

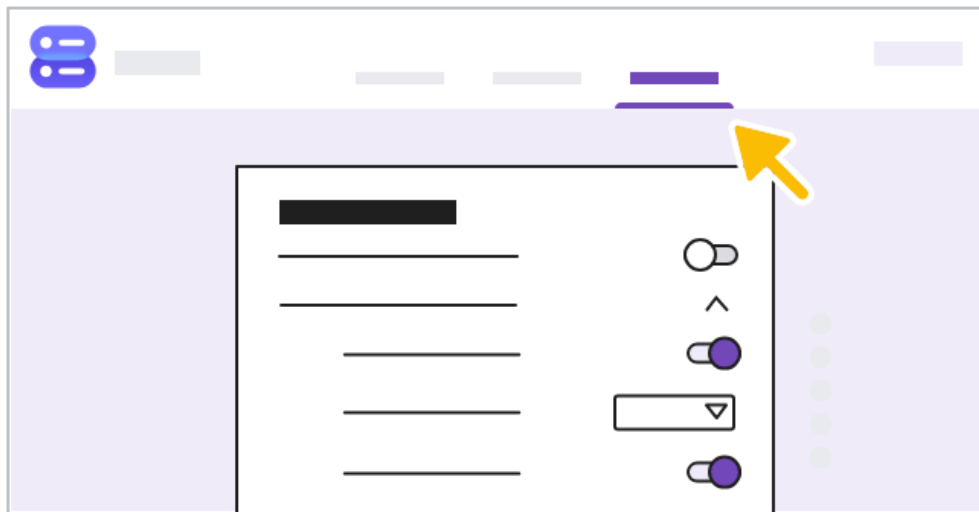
Use Locked Mode in Google Forms

Prepare a quiz and test it on a school-managed Chromebook

Students need a **school-managed Chromebook** and their school Google account. Use your WCPS Google Workspace for Education account to create the quiz. Test device compatibility and required accessibility tools before assessment day.

STEP 1 Prepare the quiz and its answer key

Open [Google Forms](#), create or open the assessment, and name it. In **Settings**, enable **Make this a quiz**. Add the questions, use **Answer key** to set correct answers and points where appropriate, and choose when grades will be released.



Google Learning Center illustration: Settings is the tab at the top of the form.

STEP 2 Turn on Locked mode

In **Settings**, find **Chromebook settings** and turn on **Locked mode**. Read any on-screen information. Confirm that locked mode is enabled before sharing the assessment.

STEP 3 Check student access and accommodations

Locked mode limits the quiz to your school domain and collects email addresses. It restricts other tabs and apps, and some extensions and shortcuts are disabled. Confirm that any required accessibility features or approved extensions work in a practice quiz.

Test the student experience:

1. Share a short practice quiz through your usual school channel.
2. Have a student open it on a managed Chromebook with their school account.
3. Confirm locked mode starts, questions and required tools work, and a submission succeeds.

STEP 4 Share the final quiz and verify responses

Check the final answer key, points and grade-release settings. Use the quiz's current **Publish/Send** controls to provide the responder link to the intended class. Keep the editor link for staff who should edit the quiz.

After a test submission, open **Responses** and confirm that it arrived with the expected student identity. Teacher preview is useful for proofreading, but it does not replace a student test of locked mode.

STEP 5 Resolve missing Locked mode controls

Check that you are using your WCPS account and that **Make this a quiz** is on. If Chromebook settings are missing or students cannot start, contact Technology Services with the device and exact message.

The image is Google Learning Center's Settings-tab illustration. Use the labelled settings path above in your own quiz.

[Google: Locked mode, device requirements and accessibility](#)

[Google: Quiz creation and answer keys](#)

WCPS video: [Earlier demonstration \(older layout\)](#)

[Technology Services](#) | Revised October 21, 2026