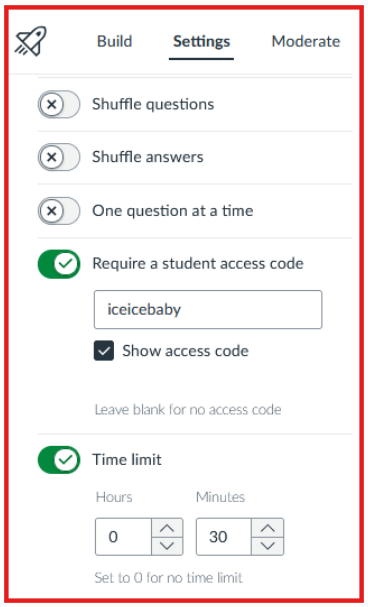
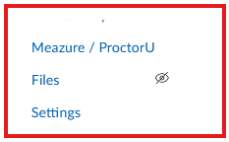
Configuring an exam for Meazure/ProctorU and User Information

- Create your exam/Quiz in Canvas
- In settings:
    - Set a time limit of 30 minutes or more
    - Create an access code, this is NOT sent to the students but is passed from Canvas to Meazure/ProctorU.
    - Save the exam



- Select the Meazure/ProctorU link in the course menu



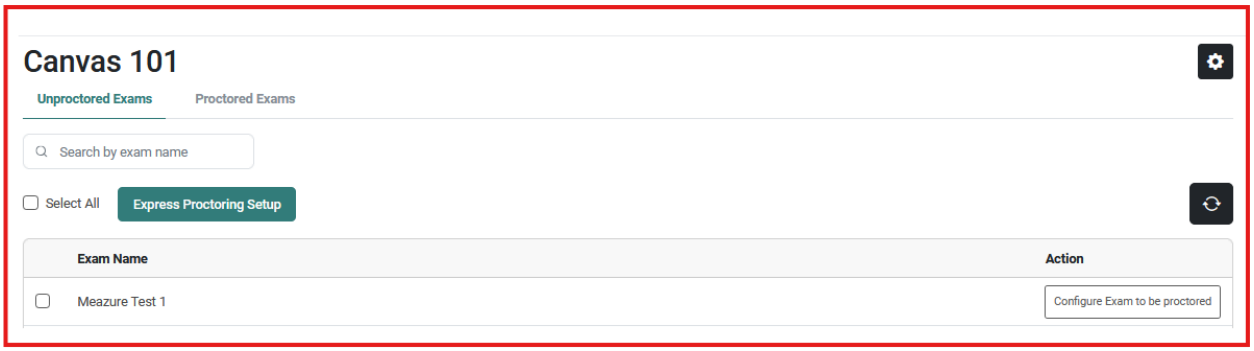
- The Meazure/ProctorU page will load: Select “Continue to Instructor Interface” and Authorize. This will take you to the Exam authorization page.
    - Find your test under the “Unproctored Exams” tab and click on the exam’s “Configure Exam to be proctored” link under “Action”. This will take you to the 6 pages of Configurations.

- 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 value set as the access code in Canvas when you created the exam.

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

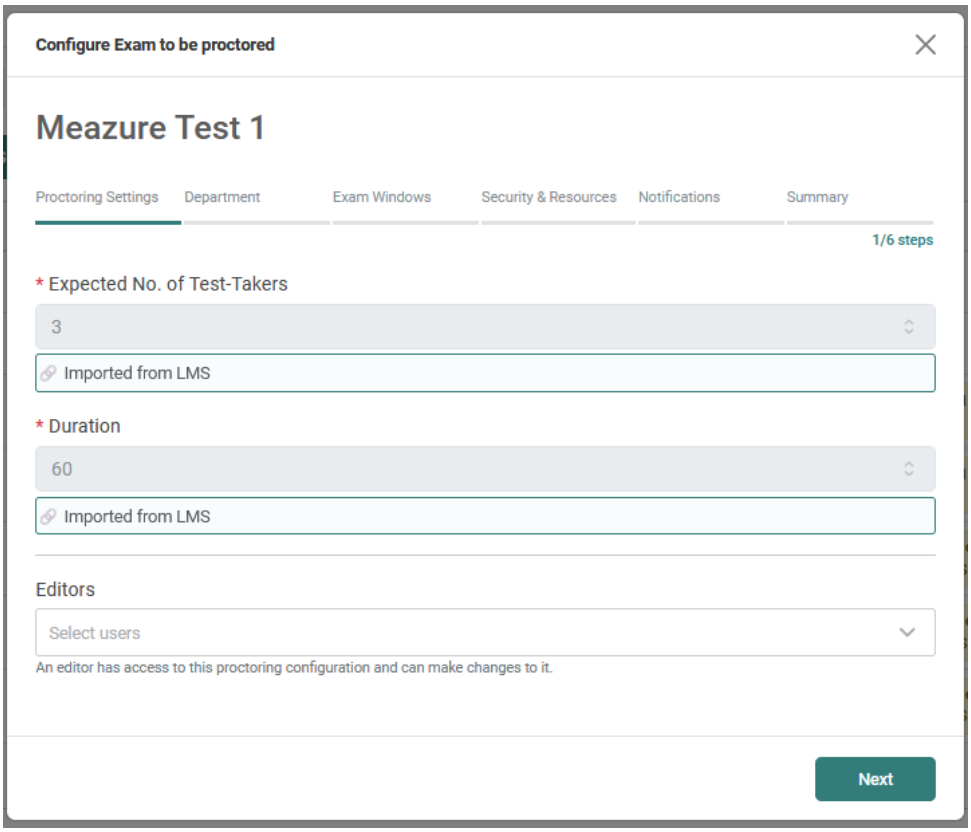
- Click on the Meazure Learning link in the white Canvas course menu

The Meazure app will find your available quizzes to configure: (the name of the course is at the top). Click on the “Configure Exam to be Proctored” in the bottom right corner.

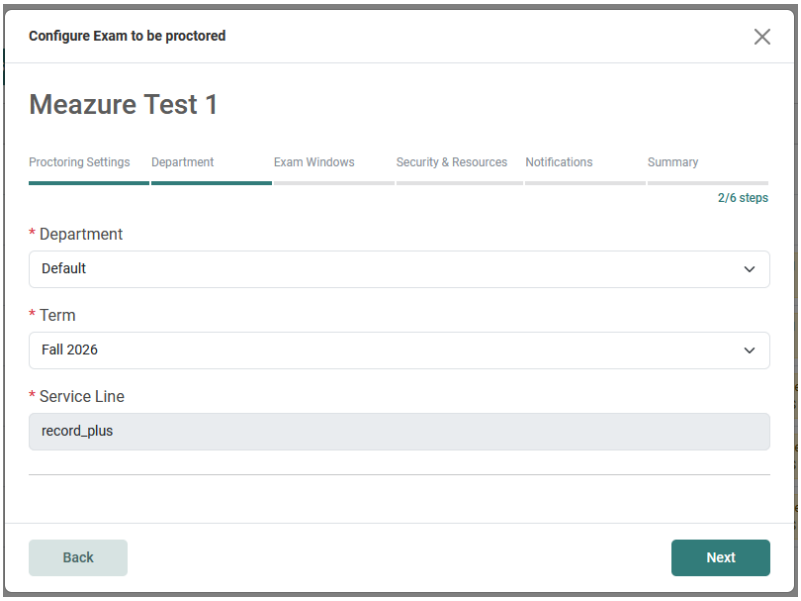


You are ready to configure your exam.

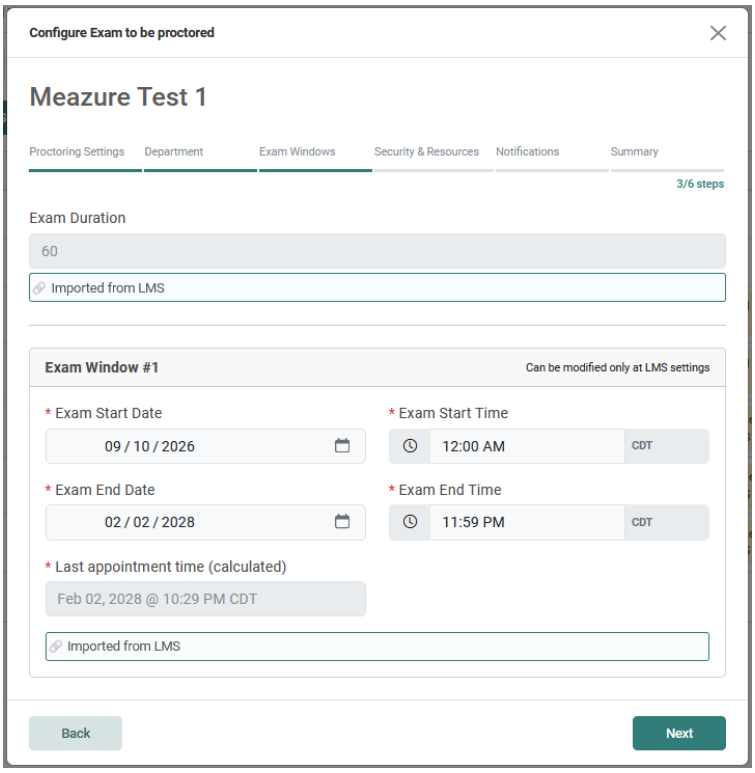
<u>Step 1:</u> (there are 6 steps)



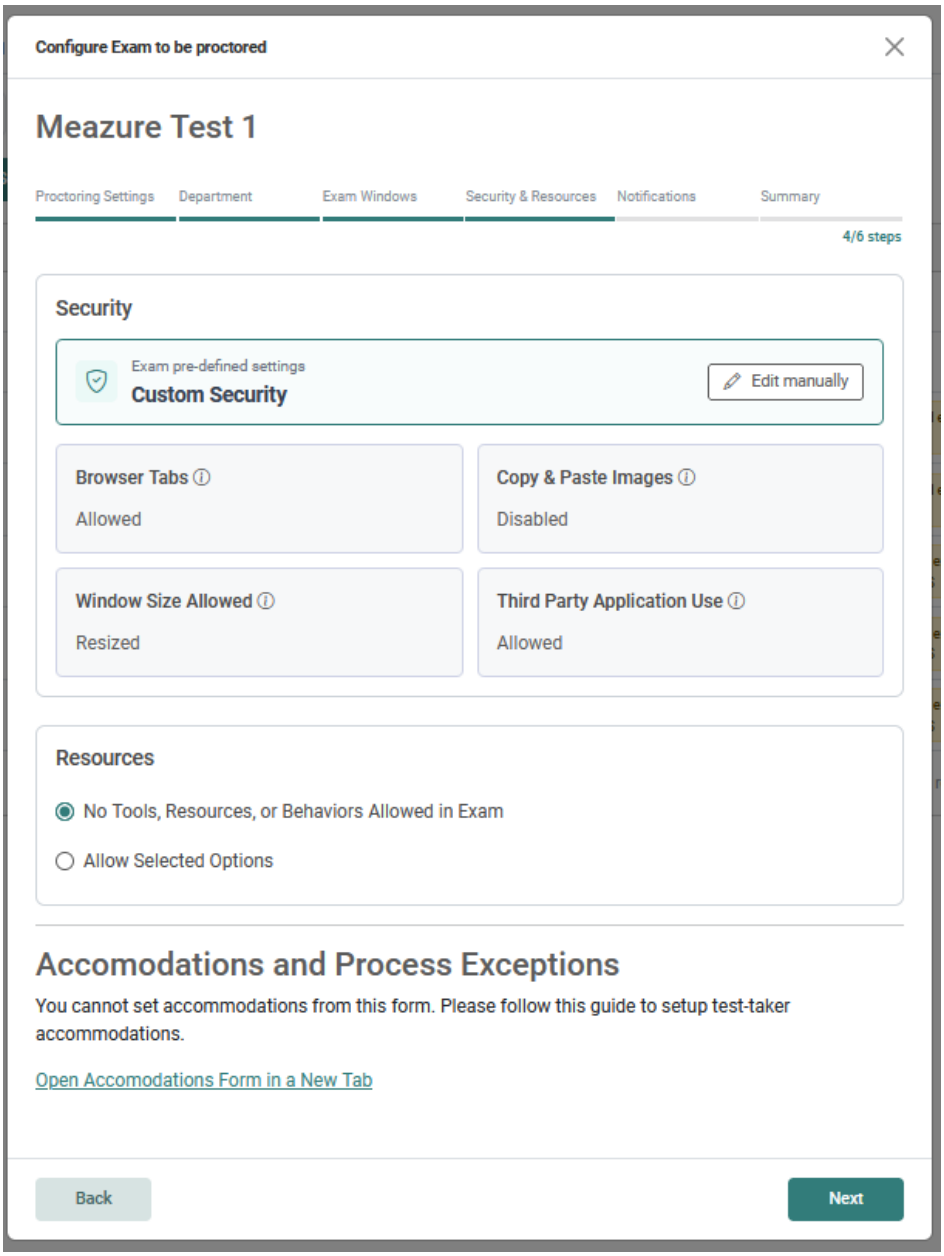
<u>Step 2:</u> Select the Department for a Live+ Exam. Default is the correct setting for all Record+ Exams



<u>Step 3:</u> Test time can start and end any time in 1-minute increments in Canvas as long as the minimum duration is 30 minutes



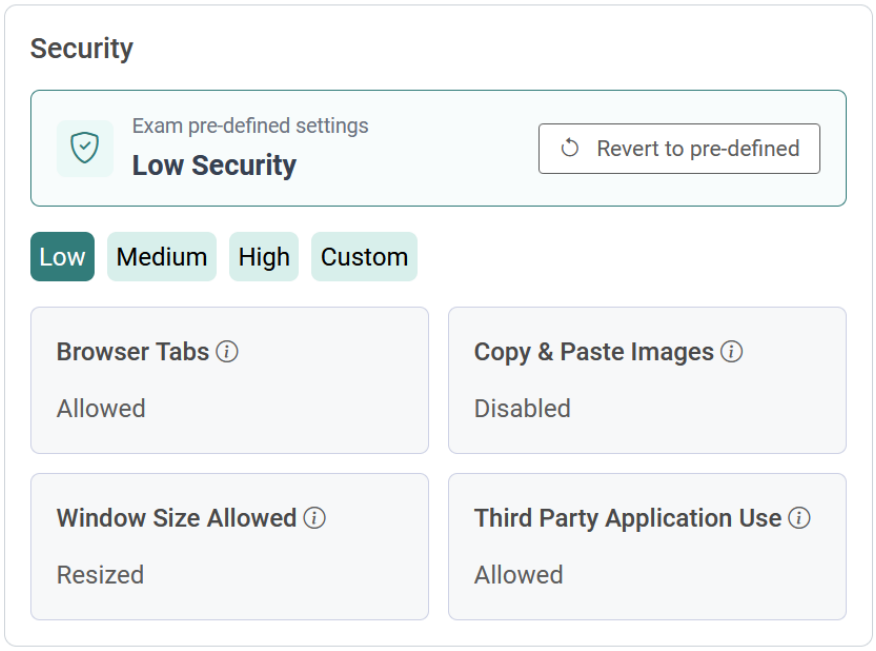
<u>Step 4:</u> Select "Allow Selected Options", then click on the link at the bottom to set additional tools and resources that students may use in this proctored exam. This is set for "No Tools allowed" here.



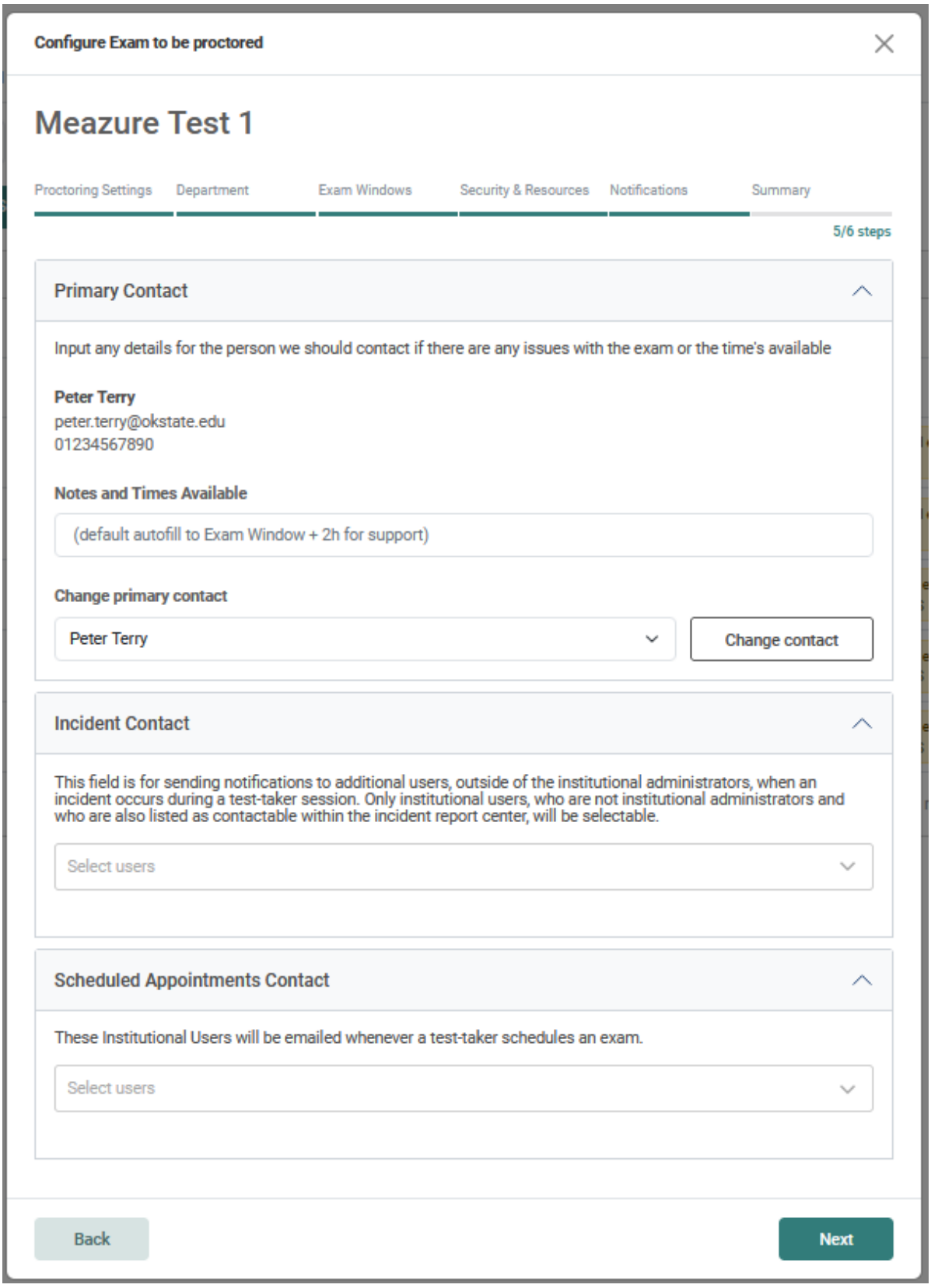
Select the link at bottom (Open Accommodations Form in a New Tab to request additional accommodations—these cannot be set here but can be used to request additional accommodations through the form provided.

Clicking on "Custom Security" at the top allows you to select levels or security. If you don't select this the test will use the default.

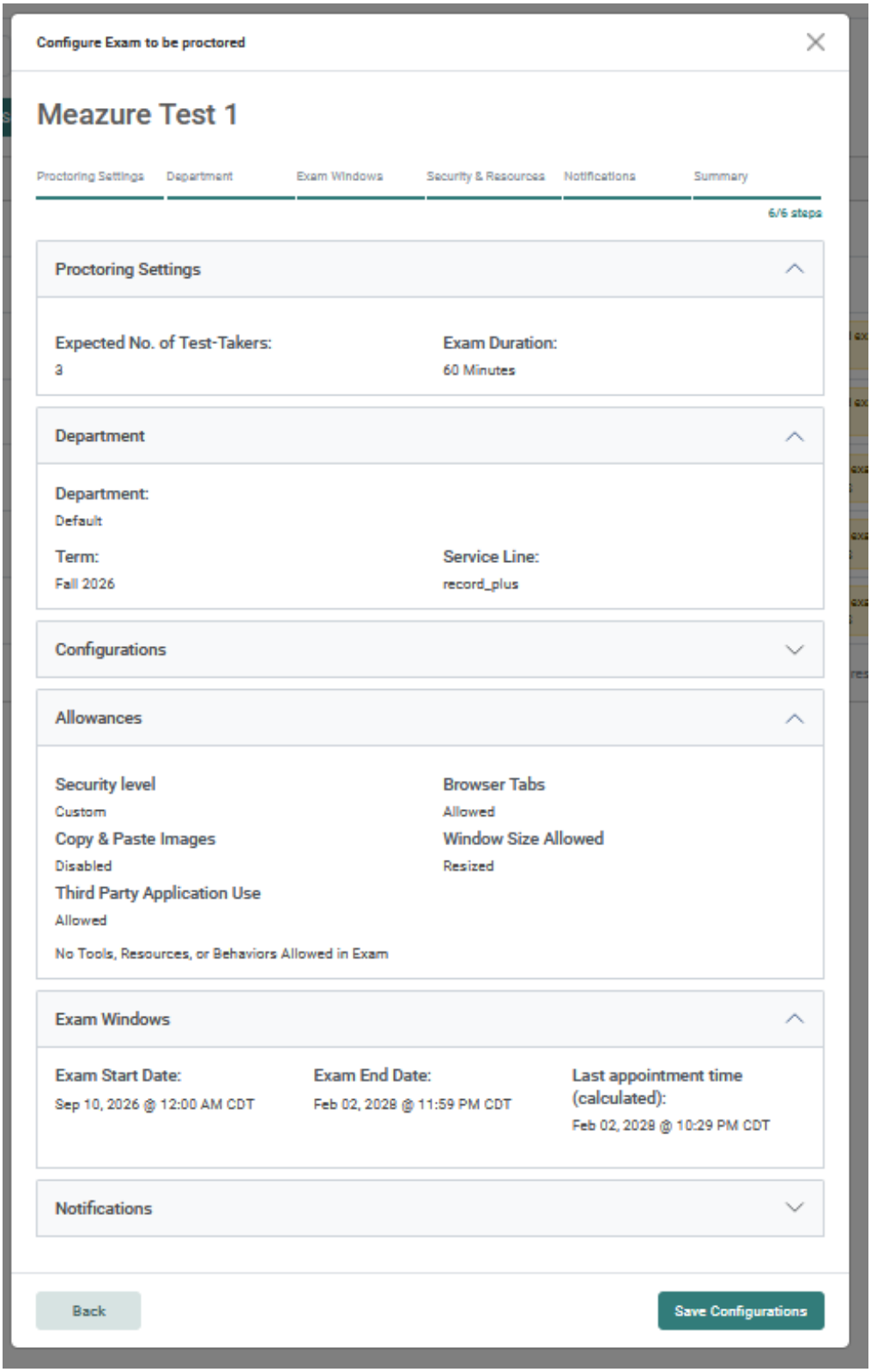
<u>Step 4b:</u> Custom Security settings. Select Low, Medium, High or Custom to see what the different security settings are: <u>note this is also how the levels are selected, so if you are fine with the default click "Revert to pre-defined"</u> or set to the level you wish (the definition you see is the one that is set.)



<u>Step 5:</u> Nothing has to be set here, the default is the Teacher



<u>Step 6:</u> This step allows you to review your settings, save the configuration or return to a step to change a mistake before saving the configuration



Taking an Exam with Record+

The Record+ exam is an AI-based exam that is not completed with a live proctor. AI flags any plagiarism issues as it records the exam, and this recording is reviewed by a live proctor after the exam is finished. The exam is not listed on the Meazure Learning/ProctorU website for you to choose the exam. It will be available to you through your Canvas course site during the exam window. The cost for each Record+ exam is $6.61. The charge will be billed to your OSU Bursar account at the end of each month.
Follow These Steps:

1. If you have not already done so, create a ProctorU account with your Okstate email address. https://go.proctoru.com/students/users/new

2. Download the Guardian Browser (this browser is how you will access the exam via Canvas). https://support.proctoru.com/hc/en-us/articles/24760032813453-How-to-Download-Install-and-Uninstall-the-Guardian-Browser

3. Test your equipment to make sure your hardware is compatible with ProctorU, prior to taking an exam. https://go.proctoru.com/users/11958928/system-metrics/new

4. To take the exam you will open the exam in your Canvas course. You do not schedule a Record+ exam. The exam can be taken any time within the exam window. **ProctorU will allow you to start an exam if the full time is not available but will always terminate the exam at the end time. If the student tries to start the exam at a time that will not allow them to use the whole exam duration because of the end time, access to the exam may be blocked.**

5. Take the Exam:

- Open Guardian Browser (which you should have already downloaded, per step 2 above).
- While in Guardian Browser, log in to your Canvas course site.

- Click on the “Meazure Learning” tab on the left navigation bar in your Canvas course site, and then click on the exam. You can only open a current exam in the window.
- For example: Guardian Browser > Canvas > Meazure Learning > Exam One > Start Exam.

What to Expect for the Record+ Pre-Test/Testing Experience?

Watch this video: ProctorU Student Experience Video: https://meazurelearning.wistia.com/medias/3yeyj6debu

For help with Meazure/ProctorU: https://support.meazurelearning.com/hc/en-us

Call ProctorU directly at (855) 772-8678 or use the ProctorU chat option on screen.

Taking an Exam with Live+

Live+ Exams use a live proctor. Some of your other online courses may be using the Record+ Exam which is slightly different. For the exams in this course, you must make an appointment with ProctorU. The cost for each exam ranges from $17.64- $34.17. The charge will be billed to your OSU Bursar account at the end of each month.

Follow These Steps:

4. If you have not already done so, create a ProctorU account with your Okstate email address. https://go.proctoru.com/students/users/new

5. Download the Guardian Browser (this browser is how you will access the exam via Canvas).

   https://support.proctoru.com/hc/en-us/articles/24760032813453-How-to-Download-Install-and-Uninstall-the-Guardian-Browser

6. Test your equipment to make sure your hardware is compatible with ProctorU, prior to taking an exam. https://go.proctoru.com/users/11958928/system-metrics/new

7. Schedule your exam appointment at least 72 hours prior to the time you are scheduling. Be aware that Meazure Learning/ProctorU charges extra from $8 to $12 for students who schedule within 48-72 of the exam date and a higher fee for scheduling within 24 hours of the exam time.
   https://support.proctoru.com/hc/en-us/articles/25852622025741-How-to-Schedule-Reschedule-or-Cancel-an-Exam

5. Take the Exam (at time of appointment):

- Open Guardian Browser (which you should have already downloaded, per step above).
- While in Guardian Browser, log in to your Canvas course site.
- Click on the "Meazure Learning" tab on the left navigation bar in your Canvas course site, and then click on the exam.
- For example: Guardian Browser > Canvas > Meazure Learning > Exam One > Start Exam

What to Expect for the Record+ Pre-Test/Testing Experience?

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https://meazurelearning.wistia.com/medias/3yeyj6debu

For help with Meazure/ProctorU: https://support.meazurelearning.com/hc/en-us

Call ProctorU directly at (855) 772-8678 or use the ProctorU chat option on screen.

2026-27 Pricing for Meazure/ProctorU (As of July 1, 2026

Live+ Fees (Per Exam)

- 60 Minutes or Less - $17.64
- 61 Minutes up to 120 Minutes – $23.15
- 121 Minutes up to 180 Minutes - $28.66
- 181 Minutes up to 240 Minutes - $34.17

- Record+ : $6.61 (Per Exam)
- Review+ : $9.92 (Per Exam)

Extra Fees for Late Test Live+ Registration

- Take it now (within 24 hours) $12
- Take it soon (within 72 hours) $8