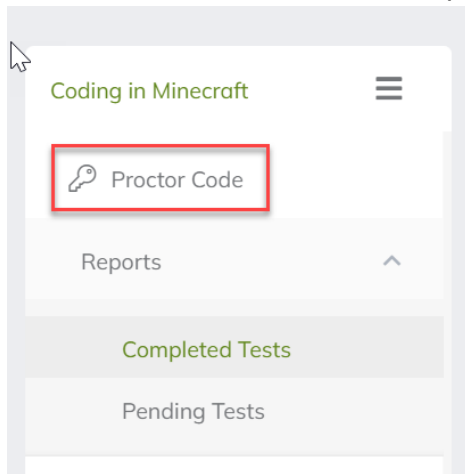


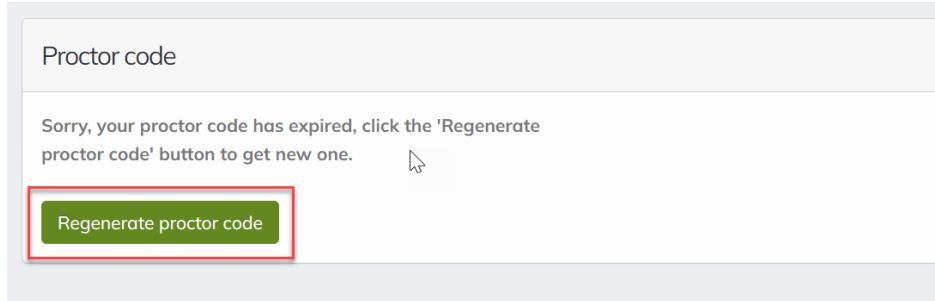
# Proctor Code

## Create a new proctor code

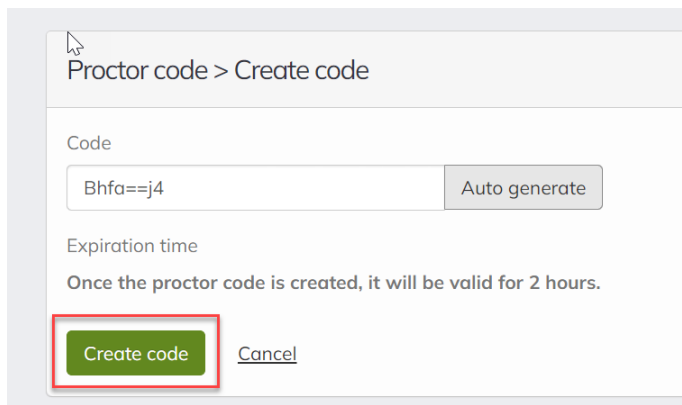
- Enter as a Proctor
- Select the Proctor Code menu option



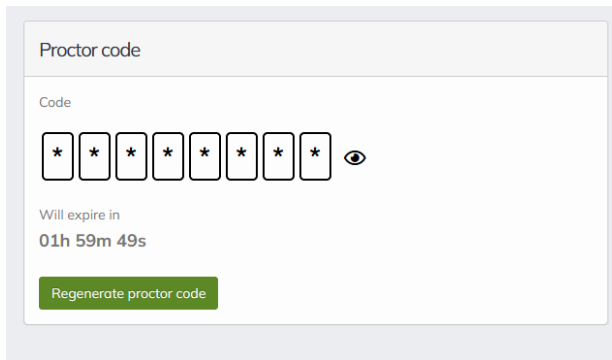
- In the Proctor code window click on the Generate proctor code button



- Type a code that meets the following rules:
  - Code must be 8 characters long
  - Code must be at least 1 uppercase
  - Code must be at least 1 lowercase
  - Code must be at least one special character !@#\$%&\*()\_\-+=+''
- Click on the Create code button.



- The code will be shown hidden for security reasons and you can view it by clicking on the eye icon
- You can see the validity period of the code, it will be valid for 2 hours

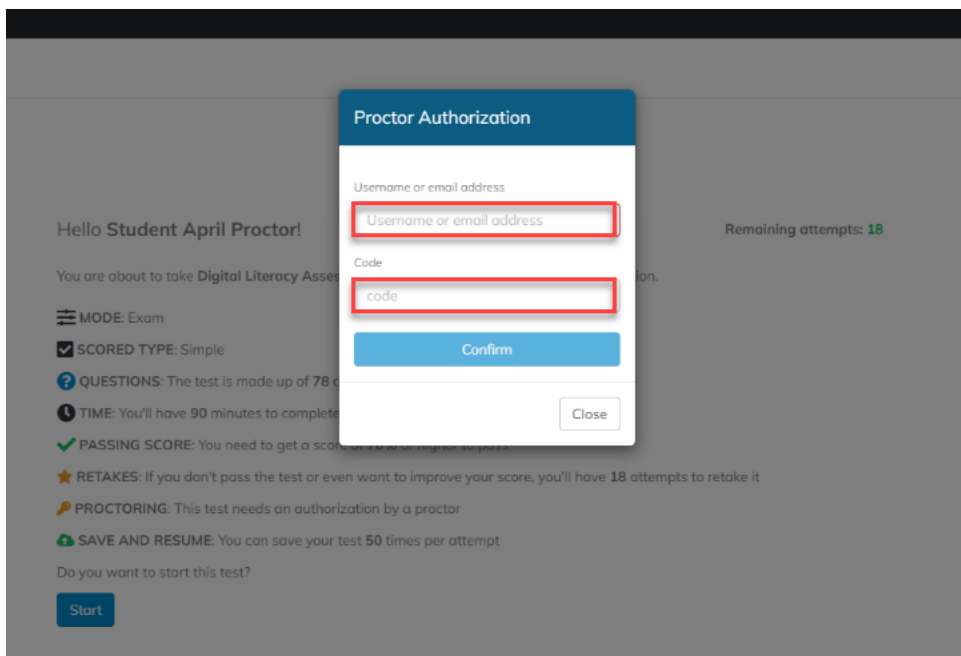


The screenshot shows a 'Proctor code' generation interface. At the top, it says 'Proctor code'. Below that, there is a 'Code' field consisting of eight asterisks in individual boxes, followed by an eye icon. Underneath the code field, it says 'Will expire in 01h 59m 49s'. At the bottom, there is a green button labeled 'Regenerate proctor code'.

## Authorize the taking of an exam with a proctor code

If a student is prompted to a Proctor authorization when taking an exam, you must enter your username or email address and the proctor code generated in the previous steps and then click on the Confirm button.

Now you have successfully authorized a proctored exam.



The screenshot shows a 'Proctor Authorization' dialog box overlaid on an exam interface. The dialog box has a blue header with the text 'Proctor Authorization'. It contains two input fields: 'Username or email address' and 'Code', both of which are highlighted with red boxes. Below the input fields is a blue 'Confirm' button and a 'Close' button. The background interface shows a 'Hello Student April Proctor!' message, a 'Remaining attempts: 18' indicator, and various exam details like 'MODE: Exam', 'SCORED TYPE: Simple', 'QUESTIONS: The test is made up of 78 questions', 'TIME: You'll have 90 minutes to complete this test', 'PASSING SCORE: You need to get a score of 70% to pass this test', 'RETAKES: If you don't pass the test or even want to improve your score, you'll have 18 attempts to retake it', and 'PROCTORING: This test needs an authorization by a proctor'. At the bottom of the background interface, there is a 'Start' button.