Removing an exam from Proctorio

There are two steps to remove the Proctorio requirement on an exam for a student. The password will need to be given to the proctor.

Step 1: Making an Exam flexible

1.   Click the link to the exam.

2.   Then click the Moderate This Quiz link, located in the upper right section.

3.   Scroll down below the list of students and click the Make Exam Flexible button.

4.   A password to access the exam will display at the bottom. (It is case sensitive.)

5.   The password will need to be given to the live proctor.

Once an exam is made flexible, students will see two options when entering the exam, one to take with Proctorio and another that requires an access code to take with a live proctor.

Step 2: Disabling Proctorio for an Individual Students

After making an exam flexible, you can disable the Proctorio requirement for individual students who have your permission to use a live proctor. Once disabled for specific students, those students will only see the option requiring an access code to take the exam.

1.   Make the exam flexible following the steps above.

2.   Deselect the student by unchecking their name in the Proctorio column as shown in the image below.