Proctorio User Guide – Lecturer

This guide provides guidance on the use and setting of proctored quizzes/exams in Wattle using Proctorio. Note that to use Proctorio, the Chrome browser must be used at all times.

Adding Proctorio activity into your Wattle course

The Proctorio activity needs to be added into the Wattle course site before it can be used to proctor the quizzes in the course site. Below are the steps to adding a Proctorio activity into the Wattle course site.

1. Click on the cog icon located on the top right corner
2. In the drop-down menu, click on “Turn editing on”
3. In the first topic of the course, click on “Add an activity or resource”
4. In the pop-up window choose “External tool”, then click “Add”
5. Type in “Secure Exam Proctor” in the Activity name
6. In the Preconfigured tool drop down menu, choose “Secure Exam Proctor”
7. Once the Preconfigured tool is set to Secure Exam Proctor, click “Save and return to course”
8. In the first topic of the course, you will now see the Secure Exam Proctor activity
Installing Proctorio into your Chrome browser

Proctorio is an extension that needs to be installed into the Chrome browser before any user can start using it. The extension only needs to be installed once.

See steps below for the installation process:

1. In the Chrome browser, access Wattle and your course site
2. Click on the “Secure Exam Proctor” Activity
3. You will be taken to the screen below, click on the link as

![Proctorio Chrome Extension](image)

4. Once you have clicked on the link, you will be taken to a new tab. In this new tab, click “click here”
5. You will then be taken to another tab. In this tab, click “Add to Chrome”

6. Once you have clicked on the button, you will be given a message to confirm the action. To confirm the action to add Proctorio to your Chrome browser, click “Add extension”

7. Once the Proctorio extension is successfully added to your Chrome browser, you will see the Proctorio logo next to the address bar in the browser. (Shown below)

8. Go back to the course and click on the “Secure Exam Browser” activity and it will open a message “Secure Exam Proctor Plugin Successfully Installed! Please return to your course.”

9. Once the logo and the message appear, the Proctorio extension is ready for use in your course.

**Setting up quiz with Proctorio**

Return to the Wattle course site, and you can begin setting a quiz with Proctorio.

**Note:** It is recommended to finish setting up the quiz and have questions added into the quiz before enabling the Proctorio settings. A password for the quiz will also be set up automatically by Proctorio – Please just leave this, do not edit or change this

1. Turn editing on by clicking on the cog located to the top right if the course site
2. Click on “Add activity or resource” and select “Quiz” as the activity
3. For instructions on how to set up a quiz, please refer to Create and manage a quiz
4. Once you have set up the quiz with the preferred settings, it would be a good idea to duplicate quiz before adding questions and the Proctorio settings. This way, you can start with a clean copy of the quiz should you want to update anything later on.
(Refer to the appendix for steps to duplicate the quiz)
5. Once the quiz has been set up and the questions have been added into the quiz, you can now enable Proctorio.

6. To set up the quiz with Proctorio, scroll towards the bottom of the settings page to locate “Proctorio Settings”.

7. To enable the Proctorio setting, tick “Enable Proctorio Secure Exam Proctor”.

8. Once the option is ticked, you will be given different options for setting up the requirements for the assessment. An example is shown below:

9. To select the different options to restrict the quiz, click on the different option which will turn blue indicating that it has been activated. (Below is a sample only)
10. Once these options have been selected, you will see the “Proctorio Behavior Settings” section. (Below is a sample only)

11. In this section, you are able to select the weight of suspicious behaviours. Each preference you clicked on in the Proctorio Behaviour Settings, the Proctorio Frame Metrics will show the metrics of each setting.

12. In the next section, Proctorio Exam Metrics, you are able to select what abnormalities Proctorio should be looking out for. (Below is a sample only)
13. When the Proctorio settings have been decided for the quiz, click “Save and display” to return to the quiz.
Recommended Settings for Popular Exam Types

Proctorio has recommended different Proctorio combinations for a various type of exams. You will be able to locate the information in the Proctorio Support Centre. Follow the steps below to access the Support Centre:

1. Click on Proctorio logo next to the address bar in Chrome
2. In the pop up, click on “Help and Support Centre”
3. In the new tab, click on “Professor Support”
4. In the next page, click on “Recommended Settings for Popular Exam Types” as shown below

5. In this page for Recommended Settings for Popular Exam Types, you will find different combinations of the Proctorio settings recommended for the following exam types. Click on each one for further information.

- Open Note (physical notes)
- Open Note (internet)
- External Applications
- Open Computer Resources
- Multiple Choice
- Open Response (closed note)
- Open Response (open physical note)
- Open Response (open internet resources)
Appendix:

Instructions to duplicate a quiz

1. Access the Wattle course site
2. Click on the cog located on the top right
3. Click on Turn editing on
4. Locate the quiz that needs to be duplicated
5. Towards the right of the quiz, click on “Edit”
6. In the drop-down menu, click on “Duplicate”
7. The newly duplicated quiz will appear below the original quiz.
8. It is recommended to update the name of the duplicated quiz to avoid any confusion