




Providing Test Proctoring Accommodations Remotely

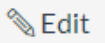

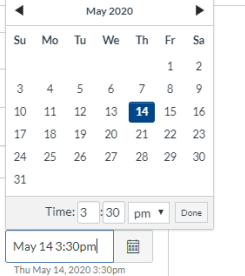
Extending Time on Canvas

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"/> Filter
4. Select Edit	
5. Add the extra accommodated time in minutes (Refer back to student "Accommodation Form")	Student Extensions ✕ 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.	

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Proctorio Settings for Screen Readers

(i.e. Read & Write)

<p>1. Go to Proctorio Settings</p>	<p>Proctorio Settings (Dark boxes are turned on)</p>
<p>2. Update Proctorio Exam Settings a. Recording Options- Record Video and Audio are optional</p>	<p>▼ Recording Options</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Record Video </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Record Audio </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Record Screen </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Record Web Traffic </div> <div style="border: 1px solid black; background-color: white; padding: 10px; text-align: center;">  Record Room </div> </div> <p>Record Web Traffic will capture screenshots and URLs of any website visited during the exam.</p>
<p>b. Lock Down Options</p>	<p>▼ Lock Down Options</p> <div style="display: grid; grid-template-columns: repeat(6, 1fr); gap: 10px;"> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Force Full Screen </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Only One Screen </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  No New Tabs </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Close Open Tabs </div> <div style="border: 1px solid black; background-color: white; padding: 10px; text-align: center;">  Disable Printing </div> <div style="border: 1px solid black; background-color: white; padding: 10px; text-align: center;">  Disable Clipboard </div> <div style="border: 1px solid black; background-color: white; padding: 10px; text-align: center;">  Block Downloads </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Clear Cache </div> <div style="border: 1px solid black; background-color: white; padding: 10px; text-align: center;">  Disable Right Click </div> <div style="border: 1px solid black; background-color: white; padding: 10px; text-align: center;">  Prevent Re-entry </div> </div> <p>Force Full Screen prevents access to other applications or websites during the exam.</p>
<p>c. Verification Options-</p>	<p>▼ Verification Options</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Verify Video </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Verify Audio </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Verify Desktop </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Auto ID Check </div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 10px; text-align: center;">  Verify Signature </div> <div style="border: 1px solid black; background-color: white; padding: 10px; 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>
<p>d. In Quiz Tools -OPTIONAL</p>	<p>▼ In-Quiz Tools</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; background-color: white; padding: 10px; text-align: center;">  Calculator </div> <div style="border: 1px solid black; background-color: white; padding: 10px; 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:

- Tim Van Norman, Instructional Technologist, at tvannorman@ivc.edu (Canvas & Proctorio)
- Jennifer Calderin, Alt Media Specialist, at ivcaltmedia@ivc.edu (Reading Tools)
- DSPS at ivcdspsexams@ivc.edu (Assistance with additional accommodations)