

Adding Timer and Proctor to Google Forms

This post describes how you can set up timed, automatically proctored tests using Google Forms and AutoProctor.

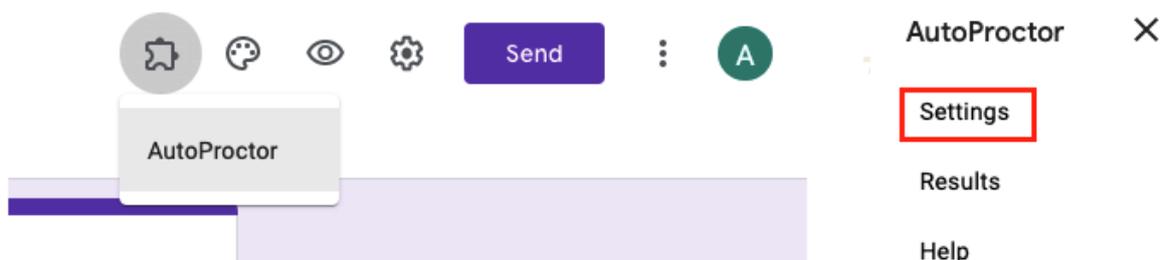
Google Forms can be used to create quizzes for students in a classroom. But, it doesn't have a **timer** so that students get a fixed time to submit the test. Also, the tests cannot be monitored to ensure that the user doesn't **cheat** on the test. **AutoProctor** solves both these problems. Watch the video below to understand how AutoProctor works.

If you are a test administrator (like a Teacher), these are the steps involved in using AutoProctor with Google Forms:

Step 1: Click [this link](#) to install the AutoProctor add-on.

Step 2: If you already have a Google Form ready, open that Google Form. Proceed to Step 3. Else, click on [this link](#) and then click on the + icon at the left. This should open a new Google Form. You will write down the questions on this Form.

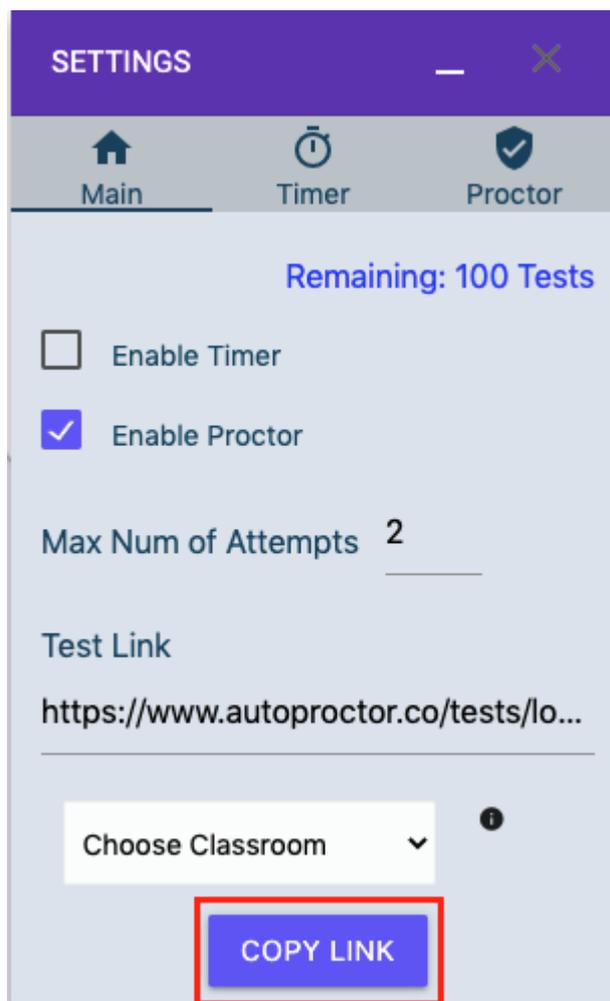
Step 3: Click on the icon at the top right of your screen as shown, and then click on AutoProctor. Then, click on Settings.



Step 4: Watch the video below to understand what the different settings mean. Or, read [our blogpost](#) on the same topic.



Step 5: You can write down the quiz questions before or after you have configured the test. Use [this link](#) to learn more about creating Quizzes with Google Forms. Once the quiz questions have been entered and AutoProctor has been configured, click on Copy Link in the Settings sidebar.

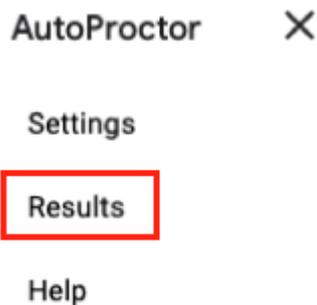


Step 6: Then, share the copied link with the test takers. When they open the test link, AutoProctor will load the quiz you just created, as well as monitor their test performance.

Step 7: After students submit their test, you can see their Trust Score by clicking on the Results link after clicking on AutoProctor like in Step 3. There are two other ways of getting access to the results: (i) When a student submits a test for the first time,



you will get an email with a link to the results. You can click that; (ii) Or, you can visit <https://www.autoproctor.co/test-admin/home> with the appropriate email ID.



Instructions for taking a Timed Test

Note: Read the entire blogpost carefully! **Else, all the answers you entered will be lost!**

Submit Buttons

Click After Submitting Test 2 4:23

Yes

No

Once you finish the test, click on the Submit button below. After that, click on the Green "Click After Submitting Test" button at the top. You need to click both buttons. Otherwise, the test is not completed! *

First click Purple below. Then, Green at the top

Submit 1



1. Normally, on a Google Form, you have one Purple Submit button at the bottom of the Form. On AutoProctor, you have a Purple Submit button at the bottom, and a Green button at the top.
2. Always click on the Purple Submit button first, and then click the Green button. The Purple Button is shown as 1 in a red circle in the image above.
3. If you do not click the Purple Submit button, **all the answers you have entered will be lost!** So, always click the Purple Submit button first.
4. After this, click the Green Submit button at the top. If you do not click this button, your teacher will not be able to see your submission on AutoProctor. The Green Submit button is shown as 2 in the image above.

Google Accounts

Many of you may have multiple Google Accounts on your device. Before you take a test on AutoProctor, log out of all accounts by clicking here: <https://accounts.google.com/Logout> Then, log in with the correct Google Account.

Do not use Incognito or Private Mode.

Sample Test

If you are using AutoProctor for the first time, you need to take a demo test before you take your actual test. You can take the demo test by visiting this link: <https://www.autoproctor.co/tests/start-test/cQAtQH7Jz> If you can take this test, you can take any test your teacher assigns you!

Instructions for taking a Proctored Test

Note: Read the entire blogpost carefully, especially the section at the bottom with the image! **Else, all the answers you entered will be lost!**

Browser and Device

Hello there! AutoProctor needs modern technologies in order to be able to work. While most newer browsers and devices have these technologies enabled, older browsers and devices will not be able to load an AutoProctor test.

It may be very frustrating if you try to load a test and it doesn't load. But, the good news is that if you can get AutoProctor to load one test on your browser and device, it can load any other test!



To check if AutoProctor works on your system, take this demo test: <https://www.autoproctor.co/tests/start-test/GFICZZZA> If this test loads successfully, then any test that your teacher assigns you will load successfully. You can attempt this test as many times as you want!

Here are a few guidelines on what kind of browser/device to use for a Proctored test:

1. On iPhone and iPad: Use **Safari** (at least version **13**, or higher)
2. On Windows, Android, Macbook and other devices: Use Google **Chrome** Browser (at least version **83**, or higher)
3. Updated Browser: If your device has a lower version of the browser, update the browser to the latest version. If you cannot update it to the versions mentioned above, you will have to upgrade your Operating System. If that also doesn't work, you will have to try a different device.
4. Good hardware specifications: While we cannot specify all the hardware requirements, it helps to have a phone or laptop that isn't more than 3 years old. AutoProctor is constantly monitoring your camera and audio feeds, and is running Artificial Intelligence algorithms on them. That requires a lot of processing power. It is important that your device can handle it.
5. Change device: Unfortunately, if AutoProctor isn't working on a given device, there is nothing we can do from our end. You will have to change your laptop or smartphone. Your device may be running all other sites like Facebook and YouTube perfectly, and still not be able to run AutoProctor. But, remember that these websites just show you content, whereas AutoProctor does a lot of processing, and some devices just cannot do the processing required.

Submit Buttons



Click After Submitting Test

2

4:23

Yes

No

Once you finish the test, click on the Submit button below. After that, click on the Green "Click After Submitting Test" button at the top. You need to click both buttons. Otherwise, the test is not completed! *

First click Purple below. Then, Green at the top

Submit

1

Once the test loads, you will see two Submit buttons, a Purple Submit button at the bottom, and a Green Submit button at the top. You must click on the Purple Submit Button at the bottom, and then click on the Green Submit Button at the top.

If you forget to click the Purple Submit Button at the bottom, all your answers will be lost!

So, ensure that you click on the Purple Submit button at the bottom.

Google Accounts

Many of you may have multiple Google Accounts on your device. Before you take a test on AutoProctor, log out of all accounts by clicking [here](#). Then, log in with the correct Google Account. **Do not** use Incognito or Private mode.

Sample Test

The most important thing to remember about AutoProctor is that if one test loads, other tests will also load. So, if you can get the demo test <https://www.autoproctor.co/tests/start-test/GFICZZZA> to work on your device, you can get other tests to run too.




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