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.

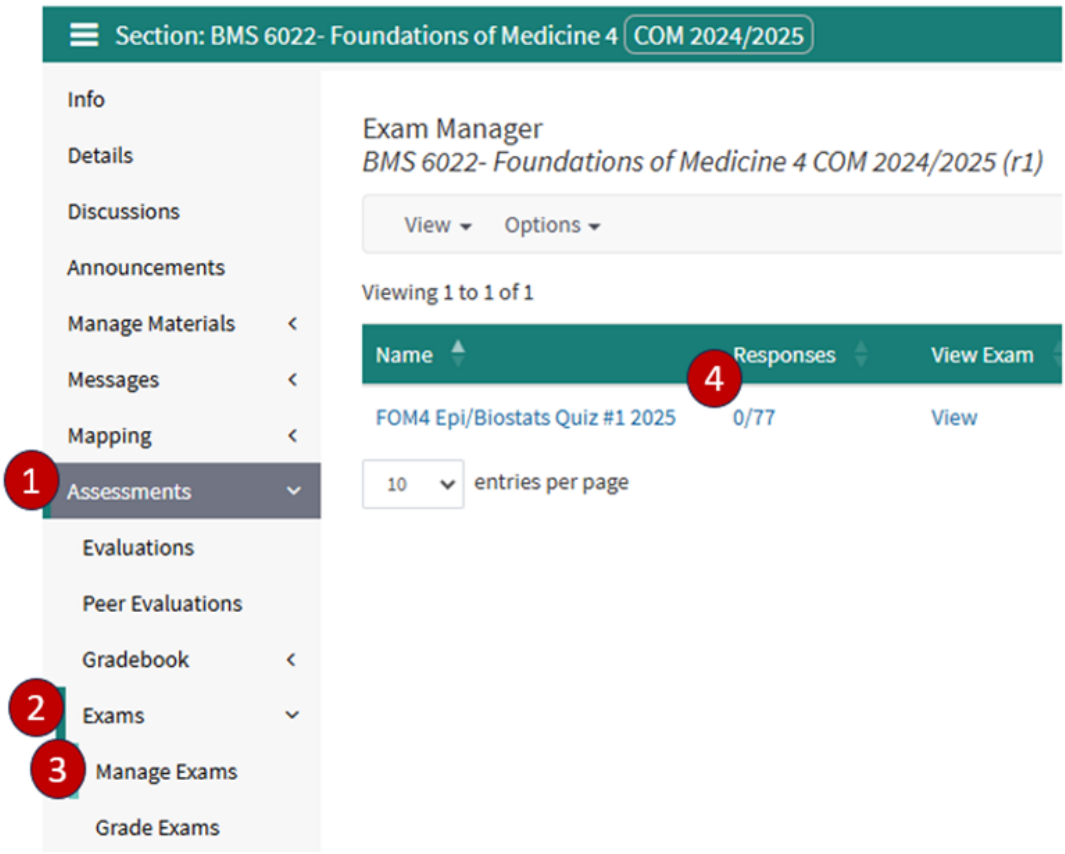
- Students will not be able to leave or tab out of the Exam while this feature is turned on.
- If a Student gets locked out of the Exam, the Exam Administrator will have to unlock the Student's account in order to allow them to re-access the Exam.
- Each instance of a Student getting locked out will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

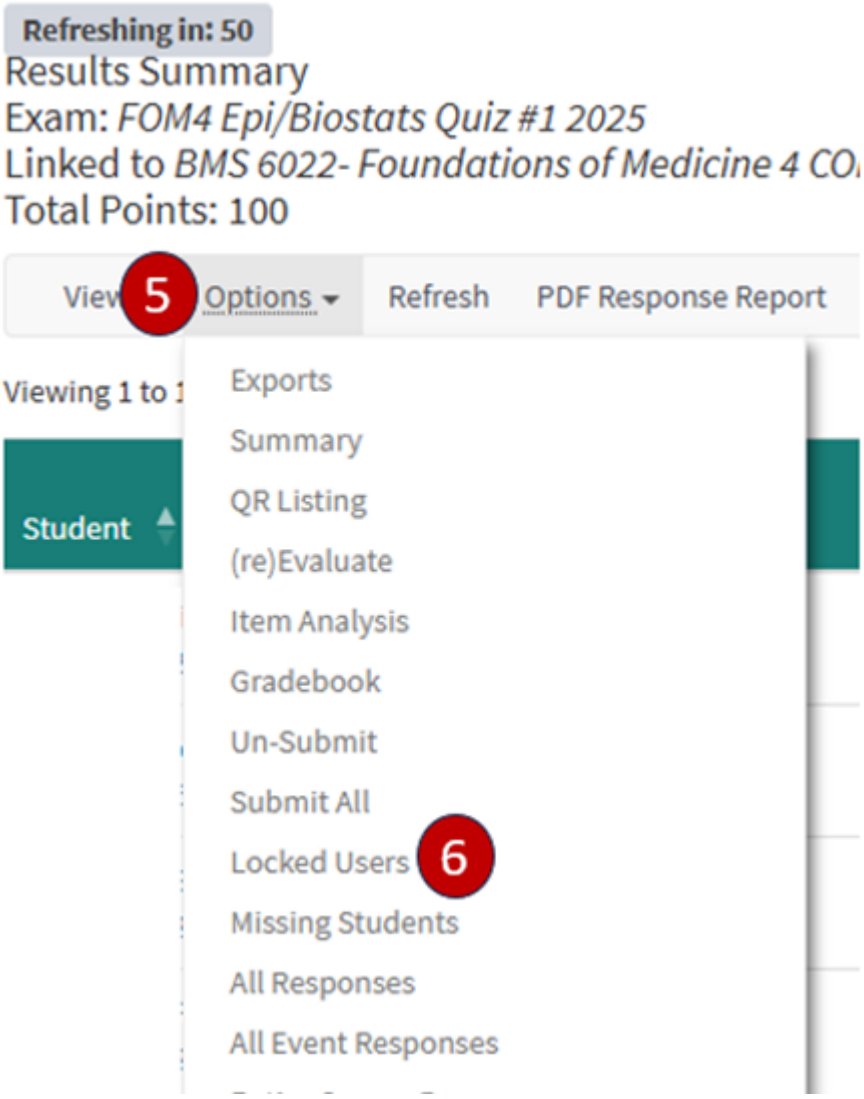
*Note: Do **NOT** unlock an exam for a student without them notifying you (proctor) to state they have been locked.*

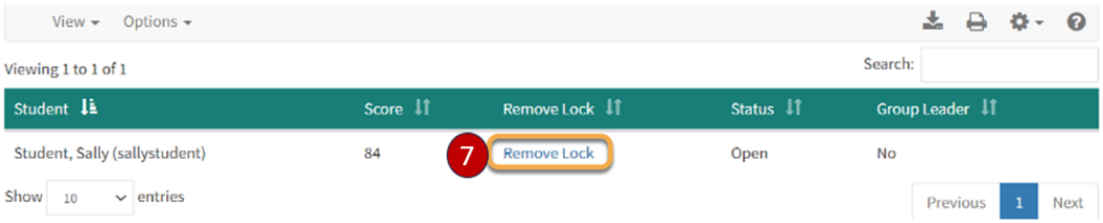
Basic Instructions for Proctors:

Select the course

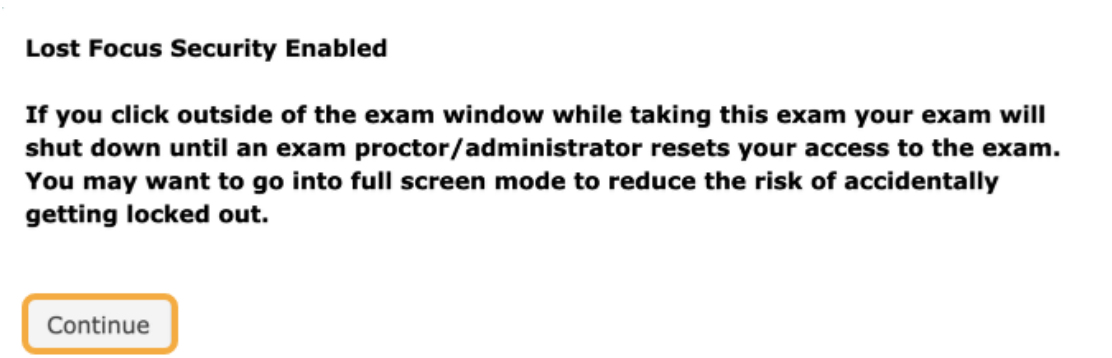
1. Assessments
2. Exams
3. Manage Exams
4. Select the numbered responses
5. Select “Options”
6. Locked Users
7. Remove Lock


Section: BMS 6022- Foundations of Medicine 4 COM 2024/2025
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
4
View Exam
FOM4 Epi/Biostats Quiz #1 2025
0/77
View
10
entries per page



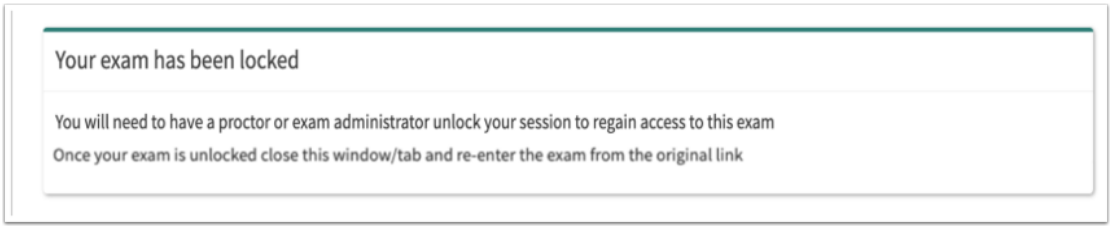


Student Experience:



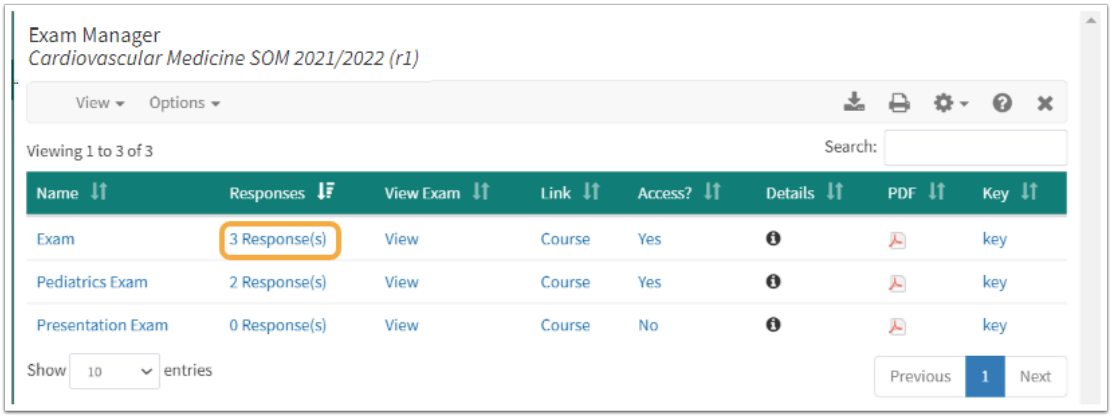
- Upon entering the Exam, Students will see the message shown above, which indicates that **Lost Focus Security** is in effect.
- Students will need to click Continue on the message to proceed to taking their Exam.

Lock out triggered



- 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):

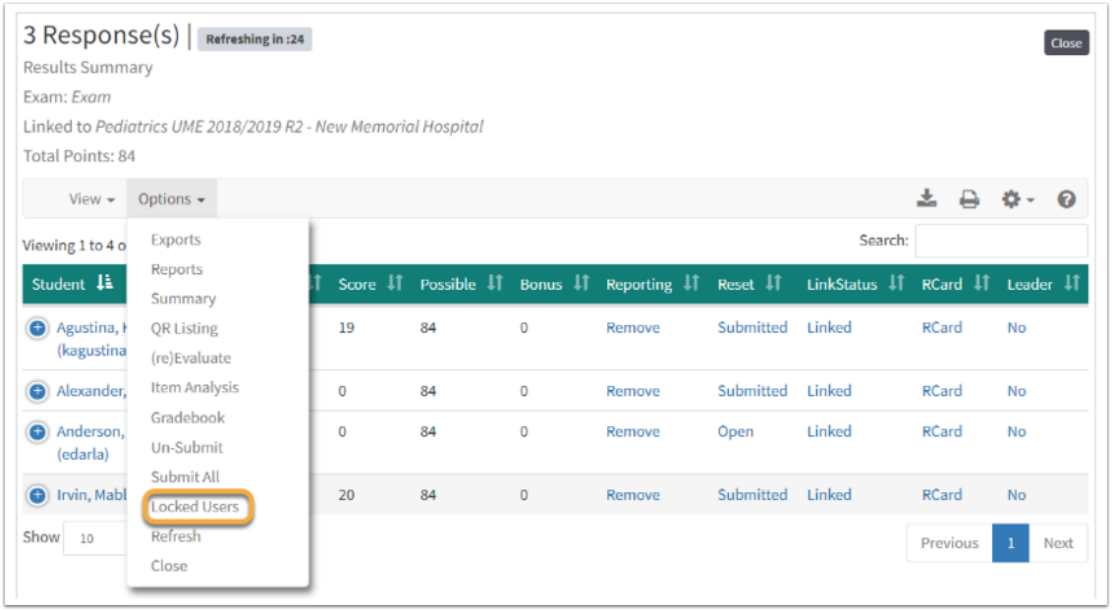


- To unlock the exam for students who have triggered the Lost Focus Security feature, navigate to the

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

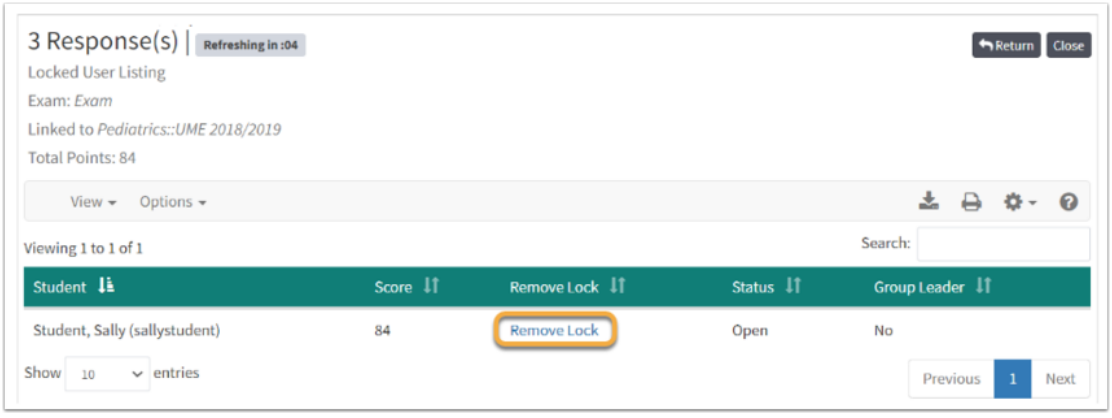
- In the **Exam Manager**, click the **Response(s)** link corresponding to the Exam in question.

Locked Users



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

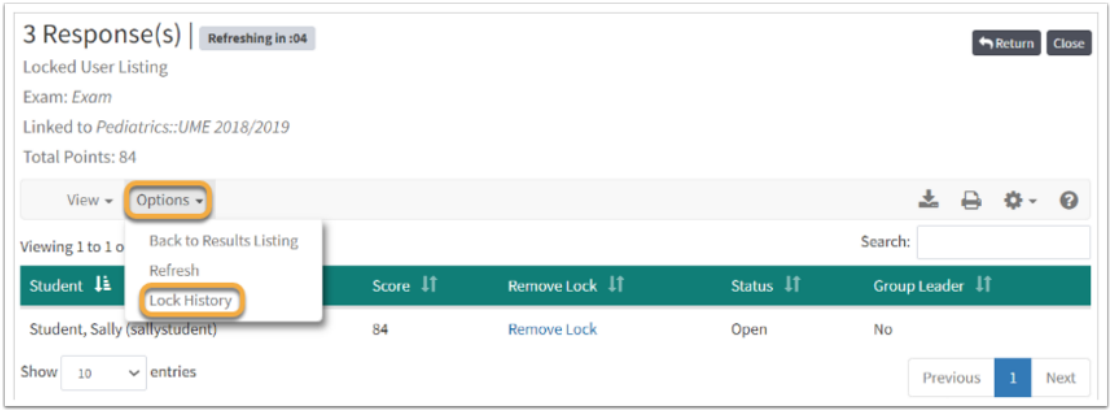
Remove Lock



- 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



- 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.