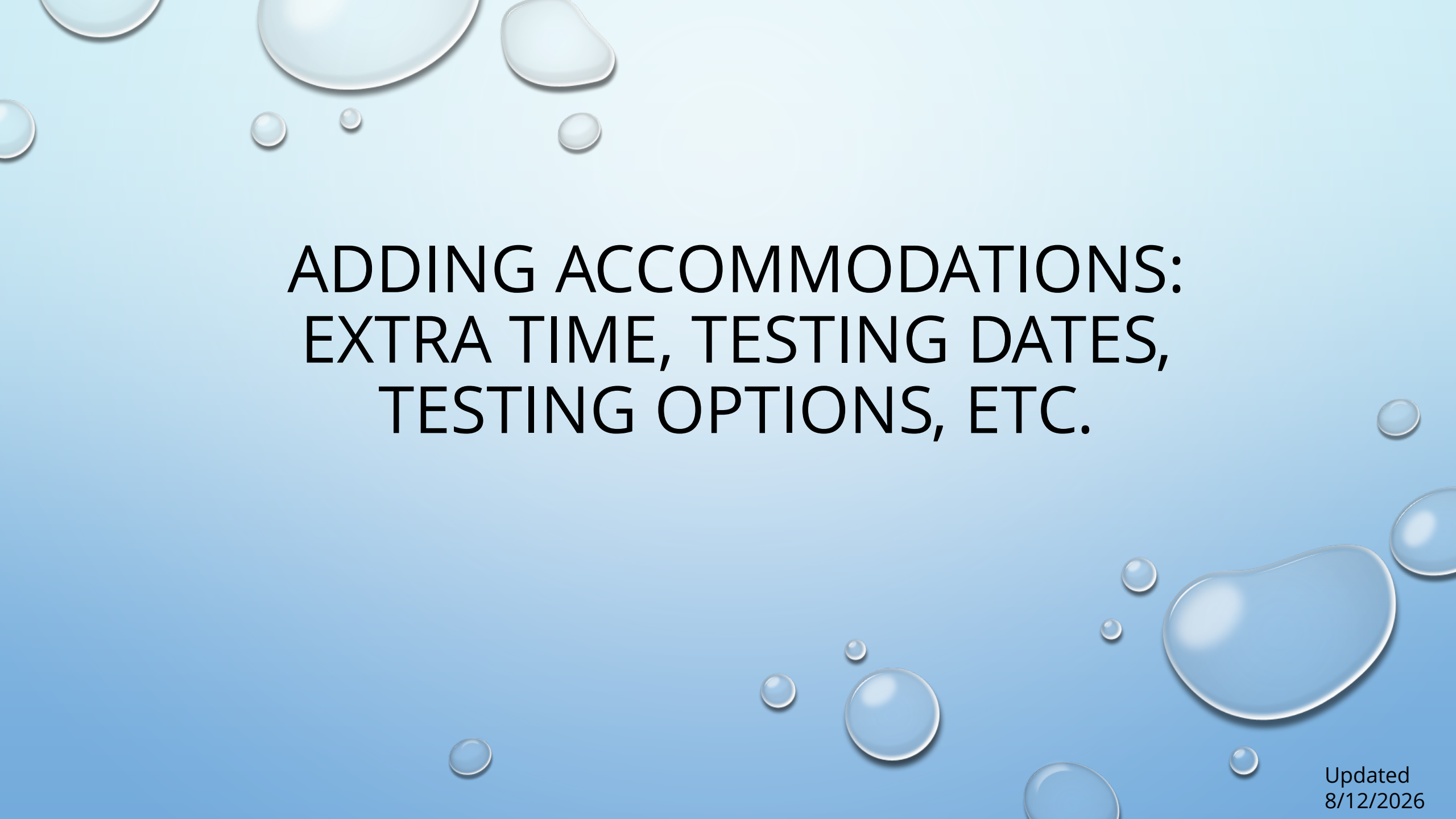


The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a 3D appearance. The text is centered in the upper half of the image.

ADDING ACCOMMODATIONS: EXTRA TIME, TESTING DATES, TESTING OPTIONS, ETC.

In the Canvas dashboard,
select SmarterProctoring
from your dashboard.

Scroll to your exam of choice
and select View Exam.

Active Exams

Test 2

Student Status

Needs Proctor	100%
Scheduled	20%
In Progress	0%
Closed	0%
Processing	0%

Exam Information

Type Computer Based	Opens 10/2/2023 at 4:00am EDT	Closes 10/31/2023 at 4:00am EDT
Exam Duration 2 hours	Scheduling Opens 10/2/2023 at 10:45am EDT	Scheduling Closes 10/31/2023 at 4:00am EDT
Permitted Items		
Blank Paper 2 scratch paper	Notes 3x5 note card	

[+] Detailed Information

[Edit Exam](#) [View Exam](#)

Chat

If a student has already scheduled an appointment, he or she will need to cancel the appointment before you can add the accommodation.

The student roster is listed. Under Action, click the dropdown menu "Select action." Click "Add Accommodation."

STUDENT	NOTES	STATUS	ACTION
Gibbs, Ronald		Needs Proctor	Select action...
Jenkins, Carla		Needs Proctor	Select action...
Jones-Liptrot, Judy		Needs Proctor	Select action...
Minnix, Lucy		Needs Proctor	Select action...
Pierce, Andrew		Needs Proctor	Select action...
Reese, Robyn		Needs Proctor	Select action...
Student, Test		Needs Proctor	Select action... Assign proctor (?) Locate proctor (?) Add Accommodation (?) Impersonate student (?) Select action...
Turner, Richard		Needs Proctor	Select action...

On the Exam Details screen, you may modify any of the items. This screen is mostly used to extend time on their appointment.

Exam Details

Exam Name *

Exam 123

Description

Enter a description...

Duration *

1

hours

00

minutes

Default: 1 hr

Consecutive Attempts Allowed (?) *

1

Default: 1

Date Settings

Exam Opens *

02/07/2024

at

05:00 AM



EST

Default: 2/7/2024 at 5:00am EST

Exam Closes *

02/29/2024

at

05:00 AM



EST

Default: 2/29/2024 at 5:00am EST

Scheduling Window (?)



SmarterProctoring provides a list of accommodations that should be listed in the description for the student, so the proctors can be aware of them during the exam.

Quick Reference Testing Accommodation Guide

Needs Accommodation:

This is not intended to be an exhaustive list of all possible accommodations.

- Extended Test Time
- Additional Breaks
- Testing Location (i.e. On a bed or in a public space)
- Scribe or Reader (Additional Person)
- Use of Headphones or Earbuds
- Use of fidgets or other calming devices
- Alternate approval and/or monitoring process (i.e. Requires only chat communication vs. verbal, Tester unable to keep eyes on screen or will be talking aloud)
- Assistive Technology (i.e. Screen Readers, Speech to Text, Screen Magnifier, etc.)

No Accommodation Needed:

These items are subject to visual inspection prior to admittance into the exam.

Emergent Medications

- Epi-Pen
- Glucose Tablets
- Inhaler
- Insulin Pen
- Nitroglycerin Tablets

Over the Counter Medications

- Cough Drops
- Eye Drops
- Tissues (Kleenex)

Medical Immobilizers

- Brace
- Cast
- Collar
- Sling
- Splint

Medical Device Attached to a Person's Body

Devices will not be visually inspected. If the device is connected to a phone for monitoring purposes, the phone must be placed behind the tester, fully out of reach during the exam. All other medical electronic readers attached to the device may remain in place on the tester.

- Cochlear Implant (Hearing Aids)
- Glucose Monitor*
- Heart Monitor*
- Insulin Pump*
- Oxygen Tank
- Tracheal Tube

Date Settings

Exam Opens *

at



EST

Default: 2/7/2024 at 5:00am EST

Exam Closes *

at



EST

Default: 2/29/2024 at 5:00am EST

Scheduling Window (?)



Exam File

Drag file here

Include all exam materials in a single PDF file. Maximum file size is 4mb.

Once the accommodations have been entered, click continue.

Continue

DashboardReportsMessagesRosterStephenHelp

Create Exam

Permitted Items

Notes

Open Textbook

Calculator

Earplugs

Formula Sheets

Dictionary

Websites

Blank Paper

Bathroom Break

Other Items

Other Items

Chat

Continue

On the Permitted Items screen, you may adjust any permitted items.

When finished, click continue.

On the Notes screen, you may adjust any notes for the student or proctors.

Remember, that you should leave a point of contact for proctors in the event there are any technical issues with the exam.

When finished, click continue.

Create Exam



Notes

Notes for Students (?)

Number all questions and show all work on your scratch paper.

Notes for Proctors (?)

Please scan and return all scratch paper to professor@fscj.edu. If there are any issues with the exam, please contact me at 904-867-5309.

Back Continue

On the Proctor Settings screen, you may adjust any testing options.

When finished, click continue.

Create Exam

Proctor Settings

Proctor Types

Testing Centers

Institution Testing Centers

NCTA Testing Centers

Military Base Testing Center

Virtual Proctoring

Automated Online Proctoring

Automated Online Proctoring with Review

Automated Online Proctoring with Review (via ProctorU)

Live Online Proctoring (via 3rd party)

Chat

Back

Continue

On the Confirmation screen,
review the items.

If it all looks correct, click Confirm.

Confirmation

Exam Name	Test 2
Description	Functions and stuff
Duration	2 hours
Password/Access Code	Test123!
Exam URL	http://www.mylab.pearson.com
Attempts Allowed	1
Exam Opens	10/2/2023 at 4:00am EDT
Exam Closes	10/31/2023 at 4:00am EDT
Permitted Items	Blank Paper (?), Notes (?)
Student Notes	3 x 5 note card. Number all questions and show all work.
Proctor Notes	Scan and return all scratch paper. If there are any issues, please contact me at 904-867-5309.
Proctor Types	Institution Testing Centers, NCTA Testing Centers, Automated Online Proctoring

[Back](#) [Confirm](#)