ProctorU Auto FAQs
For On-Campus Instructors moving Classes online

**Faculty Please DO:**

- Use ProctorU Auto for High Stakes Midterms and Finals
- Name your exams correctly, for instance – 2020SP - Course – Number- Section – Exam 2020SP – MATH- 101- 001- Final
- Choose what resources, if any, your students can have during the exam, like allowing bathroom breaks or calculators.
- Note- you can add time for those that have approved accommodations in canvas.
- For any other approved accommodations, like scribes or interpreters, please see How to Give Accommodations to Test-Takers.
- Make sure your students understand that a web camera and Microphone are required. Canvas might say they are not, but they are.

**Faculty please DO NOT:**

- **DO NOT** - Allow multiple quiz attempts - each attempt counts against our contract with ProctorU, which is not unlimited.
- **DO NOT** - Use ProctorU Auto for weekly quizzes – it should only be used for 2 High Stakes exams, like a Midterm and a Final.
- **DO NOT** - Create a file upload question for your Midterm/Final. This could compromise the integrity of your exam. Students may share the files that are created.

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**To Add ProctorU Auto to your Quiz/Exam in Canvas:**

- Create a [ProctorU account](#).
- Then go to the University Testing Centers page for Information on [ProctorU Auto and Canvas](#).

**Questions?**

Create a [Support Ticket](#), chat live from your account by clicking the Blue Owl in the top right-hand corner of your browser and selecting Report a Problem, give ProctorU a call at 855.772.8678, or email them at support@proctoru.com.