissatisfied with the way your personal data has been processed. This can be done at [datatilsynet.dk](http://datatilsynet.dk).