



# Disable Proctorio for a Student with Accommodations

Students with accommodations may need to take a test secured with the Proctorio online proctoring software turned off. Here's how to turn it off for a specific student on a specific test. These instructions assume you have created a test in Moodle and have activated Proctorio within the test's settings. You will need to have the Proctorio plugin installed and running on the computer you are using to set up this accommodation.

First go to the test's landing page in your Moodle course. On the landing page you will see a row of links at the top. Click the link to "More" settings on the right. In the dropdown menu, look for "Proctorio overrides." Click that link.

The screenshot shows the Moodle quiz settings page for "Intro Quiz for set-up (Remotely Proctored)". At the top, there are navigation tabs: Quiz, Settings, Questions, Results, Question bank, and More. The "More" tab is selected, and its dropdown menu is open, showing options: Overrides, Proctorio overrides, Locally assigned roles, Filters, Permissions, Backup, and Restore. A red arrow points to the "Proctorio overrides" option. Below the navigation tabs, there is a "Listen" button and a "DO NOT SAVE WITHOUT THE EXTENSION" warning. The page also displays the quiz opening time, a Proctorio security notice, and a unique identifier.

On the overrides page, you'll see a list of students in the class with blue boxes checked next to each name.



Proctorio can also be disabled for certain test takers. If Proctorio is disabled for an individual, then they must take the exam at the testing center, and cannot use Proctorio.



	Name	Email
<input checked="" type="checkbox"/>	No selection	
<input checked="" type="checkbox"/>	Moodle Admin (moodle@shawneecc.edu)	
<input checked="" type="checkbox"/>	[blurred]@shawneecc.edu)	
<input checked="" type="checkbox"/>	[blurred]@shawneecc....	
<input checked="" type="checkbox"/>	[blurred]@shawneecc.edu)	

Click to UNCHECK the blue box next to the student with the accommodation to turn Proctorio OFF.

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	Name	Email
<input checked="" type="checkbox"/>	No selection	
<input type="checkbox"/>	Moodle Admin (moodle@shawneecc.edu)	

Below the list of students, click the "Change Proctorio Access Settings" button to save your override.

[CHANGE PROCTORIO ACCESS SETTINGS](#)

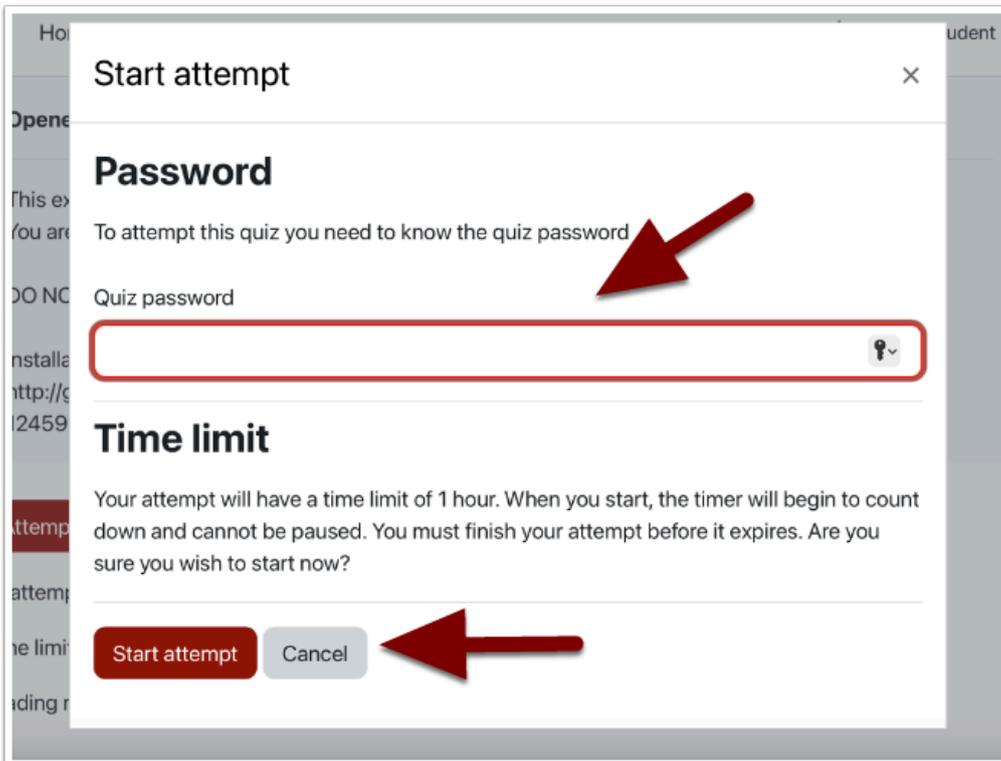
With your override saved, you'll see an exam password with instructors to share this only with the test's proctor. (For privacy, the exam password has been blurred in the image below.)



Exam Password:                     

This password should only be shared with a proctoring center [Learn more about why proctorio sets a password on exams.](#)

When the student logs in to the test, they will see a pop up window asking for the password when they attempt to begin the test. Once the password is entered, they will be able to proceed and complete their quiz by clicking on the "Start attempt" button.



- ⚠ At Shawnee, we recommend instructors coordinate with Student Success and with the testing center for students with accommodations that require Proctorio to be disabled. Please contact the center director and provide them with the exam password before the student is scheduled to take their test in the center.