📊 Submitting assignments with Proctorio

For exams and other assessments, your instructor may set up a remotely proctored assignment on Gradescope via an integration with Proctorio. Depending on your instructor's settings, the integration may prohibit you from opening additional windows, record you, and/or record your web traffic while you work. In this guide, you'll learn how your privacy is protected **(Page 1)**, how to install the Proctorio extension **(Page 2)**, and how to work on your assignment **(Page 3)**. Three roles in Gradescope have the same permissions: instructors, teaching assistants (TAs), and readers. This guide only uses the term "instructor," but note that this could also mean a TA or a reader in your Gradescope course.

Proctorio & your privacy

Gradescope and Proctorio want to protect your data and your work, so below is some important information about your privacy while you use the Proctorio integration on Gradescope. Additionally, see the **ZERO-KNOWLEDGE ENCRYPTION** note for more info.

- Proctorio will shut down when you finish your assignment.
- You can uninstall and install the Proctorio extension.
- Only your instructor can set your assignment settings.
- Your instructor may choose to record you while you work.
- No recording will begin without you being alerted first.
- No one will be watching you in real-time while you work.
- No one but approved individuals can access your exam data.

> **ZERO-KNOWLEDGE ENCRYPTION:**
>
> This Gradescope and Proctorio integration uses zero-knowledge encryption, meaning we know nothing about the encrypted data on our servers.
>
> Nothing leaves your computer until after it is encrypted, and it is never unencrypted until it is unlocked by an authorized school official.
>
> This means only your instructor, approved individuals at your institution, and Gradescope administrators have access to your exam recordings and data.

Preparing for your assignment

1. **PHOTO ID:** Depending on your instructor's settings, you may have to hold up a photo ID of yourself when the assignment starts. Have your photo ID out on your workspace just in case.

2. **COMPUTER:** For Proctorio to work, your computer first must meet the system requirements below. You can usually find this information in the **Start** (Windows), **Apple** (Mac), or **Launcher** (Chrome) menu on your computer. If you're using Linux, check the **Settings** menu or enter **lsb_release -a** in your command line.

|	OPERATING SYSTEM	PROCESSOR	FREE DISK SPACE	RAM
Windows	Windows 7+	Intel Pentium or better	250 MB	2 GB
Mac	macOS 10.11+	Intel	250 MB	2 GB
Linux	Ubuntu 18.04+	Intel Pentium or better	250 MB	2 GB
Chrome	Chrome OS 58+	Intel or ARM	250 MB	2 GB

3. **BROWSER:** Next, make sure you are using Google Chrome. If you need to download and install Chrome, go to support.google.com/chrome/answer/95346 and follow the steps. If you already have Chrome, check that you have the latest version. To do that go to support.google.com/chrome/answer/95414 in Chrome and follow the steps there.

4. **TOOLS:** Your instructor may require you to record yourself while you're working. So, next, make sure your webcam and microphone are working properly. Here's how:
   - **Camera check:** Go to webcamtests.com in Chrome. Click "Test my cam." Wait for the tests to complete.
   - **Microphone check:** Go to onlinemictest.com in Chrome. Click the **play button**. When the test is ready, speak a few words. Your microphone is working if the line on your screen moves while you speak.

Installing the extension

1. **LOG IN:** Log in to the Gradescope website on Google Chrome. Click the course and assignment you'd like to work on.

2. **INSTALL:** The first time you work on an assignment with Proctorio, the next thing you will see are instructions for installing the Proctorio extension. Follow the steps to install the extension. Then, you'll see a **Before you Begin** message from Proctorio. If you've already installed the extension, you'll be taken directly to the **Before you Begin** message as soon as you click on the assignment in Gradescope.

3. **REVIEW:** Review the **Before you Begin** message carefully. The message lists actions on screen that will be restricted while you work, what information will be collected, and the accessibility options available to you, such as enabling high visibilty mode. Be aware that you may be asked to share your screen or show a visual scan of the room you're in on your webcam. The message may also tell you to close certain windows before you can begin.

4. **CHECK:** Next, based on your instructor's settings, you may see a **Start exam pre-checks** button at the bottom of your screen. Click that button if you have it. Proctorio will run some quick system checks in the background and let you know when you're ready to move to the next screen.

5. **START:** Once all pre-checks are done, Proctorio will ask you to review an exam agreement. Depending on your instructor's settings, you may also need to sign it. When you're ready, click **I accept, begin exam now**. This will take you to a dialog box from Gradescope explaining your time limit and the assignment release date and due date. Read the dialog box carefully. Click the **Start Assignment** button when you're ready to start the timer and begin working.
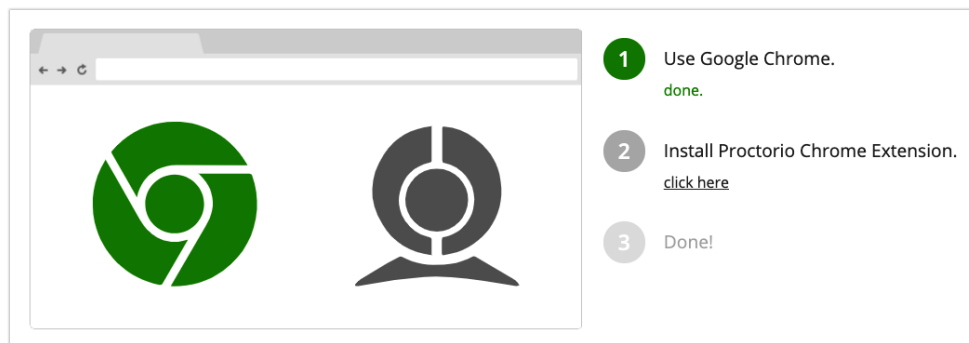
Step 2. **INSTALL**
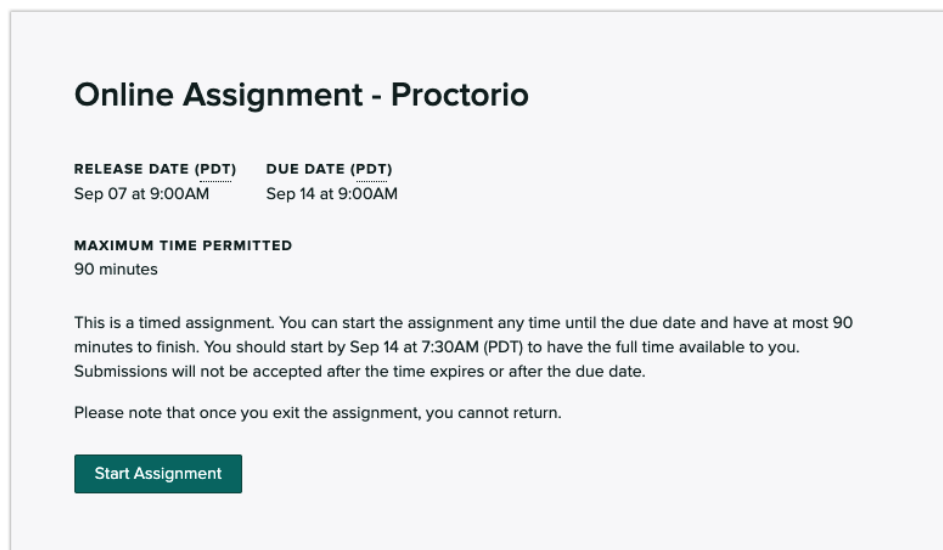
Step 5. **START**

Working in Proctorio

Depending on your instructor's settings, if you open other tabs, windows, or programs while you work, Proctorio may give you a warning and **30 seconds or less** to close them before it submits and ends your assignment. If you don't see this warning, you can access tabs, windows, and programs, but your **web traffic may still be monitored**.

1. **CHECK:** Your instructor may have enabled some additional tools, such as a calculator or a whiteboard, for you to use while you work. Once you start the assignment, check for a grid of icons in the upper left corner of your screen. Hover over each icon to see a quick explanation of what each tool does. If your instructor requested that you record yourself, you will also see yourself in the top left corner.

2. **ANSWER:** While you work, read each question carefully, and pay special attention to how your instructor has asked you to provide your answer. You could be asked to provide answers to more complex questions in multiple ways. If an answer field says "Please select file(s)," then your instructor would like you to upload a file for that question by clicking the **Select file(s)** button.

3. **TRACK:** As you work, you can track how many questions you've finished and how many you have left along the top of your screen. Your answers will be autosaved as you complete them. You will not have a button to submit each one. You can also track how many minutes you have left by checking the timer at the top of your screen. You can hide or re-reveal the timer if you'd like.

4. **SUBMIT:** When you're finished with the assignment, click the **End Exam** button to complete your work. Once you exit, you will not be able to reopen or resubmit the assignment even if there's time still left on your timer. Contact your instructor if something goes wrong while you're working or you accidentally end the assignment early. Your instructor will be able to submit work for you if needed.

5. **VIEW:** If your instructor has allowed it, you can select **View Your Submission** to see the work you turned in. If you don't have that option, then you'll be able to view your submitted work once your instructor publishes grades.