Examity – Adding Extra Time for Students with Accommodations

It is important to provide all proctors notice of each student who requires extra time to complete the test.

- The process requires setting up the extra time on the Canvas Quiz, by using the Moderate Quiz option.
- Notice must be sent to Vanessa.McCullum@usm.edu for those students who need extra time and choose to schedule with an in-person proctor.
- In Examity, there are 2 locations to notify the virtual proctors.
  1. Edit the Exam under your Courses and Exams
  2. Edit the settings for the student under the Students tab.
- These instructions will walk you through the process.

To edit the Exam under Courses and Exams

➢ Click the Examity link in your course.

➢ Click Locate the course with the student who needs extra time.

➢ Click to expand the list of exams.

Locate the exam to be proctored. If you have multiple proctored exams the student will be taking, you can use these steps to setup each one.

➢ Click

In the Exam window, next to any need for extended time,

➢ click the down arrow to expand the list and select Yes.

➢ Click
To edit the student under the Students tab

Return to your Dashboard.

➢ Click

When you click for a course to view the list of students,

1. The tools are limited
2. Shows whether each student is active or has accommodations
3. Use the Search button in the upper left.

➢ Click to access all your students for all courses.

The global or universal list of students shows all students in all courses, with more tool options. Here you can use the search options to quickly find the specific student.

Or you can scroll through the list to click

The Edit option will pull up a window for the specific student.
➢ Click the expansion arrow next to Special Accommodations to select Yes.

➢ In the Comments box, enter the amount of time allotted to the student. State the student is allowed time and a half, and give the total time.

➢ Click Update.