

## 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 Desk**

**> Scan at Start:** ON

Ecampus recommends turning ON but selecting only “Scan at Start.” “Periodic Scan” prompts students to stop at various points during the exam to rescan their environment, 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

**Disable Extensions:** ON

This setting prevents use of in-browser, AI-enabled extensions. It will not disable select accessibility-related extensions.

**Block Downloads:** ON

**Prevent Incognito:** ON

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

**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.

#### 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

**Calculator:**                      **OFF**                      Turn ON only if needed for the exam

**Whiteboard:**                      **OFF**                      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 in Proctored Exams

Avoid embedding approved handouts or resources in the exam instructions or as a Canvas file. Students have encountered issues accessing resources shared in those ways. Instead:

1. Put the file(s) in a Google Drive folder, and change the sharing settings so that *anyone with the link* is a viewer.
2. 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.
3. In your Proctorio settings, turn on "in-quiz links only" so that students can access the resources during the exam.

Questions? Contact **Ecampus Faculty Support** ([ecampusfacultysupport@oregonstate.edu](mailto:ecampusfacultysupport@oregonstate.edu)).