

Guide to Creating a Canvas Exam for Meazure/Proctoru Proctoring

Meazure/Proctoru should only be used with the Chrome browser. This guide contains information on setting up an exam in Canvas and how to enable the exam in Meazure/Proctoru once the exam is setup.

Video link “Enabling an exam in Canvas”:

<https://fast.wistia.com/embed/channel/h9xjtzc7k?wchannelid=h9xjtzc7k&wmediaid=g9p92ozcs0>

Steps: First create your quiz/test, (there are notes on quiz/test settings throughout this document). Then,

- Click on the Meazure Learning Link in the course menu and configure the quiz for Proctoru.

Canvas setup for Meazure/Proctoru Setup

- There is a 30 minute minimum for exams that are created in Canvas that will be proctored
- Exam times need to be in 15 minute increments: 1:00, 1:15, 1:30, 1:45. 1:59 will be rejected.
- Under Quiz Restrictions you must check, “Require an access code”. Be aware that in the Meazure/Proctoru setup this is called a password, but it is the same value.

Once you set up the quiz you will need to register this in Meazure. To do this:

- Click on the Meazure Learning link in the white Canvas course menu

The Meazure app will find your available quizzes to configure: (the name of the course is at the top)

Peter Terry GradeBook

The screenshot shows the 'Peter Terry GradeBook' interface. At the top, there are two tabs: 'Unproctored Exams' and 'Proctored Exams'. Below the tabs, there is a 'Select All' checkbox and a green button labeled 'Express Proctoring Setup'. To the right is a search bar with the placeholder text 'Search by exam name'. Below this is a table with two columns: 'Exam Name' and 'Action'. The table contains one row with the exam name 'Meazure 2' and an action button labeled 'Configure Exam to be proctored'.

Exam Name	Action
<input type="checkbox"/> Meazure 2	<input type="button" value="Configure Exam to be proctored"/>

Select the exam you want to configure for Meazure/Proctoru and click on “Configure exam to be proctored”

Screen 1:

Configure Exam to be proctored ✕

Meazure 2

Proctoring Settings | Department | Exam Windows | Allowances | Notifications | Summary

1/6 steps

* Expected No. of Test-Takers

3

Imported from LMS

* Duration

60

Imported from LMS

Editors

Select users

An editor has access to this proctoring configuration and can make changes to it.

Next

Screen 2: Default is the correct setting for using record+ at this time.

Configure Exam to be proctored ✕

Meazure 2

Proctoring Settings | Department | Exam Windows | Allowances | Notifications | Summary

2/6 steps

* Department

Default

* Term

Fall 2024

* Service Line

record_plus

Back

Next

Screen 3: test times HAVE to be in increments of 15 minutes in Canvas.

Meazure 2

Proctoring Settings | Department | Exam Windows | Allowances | Notifications | Summary

3/6 steps

Exam Duration

60

Imported from LMS

Exam Window #1 Can be modified only at LMS settings

* Exam Start Date: 08/18/2024

* Exam Start Time: 8:00 AM CDT

* Exam End Date: 08/25/2024

* Exam End Time: 11:00 PM CDT

* Last appointment time (calculated): Aug 25, 2024 @ 9:30 PM CDT

Imported from LMS

+ Add window

Back Next

Screen 4a: note: select “Allow Selected Options, then click on the link at bottom to set tools and resources that students may use in this proctored test). This is set for “No Tools allowed” here. See Screen 4b for what the student accommodations list looks like.

Configure Exam to be proctored ×

Meazure 2

Proctoring Settings | Department | Exam Windows | Allowances | Notifications | Summary

4/6 steps

No Tools, Resources, or Behaviors Allowed in Exam

Allow Selected Options

Accomodations and Process Exceptions

You cannot set accommodations from this form. Please follow this guide to setup test-taker accommodations.

[Open Accomodations Form in a New Tab](#)

Back Next

Screen 4b (if you selected “Allow Selected Options”). Student Accommodations Checklist.

No Tools, Resources, or Behaviors Allowed in Exam

Allow Selected Options

Tools ^

Tools do not appear at the start of the exam, but can be used during the exam to solve problems.

Calculators

<input type="checkbox"/> Four function	<input type="checkbox"/> Scientific	<input type="checkbox"/> Online
<input type="checkbox"/> Graphing	<input type="checkbox"/> Computers	<input type="checkbox"/> Financial

Sketching / Writing

Scratch sheet

1 scratch sheet 2 scratch sheets 3+ scratch sheets

Whiteboard

Software

<input type="checkbox"/> Excel	<input type="checkbox"/> Word	<input type="checkbox"/> Paint
<input type="checkbox"/> Powerpoint	<input type="checkbox"/> Notepad	<input type="checkbox"/> SPSS

Resources ^

Resources contain prepopulated information or data relevant to the exam.

Web

All websites

All course-related content in LMS

Whitelist URLs

Provide the full website URL starting with "http"

Books

<input type="checkbox"/> Text Book	<input type="checkbox"/> E-book website	<input type="checkbox"/> E-book on testing computer
------------------------------------	---	---

Notes

<input type="checkbox"/> Note Cards	<input type="checkbox"/> Notes (PDF)	<input type="checkbox"/> Notes (Power Point)
<input type="checkbox"/> Printed Notes	<input type="checkbox"/> Notes (Word)	<input type="checkbox"/> Notes (Excel)
<input type="checkbox"/> Formula Sheet	<input type="checkbox"/> Handwritten Notes	

Behaviors ^

Behaviors are the actions a candidate may perform during the exam in addition to exam-taking procedures.

Bathroom breaks

Screen 5: Nothing has to be set here.

Configure Exam to be proctored ✕

Measure 2

Proctoring Settings | Department | Exam Windows | Allowances | Notifications | Summary

5/6 steps

Primary Contact ^

Input any details for the person we should contact if there are any issues with the exam or the time's available

No user selected yet

Notes and Times Available

(default autofill to Exam Window + 2h for support)

Change primary contact

Select contact ▼ Change contact

Incident Contact ^

This field is for sending notifications to additional users, outside of the institutional administrators, when an incident occurs during a test-taker session. Only institutional users, who are not institutional administrators and who are also listed as contactable within the incident report center, will be selectable.

Select users ▼

Scheduled Appointments Contact ^

These Institutional Users will be emailed whenever a test-taker schedules an exam.

Select users ▼

Back Next

Screen 6: (check data and select the “Save Configuration” button)

Measure 2

Proctoring Settings Department Exam Windows Allowances Notifications Summary

6/6 steps

Proctoring Settings

Expected No. of Test-Takers:
3

Exam Duration:
60 Minutes

Department

Department:
Default

Term:
Fall 2024

Service Line:
record_plus

Configurations

Exam URL:
<https://okstate.instructure.com/courses/167561/quizzes/441485>

Allowances

No Tools, Resources, or Behaviors Allowed in Exam

Exam Windows

Exam Start Date:
Aug 18, 2024 @ 8:00 AM CDT

Exam End Date:
Aug 25, 2024 @ 11:00 PM CDT

**Last appointment time
(calculated):**
Aug 25, 2024 @ 9:30 PM CDT

Notifications

No Notification data

Back

Save Configurations

Screen 7: Finished proctor settings

Meazure 2

Proctoring Settings Department Exam Windows Allowances Notifications Summary

6/6 steps

Proctoring Settings

Expected No. of Test-Takers:
3

Exam Duration:
60 Minutes

Department

Department:
Default

Term:
Fall 2024

Service Line:
record_plus

Configurations

Exam URL:
<https://okstate.instructure.com/courses/167561/quizzes/441485>

Allowances

No Tools, Resources, or Behaviors Allowed in Exam

Exam Windows

Exam Start Date:
Aug 18, 2024 @ 8:00 AM CDT

Exam End Date:
Aug 25, 2024 @ 11:00 PM CDT

Last appointment time (calculated):
Aug 25, 2024 @ 9:30 PM CDT

Notifications

No Notification data

Back

Save Configurations

Post Configuration: Configured Quizzes in the course. You make future edits for using the quiz again here, not directly in the quiz interface.

Peter Terry GradeBook

Unproctored Exams

Proctored Exams

Search by exam name

Exam Name	Actions
Meazure 2	
Hawaiian 2	
Quiz for Meazure	

Showing 1 to 3 of 3 results < 1 > 10 ▾

Pricing Information

OSU has two options for exam proctoring **Live+** and **Record+**.

- Live+ provides a live proctor who manages the authentication, records, and observes the exam.
- Record+ is an automated proctor with video recording and review of the exam.

The cost of each proctoring option, which will be billed to students' Bursar accounts at the end of the month in which the exam occurs, is below.

Live+ Fees (Per Exam)

- 60 Minutes or Less - \$16.00
- 61 Minutes up to 120 Minutes – \$21.00
- 121 Minutes up to 180 Minutes - \$26.00
- 181 Minutes up to 240 Minutes - \$31.00

Record+ Fees - \$6.00 Per Exam

Faculty training and web resources will be available to faculty soon and information will be shared via email and ITLE's Teaching Tips.