

Proctorio Flexible Exam Settings







Proctorio provides three options of Flexible Exam Settings to allow instructors to create exceptions for students to take their exams with either a live exam proctor or with Proctorio.

- Allow individual students to use a live proctor
- Allow individual students to use Proctorio
- Allow ALL students the choice to use either a live proctor or Proctorio

To create exceptions for Proctorio use, navigate to the exam page and click on “Moderate Exam” in the upper right corner. Proctorio has added an additional column which is indicated by the webcam icon.

As a precaution, always use Chrome to look at Proctorio settings. If you use any other browsers to look at Proctorio settings you can accidentally change the password which will disable all student access to the test.

Moderate Quiz

| <input type="checkbox"/> Student | Attempt | Time | Attempts Left | Score |  |  |
|---|---------|------|---------------|-------|---|---|
| <input type="checkbox"/> Edwards, Shawn | -- | | 1 | |  | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Elinkowski, Adam | -- | | 1 | |  | <input type="checkbox"/> |
| <input type="checkbox"/> Jensen, Nicholas | -- | | 1 | |  | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Student, Test | -- | | 1 | |  | <input checked="" type="checkbox"/> |

If an exam is made flexible, then test takers will have the option to use Proctorio or take the exam with an approved proctor who has the exam password. [Learn more about exam flexibility](#) .

Proctorio can also be disabled for certain test takers. If Proctorio is disabled for an individual, then they must take the exam at the testing center, and cannot use Proctorio.

CHANGE PROCTORIO ACCESS SETTINGS

settings changed, update when finished

MAKE EXAM FLEXIBLE

Allow individual students to use a live proctor

1. Uncheck their name in the Proctorio column to disable Proctorio.
2. Scroll to the bottom of the page and click on “Change Proctorio Access Settings.”
3. Proctorio will display a password. You will need to put this in Chitester to allow the student to test in the UVU testing center or with a certified exam proctor.
4. All students with their names unchecked in the Proctorio column will see only the “Take the Quiz” button which will require the testing center staff/exam proctor to enter the password. The [OTL student proctoring website](#) instructs student how to set up an exam proctor outside of Utah County.
5. All other students whose names are checked in the Proctorio column will see two options to access the quiz. “Take the Quiz: or “Take with Proctorio” They will need to be instructed to select the Proctorio option. The [OTL student proctoring website](#) introduces Proctorio for students.

Final Exam (Remotely Proctored)

Due No due date **Points** 30 **Questions** 15 **Time Limit** 30 Minutes **Allowed Attempts** 2

Exam Requirements A webcam is required to take this exam.

Exam Security This exam will be monitored by **Proctorio**. [Learn more about Proctorio](#) ↗.

Instructions

Final

[Take the Quiz](#)

[Take with Proctorio](#)

Allow individual students to use Proctorio

1. Enable Proctorio for the desired test. You can refer to the [UVU Companion Guide to Proctorio](#) on OTL's website for further assistance.
2. Go to Moderate Quiz and click on the webcam icon to turn off Proctorio for all students.
3. Select those students who will use Proctorio and then click on "Change Proctorio Access Settings."
4. Proctorio will display a password. You will need to put this in Chitester to allow the students to test in the UVU testing center or with a certified exam proctor. The [OTL student proctoring website](#) instructs student how to set up an exam proctor outside of Utah County.
5. All students with their names unchecked in the Proctorio column will see only the "Take the Quiz" button which will require the testing center staff/exam proctor to enter the password.
6. All other students whose names are checked in the Proctorio column will see two options to access the quiz. "Take the Quiz: or "Take with Proctorio" They will need to be instructed to select the Proctorio option. The [OTL student proctoring website](#) introduces Proctorio for students.

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Instructions

Final

[Take the Quiz](#)

[Take with Proctorio](#)

Allow ALL students the choice to use either a live proctor or Proctorio:

1. In Moderate Quiz scroll to the bottom and click on the “Make exam flexible” button.
2. Proctorio will generate a password which will be displayed at the bottom of the page. This password cannot be changed.
3. Teachers will need to enter this exact password in Chitester to allow the students to test in the UVU testing center or with a certified exam proctor. The [OTL student proctoring website](#) instructs student how to set up an exam proctor outside of Utah County.
4. When students navigate to take the test they will see two options: “Take the Quiz” (enter the password) or “Take with Proctorio”. The [OTL student proctoring website](#) introduces Proctorio for students.

Challenges of allowing ALL students the choice of testing with a live proctor or with Proctorio:

- The exam needs to be scheduled and managed at both the UVU Testing Center using Chitester, and on Proctorio for multiple students.
- The UVU Testing Center would not be able to accurately predict the number of students testing at their facility. This would affect wait times. The academic department will be subject to any regularly charged fees from the testing center.
- Students would be subject to any fees at their testing facility, whereas students using Proctorio would not have additional testing fees.

Final Exam (Remotely Proctored)

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|-----|-------------|--------|----|-----------|----|------------|------------|------------------|---|
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Instructions

Final

[Take the Quiz](#)

[Take with Proctorio](#)