

# Self proctor an exam

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Duplicating an exam to self-proctor via Microsoft Teams, or BigBlueButton.

1. Login to Moodle and select the course from your dashboard.
  2. From the homepage, turn editing on.
  3. Scroll in the course to find the exam that you wish to duplicate.
  4. On the right of the section, select "Edit" then "Duplicate"
  5. Exam will be duplicated.
  6. You may make changes to the name of exam and specify that this copy will be for an alternate route (other than Respondus, SmarterProctoring or ProctorU)
  7. Specify the service that will be used to proctor the exam (Teams, or BigBlueButton).
  8. Send an invite to the student once the exam settings are ready.
  9. Advise the student that a webcam and audio will be needed to monitor the exam environment.
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