

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:

- Exam protocols (what is and isn't allowed — see Appendix A of this document for examples).
- 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!*

Appendix A: Exam Protocol Examples

To promote exam integrity, give your students specific information about what they can and cannot do during the exam, and then hold them to it.

Below are ideas for what to include in your exam protocol information that will be applicable for most exams. **You may also add specific protocols relevant to your discipline and the course.**

You may not:

- Wear sunglasses or headwear that shades your face.
- Wear earbuds or headphones.
- Wear a smart watch.
- Obscure the webcam or point it in a direction other than at you.

You must:

- Complete a thorough room and desk scan. (define)
- Stay in frame – within view of the webcam.
- Pick up your phone and show me that you are putting it out of reach at the beginning of the exam.
- Show allowed notes or scratch paper on the screen at the beginning of the exam. (if relevant)
- Use course notation or approaches. (if relevant)

Note: describe what you mean by a thorough room and desk scan, since requirements may differ by course/instructor. Below is an example of how to illustrate the steps required. (Generated by Copilot; you may reuse the below graphic without permission.)

THOROUGH ROOM SCAN

At the beginning of your proctored exam, show a complete view of your surroundings and your desk surface.

1. SHOW YOUR SURROUNDINGS - 360 DEGREES

Slowly turn in a full circle so we can see everything around you, including the area in front of you.

1 START:
Face the camera



Make sure your face, head, and shoulders are visible.

2 SHOW THE AREA IN FRONT OF YOU
Turn the webcam away from yourself. Show the wall or area you face while taking the exam.



3 TURN RIGHT
Show the area to your right.



4 BEHIND YOU
Show the area behind you.



5 KEEP TURNING
Show the area to the left of your work surface.



6 COMPLETE 360°
Return to face the camera.



You have completed one full circle.

2. SHOW YOUR WORK SURFACE

Slowly tilt your webcam downward and sweep from left to right so the entire work area can be seen.

LEFT SWEEP



CENTER SWEEP



RIGHT SWEEP



✓ WHAT WE SHOULD SEE

- The entire work surface is visible.
- A slow left-to-right sweep of the desk area.
- Any approved materials allowed for this exam.
- Nothing hidden beneath, beside, or behind the workspace.
- A clear view of the area where you will complete the exam.



TAKE YOUR TIME. Move slowly and smoothly. Make sure nothing is hidden from view.



THANK YOU!
This helps ensure a fair testing environment for everyone.