UF students with disabilities registered with the Disability Resource Center (DRC) are able to receive their testing accommodations through either of our online proctoring vendors. To proctor an online exam and facilitate testing accommodations requires additional instructions however, instructors are still responsible for ensuring testing accommodations are provided. Remember that you manage your exams in Canvas. You establish exam length and window of availability in the Canvas exam settings. You can easily facilitate DRC student’s testing accommodations such as additional time within your Canvas exam settings. By providing proctoring vendors with additional information about a student’s testing accommodations you can help ensure that students are able to take their online exams, proctored without interruptions or distractions.

One more recommendation to help support students with disabilities and accommodations with online assessments in Canvas is to set your quizzes to show one question at a time instead of multiple questions on a page to scroll through.

When using Honorlock to proctor your exam you must enter any student accommodations into the proctor guidelines box. By noting accommodations with Honorlock it will prevent a proctor from interrupting your student(s) during their exam if they are observed participating in one of the pre-established accommodations which would not normally be allowed.

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(List student accommodations here) Example: John Doe is allowed to use a second monitor. This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.
When using ProctorU to proctor your exam you must enter any student accommodations into the Additional Exam Notes & Accommodations field.

When using ProctorU keep in mind that due to the human proctoring nature of ProctorU students are required to pre-schedule their exam start time at least 72 hours out from the exam window that you’ve established in your Canvas exam settings.

Should you have students with accommodations who cannot find and schedule their exam at a reasonable time they can contact ProctorU within their ProctorU account via Live Chat or by calling ProctorU directly 855-772-8678 to request assistance scheduling their exam.

Please also feel free to contact Chris Newsom at 352-394-0851 or by email at cnewsom@dce.ufl.edu for assistance helping your student(s) schedule an exam with ProctorU.