Examity- Adding a test located on a Publisher’s site

By default, Examity imports the details of the Published tests from the Canvas course. For tests living outside of Canvas, you will need to create a new exam.

➢ Click the Examity link in your Canvas course to create your instructor’s account.
➢ Click to Log In

➢ Setup your personal time zone
➢ Click the Courses/Exams tab

➢ Click to Add New Exam -
1. Enter the Name of the test
2. Keep Level 3 to have Live Virtual Proctor
3. Enter Duration of time
4. **IMPORTANT!** Enter the URL where the test is located.
5. Enter the window of time the test will be available.
6. Enter the Password created for the test.
7. Read through and complete any other Exam Rules you want the proctor/students to be aware of following.