



[Knowledgebase](#) > [OwlMed and Canvas](#) > [Proctoring an OwlMed Exam with Lost Focus Feature](#)

Proctoring an OwlMed Exam with Lost Focus Feature

Samantha Starr - 2025-01-27 - [OwlMed and Canvas](#)

Proctoring an Exam with Lost Focus on OwlMed

Lost focus security feature will lock students out of an exam if they attempt to leave the exam window to access other resources, websites, or software.

- Students will not be able to leave or tab out of the Exam while this feature is turned on.
- If a Student gets locked out of the Exam, the Exam Administrator will have to unlock the Student's account in order to allow them to re-access the Exam.
- Each instance of a Student getting locked out will be tracked and included in the Locked Users Report.

*Note: Do **NOT** unlock an exam for a student without them notifying you (proctor) to state they have been locked.*

Basic Instructions for Proctors:

Select the course

1. Assessments
2. Exams
3. Manage Exams
4. Select the numbered responses
5. Select "Options"
6. Locked Users
7. Remove Lock

- Info
- Details
- Discussions
- Announcements
- Manage Materials <
- Messages <
- Mapping <
- 1** Assessments ▾
- Evaluations
- Peer Evaluations
- Gradebook <
- 2** Exams ▾
- 3** Manage Exams
- Grade Exams

Exam Manager

BMS 6022- Foundations of Medicine 4 COM 2024/2025 (r1)

View ▾ Options ▾

Viewing 1 to 1 of 1

Name ▲	Responses ▲	View Exam ▾
FOM4 Epi/Biostats Quiz #1 2025	0/77	View

10 ▾ entries per page

Refreshing in: 50

Results Summary

Exam: *FOM4 Epi/Biostats Quiz #1 2025*

Linked to *BMS 6022- Foundations of Medicine 4 CO*

Total Points: 100

View **5** Options ▾ Refresh PDF Response Report

Viewing 1 to 1

Student ▲

- Exports
- Summary
- QR Listing
- (re)Evaluate
- Item Analysis
- Gradebook
- Un-Submit
- Submit All
- Locked Users **6**
- Missing Students
- All Responses
- All Event Responses

View ▾ Options ▾    

Viewing 1 to 1 of 1 Search:

Student 	Score 	Remove Lock 	Status 	Group Leader 
Student, Sally (sallystudent)	84	7 Remove Lock	Open	No

Show entries Previous 1 Next

Student Experience:

Lost Focus Security Enabled

If you click outside of the exam window while taking this exam your exam will shut down until an exam proctor/administrator resets your access to the exam. You may want to go into full screen mode to reduce the risk of accidentally getting locked out.

Continue

- Upon entering the Exam, Students will see the message shown above, which indicates that **Lost Focus Security** is in effect.
- Students will need to click Continue on the message to proceed to taking their Exam.

Lock out triggered

Your exam has been locked

You will need to have a proctor or exam administrator unlock your session to regain access to this exam
Once your exam is unlocked close this window/tab and re-enter the exam from the original link

- If a Student attempts to tab out or leave the Exam window, the message shown above will appear and the Student will no longer have access to the Exam.
- Once regaining access, they will need to reopen the exam window.

Administrator Unlock (Detailed):

Exam Manager
Cardiovascular Medicine SOM 2021/2022 (r1)

View Options [Download] [Print] [Settings] [Help] [Close]

Viewing 1 to 3 of 3 Search: []

Name	Responses	View Exam	Link	Access?	Details	PDF	Key
Exam	3 Response(s)	View	Course	Yes	ⓘ	📄	key
Pediatrics Exam	2 Response(s)	View	Course	Yes	ⓘ	📄	key
Presentation Exam	0 Response(s)	View	Course	No	ⓘ	📄	key

Show 10 entries Previous 1 Next

- To unlock the exam for students who have triggered the Lost Focus Security feature, navigate to the

Course or Event **Exam Manager** where the Exam exists.

- In the **Exam Manager**, click the **Response(s)** link corresponding to the Exam in question.

Locked Users

The screenshot shows the '3 Response(s)' page with a 'Refreshing in :24' timer. The page title is 'Results Summary' for 'Exam: Exam', linked to 'Pediatrics UME 2018/2019 R2 - New Memorial Hospital' with 'Total Points: 84'. A table lists responses for four students. A dropdown menu is open over the table, with 'Locked Users' highlighted in orange. The table data is as follows:

Student	Score	Possible	Bonus	Reporting	Reset	LinkStatus	RCard	Leader
Agustina, H (kagustina)	19	84	0	Remove	Submitted	Linked	RCard	No
Alexander, (re)Evaluate	0	84	0	Remove	Submitted	Linked	RCard	No
Anderson, (edarla)	0	84	0	Remove	Open	Linked	RCard	No
Irvin, Mabl	20	84	0	Remove	Submitted	Linked	RCard	No

- Click **Locked Users** to view a list of students that have been locked out of their Exam.

Remove Lock

The screenshot shows the 'Locked User Listing' page with a 'Refreshing in :04' timer. The page title is 'Locked User Listing' for 'Exam: Exam', linked to 'Pediatrics:UME 2018/2019' with 'Total Points: 84'. A table lists one locked user. The 'Remove Lock' link is highlighted in orange. The table data is as follows:

Student	Score	Remove Lock	Status	Group Leader
Student, Sally (sallystudent)	84	Remove Lock	Open	No

- Once you click the **Remove Lock** link, you will receive a confirmation message.
- Click **OK** to continue.

NOTE: Once an Administrator has unlocked the Exam the student will be able to click back into the Exam and pick up where they left off prior to when Lost Focus was triggered.

Lock History Report

3 Response(s) | Refreshing in :04 Return Close

Locked User Listing
Exam: Exam
Linked to Pediatrics::UME 2018/2019
Total Points: 84

View Options Download Print Settings Help

Viewing 1 to 1 of 1 entries Back to Results Listing Search:

Student	Score	Remove Lock	Status	Group Leader
Student, Sally (sallystudent)	84	Remove Lock	Open	No

Show 10 entries Previous 1 Next

Options dropdown menu:
Back to Results Listing
Refresh
Lock History

- Click **Lock History** from the Locked Users screen to view a report including time and duration details of Students that have been locked out of their Exam.