

Dear Students,

Below are instructions for installing the Vix app for exams conducted on the Tomax platform. Please note – make sure you have downloaded Tomax to your personal computer and have spent some time becoming familiar with it so that you are ready to use it for the exam. You should be doing this at least 48 hours before the exam.

Guidelines for Tomax-based online exams

1. The exams are administered with remote supervision via camera and microphone.
2. Be sure you are equipped with: a camera + a microphone + stable power and internet connections (preferably cable-based)
Furthermore, the hardware and operating system on your computer must meet the minimum requirement as published [here](#).
Please note – For Windows-based users, be sure your computer is set up with Windows 10 version 21H1 or later. Instructions for checking your operating system are available [here](#).
3. The exam ID will be sent to each student via email and via text message not later than four hours before the start of the exam.
4. ***You should be logged in to the platform one half hour before the scheduled exam time.***
5. After running the app, enter the exam ID.
6. Next, enter your Israel ID (or passport number) and the verification code sent via text message to your cellphone.
7. Upon login perform the following steps:
 - ✓ **Examinee declaration** and agreement to take the exam online
 - ✓ **Verify your hardware** – internet connection, microphone and camera
 - ✓ **Take photo and show valid ID** (Israel ID/driver's license/passport)
 - ✓ press 'Begin Exam'
 - 📎 To download Tomax [press here](#)
 - 📎 For the Installation Guide – [press here](#)
 - 📎 After installing the software and activating it, perform the trial exam (simulation)

Guidelines for taking the trial exam (simulation)

- a. We advise you to take the trial exam on the computer **on which you are taking your exam**, so that you are set up for the actual exam.
- b. The trial system is open for you at any time and will allow you to run it multiple times.
- c. The exam ID for the trial run only: **afce7250**
- d. The trial exam includes questions of different formats as well as questions on familiarity with the platform. The questions presented in the trial exam do not necessarily match the format of your particular exams.
- e. Your identity is not actually verified in the trial exam (simulation), so you may also use a non-photo ID there.

Version upgrade guidelines

When version updates are released for the Tomax product, all students must install the upgrade.

The upgrade process is short and is activated automatically when you open Vix. When the application opens, you must approve the upgrade. At the end of the upgrade, we recommend you take the simulation exam.

- Students eligible for accommodations should contact Student Support and Accessibility via email at negishut.student@biu.ac.il for details about the relevant accommodations in online exams.
- For questions and support before the exam **and during the exam**, you may contact the support center by phone at *9392 for guidance and solutions. If necessary, they will forward your request to the relevant parties for handling.

We wish you the best of luck on your exams.