

**PROCTORING WITH PROCTORIO IN CANVAS  
FOR MSN GRADUATE EXAMS**

**SON/PPS No. 02.03.49  
Issue No. 1 Revised Dates:  
Effective Date: 12/2022  
Review Cycle: Two Years  
Next Review Date: 12/2024; 12/2026  
Reviewer(s): Graduate  
Assessment Committee**

**01. POLICY STATEMENTS**

- 01.01 The purpose of this policy is to establish the policies and procedure for proctoring using PROCTORIO in CANVAS for graduate nursing exams. This policy is intended to be used in conjunction with PPS 02.03.44 Graduate Course Module Or Content Exam Policy
- 01.02 It is the policy of the School of Nursing that graduate nursing exams follow the adopted settings for proctoring exams as stated below in the Procedures section of this document.

**02. PROCEDURES**

02.01 Enabling PROCTORIO proctoring in CANVAS:

1. Start with going to this link:  
<https://docs.gato.txst.edu/725466/Proctorio-%20Quick%20Reference%20Guide.pdf>  
and completing steps required to enable PROCTORIO in the course.
  - Once the “Secure Exam Proctor (Proctorio)” link is in the Table of Contents in your Course on the Left side, Proctorio has been enabled.
2. Share the instructions from PROCTORIO (links below) and post in Announcements in the Course:
  - How to Get Started: <https://proctorio.com/support/setup>
  - Requirements: <https://proctorio.com/support/requirements>
    - Students should ensure their laptop meets all required technical specifications and use a hardwired (ethernet) internet connection when taking exams.
  - Help Center: <https://proctorio.com/support/hc>
3. It is strongly recommended that faculty create a non-graded practice “quiz” that is proctored in the first week or two of class to allow students to “practice” with taking a proctored exam.

02.02 Settings for proctoring using PROCTORIO (In CANVAS)

1. Proctoring settings access will be found under the ‘Exam/Quiz Restrictions in CANVAS for an exam (the graduate nursing programs will usually use PROCTORIO)
2. Passwords:

- When in the “edit” mode for an Exam (quiz) in canvas, when you click the “Enable Proctorio Secure Exam Proctor” button, Proctorio will automatically generate a passcode and the “Proctorio settings” option at the top of the exam settings will show up
  - Password will be autogenerated by PROCTORIO when using AI type proctoring
  - If using Proctorio, Password is given to ONLY Faculty Support Designee with the Proctoring Service or appropriate PROCTORING personnel.
  - For Proctorio, the settings are in the CANVAS quiz (*See Policy about PROCTORIO*). The Proctoring Service will enter the password AFTER validation of student ID or the AI software does it for the student (students are never given a password)
  - Students shall **NOT be given the password** from faculty for proctored exams for any reason
- 3. Proctorio Settings: The graduate nursing programs have adopted a customized setting for called “Graduate Nursing Profile”
  - Faculty will click to enable this saved profile setting in Exams, this enables the various lockdowns, camera, ID verification, etc. required for proctoring.
- 4. Reviewing Proctorio Videos After an Exam:
  - Faculty are responsible to review Proctorio videos after an exam and review the “flags” if any
  - Click the Exam and on the Right side of the screen, a “view Proctorio gradebook” tab is present
  - Click into the tab and it will launch a dashboard to review settings, flags, and full length videos of students taking the exam
  - If suspicious activity or honor code violations are expected, faculty should request a second review with lead course faculty, program coordinator or director prior to meeting with the student.
    - If it is deemed that a violation has occurred, faculty will work with the program director to follow appropriate actions that are required.

Faculty support for Proctorio Here:

<https://www.distancelearning.txst.edu/instructional-design/exam-proctoring.html>