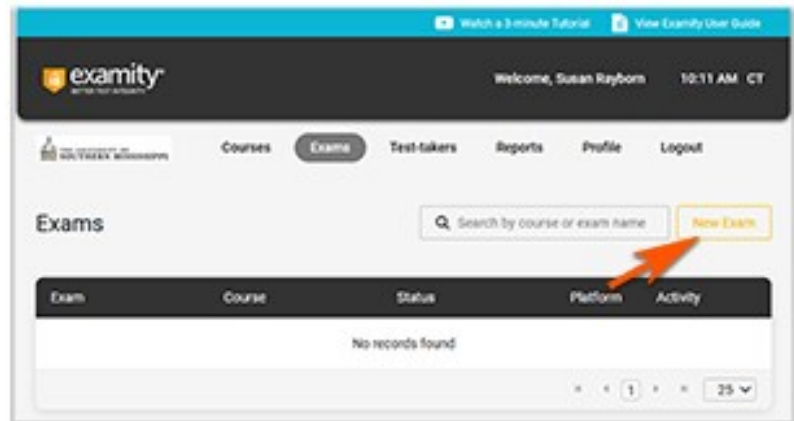


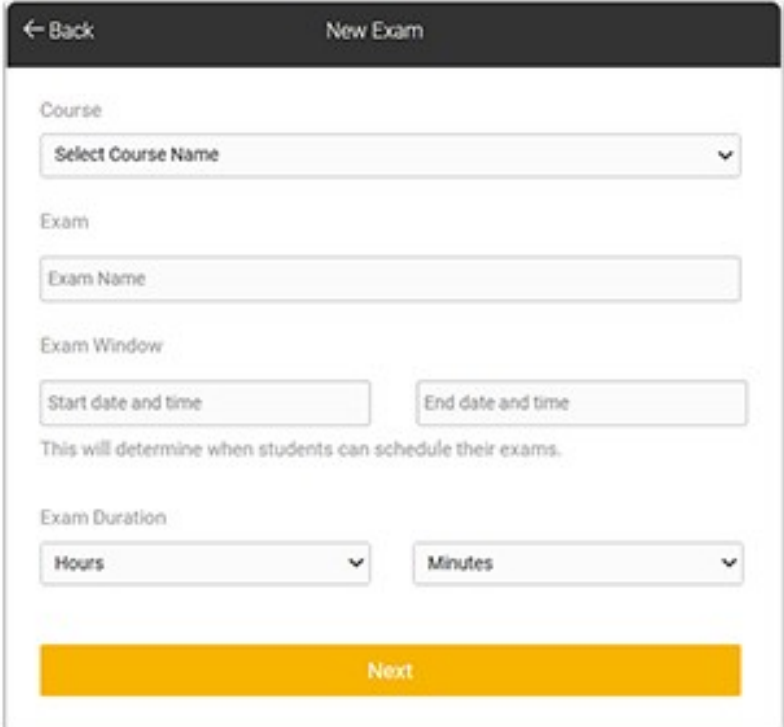
## Eximity - Creating a New Exam (Standalone)

When your tests live on a publisher site, you must create a New Exam, also known as a Standalone. The New Exam only provides the required information to the proctors and sets dates to allow students to schedule appointments. The actual test lives on the publisher's site.

- Click the Eximity Dashboard link under your course Modules.
- Click the **Exams** button
- Click **New Exam**



- Select your course
- Enter the Exam's name (use the same name for the test you used on the publisher's site)
- Enter your Start and End dates. (The dates are required to allow students to schedule appointments)
- Enter the hours and minutes you are allowing for the test.  
Note: the cost of the Live proctoring is determined by the duration you allow.

A screenshot of the 'New Exam' form. The form has a 'Back' button at the top left. The fields are: 'Course' (a dropdown menu with 'Select Course Name' and a downward arrow), 'Exam' (a text input field with 'Exam Name' placeholder), 'Exam Window' (two date and time input fields: 'Start date and time' and 'End date and time'), and 'Exam Duration' (two dropdown menus: 'Hours' and 'Minutes'). Below the form is a large yellow 'Next' button. A note below the 'Exam Window' fields states: 'This will determine when students can schedule their exams.'

- Click the down arrow of the Security Level box to choose your preference. Otherwise the default is “Live Premium”
  - Selecting the level will define it for you.
- Enter the URL for the test. (Ex: <https://cengage.com>)
- Enter the password is you used on the publisher’s site test.
- Click Next

← Back New Exam

Security Level  
Please select a security level ▼

Link to test  
URL should start with <http://> or <https://> or <http://www.> or <https://www.>

Exam Password

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

Allow Test-taker to upload file  
 No  Yes

**Next**

- Check the Rules to make sure it addresses your concerns.
  - Once you have setup your rules you can use them again when creating more Exams.

← Back New Exam

Import rules from existing exam  
Please select course name ▼ Please select exam name ▼

Import special instructions from existing exam  
Please select course name ▼ Please select exam name ▼

Environment

- ✓ Clear your desk and the surrounding area
- ✓ Stay connected to a power source
- ✓ No phones or headphones
- ✓ No dual monitors
- ✓ No leaving your seat
- ✓ You must be alone in the room
- ✓ No Talking
- ✓ Your webcam, speakers, and microphone must remain on throughout the test
- ✓ You must stay in view of the webcam for the duration of the test

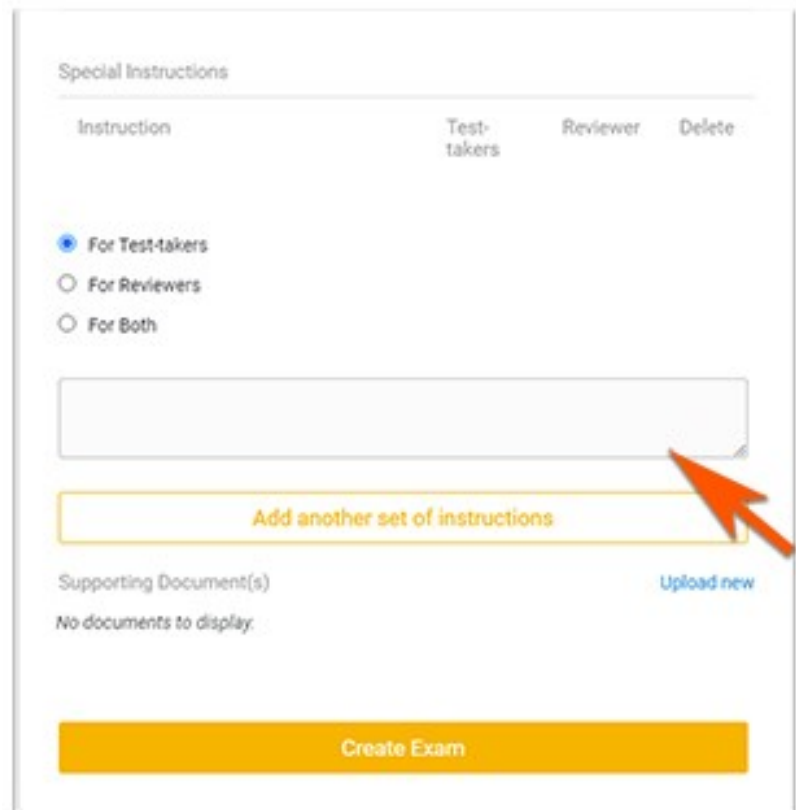
- Click the box next to any additional rules you would



Additional Rules

- Handheld calculator
- Scrap paper
- Open book
- Bathroom breaks
- Drink on desk
- Online Calculator

- Type any special instructions to the proctors and/or students.
  - Be specific and clear in your instructions. EX: *If you want your students to use a formula sheet, say that. Be sure to include Students may open or have a printed copy of the formula sheet that is provide in the test instructions. Students who have a printed copy of the formula sheet must show it to the camera.*
- You can add multiple special instructions.
- Click to Create Exam



Special Instructions

Instruction	Test-takers	Reviewer	Delete
	<input checked="" type="radio"/> For Test-takers	<input type="radio"/> For Reviewers	<input type="radio"/> For Both

[Add another set of instructions](#)

Supporting Document(s) [Upload new](#)

No documents to display.

[Create Exam](#)