



Proctoring Guide

Administrator and Instructor

For assistance, please contact your Eximity account manager,

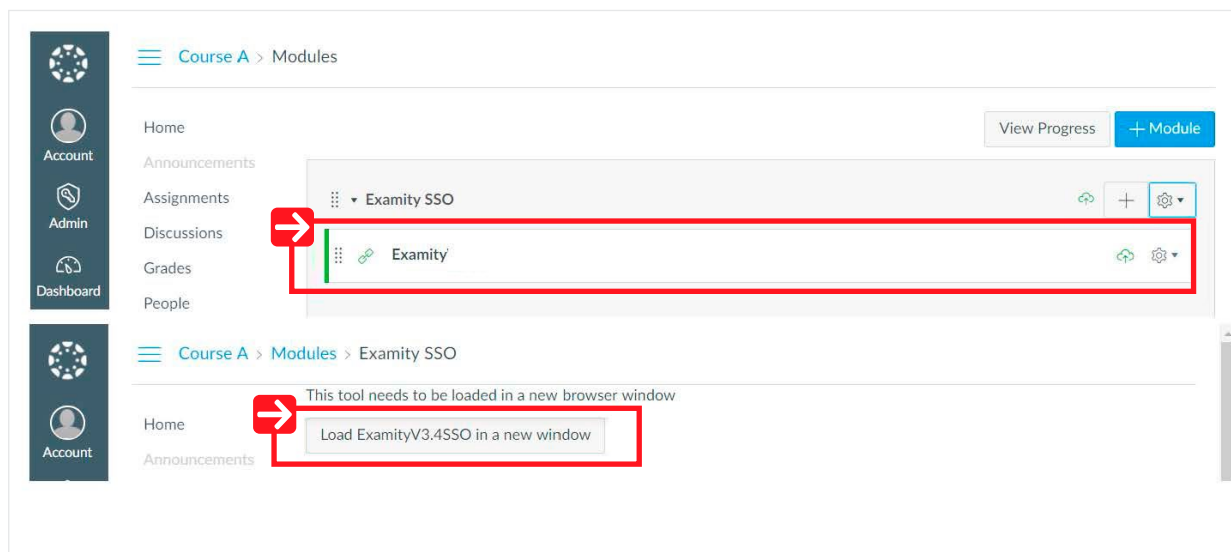
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Using Eximity with Canvas

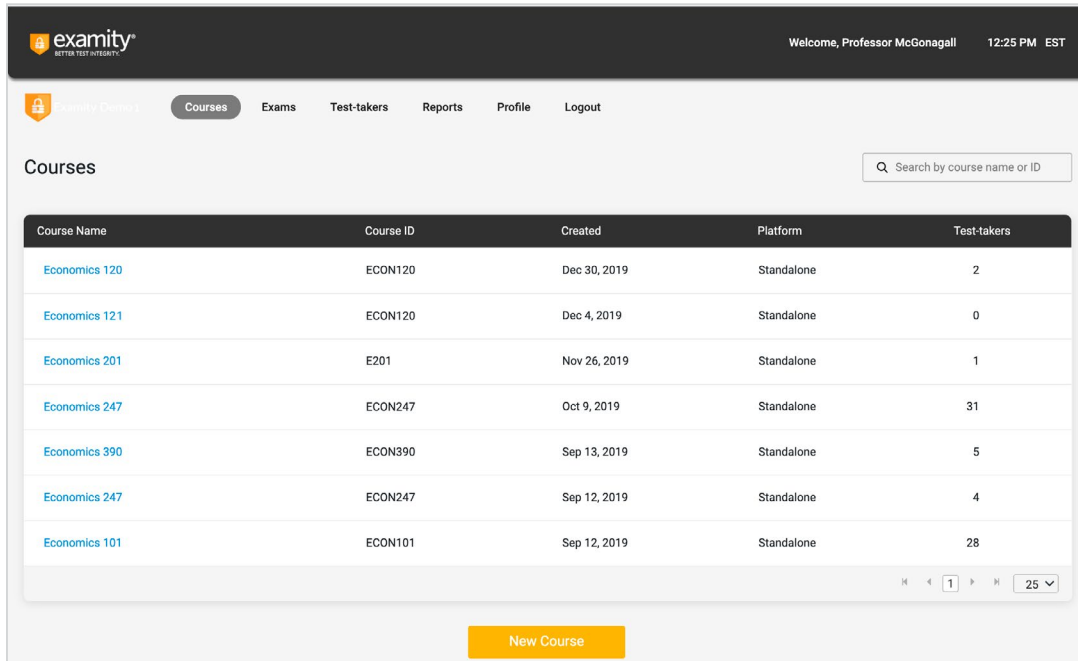
Set up your exam in Canvas and make sure your exam has been made “published.” Next, send your course ID # to your dedicated Eximity Account Manager.

Your instructional designer will have to give you single sign-on access. Once you have access, select the name of your course in Canvas. Then, click on the Eximity link. You must have the Eximity link set to open in a new window.



Navigating Your Dashboard

Your Examity dashboard offers you access to four key areas, outlined below.



Course Name	Course ID	Created	Platform	Test-takers
Economics 120	ECON120	Dec 30, 2019	Standalone	2
Economics 121	ECON120	Dec 4, 2019	Standalone	0
Economics 201	E201	Nov 26, 2019	Standalone	1
Economics 247	ECON247	Oct 9, 2019	Standalone	31
Economics 390	ECON390	Sep 13, 2019	Standalone	5
Economics 247	ECON247	Sep 12, 2019	Standalone	4
Economics 101	ECON101	Sep 12, 2019	Standalone	28

Courses: View all of your courses. You may also drill down further to see course details, test-takers, accommodations, and exams. Clicking the column headers allows you to sort by that field.

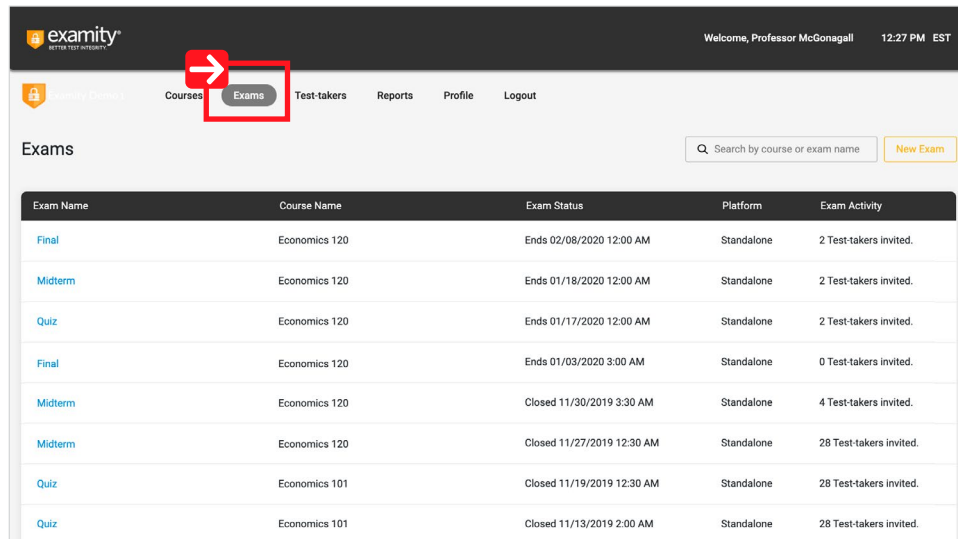
Exams: With this view, you'll be able to see all of your exams, across all of your courses. You will be able to see the exam status, modality, and activity.

Test-takers: Review details on all test-takers enrolled in your courses.

Reports: One-touch access to Examity's robust reporting and analytics. Here, you can explore a variety of real-time reports such as the "Exam Summary Report" where you can review scheduled, canceled and unscheduled appointments.

Locating Your Exam

On the dashboard, select “Exams” at the top of your screen.

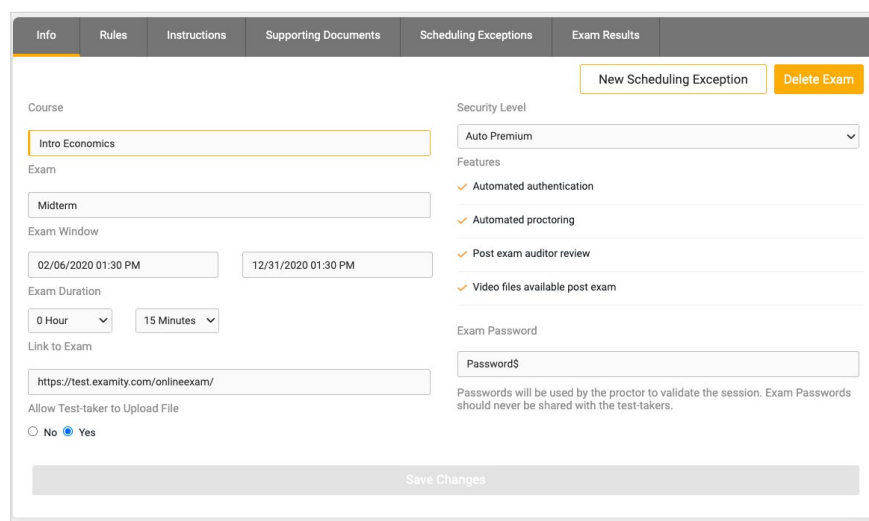


Exam Name	Course Name	Exam Status	Platform	Exam Activity
Final	Economics 120	Ends 02/08/2020 12:00 AM	Standalone	2 Test-takers invited.
Midterm	Economics 120	Ends 01/18/2020 12:00 AM	Standalone	2 Test-takers invited.
Quiz	Economics 120	Ends 01/17/2020 12:00 AM	Standalone	2 Test-takers invited.
Final	Economics 120	Ends 01/03/2020 3:00 AM	Standalone	0 Test-takers invited.
Midterm	Economics 120	Closed 11/30/2019 3:30 AM	Standalone	4 Test-takers invited.
Midterm	Economics 120	Closed 11/27/2019 12:30 AM	Standalone	28 Test-takers invited.
Quiz	Economics 101	Closed 11/19/2019 12:30 AM	Standalone	28 Test-takers invited.
Quiz	Economics 101	Closed 11/13/2019 2:00 AM	Standalone	28 Test-takers invited.

Editing Your Exam

To access and input details for your exam, click the exam name. This will bring you to the exam shell, which is categorized into five distinct sections: Info, Rules, Instructions, Supporting Documents, and Exam Results. An overview of each section is noted below.

The **Info** section represents the foundation for your exam. This information will be pulled in automatically from Canvas. Details include the testing window, the exam duration, the exam URL, and unique password. You can also select whether you’d like to give test-takers the option to upload their exam directly into Examity.



Info Rules Instructions Supporting Documents Scheduling Exceptions Exam Results

New Scheduling Exception Delete Exam

Course
Intro Economics

Exam
Midterm

Exam Window
02/06/2020 01:30 PM 12/31/2020 01:30 PM

Exam Duration
0 Hour 15 Minutes

Link to Exam
https://test.examity.com/onlineexam/

Allow Test-taker to Upload File
☐ No ☒ Yes

Security Level
Auto Premium

Features
☒ Automated authentication
☒ Automated proctoring
☒ Post exam auditor review
☒ Video files available post exam

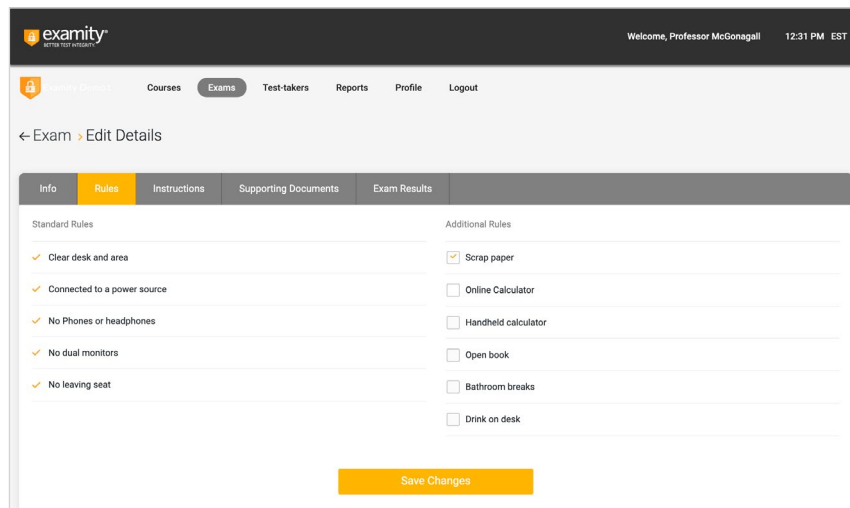
Exam Password
Password\$

Passwords will be used by the proctor to validate the session. Exam Passwords should never be shared with the test-takers.

Save Changes

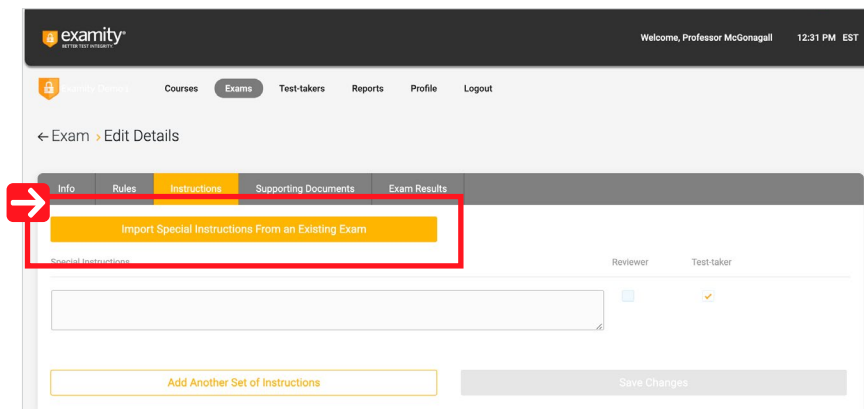
For assistance, please contact your Examity account manager,

Rules tab allows you to specify rules for your exam. All exams have standard rules (listed on the left) that remain a part of your exam. There is also an “Additional rules” section (on the right) that provides optional rules for your exam.



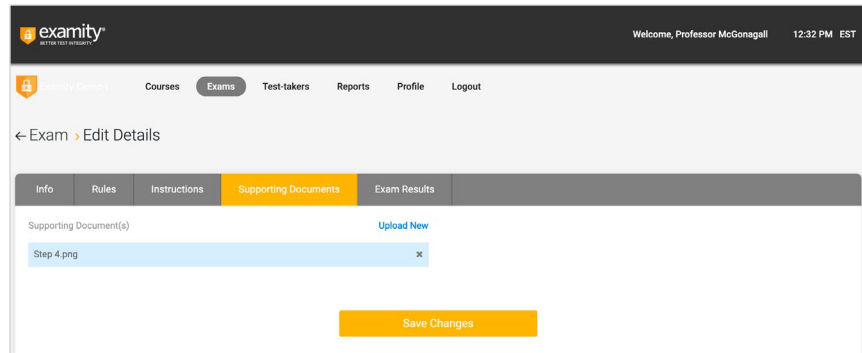
The screenshot shows the 'Exam Edit Details' page with the 'Rules' tab selected. It is divided into two columns: 'Standard Rules' and 'Additional Rules'. The 'Standard Rules' column contains five checked items: 'Clear desk and area', 'Connected to a power source', 'No Phones or headphones', 'No dual monitors', and 'No leaving seat'. The 'Additional Rules' column contains five unchecked items: 'Scrap paper', 'Online Calculator', 'Handheld calculator', 'Open book', and 'Bathroom breaks'. A 'Save Changes' button is located at the bottom center.

Test-taker instructions can be added in the **Instructions** section. Simply enter any special instructions in the text box and assign to the appropriate audience. Clicking “Import special instructions from an existing exam” allows you to quickly clone special instructions from a previous exam.

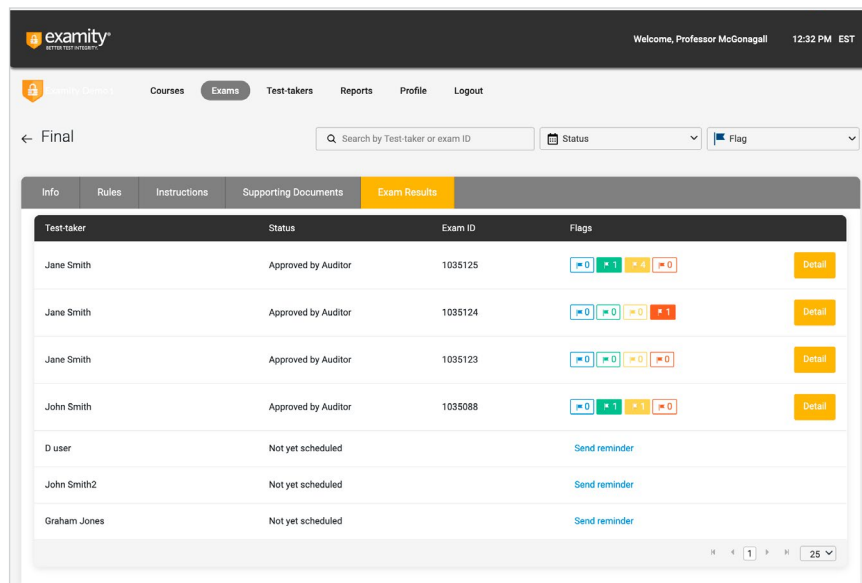


The screenshot shows the 'Exam Edit Details' page with the 'Instructions' tab selected. A red arrow points to a yellow button labeled 'Import Special Instructions From an Existing Exam'. Below this button is a text input field for 'Special Instructions'. To the right, there are two columns for 'Reviewer' and 'Test-taker', each with a checkbox. At the bottom, there are two buttons: 'Add Another Set of Instructions' and 'Save Changes'.

The **Supporting Documents** section is where you will be able to upload any critical assets for your exam, such as exam reference materials.

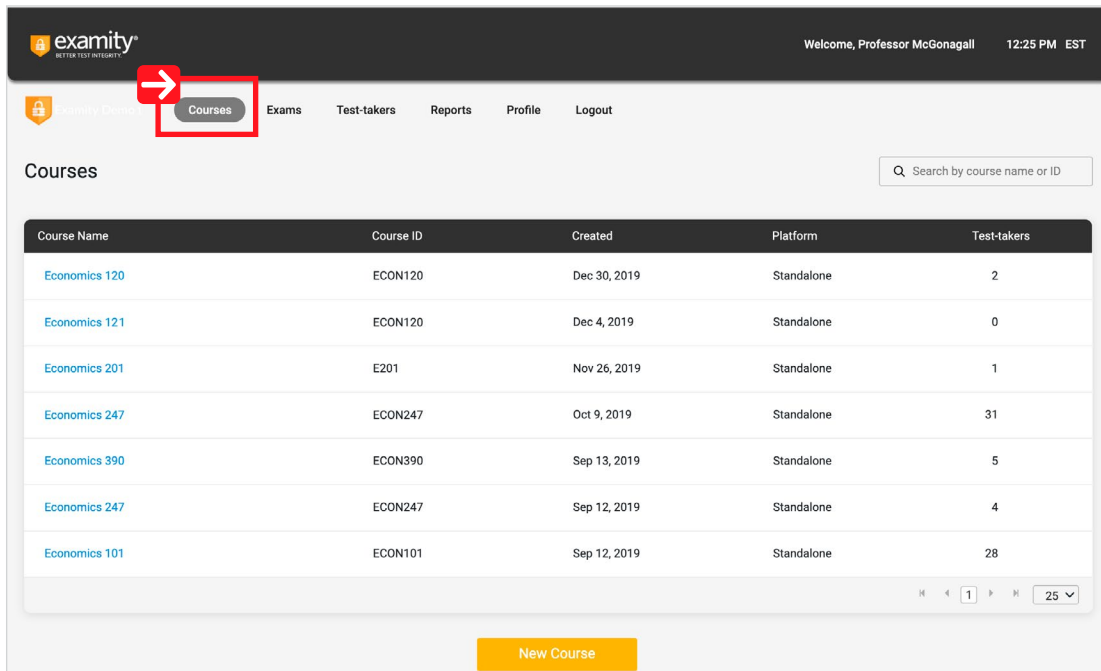


Within **Exam results**, you will be able to see who has scheduled an exam session as well as any violations that may have taken place during completed sessions.



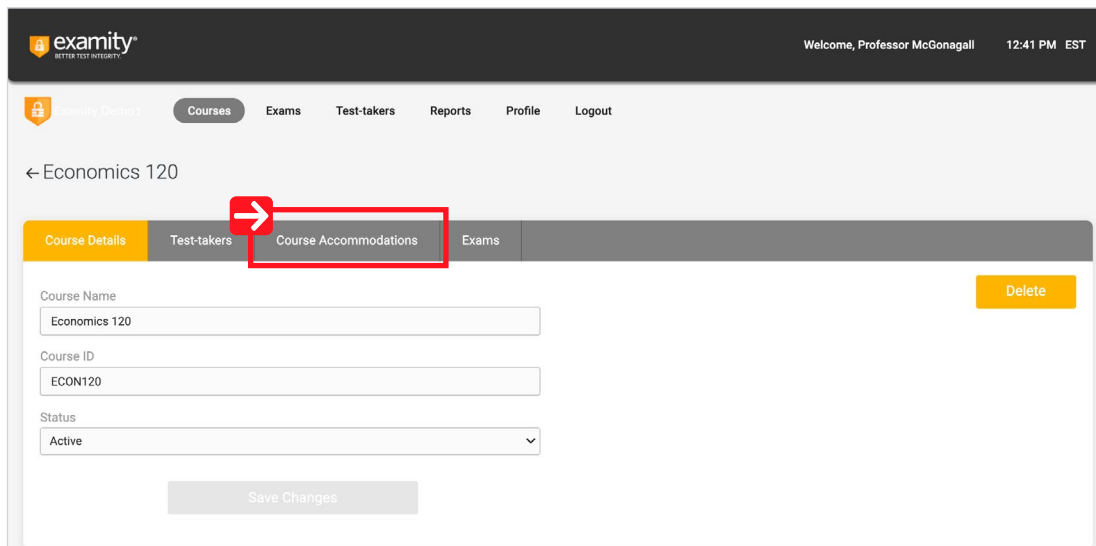
Adding Accommodations

If test-takers require test accommodations, you can make sure proctors are aware ahead of time by entering the information at the course level. After ensuring your accommodations are set in Canvas, click on “Courses” at the top of the Examity dashboard, and select the course you wish to add accommodations to.



Course Name	Course ID	Created	Platform	Test-takers
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Economics 121	ECON120	Dec 4, 2019	Standalone	0
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Economics 390	ECON390	Sep 13, 2019	Standalone	5
Economics 247	ECON247	Sep 12, 2019	Standalone	4
Economics 101	ECON101	Sep 12, 2019	Standalone	28

Next, click on the “Course accommodations” tab.



← Economics 120

Course Details | **Course Accommodations** | Exams

Course Name: Economics 120

Course ID: ECON120

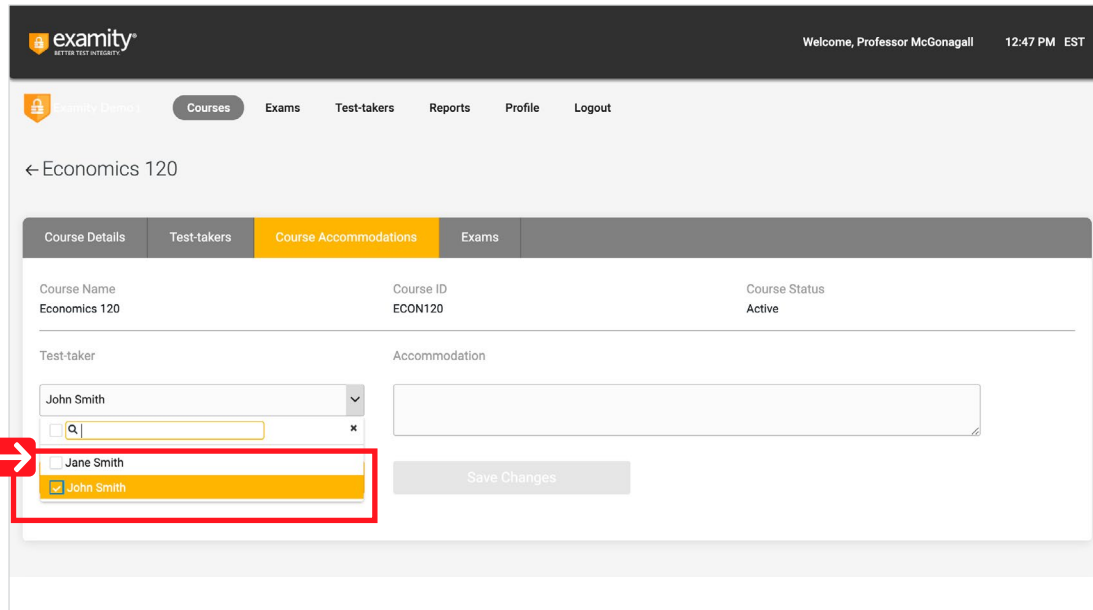
Status: Active

Save Changes

Delete

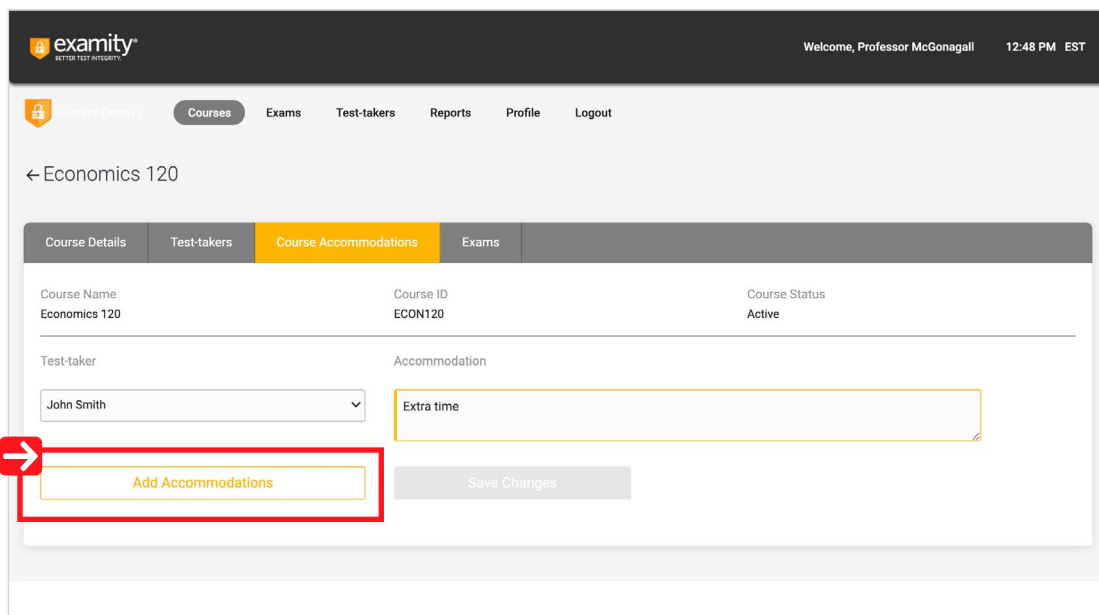
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Select the name(s) of the test-taker(s) in the drop-down menu.



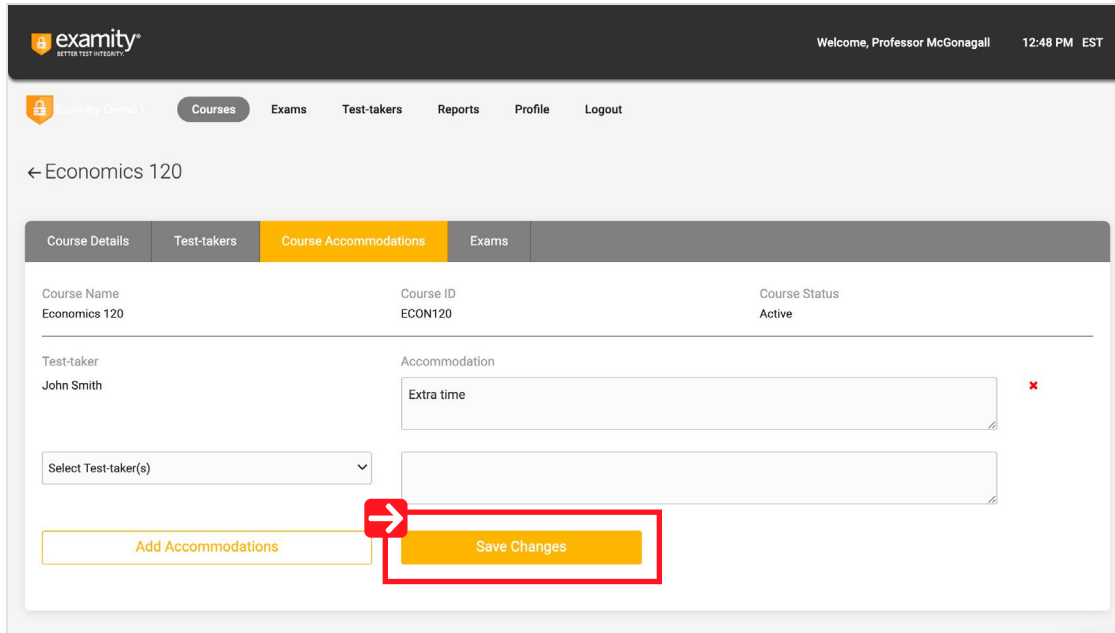
The screenshot shows the Examity interface for 'Economics 120'. The 'Course Accommodations' tab is active. The 'Test-taker' dropdown menu is open, showing 'John Smith' selected. A red arrow points to the dropdown menu.

Enter the accommodation in the "Accommodations" box and click "Add Accommodation."



The screenshot shows the Examity interface for 'Economics 120'. The 'Course Accommodations' tab is active. The 'Accommodation' box contains 'Extra time'. The 'Add Accommodations' button is highlighted with a red arrow.

You will see a breakdown of each test-taker and their respective accommodations. Finally, click “Save changes.”

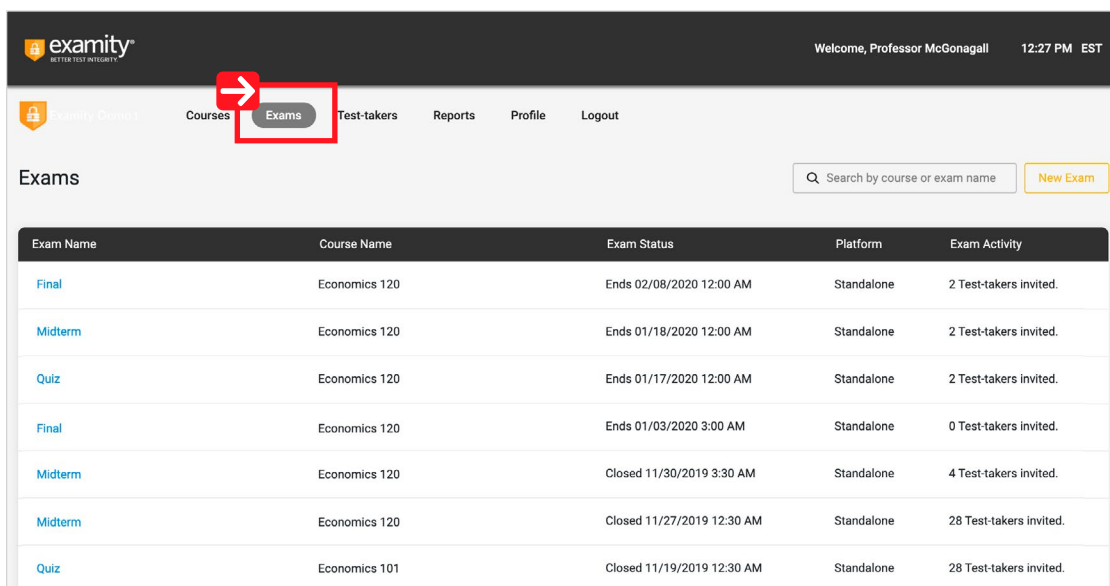


← Economics 120

Course Details	Test-takers	Course Accommodations	Exams
Course Name Economics 120	Course ID ECON120	Course Status Active	
Test-taker John Smith	Accommodation Extra time		
Select Test-taker(s)			
Add Accommodations	Save Changes		

Tracking Exam Status

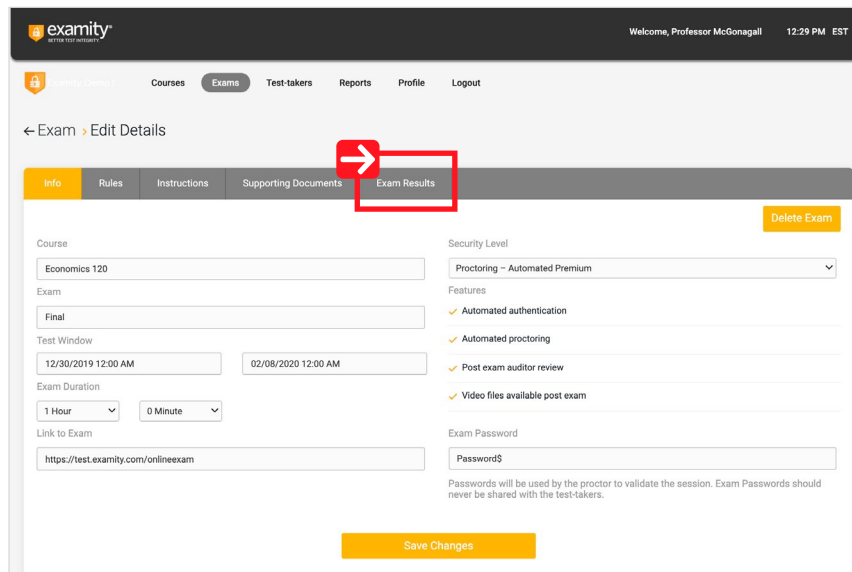
Check the status of scheduled, completed, and proctored exams by selecting “Exams” at the top of your dashboard.



Exams

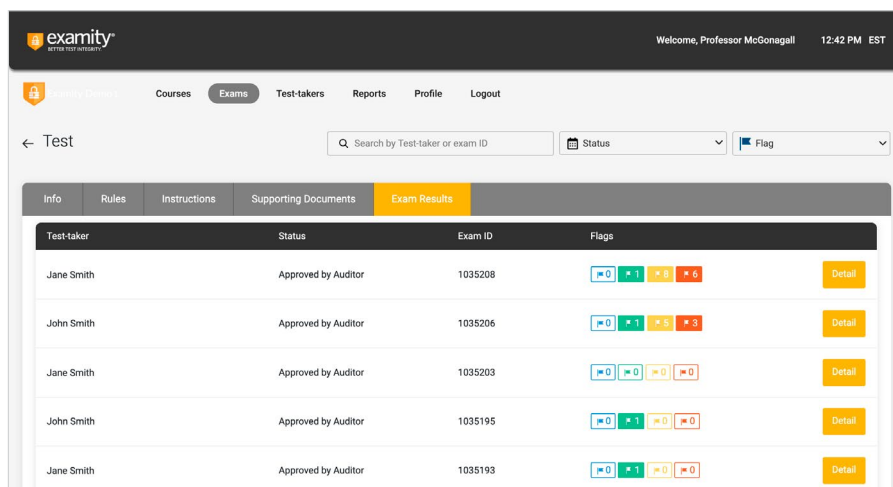
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To see the results of an exam, select the exam you wish to view, then navigate to the “Exam Results” tab. Here you will see all test-takers enrolled in the exam, the status of their exam, the exam ID, and any potential violations that may have taken place.



The Examity flagging system provides instructors with a snapshot of what happened during each test.

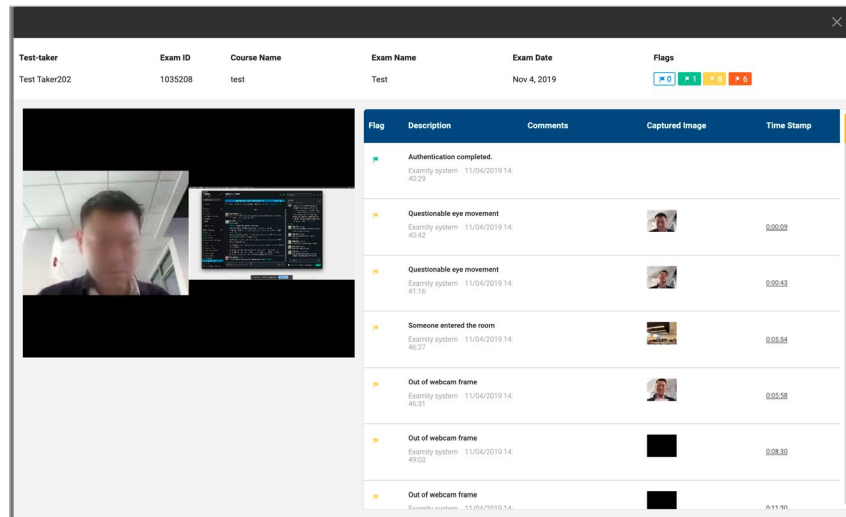
- Green flags are raised for significant steps where there is no violation.
- Yellow flags are issued when a rule is broken but cheating does not necessarily take place.
- Red flags are given when the student exhibits clear cheating behavior.
- Blue alerts are reported when a technical issue arises.



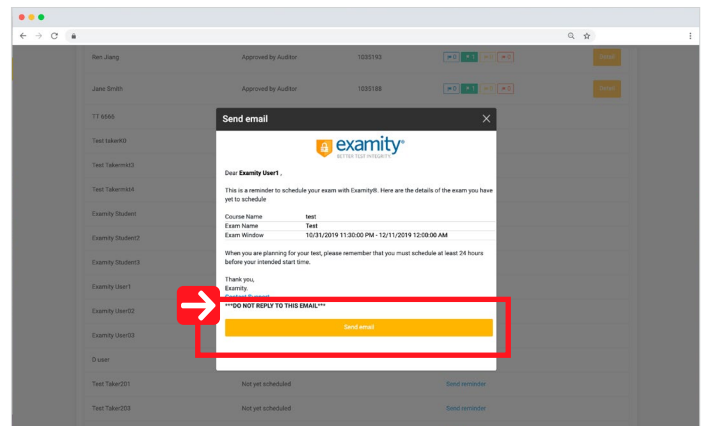
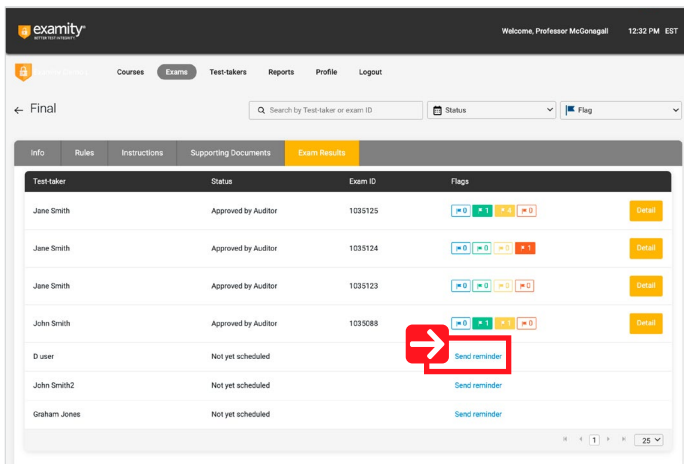
Test-taker	Status	Exam ID	Flags	Action
Jane Smith	Approved by Auditor	1035208	0 Green, 1 Yellow, 1 Red, 0 Blue	Detail
John Smith	Approved by Auditor	1035206	0 Green, 1 Yellow, 5 Red, 0 Blue	Detail
Jane Smith	Approved by Auditor	1035203	0 Green, 0 Yellow, 0 Red, 0 Blue	Detail
John Smith	Approved by Auditor	1035195	0 Green, 1 Yellow, 0 Red, 0 Blue	Detail
Jane Smith	Approved by Auditor	1035193	0 Green, 1 Yellow, 0 Red, 0 Blue	Detail

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To view the results of a specific test taker, click the “Detail” button at the end of the test-taker’s row to view the exam recording and details of any flags.



If test-takers have not scheduled their exam, you can click “Send reminder.” This will show you a pre-written message for the test-taker.



Scheduling Outside of the Testing Window

Instructors can create Scheduling Exceptions for test-takers who need to schedule their exam outside of the exam window. Scheduling Exceptions show the test-taker the new exam window assigned by their instructor and only allows them to schedule during that time. There can only be one Scheduling Exception per test-taker per exam. Any applicable exam fees, exam buffering, etc. still apply to exams that have Scheduling Exceptions. For example, a test-taker may be allowed to take their exam early, but they will still be charged an On-Demand fee if that exam is within 24 hours (if this pricing is enabled).

Create a Scheduling Exception

New Exam

1. Log in as an instructor and create a new exam.
2. On the “New Exam Created” pop-up, click “New Scheduling Exception”.
3. Select the test-taker’s who will share the new scheduling exception exam window. You can schedule one scheduling exam window at a time, but you can add multiple test-takers to the same exam window.
4. Select the revised exam window that will be applied to all of the selected test-takers. The selected test-takers will only be able to schedule their exam during this window, so make it wide enough to accommodate the exam duration and exam buffer time.
5. Click “Submit Exceptions” to save your changes.
6. Click “New Scheduling Exception” to create another scheduling exception window for other test-takers or “Back to Exams” to exit this workflow. The selected test-takers will see the new exam window you provided for this scheduling exception.

Existing Exam

1. Log in as an instructor and open an existing exam.
2. Click the “New Scheduling Exception” button on the “Info” tab.
3. Follow steps three through six from the above instructions.

View, Change, or Delete Scheduling Exceptions by Exam

1. Log in as an instructor and open an existing exam.
2. Go to the “Scheduling Exceptions” tab.
3. Find the test-taker and click “Change” to change the exam window or “Cancel” to cancel the exam window. If you cancel the scheduling exception, test-takers will see the original exam window that all other test-takers see.

View, Change or Delete Scheduling Exceptions by Test-taker

1. Log in as an instructor and go to the “Test-takers” menu option.
2. Find the test-taker and click either the test-taker’s name or the blue clock icon in the “Exceptions” column.
3. Find the exam and click “Change” to change the exam window or “Cancel” to cancel the exam window. If you cancel the scheduling exception, test-takers will see the original exam window that all other test-takers see.

For a video demonstrating this workflow, click here:

<https://bit.ly/ExamitySchExceptions>