

Quick Reference - Update a Proctored Exam in Canvas

Proctoring Process

Some Ecampus courses give proctored exams to students in a secure environment. In order to ensure the exam is accessible within a specific timeframe and under a proctored password, Canvas is used for this process.

In addition to following this document, review the proctoring instructions and best practices: <https://ecampus.oregonstate.edu/faculty/manual/proctoring.htm>

Create or Update your Exam

Ecampus recommends that all exams are either delivered using randomized Question Banks or are modified each term the course is offered. If you need assistance in building an exam or in converting an existing exam into using randomized Question Banks, contact EcampusFacultySupport@oregonstate.edu.

Complete the Proctoring Form each term

If your course is marked for proctoring in the schedule of classes, you will receive an e-mail each term prompting you to submit your proctoring information. Complete the proctoring form for each exam including the exam name, materials allowed, dates, and password **after you have made any necessary updates in Canvas**. After you have submitted your proctoring form, it is very difficult to make changes to your proctoring process (please contact the Ecampus Testing Team at ecampusTesting@oregonstate.edu if you must make late changes).

Verify Exam Settings and Publish

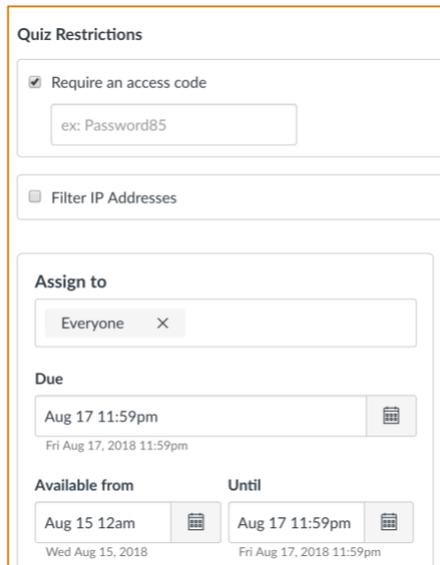
After you have submitted the proctoring form, verify and/or update your exam in Canvas to match. Any discrepancy can cause an issue during the proctoring process.

For each exam in your course:

1. Select the exam link within Modules. Select **Edit**.
2. Under the exam **Details** tab, verify the exam settings. Pay especially close attention to:
 - a. **Instructions** – Be sure that the required materials (if listed) match exactly what has been submitted in the proctoring form. Be as specific as possible as you describe the required materials.
 - b. **Require an access code** – This is the proctor password. Be sure it matches what has been submitted in the proctoring form. A best practice is to change this password each term to ensure exam security, but you must make that change in Canvas *before* submitting your proctoring form to make sure the passwords align.



- c. **Assign to** – Add in the Due Date and Available From/Until dates.



The screenshot shows the 'Quiz Restrictions' settings in Canvas. It includes a 'Require an access code' checkbox which is checked, with a text input field containing 'ex: Password85'. Below this is a 'Filter IP Addresses' checkbox which is unchecked. The 'Assign to' section shows a dropdown menu with 'Everyone' selected. The 'Due' section shows a date and time picker set to 'Aug 17 11:59pm' (Fri Aug 17, 2018 11:59pm). The 'Available from' section shows a date and time picker set to 'Aug 15 12am' (Wed Aug 15, 2018). The 'Until' section shows a date and time picker set to 'Aug 17 11:59pm' (Fri Aug 17, 2018 11:59pm).

Additional Proctoring Best Practices

We recommend that instructors consider reminding students to schedule their proctor in advance as it can take over a week to verify and schedule a proctor. Below are a few strategies.

1. Add a proctoring statement to the Syllabus (see [template](#)).
2. Post an announcement 2 weeks ahead of time reminding students that they must schedule their proctor 2 weeks prior to the exam.
3. Add a reminder/to-do to the course Calendar two weeks ahead of time reminding students to schedule a proctor.
4. Add a graded or ungraded assignment to the course that asks students to confirm their proctor is scheduled.

Paper Exams in Canvas

Instructors are responsible for uploading an updated copy of the exam into Canvas with the [Student Verification Form \(cover sheet\)](#) included as page 1 of the document. Please contact us if you need assistance with the upload at EcampusFacultySupport@oregonstate.edu.

You no longer need to email a copy of your paper exam to the Ecampus Testing Team. Staff will pull a copy of the exam from your Canvas site if students are using the on-campus testing center.

Support

Access Help within the Canvas course menu to receive immediate assistance specific to Canvas or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at <http://learn.oregonstate.edu>.

