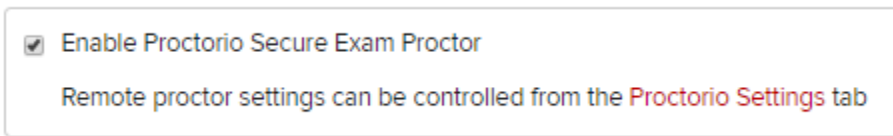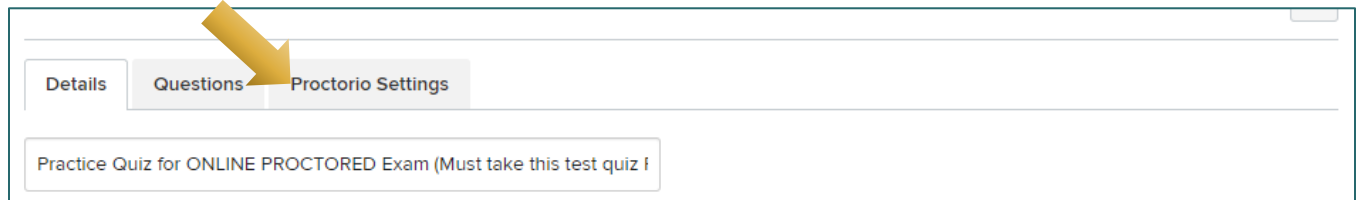# How to configure Proctorio

When editing the quiz in Chrome with the Proctorio plug-in installed, be sure to select "Enable Procotorio Secure Exam Proctor" which appears under the "Details" tab when editing a quiz:
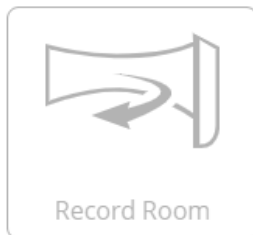
☑ Enable Proctorio Secure Exam Proctor

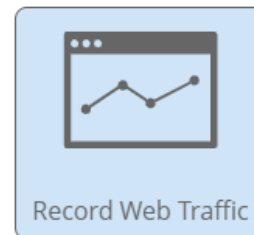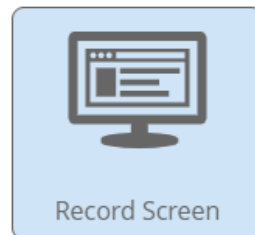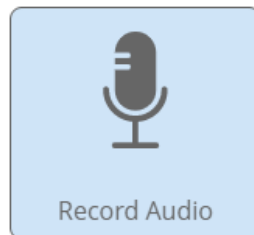Remote proctor settings can be controlled from the Proctorio Settings tab

Once enabled, a third tab will appear at the top of the quiz called "Proctorio Settings":

| Details | Questions | Proctorio Settings |

Practice Quiz for ONLINE PROCTORED Exam (Must take this test quiz f

Here are the settings I enable when using Proctorio:

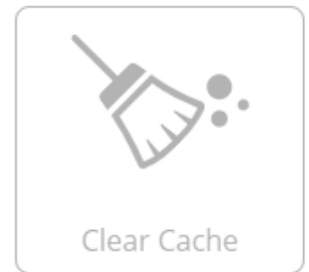▼ Recording Options

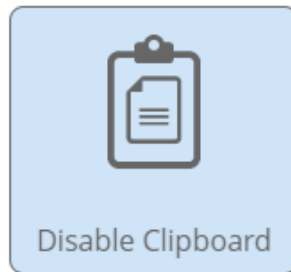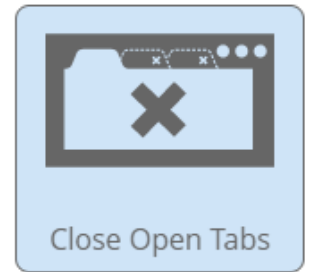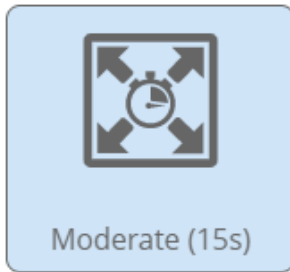Record Video

Record Audio

Record Screen

Record Web Traffic

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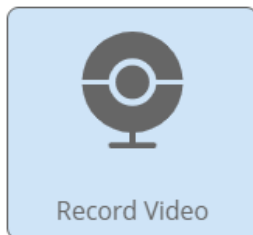
Record Video will capture video from the webcam for the entire exam, giving insight to the test taker's exam environment.

How to configure Proctorio

▼ Lock Down Options

|			
Moderate (15s)	Only One Screen	No New Tabs	Close Open Tabs
Disable Printing	Disable Clipboard	Block Downloads	Clear Cache
Disable Right Click	No Re-entry		
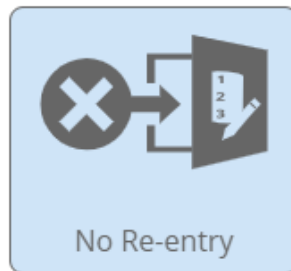
Prevent Re-entry requires the exam to be completed in one sitting, any disconnection will end the exam.

How to configure Proctorio

▼ Verification Options

Verify Video	Verify Audio	Verify Desktop	Auto ID Check

Verify Signature
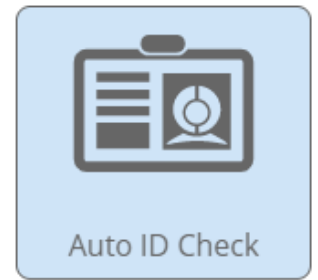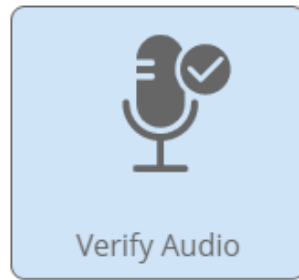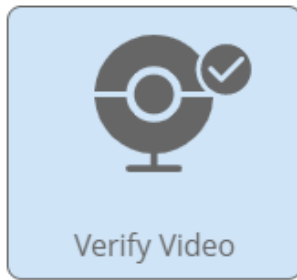
These options determine what will be verified prior to the exam.

▼ In-Quiz Tools

Basic Calculator	Whiteboard
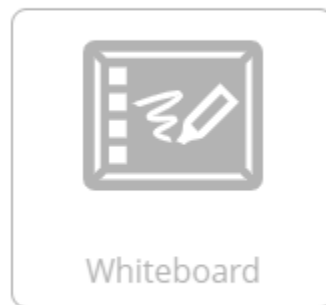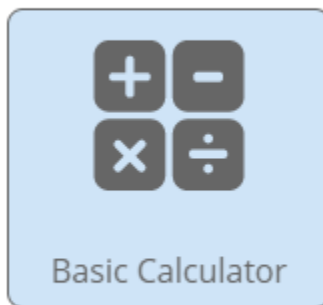
This option allows test takers to use a scratch pad on-screen

How to configure Proctorio

▼ Proctorio Behavior Settings

👍 **Recommended**
Behavior settings recommended by Proctorio, based on the exam settings

▌ **Lenient**
Multiple behavior violations are required to trigger suspicion

▐▐ **Moderate**
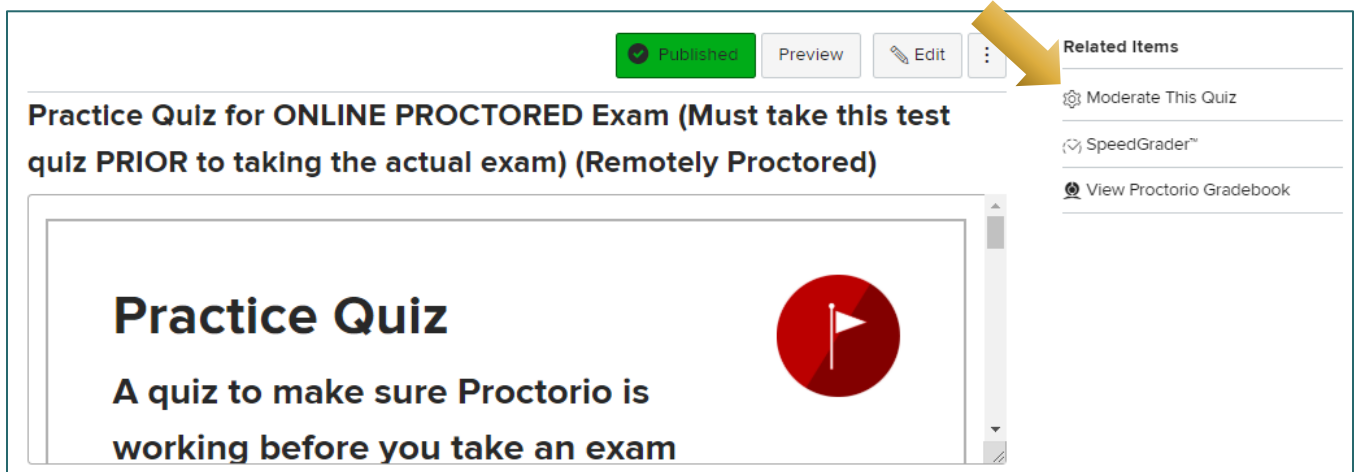Some behavior violations will trigger high suspicion levels

👥 **Group Exam**
Allows multiple test takers and increased audio activity

📝 **Open Note**
Allows other applications and looking off screen

🔧 **Custom**
Set custom severity levels for behaviors

These behavior settings allow you to set the weight of suspicious behaviors using preset configurations.

When you are finished editing the settings, click "Save" at the bottom of the page.

Moderate This Quiz

Now that you are out of editing mode, you have the option to "Moderate This Quiz" on the right side of the screen:

This is where you can see whether or not students have attempted the quiz, and how long it took them to complete. You can also manually unlock the quiz for students individually, or adjust the testing time as needed for individual students.

How to configure Proctorio

With Proctorio enabled, at the bottom of the page you will have the option to "MAKE EXAM FLEXIBLE":

> 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.
>
> MAKE EXAM FLEXIBLE

By clicking "Make Exam Flexible" Proctorio will generate a password that you then provide to the OSU testing center. Copy and paste this password and provide it on the OSU Testing Center request form:

> Exam Password: pjK9K0pyW4XG
>
> This password should only be shared with a proctoring center Learn more about why proctorio sets a password on exams ↗ .
>
> ──────────────────────────────
>
> REMOVE FLEXIBILITY