**Distance Learning Institute
University of Lagos**

Instructional Manual for Students Taking a Proctored Online CBT Exam

INSTITUTION: Distance Learning Institute (DLI), University of Lagos

EXAM PLATFORM: Safe Exam Browser

SUPPORT CONTACT: ictsupport@dli.unilag.edu.ng

1. Introduction

This manual provides step-by-step instructions for setting up and participating in online proctored examinations. It includes guidance on installing Safe Exam Browser (SEB) and joining a Zoom video session for exam proctoring.

2. System and Technical Requirements

- Device: Laptop or desktop computer.
- Operating System: Windows 10 or later (64-bit recommended)
- Browser: Google Chrome, Mozilla Firefox.
- Memory: Minimum 2 GB RAM (4 GB or higher recommended)
- Disk Space: At least 200 MB of free space
- Internet Connection: Stable with at least 2 Mbps speed.

-Webcam and microphone are required.
Note:Use of Mobile phones,devices etc. strictly prohibited.

3. Pre-Exam Preparation

• Sit in a quiet, well-lit room with no one else present.

• Keep your student CBT login credentials ready.

• Only authorized materials are allowed.

• Ensure Safe Exam Browser is properly installed and configured**. (Steps can be found in the SEB installation file)**

Part 1: Installation Guide for Safe Exam Browser (Windows Version)

This guide provides step-by-step instructions for downloading, installing, and configuring Safe Exam Browser on Windows computers.

Safe Exam Browser (SEB) is a secure web browser designed specifically for conducting online exams in a controlled environment. It locks down the exam taker's computer, preventing access to unauthorized resources such as websites, system functions, and other applications during an exam.

1.Downloading Safe Exam Browser

1. Open your regular web browser (e.g., Google Chrome or Microsoft Edge).

2. Go to the official Safe Exam Browser website:

https://safeexambrowser.org/download_en.html

3. On the download page, scroll down to the Windows section.

4. Click "Download Safe Exam Browser for Windows" (usually a .exe file).
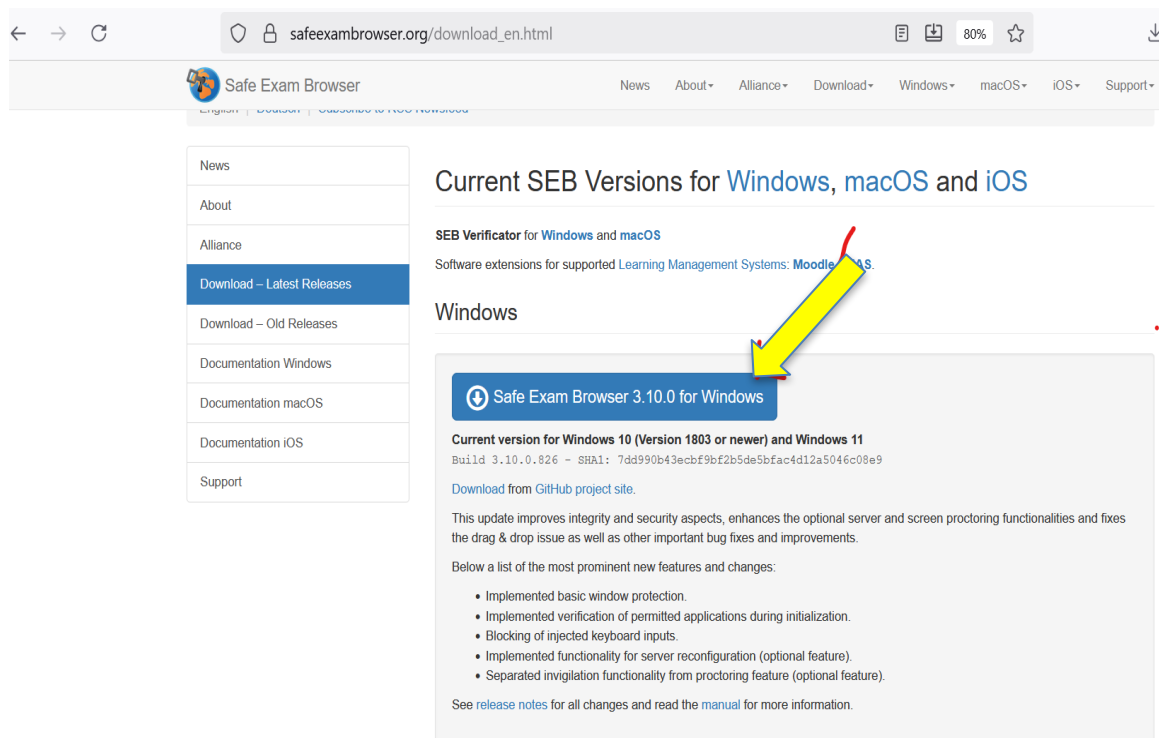

Fig:

5. Click on Download Button as shown below and Wait for the download to complete.

Fig:

2. Installing Safe Exam Browser

1. Locate the downloaded file (usually in your Downloads folder). Example file name: SafeExamBrowserInstaller.exe
2. Double-click the file to start the installation wizard.
3. If prompted by Windows with a "User Account Control" message, click "Yes" to allow installation.
4. In the setup window, click "Next".
5. Read and accept the License Agreement, then click "Next".
6. Choose the destination folder or accept the default location, then click "Next".
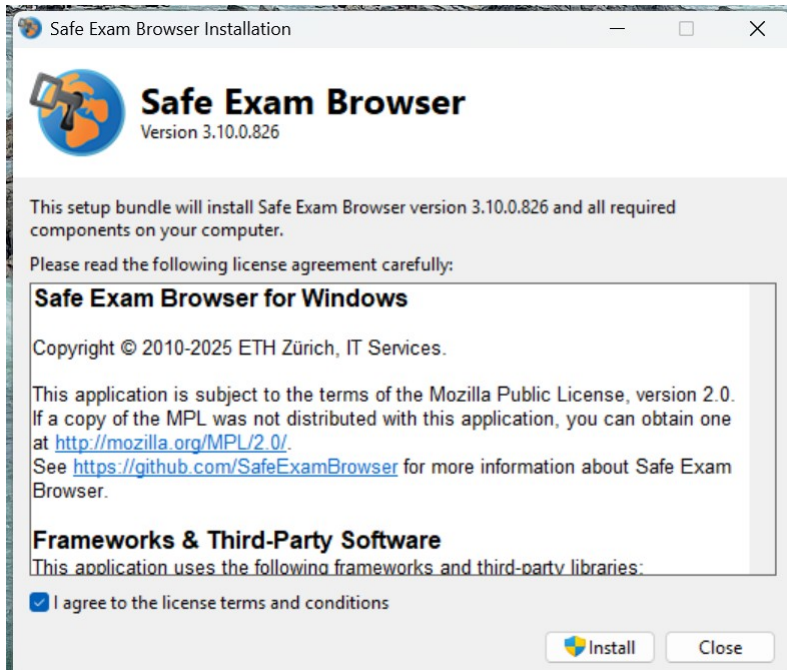7. Click "Install" to begin installation.

Fig:

8. Wait until the installation process completes.
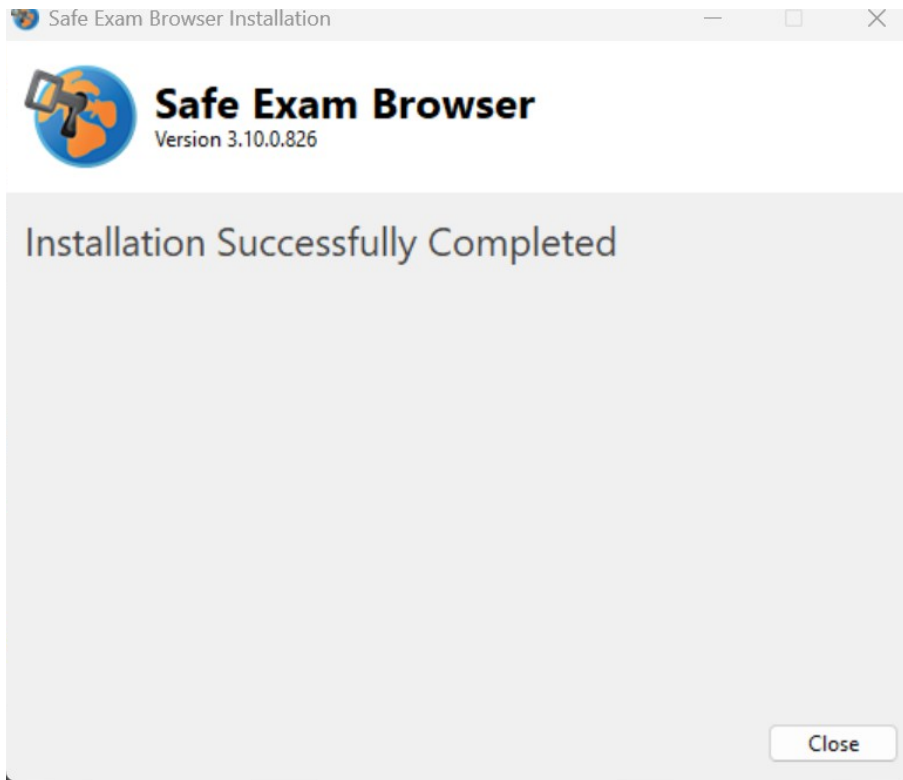9. Click "Finish" to exit the setup wizard.

Fig: SEB Installation Completion

3. Loading the Exam Configuration

Safe Exam Browser usually works with a configuration file (.seb) provided by your institution or exam administrator.

1. Obtain the .seb configuration file (it might be emailed to you or hosted on your [LMS](#)
2. Double-click the .seb file — SEB will automatically open and load the settings.
3. If the link is placed on the your [LMS](#) , click it; SEB will launch and navigate directly to your exam page.
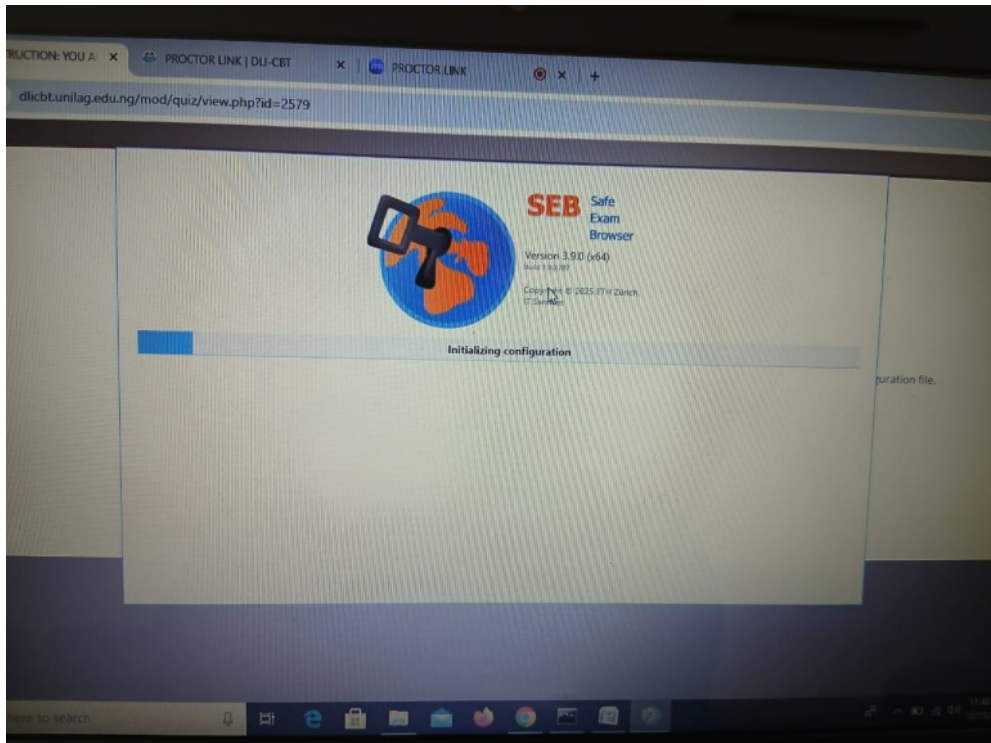4. Follow any login or exam instructions provided by your examiner.

Fig: Example of .seb file loading

4. Using SEB During Exams

- SEB disables shortcuts such as **Alt+Tab**, **Ctrl+Alt+Del**, and **Windows Key** .
- You cannot minimize or close SEB unless the exam is submitted or the quit password is entered.
- Do not attempt to force close SEB during an active exam — this may invalidate your submission.

5. Exiting Safe Exam Browser

1. Click the "Quit" button (usually visible after an exam or via menu).
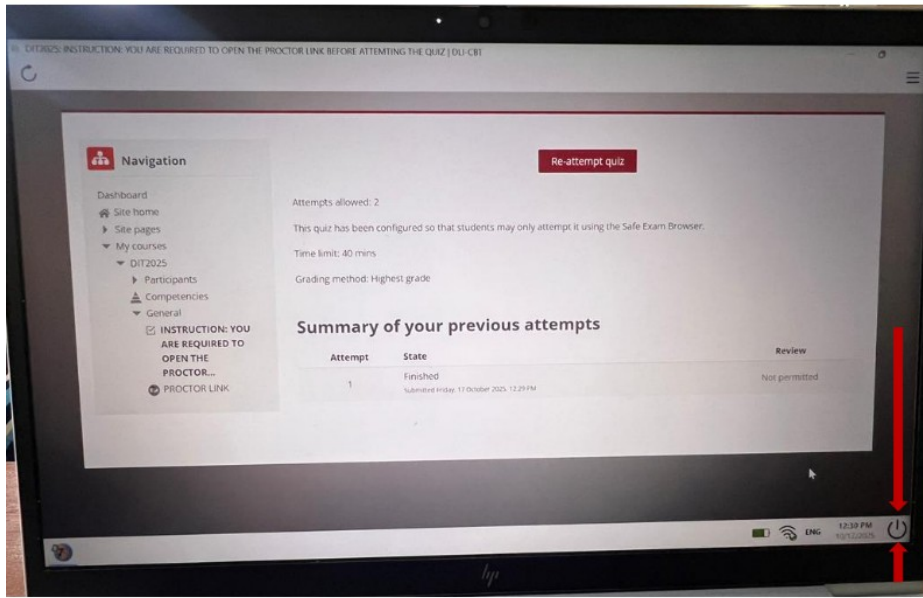2. SEB will close and return you to your desktop.

Fig: SEB Exit Screen

Part 2: Joining a Zoom Video Session for Exam Proctoring

The following procedure details how Proctors will be able to join sessions to watch the activities of each and every "Proctee" (candidates sitting for the examination) :

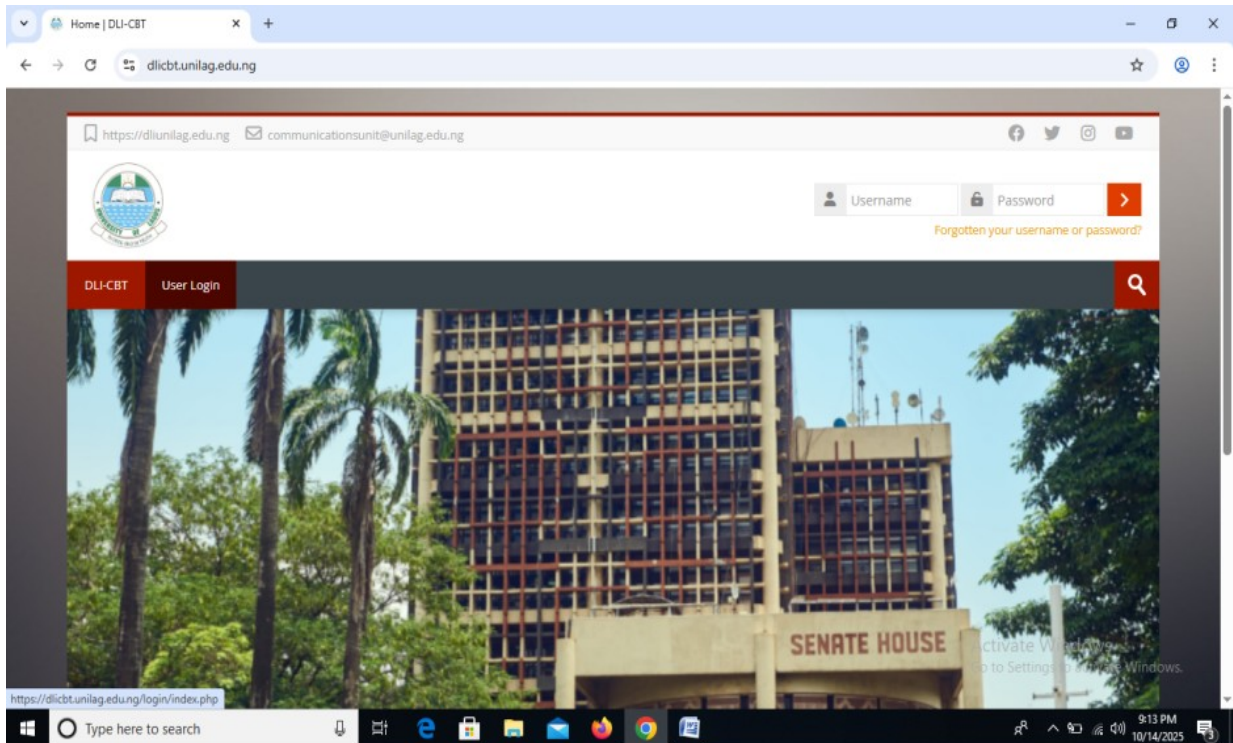**Step 1:** Access the DLI CBT portal via https://dlicbt.unilag.edu.ng

Fig: CBT Website
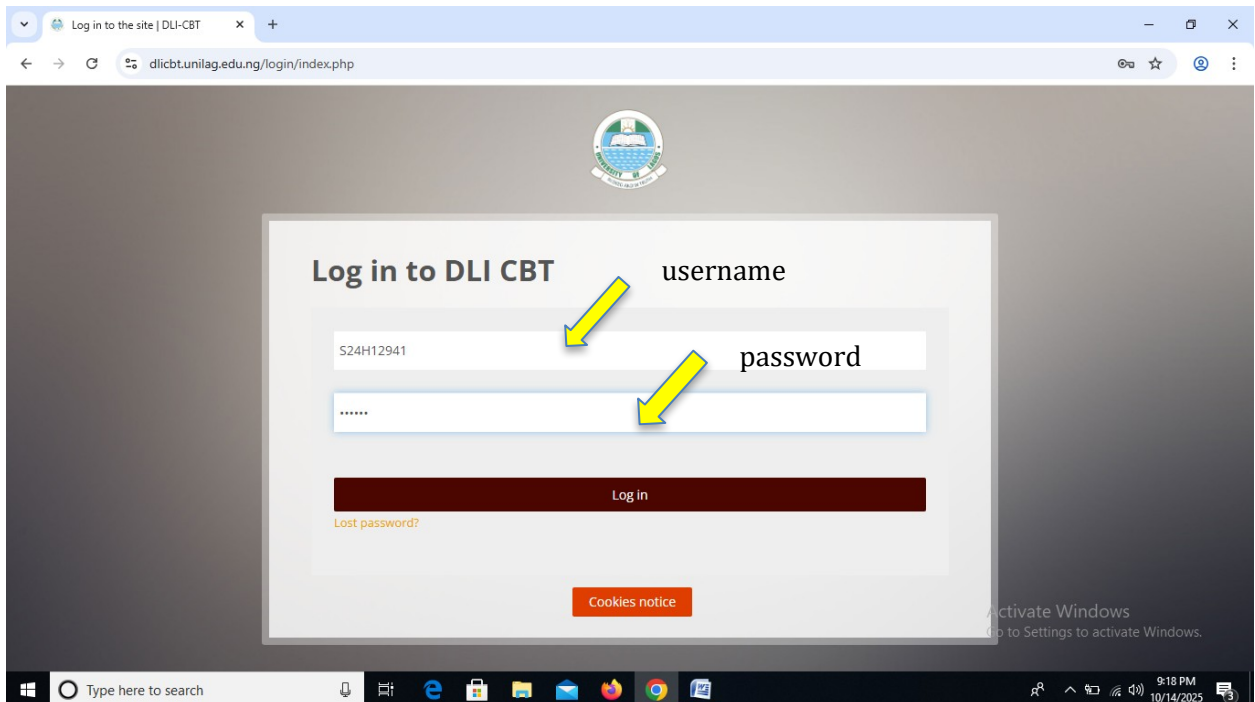
Step 2: Input username and password to login

Figure: Login Page

Step 3: Click My courses (**circled yellow**) to view course(s) enrolled and then Select the course/examination you are taking **(arrowed green)** to take you to the course examination page and the
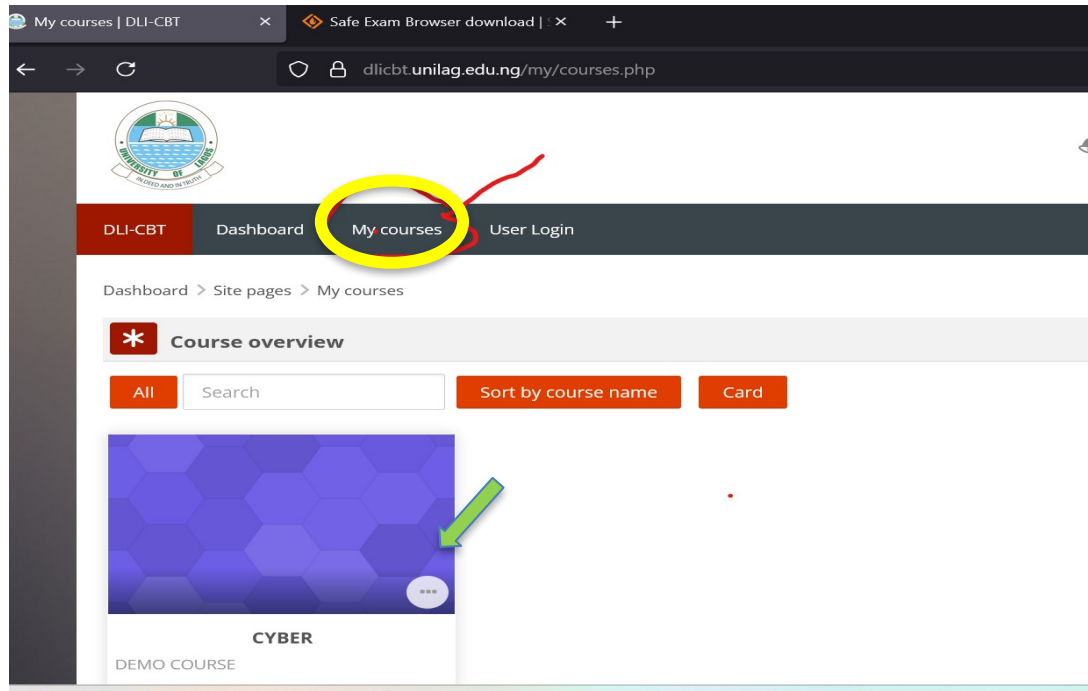

Fig: My courses View

Step 4: Click on "**PROCTOR LINK**" (**arrowed red below**) to launch proctoring Session via Zoom (i.e the zoom meeting link)
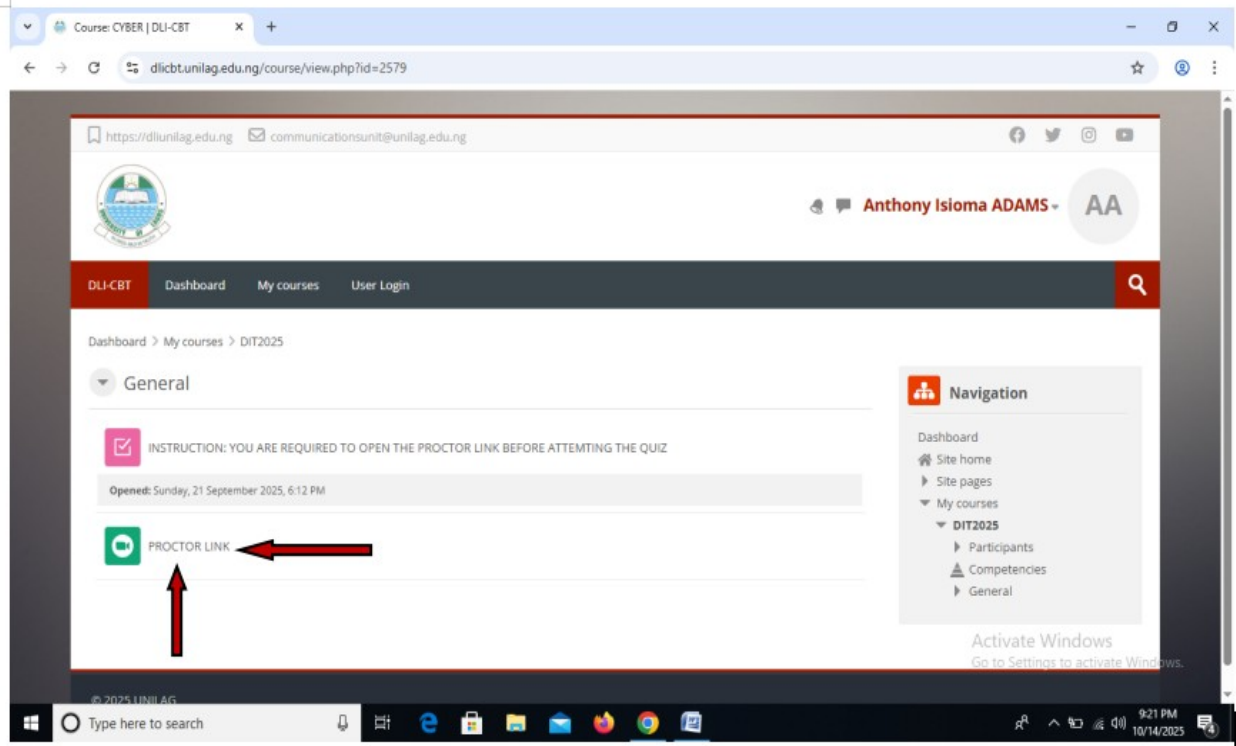
Fig: Selecting Proctor Link

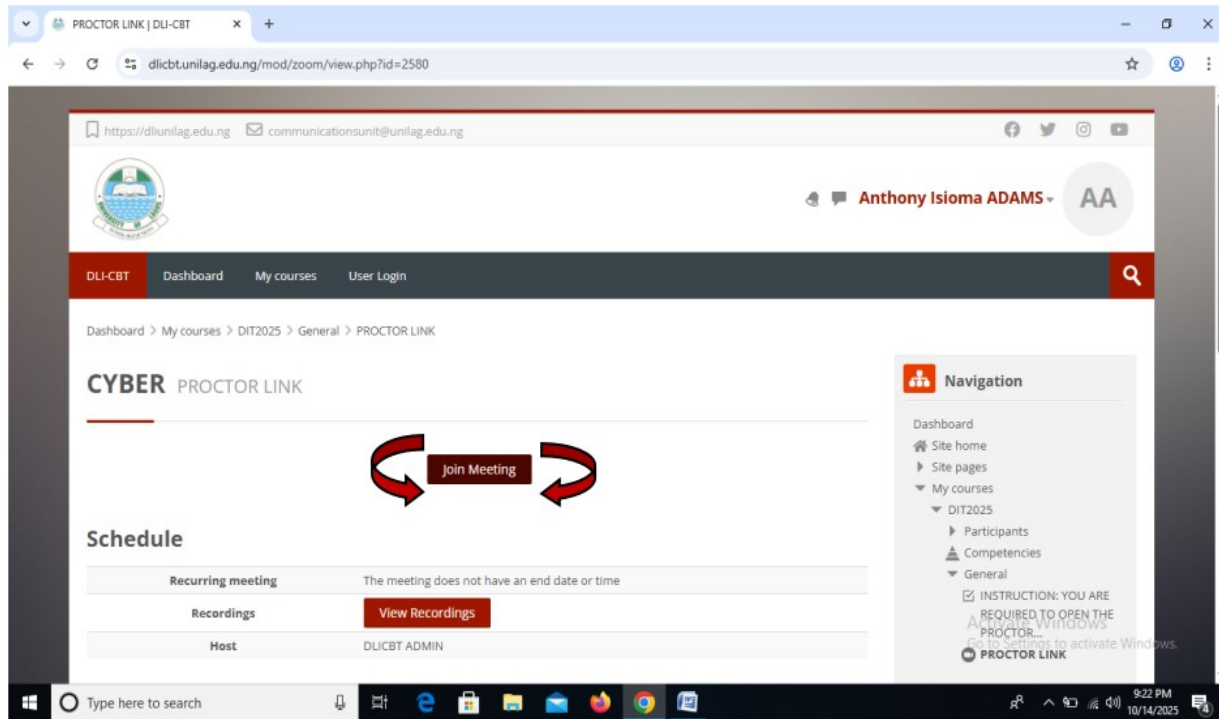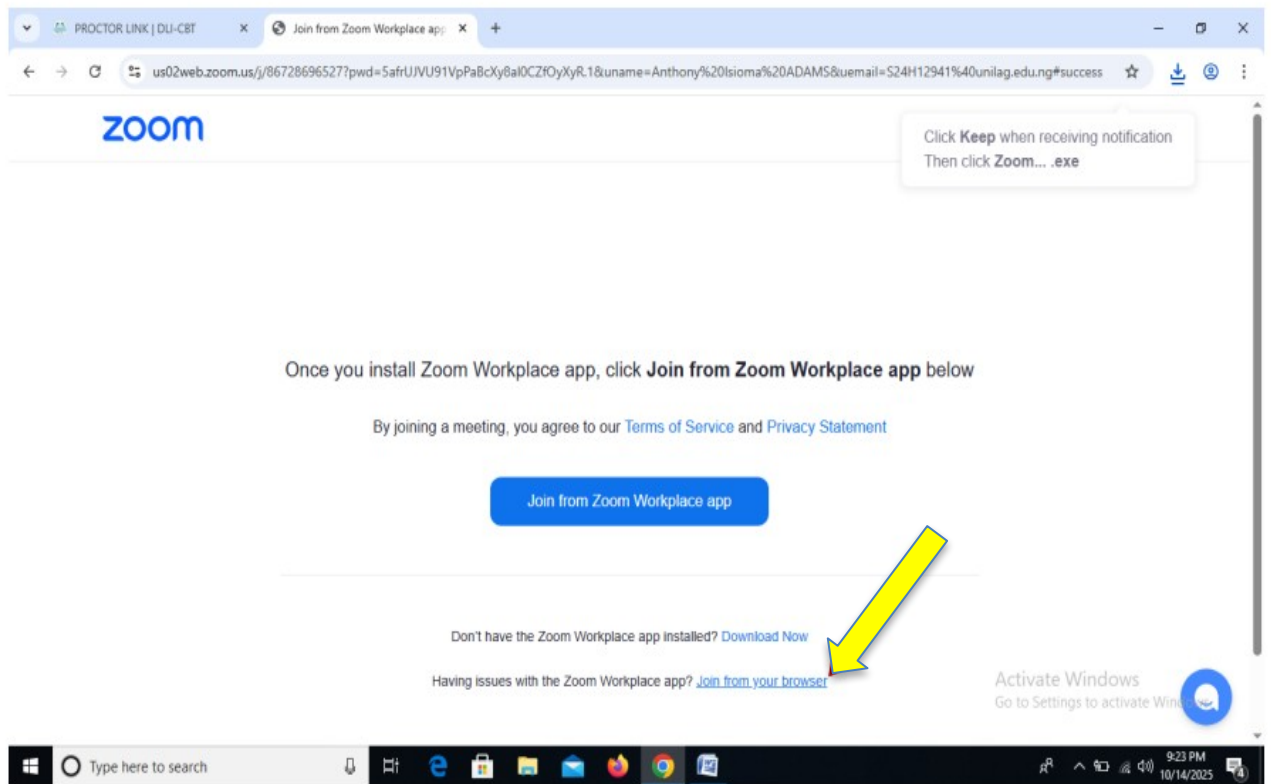**Step 5:** Click on **"Join Meeting" (arrowed red below)** button

Fig: Join Meeting

**Step 6:** This will open up the "ZOOM" page in a web browser as shown below. Ensure you click on "Join from your browser" as indicated (**see yellow arrow below**) in the image below

Step 7: After clicking on "**Join from your browser**" from step 6 above, the screen in the image below will be displayed. Click on **"Enable"** or **"Allow"** Zoom App to use your Camera on the displayed dialog box.
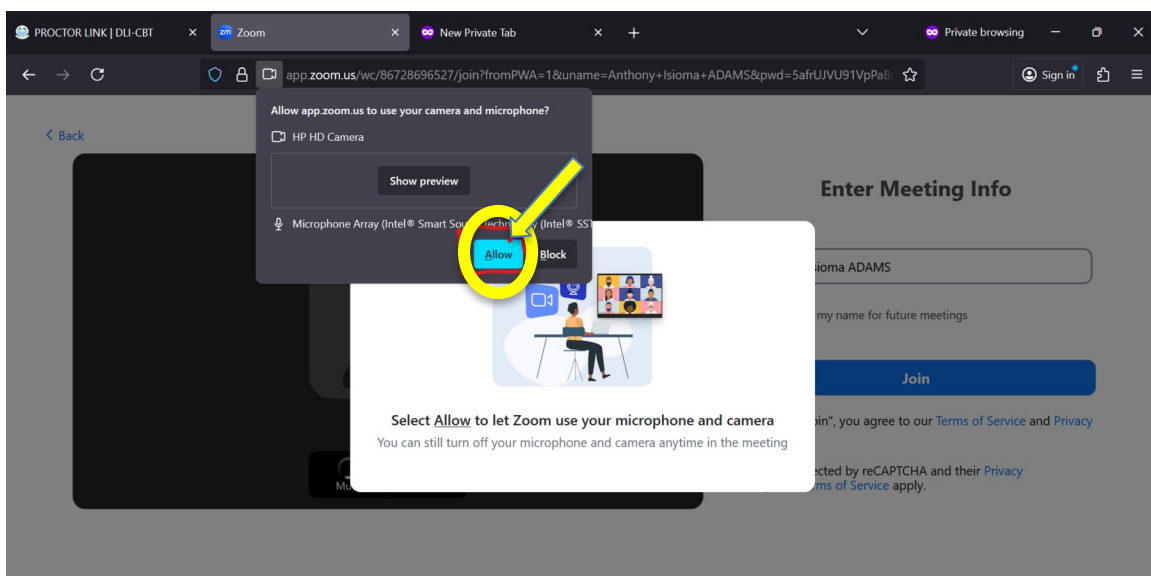
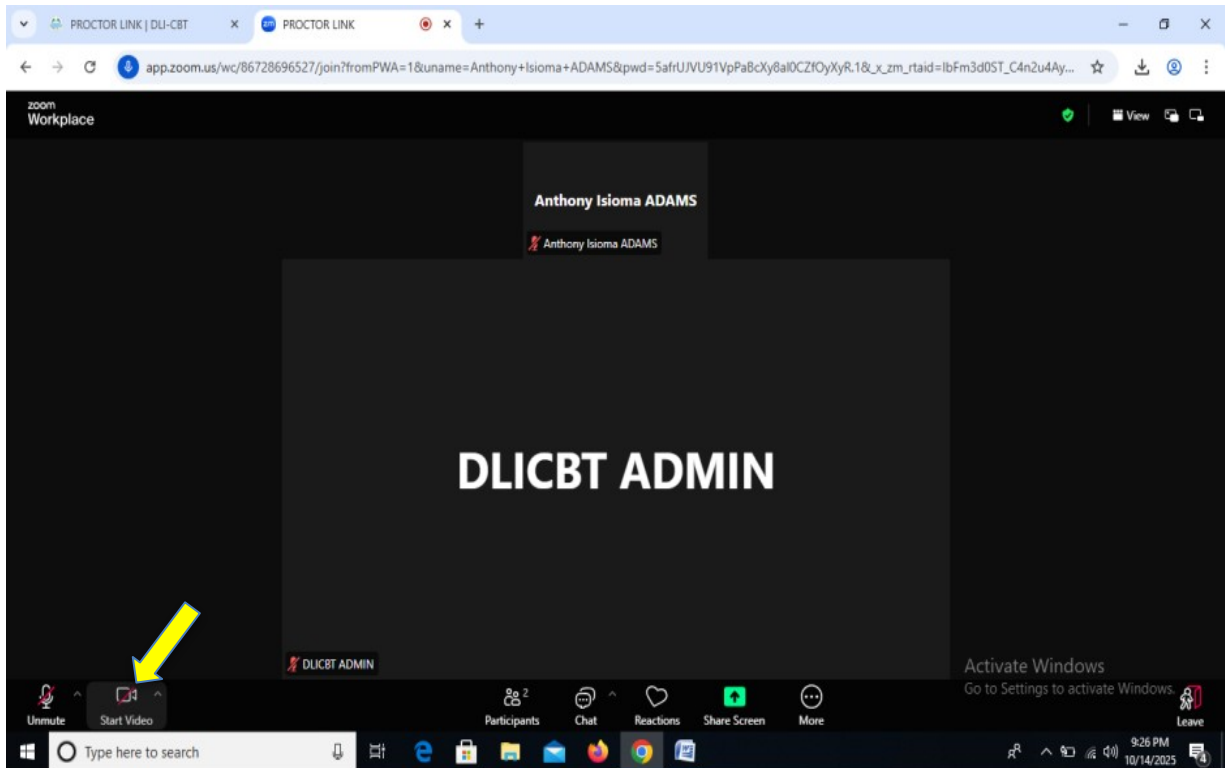**Step 8:** Click "**Join**" as indicated on the screen below **(see yellow arrow below)**.
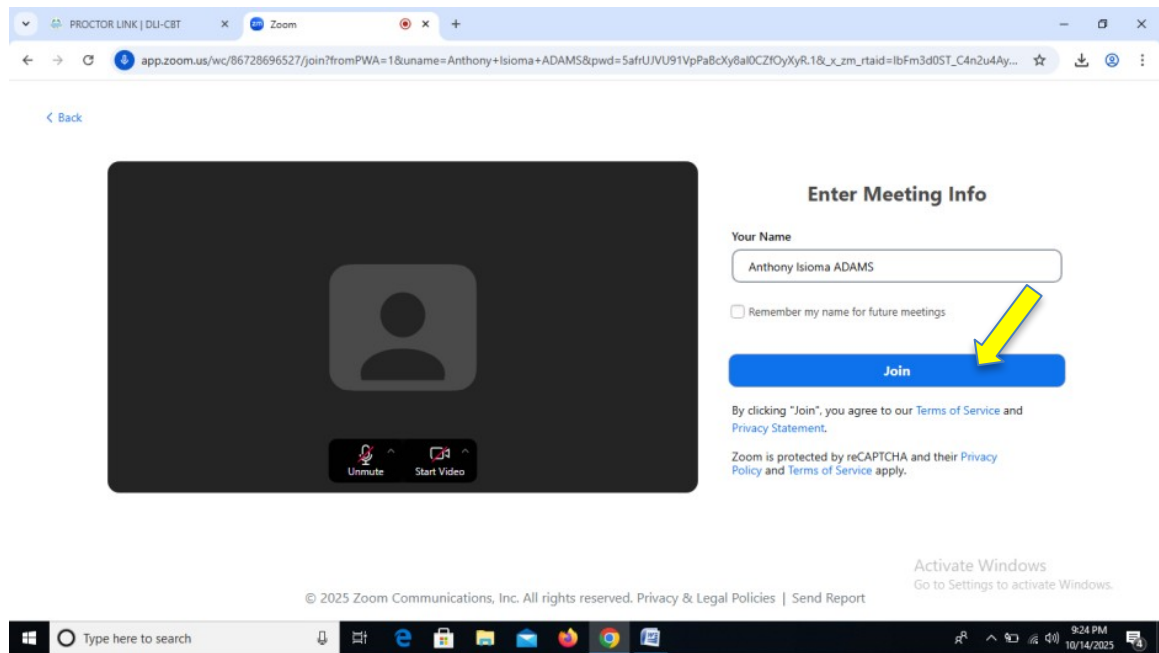
Step 9: Turn on your camera, test mic and speakers (**see yellow arrow below**).

Note: Mute yourself unless asked to speak.

Part 3: Loading SEB To Start Exam

Step 1: Proceed to the CBT website, https://dlicbt.unilag.edu.ng and Click **"General"** or **"My courses". (see yellow arrow below)**
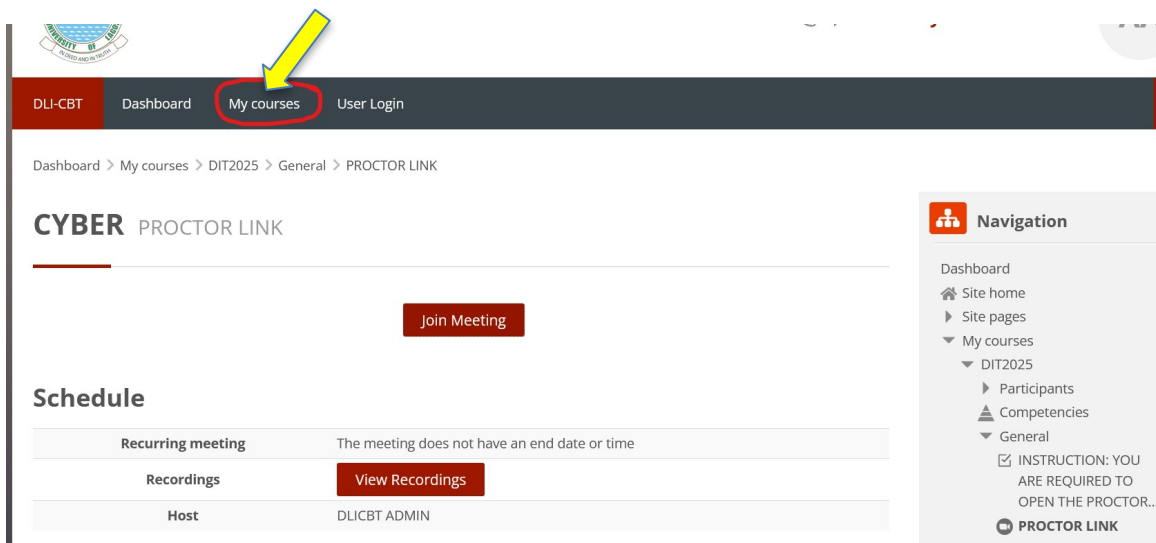
Step 2: On the General Page, Click the Instruction Link as shown below (**See red arrow below**)
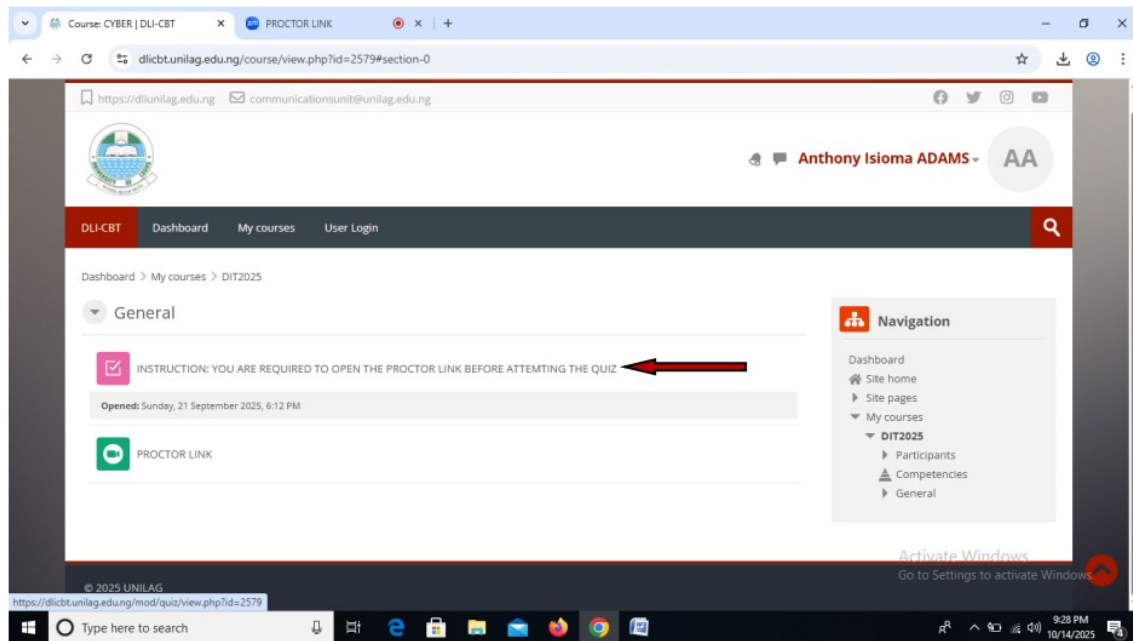
Step 3: Click on the "**Launch Safe Exam Browser**" button. (**As indicated by the blue arrow below**)

Attempts allowed: 2

This quiz has been configured so that students may only attempt it using the Safe Exam Browser.

Time limit: 40 mins

Grading method: Highest grade

The Safe Exam Browser keys could not be validated. Check that you're using Safe Exam Browser with the correct configuration file.

Download Safe Exam Browser

Launch Safe Exam Browser

Download configuration

Back to the course

Step 4: Click on the **"Open Safe Exam Browser" option on the open dialog box. (See the red arrow below**
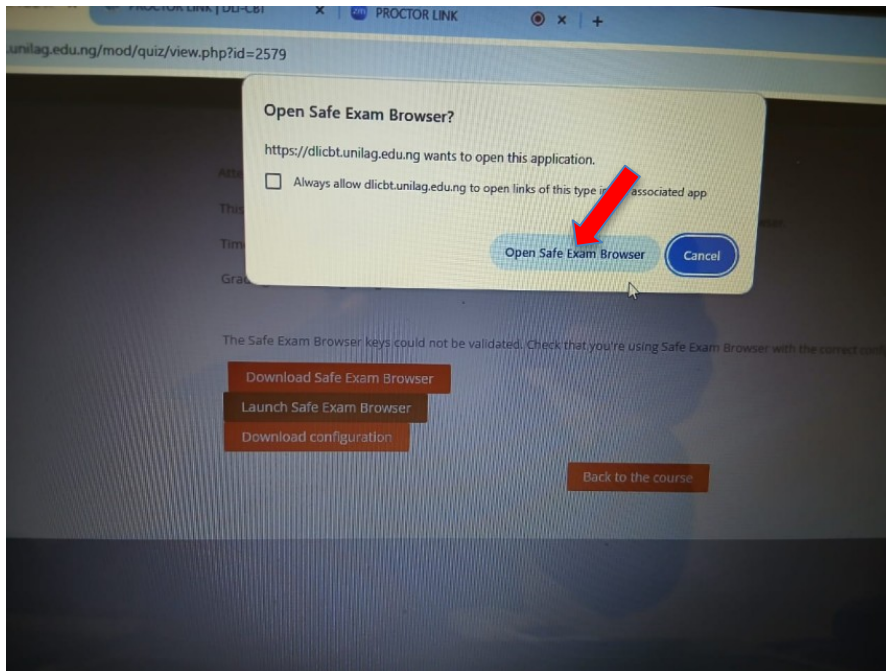
After clicking on the option above, you will see the SEB browser loading as indicated below:
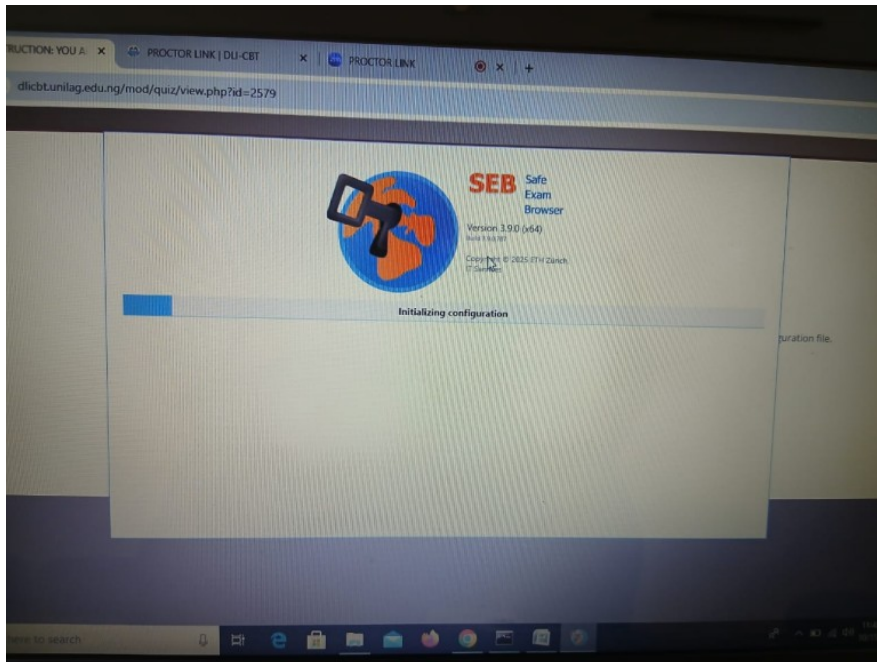
...SEB Loading

Step 5: Let the Browser load, after successful page loading, it will prompt you login to the CBT Portal again using your login credentials **(As indicated earlier above).**
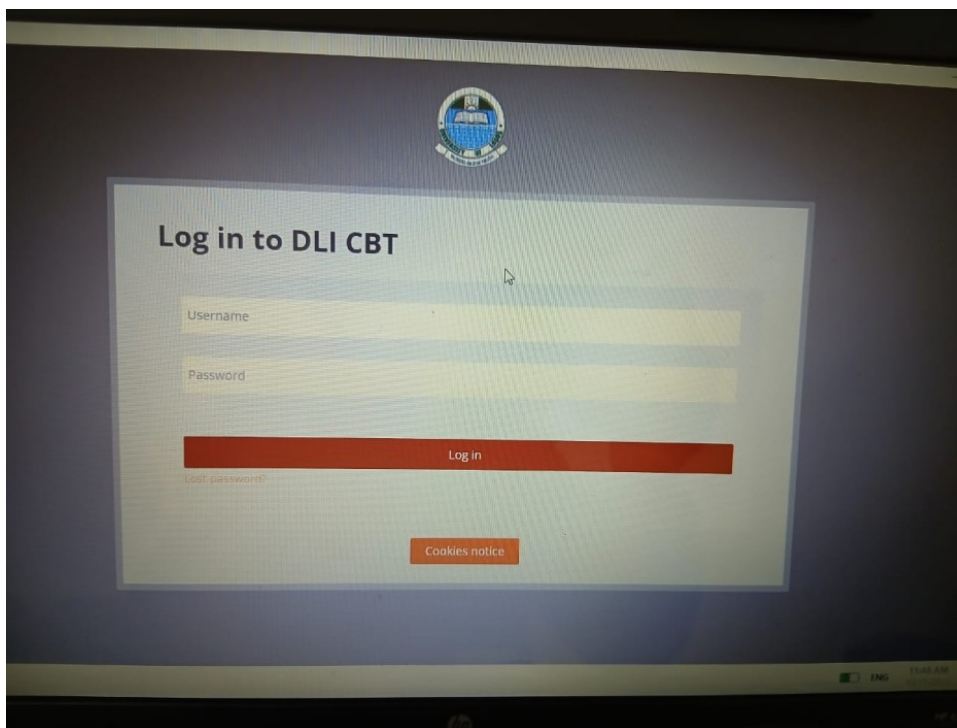
Step 6: This last process explains the entire procedure of starting and completing an examination, after login in.

I   Click "Start Attempt" to start an examination attempt
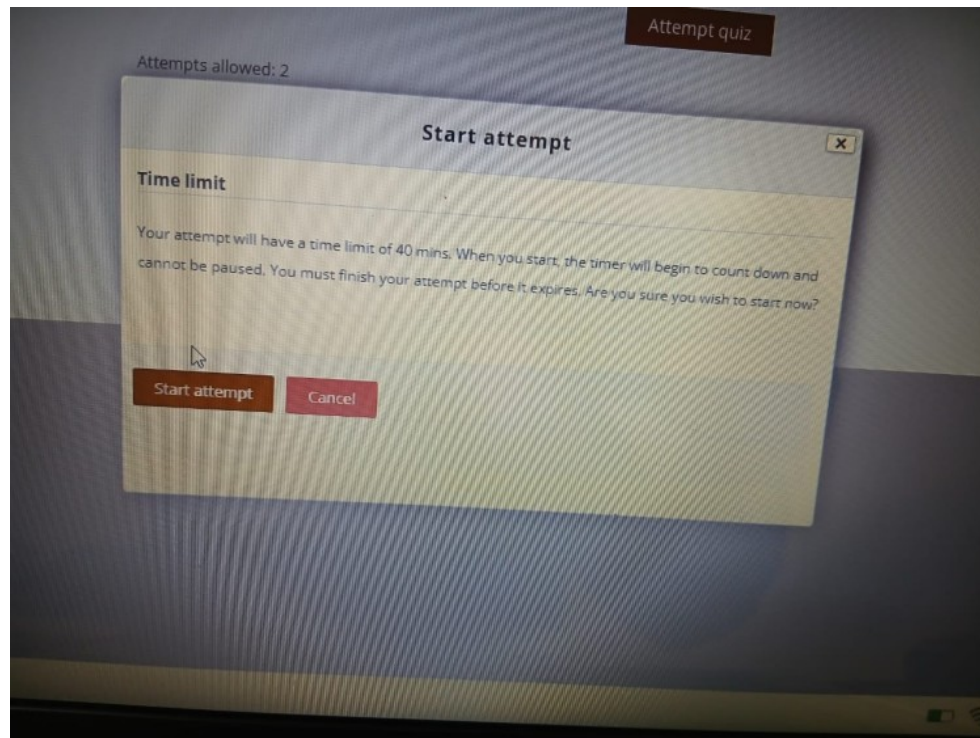
II   Using your mouse, click on the provided option to select your answer.(**See below**)

Quiz navigation

1 2 3 4 5 6
7 8 9 10 11 12
13 14 15 16 17 18
19 20 21 22 23 24
25 26 27 28 29 30
31 32 33 34 35 36
37 38 39 40 41 42
43 44 45 46 47 48
49 50 51 52 53 54
55 56 57 58 59 60

Finish attempt ...

Back

Time left 0:39:51

Question 1   Not yet answered   Marked out of 1   🚩 Flag question

The energy required to remove the most loosely bound electron from an atom in the gaseous state is known as

Select one:

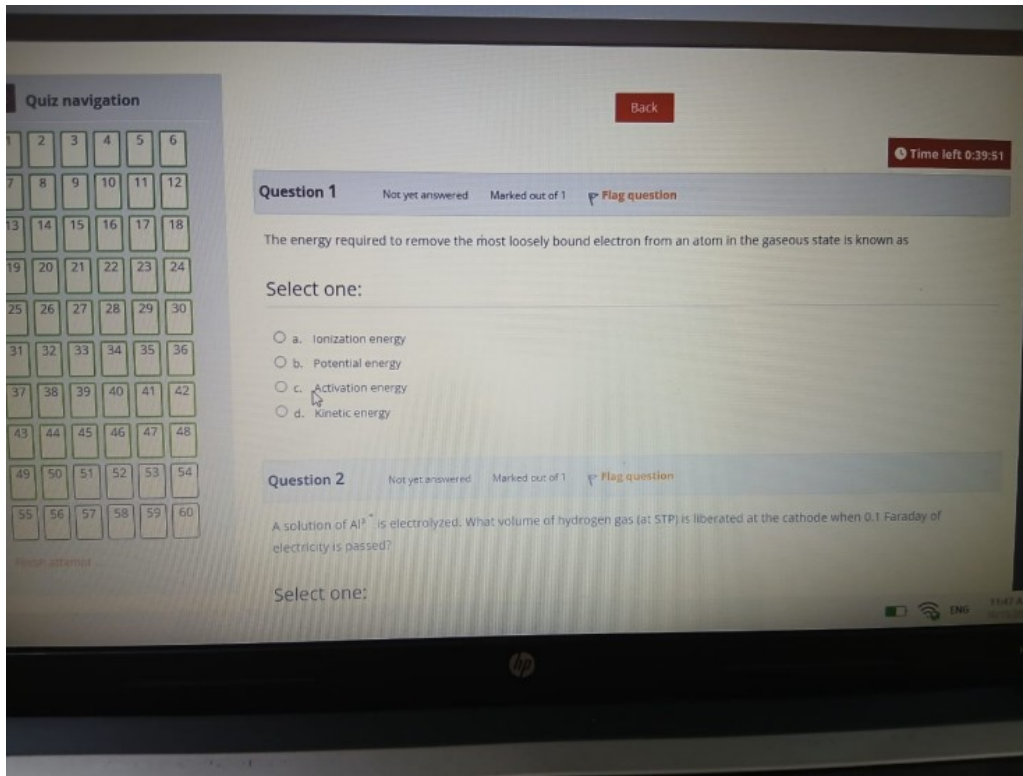- a. Ionization energy
- b. Potential energy
- c. Activation energy
- d. Kinetic energy

Question 2   Not yet answered   Marked out of 1   🚩 Flag question

A solution of Al³⁺ is electrolyzed. What volume of hydrogen gas (at STP) is liberated at the cathode when 0.1 Faraday of electricity is passed?

Select one:

III   After completing your examination, at the lower right corner, you will see **"Finish attempt…"**. Click on it to end the examination

Q: Which of the following is true?

Select one:

- a. The larger the order of B-tree, the less frequently the split occurs
- b. The larger the order of B-tree, more frequently the split occurs
- c. The smaller the order of B-tree, more frequently the split occurs
- d. The smaller the order of B-tree, less frequently the split occurs
- e. B and D

Question 2   Not yet answered   Marked out of 1   🚩 Flag question

⚙ Edit question

Q: Which of the following best describes a threaded binary tree?

Select one:

- a. A binary tree where null pointers are replaced with pointers to the parent node.

9 10 11 12 13 14
17 18 19 20 21 22
25 26 27 28 29 30
33 34 35 36 37 38
41 42 43 44 45 46
49 50 51 52 53 54
57 58 59 60 61 62
65 66 67 68 69 70
73 74 75 76 77 78

→ Finish attempt ... ←

Time left **0:29:02**

IV   this will then display a page showing the status of all your answers. This will show **"ANSWERED"** or **"NOT YET ANSWERED"**

V   if satisfied with what is being viewed, click on **"Submit all and Finish"** to submit your answers or click **"Return to attempt"** to return back to your examination to continue with it.

VI   if the option chosen above is **"Submit all and Finish"**, it will show the confirmation dialog below. Click on **"Submit all and Finish"** again.

Not yet answered

Not yet answered

Not yet answered

Not yet answered

Not yet answered

Not yet answered

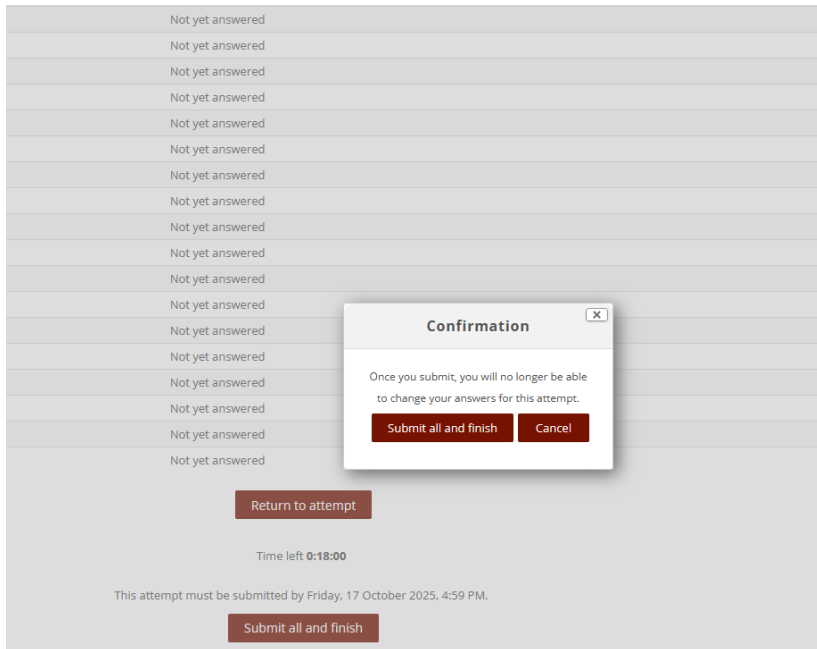Not yet answered

Not yet answered

Not yet answered

Not yet answered

Not yet answered

Not yet answered

Confirmation [×]

Not yet answered

Not yet answered

Once you submit, you will no longer be able
to change your answers for this attempt.

Not yet answered

Not yet answered

Submit all and finish   Cancel

Not yet answered

Not yet answered

Return to attempt

Time left **0:18:00**

This attempt must be submitted by Friday, 17 October 2025, 4:59 PM.

Submit all and finish

7. Click the start/stop ⏻ Button (as indicated below with the red arrow) to exit Safe Exam Browser