

Guide to Creating a Canvas Exam for Meazure/ProctorU Proctoring

Meazure/ProctorU should only be used with the Chrome browser. At the present time (8/23/2024) Meazure/ProctorU is having an issue supporting New Quizzes, but classic quizzes work. 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/h9xjtzxc7k?wchannelid=h9xjtzxc7k&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

Unproctored Exams Proctored Exams

☐ Select All Express Proctoring Setup

Exam Name	Action
<input type="checkbox"/> Meazure 2	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_plus 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.

Measure 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

×

Measure 2

Proctoring Settings

Department

Exam Windows

Allowances

Notifications

Summary

4/6 steps

☒ No Tools, Resources, or Behaviors Allowed in Exam

☐ Allow Selected Options

Accommodations and Process Exceptions

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

[Open Accommodations 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

① Tools do not appear at the start of the exam, but can be used during the exam to solve problems.

Calculators

☐ Four function

☐ Scientific

☐ Online

☐ Graphing

☐ Computers

☐ Financial

Sketching / Writing

☒ Scratch sheet

☐ 1 scratch sheet

☐ 2 scratch sheets

☐ 3+ scratch sheets

☒ Whiteboard

Software

☐ Excel

☐ Word

☐ Paint

☐ Powerpoint

☐ Notepad

☐ SPSS

Resources

① 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"

Add Website

Books

☐ Text Book

☐ E-book website

☐ E-book on testing computer

Notes

☐ Note Cards

☐ Notes (PDF)

☐ Notes (Power Point)

☐ Printed Notes

☐ Notes (Word)

☐ Notes (Excel)

☐ Formula Sheet

☐ Handwritten Notes

Behaviors

① 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)

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

Screen 7: Finished proctor settings

Meazure 2

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

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

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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.