

## Proctorio Automated Proctoring – Recommended Settings

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Below is a list of **recommended** settings for Proctorio in OSU Ecampus courses. For more information about individual settings, mouse over that setting in the Proctorio Settings tab in your Canvas Quiz and look for a question mark icon; click that for more details about the setting.

### Proctorio Exam Settings

***These settings can only be set/changed prior to students engaging with the Canvas Quiz.***

#### Recording Settings

**Record Video:** ON

**Record Audio:** ON

**Record Screen:** ON

**Record Web Traffic:** ON

**Record Room**

> **Scan at Start:** ON

Ecampus recommends turning ON but selecting only “Scan at Start.” “Record Room” prompts students to stop at various points during the exam to show a scan of the room, and **the exam clock does not stop.**

#### Lock Down Options

**Force Full Screen:** ON

“Moderate” is the recommended setting; “severe” will immediately lock students out of the exam if they accidentally minimize their browser.

**Only One Screen:** ON

**Disable New Tabs:** ON

Select “In Quiz Links Only” if there are links to web resources in the quiz, then be sure to also turn on **Record Screen**, **Record Web Traffic**, and **Prevent Incognito.**

**Close Open Tabs:** ON

**Disable Printing:** ON

**Disable Clipboard:** ON

**Block Downloads:** ON

**Clear Cache:** ON

**Disable Right Click:** ON

**Prevent Re-entry:** OFF

Turn on only if you want students to be locked out of re-entering the exam if they get disconnected. They will have to contact you to continue.

**Prevent Incognito:** ON

Necessary only if “In Quiz Links Only” enabled above.

#### Verification Options

**Verify Video:** ON

**Verify Audio:** ON

**Verify Desktop:** ON

**Verify ID:** ON

**Verify Signature:** OFF

**Verify Login:** OFF

Turn on only if you are using a publisher platform (MyLab, etc.) and contact Ecampus Faculty Support for further setup instructions.

## In-Quiz Tools

<b>Calculator:</b>	<b>OFF</b>	Turn ON only if needed for the exam
<b>Whiteboard:</b>	<b>OFF</b>	Turn ON only if needed for the exam

## Proctorio Behavior Settings

*These settings **can be changed at any time** and Proctorio will recalculate suspiciousness values.*

If you are administering a closed book/closed notes/no additional materials exam:

Setting: **RECOMMENDED**

If you are administering an exam where any additional materials, including notes, a physical whiteboard, a calculator, etc. are allowed:

Setting: **OPEN NOTE**

## Proctorio Frame Metrics

These sub-settings are pre-set by selecting **Recommended** or **Open Note** above and identify the weight of particular test-taker actions in calculating suspiciousness levels. The frame metrics can be changed at any time and Proctorio will recalculate suspiciousness levels.

## Proctorio Exam Metrics

These sub-settings are pre-set by selecting **Recommended** or **Open Note** above and compare each students' actions to other students in the course. The frame metrics can be changed at any time and Proctorio will recalculate suspiciousness levels.

## Using Approved Handouts or Images in Proctorio Exams

1. Avoid embedding approved handouts or resources in the exam instructions or as a Canvas file. Students are encountering issues accessing resources shared through these approaches. Instead:
  - Put the file(s) in a Google Drive folder, and change the sharing settings so that *anyone with the link* is a *viewer*.
  - Add a text-only question as the first item in your Canvas Quiz, and add the resource link(s) there. If you use the "one question at a time" setting, remind students to open the resources and keep them open for the duration of the exam.
  - In your Proctorio settings, turn on "in-quiz links only" so that students can access the resources during the exam.
2. Some students are having difficulty seeing images in exams, primarily due to browser settings or an older computer that cannot run a current operating system version. An [article on troubleshooting](#) is available. You might also consider putting an image or media in the Canvas Quiz instructions so students can troubleshoot technical issues before they begin.