

Proctoring Guide Administrator and Instructor

For assistance, please contact your Examity account manager, Graham Jones at **gjones@examity.com** or 617-612-4137.



Table of Contents

Using Examity with Canvas	1
Navigating Your Dashboard	2
Locating Your Exam	3
Editing Your Exam	3
Adding Accommodations	6
Tracking Your Exam	8
Scheduling Outside of the Testing Window	11

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Using Examity with Canvas

Set up your exam in Canvas and make sure your exam has been made "available."

Your instructional designer will have to give you single sign-on access. Once you have access, select the name of your course in Canvas. Then, click on the Examity link. You must have the Examity link set to open in a new window. This will take you to your Examity dashboard and initiate an automatic import of your course information.

Please note: if you have multiple courses, you will need to follow these steps for each course.

Home		View Progress	+ Mod
Announcements Assignments	ii 🔹 Examity SSO	ନ	+ 🕸 •
n Discussions Grades	ii 🔗 Examity		ନ ©୍∙
People			
E Course A	Modules > Examity SSO		



Navigating Your Dashboard

Your Examity dashboard offers you access to four key areas, outlined below.

							Welcome, Profes	sor McGonagall 12:25 PM EST
Examity Demo 1	Courses	Exams	Test-takers	Reports	Profile	Logout		
Courses								Q Search by course name or ID
Course Name			Course I	D		Created	Platform	Test-takers
Economics 120			ECON12	:0		Dec 30, 2019	Standalone	2
Economics 121			ECON12	ECON120		Dec 4, 2019	Standalone	0
Economics 201			E201			Nov 26, 2019	Standalone	1
Economics 247			ECON24	17		Oct 9, 2019	Standalone	31
Economics 390			ECON39	0		Sep 13, 2019	Standalone	5
Economics 247			ECON24	17		Sep 12, 2019	Standalone	4
Economics 101			ECON10)1		Sep 12, 2019	Standalone	28
								₩ 4 1 ▶ ₩ 25 ♥
					New C	Course		

Courses: View all of your courses. You may also drill down further to see course details, test-takers, accommodations, and exams. Clicking the column headers allows you to sort by that field.

Exams: With this view, you'll be able to see all of your exams, across all of your courses. You will be able to see the exam status, modality, and activity.

Test-takers: Review details on all test-takers enrolled in your courses.

Reports: One-touch access to Examity's robust reporting and analytics. Here, you can explore a variety of real-time reports such as the "Exam Summary Report" where you can review scheduled, canceled and unscheduled appointments.

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Locating Your Exam

On the dashboard, select "Exams" at the top of your screen.

					Welcome, Professor N	McGonagall 12:27 PM EST
Examity Domo 1	Course Exams Test-takers	Reports	Profile	Logout		
Exams					Q Search by course of	r exam name New Exam
Exam Name	Course Name			Exam Status	Platform	Exam Activity
Final	Economics 120			Ends 02/08/2020 12:00 AM	Standalone	2 Test-takers invited.
Midterm	Economics 120			Ends 01/18/2020 12:00 AM	Standalone	2 Test-takers invited.
Quiz	Economics 120			Ends 01/17/2020 12:00 AM	Standalone	2 Test-takers invited.
Final	Economics 120			Ends 01/03/2020 3:00 AM	Standalone	0 Test-takers invited.
Midterm	Economics 120			Closed 11/30/2019 3:30 AM	Standalone	4 Test-takers invited.
Midterm	Economics 120			Closed 11/27/2019 12:30 AM	Standalone	28 Test-takers invited.
Quiz	Economics 101			Closed 11/19/2019 12:30 AM	Standalone	28 Test-takers invited.
Quiz	Economics 101			Closed 11/13/2019 2:00 AM	Standalone	28 Test-takers invited.

Editing Your Exam

To access and input details for your exam, click the exam name. This will bring you to the exam shell, which is categorized into five distinct sections: Info, Rules, Instructions, Supporting Documents, and Exam Results. An overview of each section is noted below.

The Info section represents the foundation for your exam. This information will be pulled in automatically from Canvas. Details include the testing window, the exam duration, the exam URL, and unique password. You can also select whether you'd like to give test-takers the option to upload their exam directly into Examity.

		New Scheduling Exception	Delete Exam
ourse	Security Level		
Intro Economics	Auto Premium		~
xam	Features	tication	
Midterm	Automated proctor	ring	
xam Window 12/06/2020 01:30 PM xam Duration 15 Minutes	Post exam auditor Video files availabl Exam Password	review le post exam	
https://test.evamity.com/onlineevam/	Password\$		
IIIow Test-taker to Upload File) No	Passwords will be us should never be shar	sed by the proctor to validate the session. red with the test-takers.	Exam Passwords

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Rules tab allows you to specify rules for your exam. All exams have standard rules (listed on the left) that remain a part of your exam. There is also an "Additional rules" section (on the right) that provides optional rules for your exam.

examity.	Welcome, Professor McGonagall 12:31 PM EST
Courses Exams Test-takers Reports Profile	Logout
← Exam > Edit Details	
Info Rules Instructions Supporting Documents Exam Results	
Standard Rules	Additional Rules
 Clear desk and area 	Scrap paper
 Connected to a power source 	Online Calculator
 No Phones or headphones 	Handheld calculator
No dual monitors	Open book
No leaving seat	Bathroom breaks
	Drink on desk
Save Cr	hanges

Test-taker instructions can be added in the Instructions section. Simply enter any special instructions in the text box and assign to the appropriate audience. Clicking "Import special instructions from an existing exam" allows you to quickly clone special instructions from a previous exam.

examity	Welcome, Professor McGonagall 12:31 PM EST
Courses Exams Test-takers Reports Profile Logout	
← Exam > Edit Details	
Info Rules Instructions Supporting Documents Exam Results	
Import Special Instructions From an Existing Exam	
Special Instructions	Reviewer Test-taker
Add Another Set of Instructions	



The Supporting Documents section is where you will be able to upload any critical assets for your exam, such as exam reference materials.

				Welcome, Professor McGonagali	12:32 PM EST
Courses Ext	ams Test-takers Repo	orts Profile	Logout		
← Exam → Edit Details					
Info Rules Instructions	Supporting Documents	Exam Results			
Supporting Document(s)		Upload New			
Step 4.png		×			
	-	Save Cha	nges		

Within Exam results, you will be able to see who has scheduled an exam session as well as any violations that may have taken place during completed sessions.

			Welcome, Professor McGonagall	12:32 PM EST
Courses	Exams Test-takers Reports Pro	ofile Logout		
← Final	Q Search by Test-ta	ker or exam ID	🗎 Status 🗸 📕	~
Info Rules Instructio	ons Supporting Documents Exam R	esults		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035125	• 0 • 1 • 4 • 0	Detail
Jane Smith	Approved by Auditor	1035124		Detail
Jane Smith	Approved by Auditor	1035123		Detail
John Smith	Approved by Auditor	1035088	E 0 E 1 E 1 E 0	Detail
D user	Not yet scheduled		Send reminder	
John Smith2	Not yet scheduled		Send reminder	
Graham Jones	Not yet scheduled		Send reminder	
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Adding Accommodations

If test-takers require test accommodations, you can make sure proctors are aware ahead of time by entering the information at the course level. After ensuring your accommodations are set in Canvas, click on "Courses" at the top of the Examity dashboard, and select the course you wish to add accommodations to.

examity*			Welcome, Pro	iessor McGonagall 12:25 PM EST
A courses Exams	Test-takers Reports	Profile Logout		
Courses				Q Search by course name or ID
Course Name	Course ID	Created	Platform	Test-takers
Economics 120	ECON120	Dec 30, 2019	Standalone	2
Economics 121	ECON120	Dec 4, 2019	Standalone	0
Economics 201	E201	Nov 26, 2019	Standalone	1
Economics 247	ECON247	Oct 9, 2019	Standalone	31
Economics 390	ECON390	Sep 13, 2019	Standalone	5
Economics 247	ECON247	Sep 12, 2019	Standalone	4
Economics 101	ECON101	Sep 12, 2019	Standalone	28
				H ← 1 → H 25 ∨
		New Course		

Next, click on the "Course accommodations" tab.

examity*	Welcome, Professor McGonagali	12:41 PM EST
Courses Exams Test-takers Reports Profile Logout		
←Economics 120		
Course Detailis Test-takers Course Accommodations Exams		
Course Name		Delete
Economics 120		
Course ID		
ECON120		
Status		
Active 🗸		



Select the name(s) of the test-taker(s) in the drop-down menu.

ETTER TEST INTEGRITY					Welcome, Professor McGonagall	12:47 PM EST
Examity Demos	Courses	Exams Test-takers	Reports Profile Log	out		
← Economics	120					
Course Details	Test-takers	Course Accommodation	s Exams			
Course Name Economics 120		Cor	Irse ID IN120	C A	ourse Status ctive	
Test-taker		Acc	ommodation			
John Smith		×			h	
Jane Smith						

Enter the accommodation in the "Accommodations" box and click "Add Accommodation."

		Welcome, Professor McGonagall 12:48 PM EST
Courses Exams Test-takers Re	orts Profile Logout	
← Economics 120		
Course Details Test-takers Course Accommodations	Exams	
Course Name Course I Economics 120 ECON120		Course Status Active
Test-taker Accomm	dation	
John Smith 🗸	3	
Add Accommodations		



You will see a breakdown of each test-taker and their respective accommodations. Finally, click "Save changes."

		Welcome, Professor McGonagali	12:48 PM EST
Courses Exams Test-tal	kers Reports Profile Logout		
←Economics 120			
Course Details Test-takers Course Accommo	dations Exams		
Course Name Economics 120	Course ID ECON120	Course Status Active	
Test-taker	Accommodation		
John Smith	Extra time	li	×
Select Test-taker(s)			
Add Accommodations	Save Changes		
-			

Tracking Exam Status

Check the status of scheduled, completed, and proctored exams by selecting "Exams" at the top of your dashboard.

					Welcome, Professor M	cGonagall 12:27 PM EST
Bxamity Demos	Course Exams Test-takers	Reports	Profile	Logout		
Exams					Q Search by course or	exam name New Exam
Exam Name	Course Name			Exam Status	Platform	Exam Activity
Final	Economics 120			Ends 02/08/2020 12:00 AM	Standalone	2 Test-takers invited.
Midterm	Economics 120			Ends 01/18/2020 12:00 AM	Standalone	2 Test-takers invited.
Quiz	Economics 120			Ends 01/17/2020 12:00 AM	Standalone	2 Test-takers invited.
Final	Economics 120			Ends 01/03/2020 3:00 AM	Standalone	0 Test-takers invited.
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Midterm	Economics 120			Closed 11/27/2019 12:30 AM	Standalone	28 Test-takers invited.
Quiz	Economics 101			Closed 11/19/2019 12:30 AM	Standalone	28 Test-takers invited.
Quiz	Economics 101			Closed 11/13/2019 2:00 AM	Standalone	28 Test-takers invited.



To see the results of an exam, select the exam you wish to view, then navigate to the "Exam Results" tab. Here you will see all test-takers enrolled in the exam, the status of their exam, the exam ID, and any potential violations that may have taken place.

examity	Welcome, Professor McGonagali 12:29 PM EST
Courses Exams Test-takers Reports Profile	Logout
← Exam → Edit Details	_
Info Rules Instructions Supporting Documents Exam Resul	Its
	Delete Exam
Course	Security Level
Economics 120	Proctoring – Automated Premium
Exam	Features
Final	Automated authentication
Test Window	Automated proctoring
12/30/2019 12:00 AM 02/08/2020 12:00 AM	Post exam auditor review
Exam Duration	Video files available post exam
1 Hour 0 Minute Link to Exam	Exam Password
https://test.examity.com/onlineexam	Password\$
	Passwords will be used by the proctor to validate the session. Exam Passwords should never be shared with the test-takers.
Save	s Changes

The Examity flagging system provides instructors with a snapshot of what happened during each test.

- Green flags are raised for significant steps where there is no violation.
- Yellow flags are issued when a rule is broken but cheating does not necessarily take place.
- Red flags are given when the student exhibits clear cheating behavior.
- Blue alerts are reported when a technical issue arises.

			Welcome, Professor McGonagall	12:42 PM EST
Courses	Exams Test-takers Reports P	rofile Logout		
← Test	Q Search by Test-t	aker or exam ID	🗮 Status 👻 📕 Flag	~
Info Rules Instruc	tions Supporting Documents Exam I	Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035208	#0 #1 *8 #6	Detail
John Smith	Approved by Auditor	1035206	#0 #1 *5 #3	Detail
Jane Smith	Approved by Auditor	1035203		Detail
John Smith	Approved by Auditor	1035195	FO FO FO	Detail
Jane Smith	Approved by Auditor	1035193		Detail



To view the results of a specific test taker, click the "Detail" button at the end of the test-taker's row to view the exam recording and details of any flags.

Test-taker Test Taker202	Exam ID 1035208	Course Name test	Exam I Test	Name	Exam Date Nov 4, 2019	Flags	6 6
			Flag	Description Authentication completed. Examity system 11/04/2019 40:29	Comments	Captured Image	Time Stamp
	K		*	Questionable eye movement Examity system 11/04/2019 40:42	14:		0.00.09
			Questionable eye movement Examity system 11/04/2019 41:16	114:	24	0.00.43	
		*	Someone entered the room Examity system 11/04/2019 46:27	114:		0.05.54	
				Out of webcam frame Examity system 11/04/2019 46:31	114:	<u>A</u>	0.05.58
			۶	Out of webcam frame Examity system 11/04/2019 49:03	114:		0.08.30
			121	Out of webcam frame Examine rectors 11/04/2010	116		0.11.10

If test-takers have not scheduled their exam, you can click "Send reminder." This will show you a pre-written message for the test-taker.

evamit/*				10.00.014 507	•••						
			Welcome, Protessor McGonagali	12:32 PM EST	$\leftarrow \rightarrow \mathbf{C}$					Q \$	1
Examine Courses	Exams Test-takers Reports F	rofile Logout				Ren Jiang	Approved by Auditor	1035193	94 14 14 1 4		
						Jane Smith	Approved by Auditor	1035188			
← Final	Q. Search by Test-	taker or exam ID	🛱 Status 👻 📕 Flag	~		TT 0565	Send email		×		
info Rules Instructio	ns Supporting Documents Exam	Results				Test takerK0		examity [®]			
				_		Test Takermit3	Dear Examity User1 ,				
Test-taker	Status	Exam ID	Flags	- 1		Test Takermit4	This is a reminder to schedule your exa yet to schedule	m with Examity8. Here are the di	etails of the exam you have		
Jane Smith	Approved by Auditor	1035125	E0 E1 64 E0	Detail		Examply Student	Course Name test				
Jame Smith	Approved by Auditor	1035124		Detail		Examity Student2	Exam Name Test Exam Window 10/31/20	119 11:30:00 PM - 12/11/2019 12	MA 00:00		
						Examity Student3	When you are planning for your test, pla before your intended start time.	sase remember that you must sch	heclule at least 24 hours		
Jane Smith	Approved by Auditor	1035123		Detail		Examity User1	Thank you, Examity,				
				_		Examity User02	***DO NOT REPLY TO THIS EMAIL***				
John Smith	Approved by Auditor	1035088		Detail		Examity User03		Send email			
D user	Not yet scheduled		Send reminder			Duser					
John Smith2	Not yet scheduled		Send reminder			Test Taker201	Not yet scheduled				
Graham Jones	Not yet scheduled		Send reminder			Test Taker203	Not yet scheduled				
			H 4 1 F	H 25 ¥							



Scheduling Outside of the Testing Window

Instructors can create Scheduling Exceptions for test-takers who need to schedule their exam outside of the exam window. Scheduling Exceptions show the test-taker the new exam window assigned by their instructor and only allows them to schedule during that time. There can only be one Scheduling Exception per test-taker per exam. Any applicable exam fees, exam buffering, etc. still apply to exams that have Scheduling Exceptions. For example, a test-taker may be allowed to take their exam early, but they will still be charged an On-Demand fee if that exam is within 24 hours (if this pricing is enabled).

Create a Scheduling Exception

New Exam

- 1. Log in as an instructor and create a new exam.
- 2. On the "New Exam Created" pop-up, click "New Scheduling Exception".
- 3. Select the test-taker's who will share the new scheduling exception exam window. You can schedule one scheduling exam window at a time, but you can add multiple test-takers to the same exam window.
- 4. Select the revised exam window that will be applied to all of the selected test-takers. The selected test-takers will only be able to schedule their exam during this window, so make it wide enough to accommodate the exam duration and exam buffer time.
- 5. Click "Submit Exceptions" to save your changes.
- 6.Click "New Scheduling Exception" to create another scheduling exception window for other test-takers or "Back to Exams" to exit this workflow. The selected test-takers will see the new exam window you provided for this scheduling exception.

Existing Exam

- 1. Log in as an instructor and open an existing exam.
- 2. Click the "New Scheduling Exception" button on the "Info" tab.
- 3. Follow steps three through six from the above instructions.

View, Change, or Delete Scheduling Exceptions by Exam

- 1. Log in as an instructor and open an existing exam.
- 2. Go to the "Scheduling Exceptions" tab.
- 3. Find the test-taker and click "Change" to change the exam window or "Cancel" to cancel the exam window. If you cancel the scheduling exception, test-takers will see the original exam window that all other test-takers see.

View, Change or Delete Scheduling Exceptions by Test-taker

- 1. Log in as an instructor and go to the "Test-takers" menu option.
- 2. Find the test-taker and click either the test-taker's name or the blue clock icon in the "Exceptions" column.
- 3. Find the exam and click "Change" to change the exam window or "Cancel" to cancel the exam window. If you cancel the scheduling exception, test-takers will see the original exam window that all other test-takers see.

For a video demonstrating this workflow, click here: <u>https://bit.ly/ExamitySchExceptions</u>