Guidelines to password protect your exam papers

If you are distributing your exam papers through means, such as email, to your students instead of using Canvas Quizzes and Assignments for online exams, we suggest you add password protection to your files. Here are some options you can choose from to add password protection to your exam files.

Please note that there may be a chance that students brute force the exam files for the password. Instructors are **recommended to set a stronger password** and distribute the exam files 15-20 minutes before the exam starts. Only provide students with the password when the exam starts.

Important Note: This does not prevent students from redistributing your exam files and passwords or taking pictures of your exam papers. There is a high chance that your exam questions may leak out and cannot be reused for future exams.

To password protect <u>a PDF file</u>, suggest using:

Adobe Acrobat Pro	PDFMate	Microsoft Word
• [Instructions to add two levels of passwords](#) for the exam file 　▪ **Password to Open Document:** Setting this will require students to enter a password to open the file 　▪ **Permissions Password:** Setting this will restrict students from printing, editing or copying content on the PDF • Get a [7-day free trial here](#)	This **freeware** provides two levels of passwords similar to Adobe Acrobat Pro. You can use it to **encrypt PDF for opening and prevent editing, copying and printing of the PDF** • [Download PDFMate](#) (for Windows ONLY) • [Follow Step-by-Step Tutorial and select options to encrypt](#)	• For **PCs**, use [MS-Word to export to PDF and add encryption in Save Options](#) 　▪ Scroll to the bottom section -> *How to Create a Password Protected PDF File* • For **Macs**, use [MS-Word to export to PDF and Preview App to add encryption](#)

To password protect <u>a set of exam files</u>, suggest using:

- **Zip files**

  Sometimes, you may need to distribute exam papers together with some exam references, which may be in different formats. In this case, we suggest you create a password protected zip file using WinRAR or 7-zip, and archive exam papers and other exam references as an "Exam Pack" for distribution. Refer to [this page for the detailed instructions](#).

  - [Download WinRAR here](#) (support multiple platforms including Windows and Mac)
  - [Download 7-zip here](#) (for Windows ONLY)

~ End of Guidelines ~