

## Using Proctorio with a Canvas integrated exam

(summary) Proctorio can be used to monitor students while they are taking an exam that is not taken in Canvas. For example, McGraw-Hill exams could be hosted in their course management system (CMS) which is outside of Canvas.

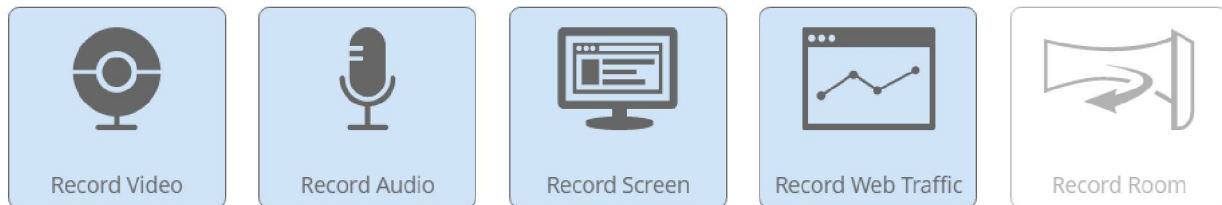
### Test Setup Procedure:

1. Setup the publisher CMS test.
2. Create a Canvas quiz with one question
3. Create a link to the publisher's exam on their CMS..
4. Set Proctorio settings.

### Recommended Proctorio Settings (blue means the option is selected)

#### Recording Options:

##### ▼ Recording Options

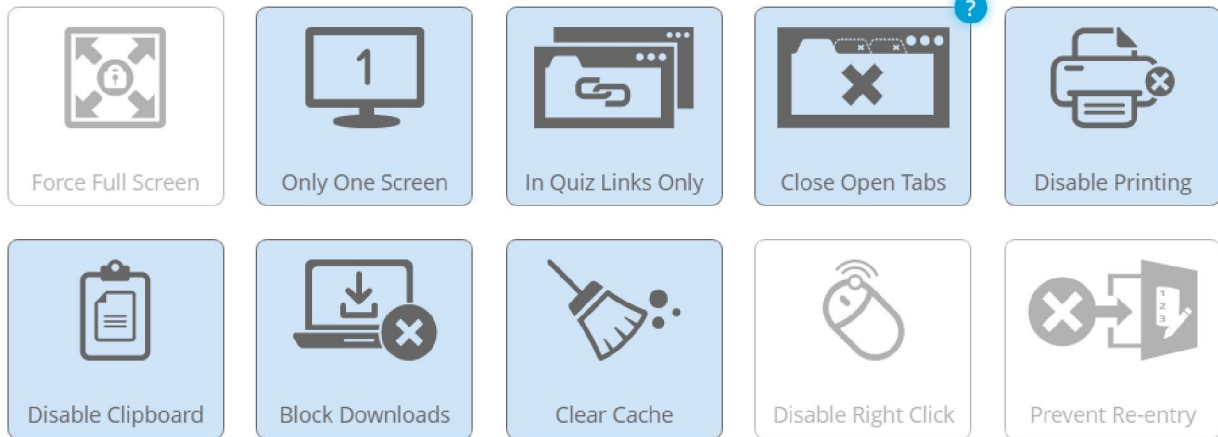


Record Video will capture video from the webcam for the entire exam, giving insight to the test taker's exam environment.

Record both video and audio as well as screen and web traffic. Record room is optional.

## Lock Down Options

### ▼ Lock Down Options



Close Open Tabs prevents access to unauthorized material by requiring any other webpages to be closed before starting the exam.

### Select:

1. Force Full Screen is not allowed
2. Allow only one monitor
3. Select "In Quiz Links Only" from the tab options
4. Close open tabs (this would occur prior to the actual test being displayed).
5. Disable all the test copying mechanisms.
6. It is recommended that students be allowed to re-enter the quiz.

## Technical Abnormalities:

This section is where Proctorio will flag individual students based on extreme deviation from the other students test norms. For example, if a student takes 30 minutes to take the test instead of the class average of one hour.

### Technical Abnormalities



Exam Collusion will highlight test takers who took the exam at the same time on the same network

Select all 4 options.

## Suggested Student Instructions (to be included in Canvas quiz):

1. Use the [Student Proctorio Guide to](#) create a proper exam environment.
2. Click on “take test”
3. Pass the Proctorio verification
4. The Canvas test will display a single question with a link which goes to the external test (usually hosted by the publisher).
5. Click on the link. Acknowledge the warning about opening a new tab.
6. Enter the password to the test (if needed)
7. Take and submit the test. Close the tab when the exam is completed.
8. Go back to the original Canvas quiz and submit that as well. This will close the Proctorio session.
9. Any other test instructions as needed.

## Recommendations:

1. Create a practice quiz in both the CMS and Canvas so students can make sure it works.
2. Remind students to use the [Student Proctorio Guide to](#) create a proper exam environment.
3. Tell the students what is going on - especially to submit the Canvas quiz after they have submitted their exam in the CMS.
4. Place a time limit on the Canvas quiz so the Proctorio session is terminated. This should be a couple minutes longer than the actual exam in the CMS.
5. Individual students who request the test at the UVU Testing Center will need to be scheduled as exceptions in Chitester.