Removing Proctorio Settings from Tests

1. Remove Proctorio Tool from Course:

   - Locate the Secure Exam Proctor Tool in your course.
     - If it’s on the menu, use the downward facing arrow and select Delete (Figure 1).
     - It will ask you to confirm, select Yes.
     - The tool will delete along with the menu item.

2. Remove the Proctorio Settings from the Test(s)

   - Locate the Test by going to Course Management, Tests, Surveys and Pools (Figure 2).
   - Select Tests
   - Locate the Test(s) needing the edit. A test that used Proctorio will have “(Remotely Proctored)” in the title.
   - Hover the mouse over the title, a downward arrow will appear, click the arrow, and select Edit
   - In the next screen, at the top the title with the remotely proctored indicator will be visible with another downward arrow to the right, click the arrow and select Edit again (Figure 3).
     - In the Name field delete (Remotely Proctored)
     - In the Instructions field, delete the large red box with “Extension is required, click here” (Figure 4). Make sure you delete any other additional spaces in the Description Box – it must be completely empty.
   - Click Submit, then Ok
   - Repeat this process for any additional Remotely Proctored tests.
3. **Check and Remove the Proctorio Settings from the link to the test in the Content Area**

- Locate the link to the Test in your Content Area (figure 5). Click on the link title and look for the Test to remove Proctorio from.
- Click on the drop-down arrow next to the Test title and choose Edit the Test Options (figure 6).
- If you see the large red box with “Extension is required, click here” in the Description Box, select the red box and delete it (figure 4 on previous page). Make sure you delete any other additional spaces in the Description Box – it must be completely empty.
- Click Submit.
- Repeat this process for any additional **Remotely Proctored** tests that you modified in Step 2 that still have the red box in the Description field.