[**Guide: Tegrity test proctoring (Instructors)**](https://help.tegrity.com/guide-tegrity-test-proctoring-instructors.html)

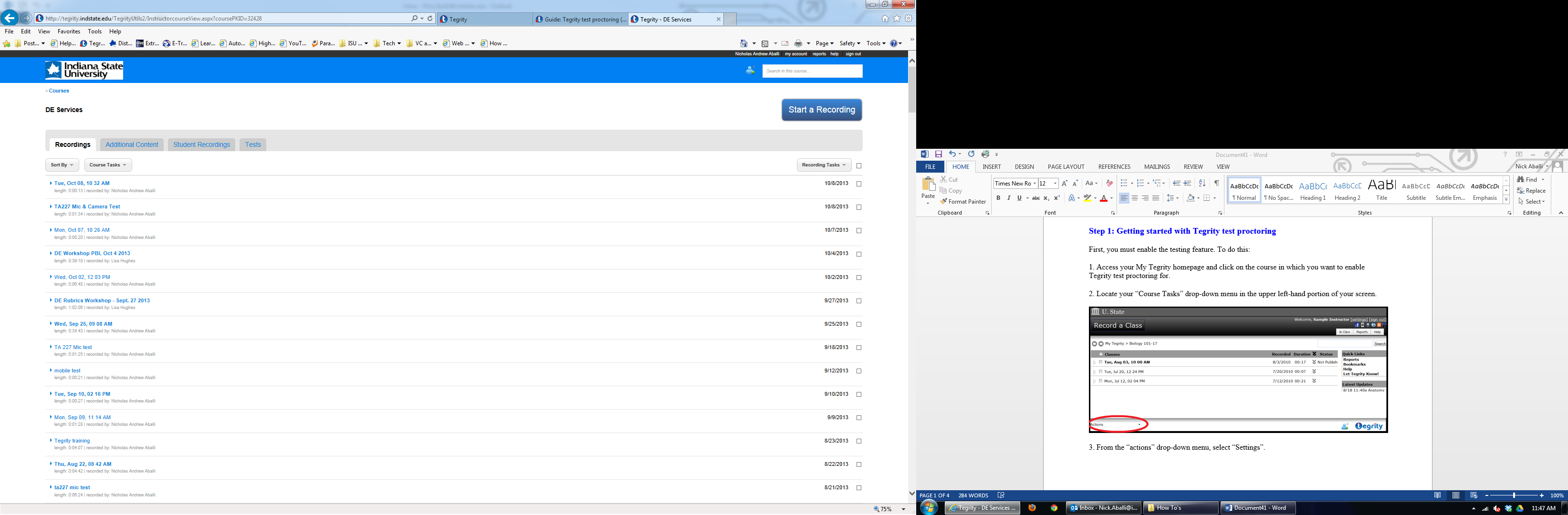
With Tegrity test proctoring, students can take exams and quizzes right from their computers as long as an internet connection is available. Our system allows the student to be recorded while taking the exam (in the same manner as an instructor recording a lecture). Additionally, we have implemented a number of different options making this a secure test-taking feature, such as a visual identification method and the disabling of the pause controls. Below you will find instructions on how to use our test proctoring feature, as well as some suggested methods for ensuring that exams are being taken in a secure manner.

**Step 1: Getting started with Tegrity test proctoring**

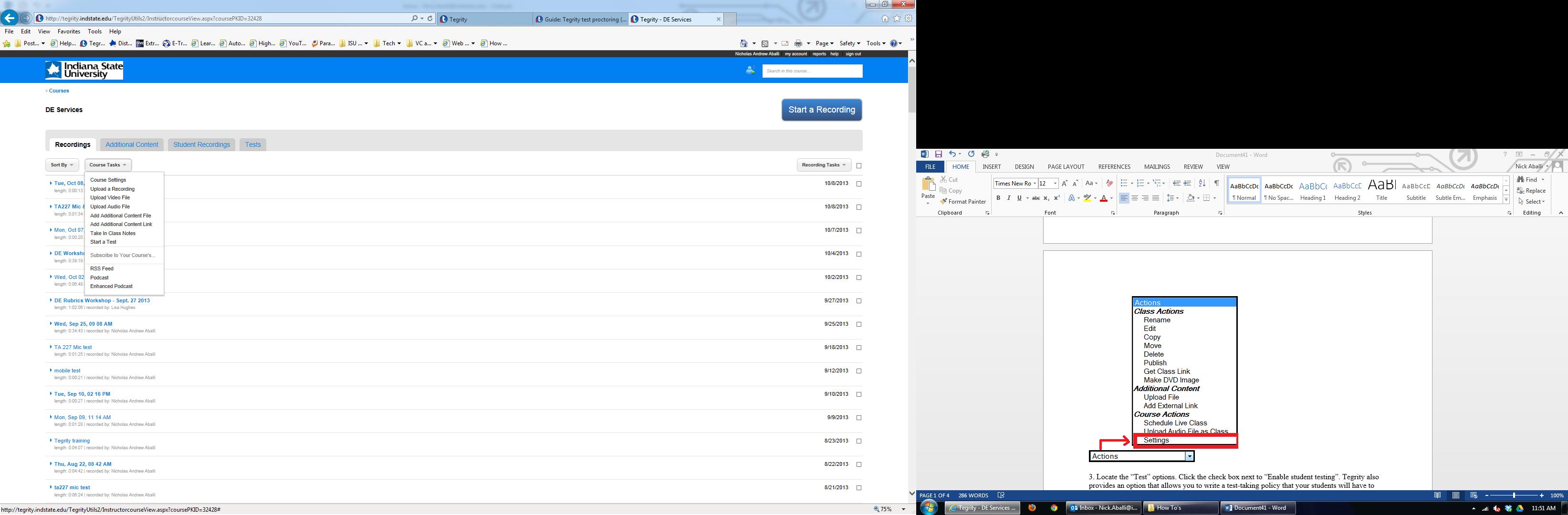
First, you must enable the testing feature. To do this:

1. Access your My Tegrity homepage and click on the course in which you want to enable Tegrity test proctoring for.

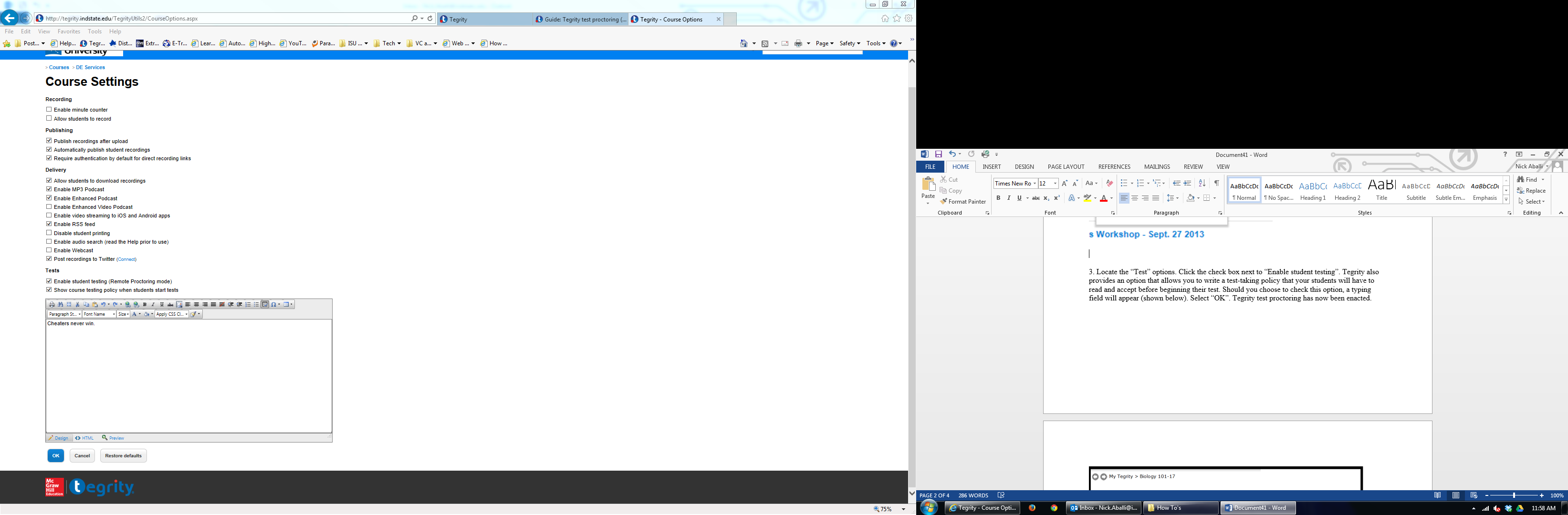
2. Locate your “Course Tasks” drop-down menu in the upper left-hand portion of your screen.



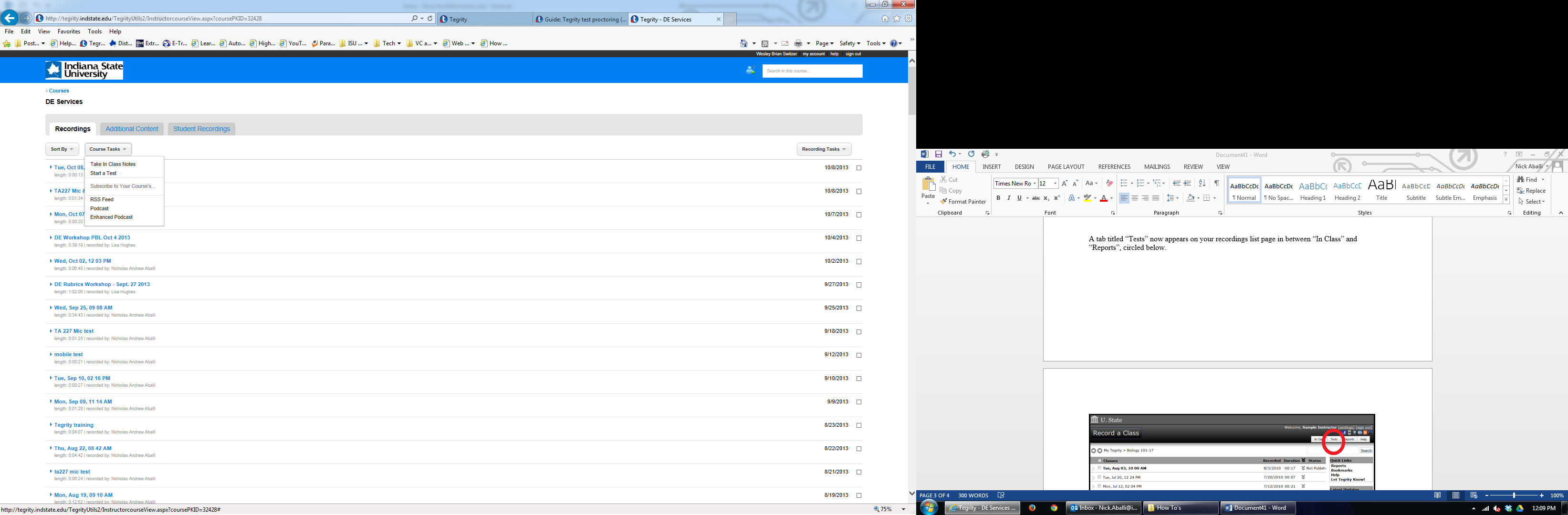
3. From the “Course Tasks” drop-down menu, select “Course Settings”.



4. Locate the “Test” options. Click the check box next to “Enable student testing”. Tegrity also provides an option that allows you to write a test-taking policy that your students will have to read and accept before beginning their test. Should you choose to check this option, a typing field will appear (shown below). Select “OK”. Tegrity test proctoring has now been enacted.



5. “Start a Test” now appears as an option on the “Course Tasks” dropdown menu.



*Note: The “Start a Tests” option only appears when you click on the course in which test proctoring has been enabled. When viewing your My Tegrity homepage, the “Tests” option will not be visible.*