




# Remote Test Proctoring Accommodations

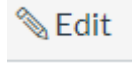
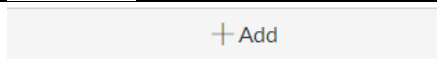
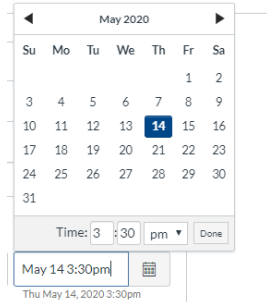
## Extending Time on Canvas

Exam will conclude when allotted time or end time is up (whichever comes first). Therefore, it is a two-part process to extend the individual student's time **AND** modify the "end time"

### PART 1: Extend the individual student's time
























1. Select the Exam	
2. Select "Moderate This Quiz"	
3. Search the Student Name	Moderate Quiz <input type="text" value="Search People"/> <span>Filter</span>
4. Select Edit	
5. Add the extra accommodated time in minutes (Refer back to student "Accommodation Form")	Student Extensions <span>✕</span>  Extensions for  Extra time on every attempt: <input type="text" value="20"/> minutes <small>everyone already gets 20 minutes</small>
6. Save Extension	

### PART 2: Modify the "end time"

1. Select Exam	
2. Select Edit	
3. Under Assign select Add	
4. Assign to DSPS Student(s) Edit	
5. On the bottom under assign update the "Due Date and Time". This may require updating the Until Date and Time as well.	

## Proctorio Settings for Reading Tools

# Remote Test Proctoring Accommodations (i.e. Read & Write)

1. Go to Proctorio Settings	<p><b>Proctorio Settings</b> (Dark boxes are turned on)</p>
<p>2. Update Proctorio Exam Settings</p> <p>a. Recording Options- Record Video and Audio are optional if you want to record Video</p>	<p>▼ Recording Options</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Record Video</b> </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Record Audio</b> </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Record Screen</b> </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Record Web Traffic</b> </div> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">         Record Room     </div> </div> <p>Record Web Traffic will capture screenshots and URLs of any website visited during the exam.</p>
b. Lock Down Options	<p>▼ Lock Down Options</p> <div style="display: grid; grid-template-columns: repeat(6, 1fr); gap: 10px;"> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         Force Full Screen     </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">   <b>Only One Screen</b> </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         No New Tabs     </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">   <b>Close Open Tabs</b> </div> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         Disable Printing     </div> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         Disable Clipboard     </div> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         Block Downloads     </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">   <b>Clear Cache</b> </div> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         Disable Right Click     </div> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         Prevent Re-entry     </div> </div> <p>Force Full Screen prevents access to other applications or websites during the exam.</p>
c. Verification Options-	<p>▼ Verification Options</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Verify Video</b> </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Verify Audio</b> </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Verify Desktop</b> </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Auto ID Check</b> </div> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">   <b>Verify Signature</b> </div> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 150px; text-align: center;">         Verify Login     </div> </div> <p>Verify Audio will ensure the microphone is working and any sounds in the test environment are recorded.</p>
d. In Quiz Tools - <b>OPTIONAL</b>	<p>▼ In-Quiz Tools</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         Calculator     </div> <div style="background-color: white; padding: 10px; border-radius: 5px; width: 100px; text-align: center;">         Whiteboard     </div> </div> <p>This option allows test takers to use a scratch pad on-screen</p>

If you have any questions or concerns regarding extending time in Canvas or modifying the settings in Proctorio, please contact:

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