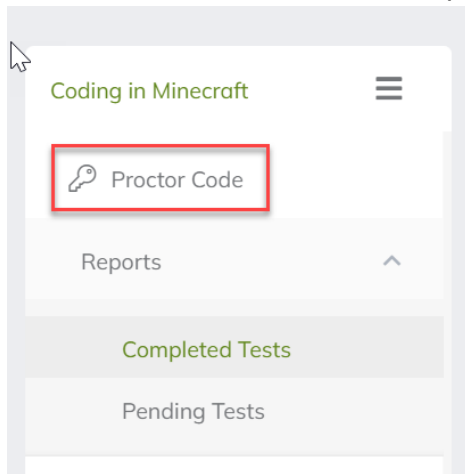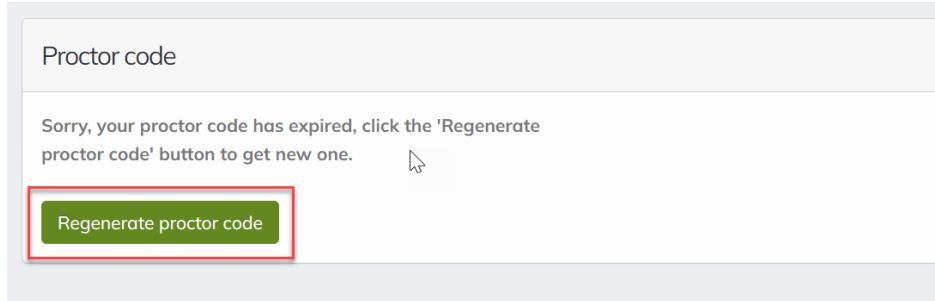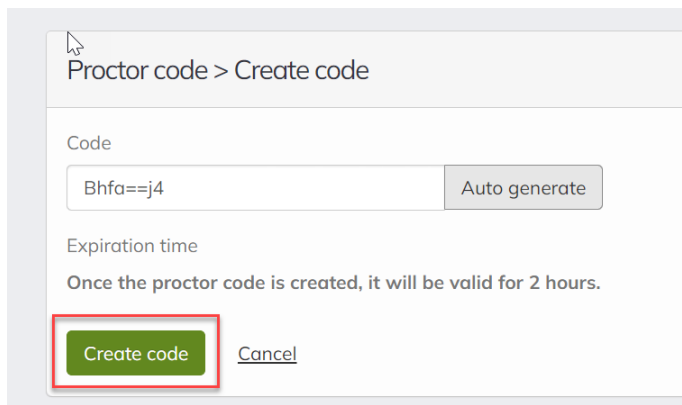# Proctor Code

Create a new proctor code

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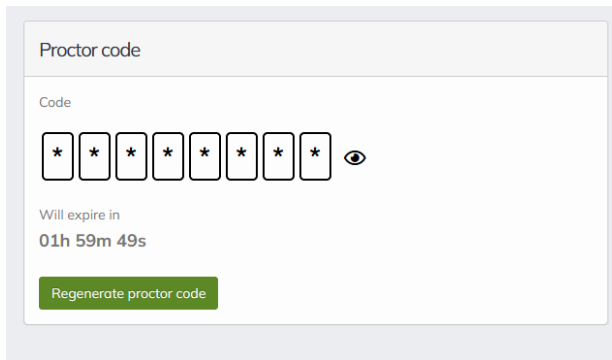- Select the Proctor Code menu option

- 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
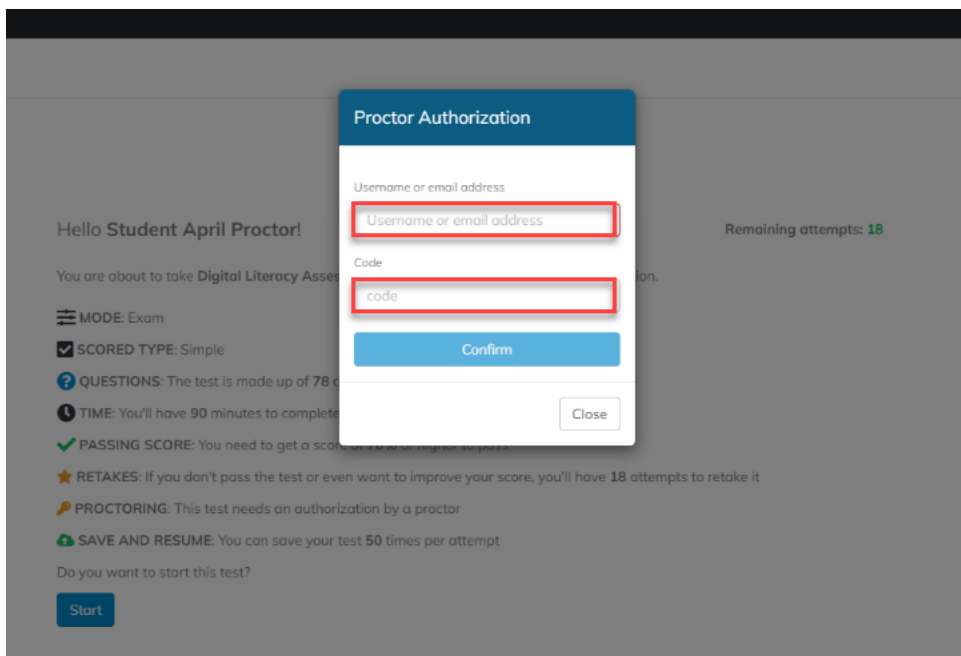
Proctor code

Code

* * * * * * * * 👁

Will expire in
01h 59m 49s

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.

Hello **Student April Proctor!**

You are about to take **Digital Literacy Asses**

Proctor Authorization

Username or email address

Username or email address

Remaining attempts: 18

Code

code

Confirm

Close

≋ MODE: Exam

☑ SCORED TYPE: Simple

❓ QUESTIONS: The test is made up of **78**

🕐 TIME: You'll have **90 minutes** to complete

✔ PASSING SCORE: You need to get a sco

⭐ RETAKES: If you don't pass the test or even want to improve your score, you'll have **18** attempts to retake it

🔑 PROCTORING: This test needs an authorization by a proctor

☁ SAVE AND RESUME: You can save your test **50 times** per attempt

Do you want to start this test?

Start