

Proctorio Exam Structure Best Practices

This guide outlines best practices shared from OSU Ecampus faculty on Proctorio, with a focus on how to structure exam instructions and questions to help students navigate their testing experience.

Canvas Quiz Instructions

We strongly recommend that you give students an opportunity to practice using Proctorio in a no-stakes practice exam activity (a 0-point or extra credit quiz). If you offer this in your course, give students the same instructions in the practice exam as on the real exam, and note that the same suite of settings will be used so that students get an authentic practice run.

On the practice quiz and real exam, the Canvas Quiz instructions section can be used to give overall guidance to students before they enter the test. You might include:

- Notes about allowed materials, including textbook, notes, whiteboard, calculator (and what type), etc.
- Links to allowed handouts, web resources, etc. that can be used
- The following language/link: *If you begin this exam and are asked for a password/pass code or see a browser extension error, please reference this [Proctorio access code troubleshooting guide](#) for quick tips on how to fix the issue.*

The instructions that you provide in the quiz prompt will be available to students at the top of their exam after they open it as well, which is how students can access allowed handouts or web resources while in the exam.

Pre-Exam Check Questions

Some instructors have built further test and Proctorio-specific instructions into the test by adding them as the first few (0-pt.) questions. To ensure students read, understand, and have complied with the instructions, you can create a multiple-choice answer they must click. If you add these kinds of pre-exam check questions, consider adding a few extra minutes of time to the exam.

Please use the webcam to slowly show the entire work surface your computer is on. There should be NO paper on this surface, so please place any paper out of reach before this step.

- I have done this.*

Please show your calculator to the webcam.

- I have done this.*
- I am choosing to use the on-screen Proctorio-provided calculator. You will not see me using a physical calculator during the assessment.*

Please show both sides of your blank dry erase board and the markers you are using (or your chalkboard and chalk) to the webcam.

- I have done this.*
- I am choosing to use the on-screen whiteboard tool provided by Proctorio. You will not see me physically writing on anything during the assessment.*

Post-Exam Check Questions

These questions can be added to help students remember the appropriate logistics of closing out of their exam. If you add these kinds of post-exam check questions, consider adding a few extra minutes of time to the exam.

Please erase your dry erase or chalkboard and show it to the webcam.

- I have done this.*
- I used the on-screen tool instead.*

Please use this space to describe any irregularities that happened during your test (i.e. someone knocked on the door, family members were talking in the hallway, etc.).

(open ended essay question)

Encourage Your Students

Many Ecampus students experience test anxiety, especially when they know they are being recorded. Consider adding a question like the one below to your exam pre-check questions.

This is just a reminder that this assessment does not (and cannot) measure you as a person; it's just here to assess your mastery of _____. All we ask is that you give your best effort!

- Sounds great!*