Examity - 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 Examity 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.
➢ Click the down arrow of the Security Level box to choose your preference. Otherwise the default is “Live Premium”
   o 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

➢ Check the Rules to make sure it addresses your concerns.
   o Once you have setup your rules you can use them again when creating more Exams.
➢ Click the box next to any additional rules you would

➢ Type any special instructions to the proctors and/or students.
  o 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