

Proctoring Guide Administrator and Instructor



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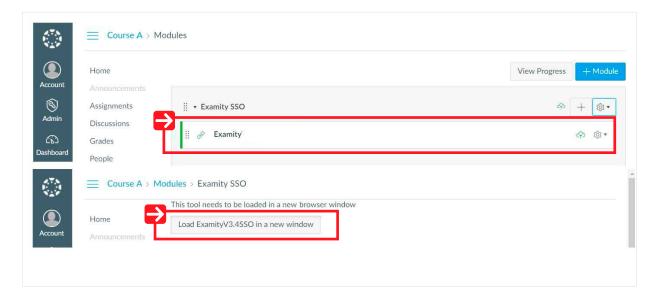
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Using Examity with Canvas

Set up your exam in Canvas and make sure your exam has been made "published." Next, send your course ID # to your dedicated Examity 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 Examity link. You must have the Examity link set to open in a new window.





Navigating Your Dashboard

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

						Welcome, Profess	or McGonagall 12:25 PM EST
e courses	Exams	Test-takers	Reports	Profile	Logout		
Courses							Q Search by course name or ID
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
							H → 1 → H 25 ✓
				New C	ourse		

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.

					Welcome, Professor N	IcGonagali 12:27 PM EST
Bramity Demo 1	Courses Exams Test-takers	Reports	Profile	Logout		
Exams					Q Search by course or	exam name New Exam
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.

Course Security Level	Info	Rules	Instructions	Supporting Documents	Scheduling Exceptions	Exam Results	
	Intro Ecc Exam Midterm Exam Win 02/06/20 Exam Duri Canon Construction Units to Exam Link to Exam Allow Tes	dow 020 01:30 PM ation ation ation est.examity.com	m/onlineexam/	12/31/2020 01:30 PM	Auto Premium Features Automated autho Automated proct Post exam audito Video files availa Exam Password Passwords Passwords will be	entication oring or review ble post exam	· · · · · · · · · · · · · · · · · · ·

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.

examity	Welcome, Professor McGonagall 12:31 PM EST
Courses Exams Test-takers Reports Profile	Logout
←Exam⇒Edit Details	
Info Rules Instructions Supporting Documents Exam Results	
Standard Rules	Additional Rules
✓ Clear desk and area	Scrap paper
✓ Connected to a power source	Online Calculator
✓ No Phones or headphones	Handheid calculator
 No dual monitors 	Open book
✓ No leaving seat	Bathroom breaks
	Drink on desk
Save Cl	anges

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.

examity*	Welcome, Professor McGonagall 12:31 PM EST
Courses Exams Test-takers Reports Profile Logout	
← Exam → Edit Details	
Info Rules Instructions Supporting Documents Exam Results	
Import Special Instructions From an Existing Exam	
Special Instructions	Reviewer Test-taker
Add Another Set of Instructions	



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

				Welcome, Professor McGonagall	12:32 PM EST
Courses Exa	ms Test-takers Repo	rts Profile	Logout		
← Exam → Edit Details					
Info Rules Instructions	Supporting Documents	Exam Results			
Supporting Document(s)		Upload New			
Step 4.png		ж			
		Save Ch	anges		

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.

			Welcome, Professor McGonagali	12:32 PM
Courses	Exams Test-takers Reports	Profile Logout		
Final	Q Search by Test	taker or exam ID	🗎 Status 🗸 📔	
Info Rules Instruction	is Supporting Documents Exam	Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035125	F0 F1 44 F0	Detail
Jane Smith	Approved by Auditor	1035124		Detail
Jane Smith	Approved by Auditor	1035123		Detail
John Smith	Approved by Auditor	1035088	E 0 ×1 ×1 E 0	Detail
D user	Not yet scheduled		Send reminder	
John Smith2	Not yet scheduled		Send reminder	
Graham Jones	Not yet scheduled		Send reminder	
			н (1) +	H 25 ¥



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.

examity BITUR TISI METARY			Welcome, Professo	McGonagall 12:25 PM EST
Courses Exams	Test-takers Reports	Profile Logout		
Courses			Q	Search by course name or ID
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
				₩ 4 1 1 1 25 4
		New Course		

Next, click on the "Course accommodations" tab.

	Welcome, Professor McGonagall	12:41 PM EST
Courses Exams Test-takers Reports Profile Logout		
Economics 120		
Course Details Test-takers Course Accommodations Exams		
Course Name		Delete
Economics 120		
Course ID		
ECON120		
Status		
Active ~		

For assistance, please contact your Examity account manager,



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

	Course Status
Course Details Test-takers Course Accommodations Exams Course Name Course ID Economics 120 ECON120	Course Status
Course Name Course ID Economics 120 ECON120	Course Status
Economics 120 ECON120	Course Status
Tastitakar Accommodation	Active
Test taken	
John Smith ×	
Jane Smith	
John Smith Save Changes	

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

		Welcome, Professor McGonagali 12:48 PM E
Examity Demo t Courses	Exams Test-takers Reports Profile Logout	
-Economics 120		
Course Details Test-takers	Course Accommodations Exams	
Course Name Economics 120	Course ID ECON120	Course Status Active
Test-taker	Accommodation	
John Smith	✓ Extra time	la de la della d
Add Accommod	Jations Save Changes	



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

	Welcome, Professor McGonagall 12:48 PM EST
Example Denvel Courses Exams Test-takers Reports Profile Logout	
← Economics 120	
Course Details Test-takers Course Accommodations Exams	
	urse Status ive
Test-taker Accommodation John Smith Extra time	×
Select Test-taker(s)	
Add Accommodations Save Changes	<i></i>

Tracking Exam Status

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

					Welcome, Professor	McGonagali 12:27 PM EST
🔒 Examity Domo 1	Courses Exams Test-takers	Reports	Profile	Logout		
Exams					Q Search by course	or exam name New Exam
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.



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.

Exam Final Test Window C2/08/2020 12:00 AM C2/		Welcome, Professor McGonagali 12	2:29 PM EST
No Rules Instructions Supporting Documents Exam Results Course Security Level Course Security Level Economics 120 Protoring - Automated Prenium Exam Features Final - Automated Prenium Test Window - Automated Authentication 12/30/2019 12:00 AM 62/08/2020 12:00 AM Exam Duration - Video files available post exam I Hoar 0 Minute Link to Exam Exam Password	Courses Exams Test-takers Rep	Reports Profile Logout	
Delete Exam Course Security Level Economics 120 Proctoring - Automated Premium Exam Features Final - Automated Premium Test Window - Automated authentication 12/30/2019 12:00 AM 02/08/2020 12:00 AM Exam Duration - Video files available post exam 1 Hour 0 Minute Link to Exam Exam Password	← Exam → Edit Details		
Course Security Level Economics 120 Proctoring - Automated Premium Exam Features Final - Automated Premium Test Window - Automated proctoring 12/30/2019 12:00 AM 02/08/2020 12:00 AM Exam Duration - Yoldo files available post exam 1 Hour 0 Minute Lik to Exam Exam Password	Info Rules Instructions Supporting Documents		
Exam Peatures Final Vindow Valorated authentication Test Window 02/08/2020 12:00 AM 02/08/2020 12:00 AM Post exam author review Exam Duration Hour O Minute Video files available post exam Link to Exam Exam Password	Course		e Exam
Final ✓ Automated authentication Test Window ✓ Automated proctoring 12/30/2019 12:00 AM Ø2/08/2020 12:00 AM Exam Duration ✓ Video files available post exam 1 Hour Ø Minute Link to Exam Exam Password	Economics 120	Proctoring – Automated Premium	~
Final ✓ Automated proctoring Test Window Ø2/08/2020 12:00 AM 12/30/2019 12:00 AM Ø2/08/2020 12:00 AM Exam Duration ✓ Video files available post exam 1 Hour Ø Minute Link to Exam Exam Password	Exam		
12/30/2019 12:00 AM 02/08/2020 12:00 AM Post exam auditor review Exam Duration Video files available post exam 1 Hour 0 Minute Exam Post exam Link to Exam Exam Post exam	Final	Automated authentication	
Exam Duration Video files available post exam 1 Hour 0 Minute Link to Exam Exam Password	Test Window	Automated proctoring	
1 Hour O Minute Link to Exam Exam Password	12/30/2019 12:00 AM 02/08/2020 12:00 AM	Post exam auditor review	
		Video files available post exam	
https://test.examity.com/onlineexam Password\$	Link to Exam	Exam Password	
	https://test.examity.com/onlineexam	Password\$	
Passwords will be used by the proctor to validate the session. Exam Passwords should never be shared with the test-takers. Save Changes		never be shared with the test-takers.	hould

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.

			Welcome, Professor McGonagall	12:42 PM E
Examity Danie Courses	Exams Test-takers Reports	Profile Logout		
Test	Q Search by	Test-taker or exam ID	🗎 Status 🗸 🗸	
Info Rules Instructi	ons Supporting Documents E	ixam Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035208	E 1 E 6	Detail
John Smith	Approved by Auditor	1035206	E 1 E 3	Detail
Jane Smith	Approved by Auditor	1035203		Detail
John Smith	Approved by Auditor	1035195	E 0 E 1 E 0 E 0	Detail
Jane Smith	Approved by Auditor	1035193		Detail



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.

Test-taker Test Taker202	Exam ID 1035208	Course Name test	Exam I Test	Name	Exam Date Nov 4, 2019	Flags	▶6
			Flag	Description Authentication completer		Captured Image	Time Stamp
			-	Examity system 11/04/2 40.29 Questionable eye movem Examity system 11/04/2 40/42	lent		0.00.02
			Questionable eye movem Examity system 11/04/2 41:16		A.	0.00.43	
			1	Someone entered the roo Examity system 11/04/2 46/27		and the set	0.05.54
				Out of webcam frame Examity system 11/04/2 46:31	2019 14:		0.05.58
			*	Out of webcam frame Examity system 11/04/2 49:03	2019 14:		0.08.30
				Out of webcam frame	2010.1.4		0.11.10

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.

examity*			Welcome, Professor McGon	agali 12:32 PM EST	← → ℃ .					Q. \$	
Courses	s Exams Test-takers Reports	Profile Logout				Ren Jiang	Approved by Auditor	1035193			
						Jane Smith	Approved by Auditor	1035188			
← Final	Q. Search by Test	I-taker or exam ID	🗄 Status 🗸 📕 Flag	~		TT 6565	Send email		×		
Info Rules Instruc	ctions Supporting Documents Exam	Results				Test takerK0	🤨 e	xamity			
-			-			Test Takermit3	Dear Examity User1 ,				
Test-taker	Status	Exam ID	Flags			Test Takermit4	This is a reminder to schedule your exam wi yet to schedule	th Examity®. Here are the details	of the exam you have		
Jane Smith	Approved by Auditor	1035125	#0 #1 #4 #0	Detail		Examity Student	Course Name test Exam Name Test				
Jane Smith	Approved by Auditor	1035124		Detail		Examity Student2		1:30:00 PM - 12/11/2019 12:00:0			
						Examity Student3	When you are planning for your test, please of before your intended start time.	semember that you must schedu	le at least 24 hours		
Jane Smith	Approved by Auditor	1035123		Detail		Examity User1	Thank you, Examity,				
						Examity User02	***DO NOT REPLY TO THIS EMAIL***				
John Smith	Approved by Auditor	1035088	F0 F1 F0	Detail		Examity User03	T	Send email			
Duser	Not yet scheduled		Send reminder			Duser					
John Smith2	Not yet scheduled		Send reminder			Test Taker201	Not yet scheduled				
Graham Jones	Not yet scheduled		Send reminder			Test Taker203	Not yet scheduled				
			н н [I → × 25 ¥							



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: <u>https://bit.ly/ExamitySchExceptions</u>