Instructions and Rules for Remote Proctored Exams (SMOWL) for Students

Online Canvas course implementations at Humak may include a remote proctored exam. Online proctoring refers to the monitoring and supervision of online exams to prevent cheating and ensure that all students are evaluated fairly and equally. Participating in a remote proctored exam requires the following:

- **Valid proof of identity**
  First, make sure you have a valid passport or a photo ID card issued by the Finnish police or an authority in an EEA country, Switzerland, or San Marino.

- **Compatible hardware and additional camera**
  To take the exam, you need a **SMOWL-compatible computer** equipped with a proctoring-compatible browser (Chrome, Edge or Opera), a webcam, and a microphone. In addition, a mobile device (phone or tablet) capable of reading QR codes is required to act as a second monitoring camera during the exam.

- **Readiness for the SMOWL CM proctoring application**
  You must be able to install the SMOWL CM application on your device at least for the duration of the exam (***Instructions*** *for installing the SMOWL CM proctoring application*). Please note that the application may not be used in all exams.

- **SMOWL registration in Canvas (recommended 72 h before)**
  Complete your registration for the proctoring service via Humak's Canvas course well in advance of the exam. The registration remains valid for 12 months, so you do not need to repeat it if you take multiple proctored exams within a year. (***Instructions*** *for registering for the SMOWL service* and *English instructional* ***video*** *on registration*)

- **Taking the test exam, if one is used in the course (recommended 72 h before)**
  If a Smowl test exam is used in the course, complete it in Canvas in advance using the exact same device you will use for the actual exam. This ensures technology works properly and leaves time to resolve any potential issues. (***More information on two-camera proctoring***)

- **Troubleshooting and technical support**
  If you encounter issues with registration or taking the test exam, consult SMOWL's **student instructions** and **FAQ**. If needed, you can get help via the chat service located in the bottom-right corner of the SMOWL website (owl icon) or by sending an email to the course lecturer or canvas@humak.fi.

- **Closing background applications (just before the exam)**
  Close all background applications running on your computer – especially remote desktop and AI applications (such as AnyDesk, TeamViewer, ChatGPT, Claude, and

Microsoft Copilot) – before starting the exam. (***Instructions**: How to check running programs*)

Rules of Conduct for Remote Proctored Exams

Before taking a remote proctored exam, ensure the following:

1. **Closing background applications and AI prohibition**
   Close all unnecessary applications and background programs on your device before starting the exam. In particular, remote desktop and AI software (such as AnyDesk, TeamViewer, ChatGPT, Claude, and Microsoft Copilot) must not run in the background. If any such application is detected running during the exam, your exam performance will be automatically failed on suspicion of misconduct, regardless of whether the software was actually used. (***Instructions**: How to check running programs*)

2. **Positioning and view of the second camera**
   Position the second camera so that it clearly records you, your computer screen, and your desk area without obstruction. Ensure at the same time that there are no unauthorized materials in your surroundings. (*Important: Read the **detailed instructions** on positioning the second camera | Example image of a recording from a correctly positioned camera*)

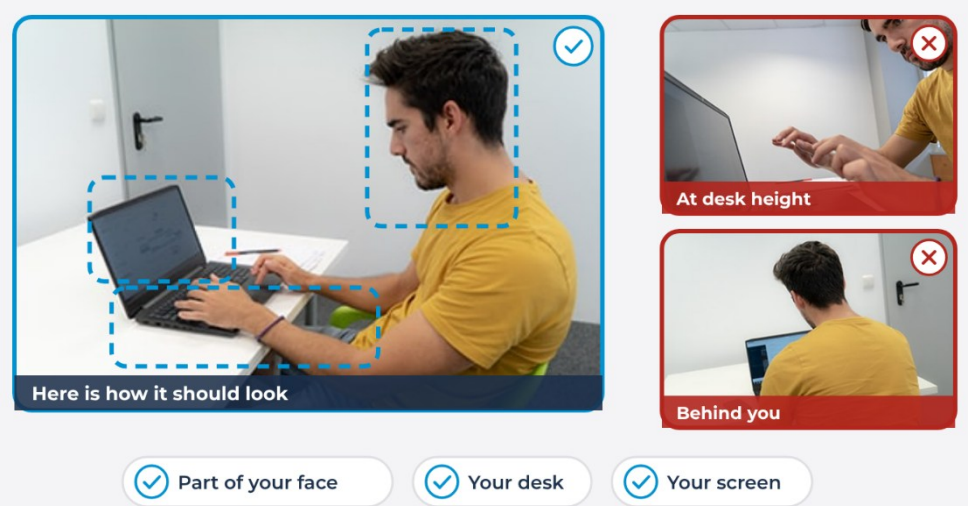


Image source: Smowl - Using an external or secondary camera for supervision

3. **Lighting and visibility of your face**
   Your face must remain completely uncovered and visible throughout the entire exam. Ensure proper lighting in the room so that your face is not in shadow – for example, bright light coming from behind you or a window behind your back will darken your face on camera.

4. **Microphone settings and audio recording**
   The microphone must be active and transmitting audio continuously throughout the

entire exam, and it must not be turned off or muted. Disable any automatic noise-cancellation settings on your microphone before the exam begins.

5. **Exam room and remaining at your computer**
   Take the exam alone in a quiet, undisturbed room. Leaving your computer is strictly prohibited, and you must remain in the field of view of your device's camera for the entire duration of the exam. Clear your desk before the exam. Only the computer you use for the exam, its keyboard and mouse may be on the desk. Smowl's cameras detect prohibited objects, and having them visible may be flagged in the report, even if you do not use them. Prohibited items include a phone (unless used as Smowl's second camera), a tablet, a second monitor, a smartwatch, headphones, and books, dictionaries or notes. A drinking bottle or glass without text is allowed.

6. **Allowed applications and browser usage**
   During the exam, you are only permitted to use the browser designated for the Canvas exam and any applications explicitly authorized by the teacher (e.g., Excel in an Excel exam). You must not open any other websites in the browser besides the Canvas exam itself.

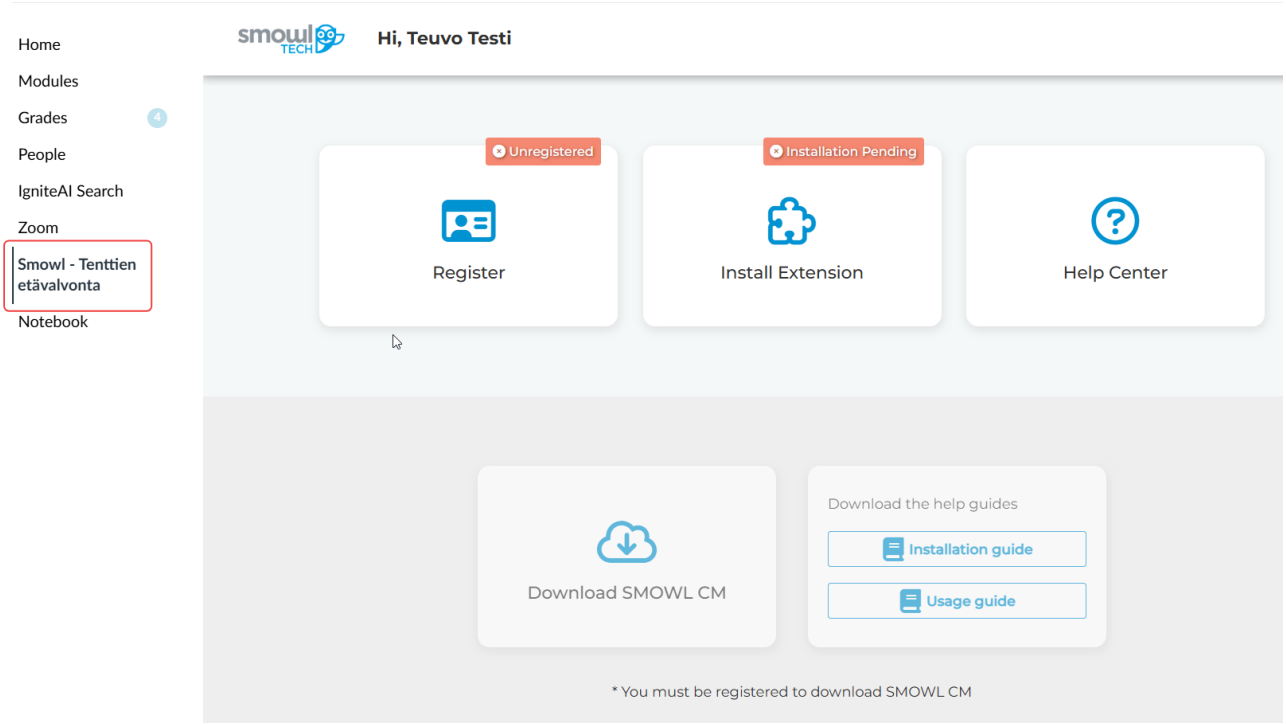
7. **Prohibited auxiliary devices and communication (Phone, headphones, and speaking)**
   Speaking out loud during the exam is prohibited (except for information requested at the very beginning). The use of headphones is strictly forbidden. Your phone must be set to silent mode before starting the exam and cannot be used during the test.

8. **Prohibition of recording**
   Taking screenshots or video recordings using your computer or an external camera is strictly prohibited during the exam.

Failure to comply with these rules constitutes a violation of terms and will result in the rejection of your exam submission. Please note that the monitoring software does not block unauthorized actions automatically, but it logs monitoring data that can lead to exam rejection.

Using SMOWL in Humak Canvas

You will find SMOWL in the left-hand navigation menu of your Canvas course if it is enabled. When you open SMOWL for the first time, you will see the main view.



1. Main View Instructions

The main view displays system status and download links:

- **Register (Status: "Unregistered"):** Click this card to begin your student profile registration.
- **Install Extension (Status: "Installation Pending "):** Displays the browser extension status. Clicking this opens a new tab to install the SMOWL browser extension. **Open** setup instructions.
- **Help Center:** Section for general system guidance.
- **Download Smowl CM:** Button to download the monitoring application to your computer (requires registration first). **Open** setup instructions.
- **User Guides:** You can browse instructions in English regarding the registration process, technical setup, and taking exams with SMOWL. Open setup instructions.

2. Registration Process

Clicking the **Register** card takes you through a 4-step process:

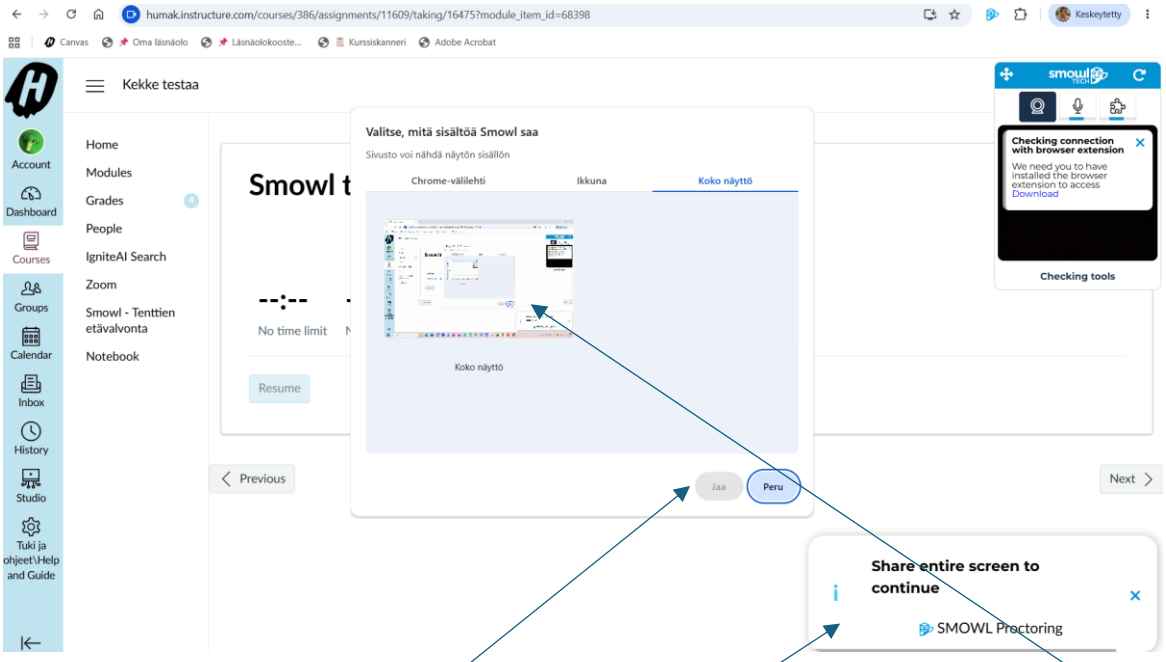
1. **Start:** Read the privacy policy, check **I agree to the Privacy Policy**, and click **Next Step**.
2. **Take Selfie:** Grant your browser permission to access your computer camera and take a clear facial photo.

3. **Verify ID:** Show an approved photo ID (front and back, e.g., passport or official ID card) to the webcam to capture a photo.
4. **Summary and Next Steps:** Review your registration details and finalize the setup. Afterwards, you can proceed to install the browser extension and SMOWL CM software.

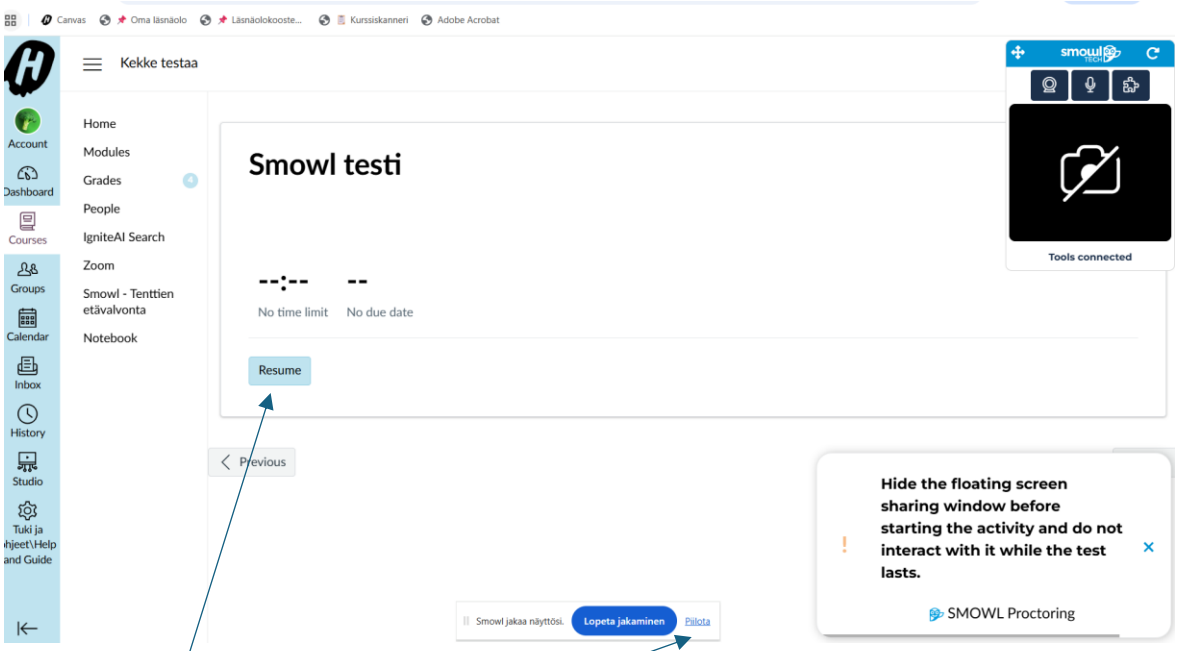
3. Taking a SMOWL Exam in Canvas

Follow these steps to complete a SMOWL-enabled exam in Canvas:

1. Go to the Canvas course page where the exam is located.
2. Click the exam title in the **Modules** view to open it. Depending on the exam settings, a prompt will appear:



   - A screen-sharing window will open in the center. Click the image of your screen and then click **Share**.
   - An info box in the lower right corner will instruct you to share your full screen to proceed.
   - A SMOWL proctoring window will open in the upper right corner, checking browser settings and displaying your camera feed. In the top-right corner, you will also see a QR code to scan with your phone or tablet, which connects an external camera for use during the exam. Scan the QR code with your phone or tablet to open the SMOWL website, which will record your exam session.



- Once full-screen sharing is enabled, hide the floating screen-share notification bar before starting the exam.

3. Click the **Start** button to begin the exam (Note: in this picture the button says "Resume" but you will have the Start button).
4. The exam will open in full-screen mode. **Do not exit full-screen mode** during the exam. Once finished, click **Submit** to save and submit your responses. This ends your exam session, and you may exit.