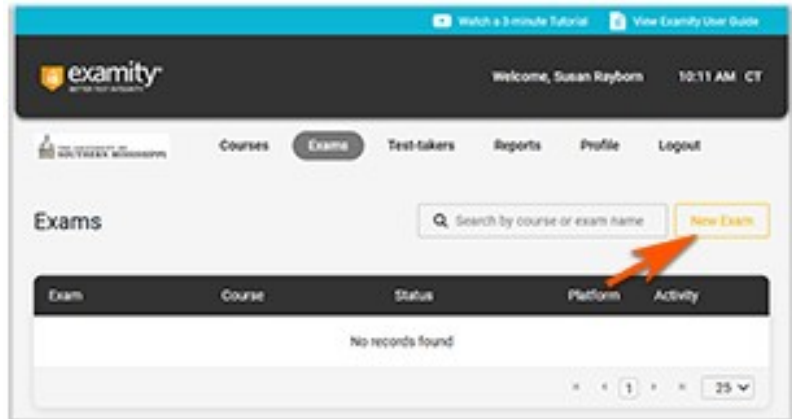


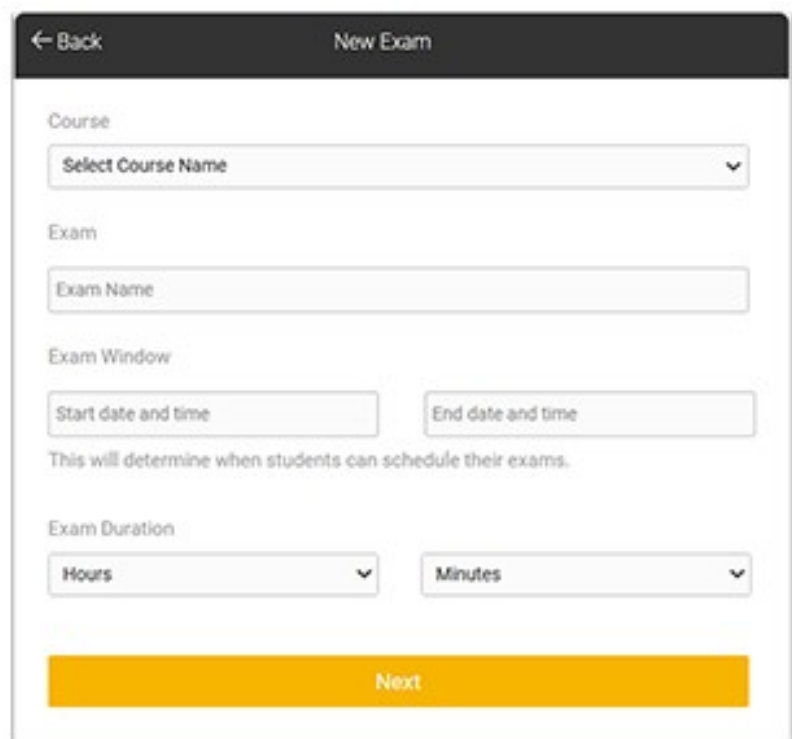
Examity - Creating a New Exam (Standalone)

When your tests live on a publisher site or when using the Canvas “New Quiz”, 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 Examity Dashboard link under your course Modules.
- Click the **Exams** button
- Click **New Exam**



- Select your course
(Note: selecting the course may be difficult if you have not made your past courses inactive)
- Enter the Exam’s name (use the same name for the test you used on the publisher’s site or for the Canvas “New” Quiz)
- 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. It has a "Back" button at the top left. The form contains several fields: "Course" (a dropdown menu with "Select Course Name"), "Exam" (a text input field with "Exam Name"), "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 reads: "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”
 - Your other option is Practice.
- Enter the URL for the test in your Canvas course. (Ex: <https://usm.instructure.com/courses/.....>)
To find the URL:
 - Click the Student View button.
 - Navigate to the exam in your course.
 - Click on the name of the exam.
 - Copy the URL in the address box.)
- Type in the password that you used on the publisher’s site test or for the New Quiz exam.
- Click Next

The screenshot shows a 'New Exam' form with a dark header containing a back arrow and the title 'New Exam'. The form includes the following elements:

- Security Level:** A dropdown menu with the text 'Please select a security level' and a downward arrow.
- Link to test:** A text input field with a placeholder: 'URL should start with http:// or https:// or http://www. or https://www.'
- Exam Password:** An empty text input field.
- Instructions:** A note stating '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:** Radio buttons for 'No' (selected) and 'Yes'.
- Next Button:** A large orange button labeled '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.

The screenshot shows the 'New Exam' form with the 'Environment' section expanded. It includes the following elements:

- Import rules from existing exam:** Two dropdown menus for 'Please select course name' and 'Please select exam name'.
- Import special instructions from existing exam:** Two dropdown menus for 'Please select course name' and 'Please select exam name'.
- Environment:** A list of rules, each with a checkmark icon:
 - ✓ 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

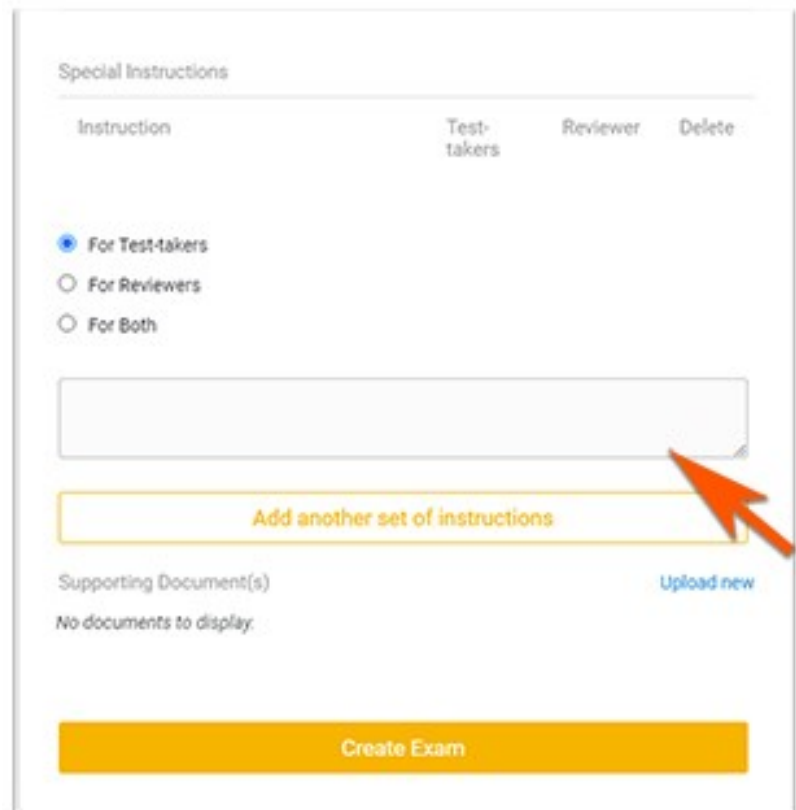
- Click the box next to any additional rules you would



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](#)