

# **Administrator** Guide



For assistance, contact your Examity account manager, call **855-EXAMITY** or email <u>support@examity.com</u>



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### Using Examity with D2L

Set up your exam in D2L and make sure your exam has been made "available." Next, send your course ID # to your dedicated account manager.

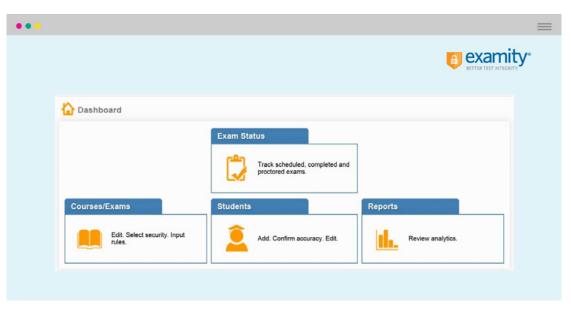
Your instructional designer will have to give you single sign-on access. Once you have access, select the name of your course in D2L. Next, click on the Examity link.

✿ Course 1			S Examity Student 1
Roster Discussions Awards M	y Progress Course Admin Help 🗸		
Search Topics Q	Examity		🖶 Print
Qverview			
Bookmarks		100 % 2 of 2 topics complete	
Course Schedule	Exam_1 Quiz		$\checkmark$
Table of Contents	Examity External Learning Tool		~
Quiz 1			
Examity 🗸			



### Navigating Your Dashboard

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

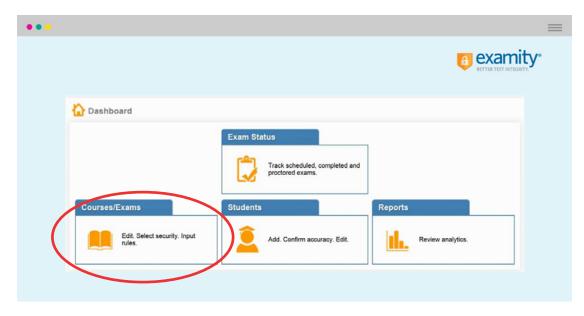


- **1.** The **Courses/Exams** section provides you with access to edit exam items including: the start and end date of your exam, the proctoring security level, and specific exam instructions.
- 2. The Students section presents you with details on all students enrolled in your exams.
- **3.** The **Exam Status** section allows you to track exam progress (e.g. scheduled and proctored exams). In addition, once an exam is completed, the Exam Status section houses all images of your proctored tests as well as time-stamped incident flags and comments.
- **4.** The **Reports** section offers one-touch access to Examity's robust reporting and analytics. Here, you can explore a variety of real-time reports such as your "Exam Summary Report" where you can review scheduled, canceled and unscheduled appointments.



### Selecting Your Security Level and Tailoring Exam Rules

First, click on "Courses/Exams" in your dashboard.



Next, click on the white arrow beside the course ID on the left-hand side.

					E C	<b>Xamity</b> TER TEST INTEGRITY.
+ Ad	d Course Course ID	Course Name	exemiLINK ®	Status	Date Created	Action
+ Ad		Course Name	examiLINK ®	Status	Date Created	Action
+ Ad	Course ID					Action
+ Ad	Course ID					
+ Ad	Course ID T 123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	/ 1 8
+ A5	Course ID T 123 ENGR 202	Maplesoft Mathematics 1 Introduction to Systems Engineering	Standalone Standalone	Active Active	10/13/2015 09/08/2015	/ 1 h



A list of exams within the course will drop down. Click on the pencil icon in the row of the exam you wish to edit.

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÷ 44	i Course					2		22.5	
	Course ID		Course Name	_	exemiLINK ®	Status	Date Created		Action
	123	Ma	plesoft Mathematics 1		Standalone	Active	10/13/2015	1	8 1
	ENGR 202	Introduct	ion to Systems Engineering		Standalone	Active	09/08/2015	1	0
•	3588885		Biology		Standalone	Active	08/11/2015	1	11 1
	Exam Name	examiLINK ©	Duration (in Hrs)	Status	Exam start d (mm/dd		Exam end date and time(mm/dd/yyyy)	Action	
	Final Exam	Standalone	2.00	Active	03/03/2016	12:00 AM	03/05/2016 11:59 PM	521	1
	Quiz 1	Standalone	0.45	Active	01/27/2016	12:00 AM	01/30/2016 11:59 PM	S 🖉 1	t.
. –	12345		Psychology 101		Standalone	Active	06/11/2015	1	8 .
	9999		xamity Course 9999		Canvas	Active	08/06/2015		8

A screen entitled "Edit Exam" will appear. Please verify your exam details here.

	Examily :: Edit Exam		×
	Edit Exam		
Deshboard Exam Status	Course Name:	Biology (3588885 )	Phone Support: 855-EXAMITY
	Exam Name:	Final Exam	
📫 Courses/Exams	FairExam <sup>®</sup> Level:	Level 3 👻	🕴 Delete Course 🏓 Add Exam
	Duration of the Exam (hrs):	Uve Authentication + Live Monitoring + All Tests Recorded — Stop Cheating	
+ Add Course	Duration of the Exam (hrs): Link to access Exam:	Hours 02 - : Minutes 00 -	
Course ID	Link to access cham.		Action
123 ENGR 202	Exam start date and time (mm/dd/yyyy):	03/03/2016 III 12:00 AM	/ / / / /
- 3588885	Exam end date and time(mm/dd/yyyy):	03/06/2016 m 11:59 PM 🕐	
	Upload files:	Select Select single or multiple files	Action
F	Exam UserName:		S 🛛 B
	Exam Password:	X48hzbpt	S 2 B
12345	Status:	Active +	/ 8 8
9999	Any need for extended time and/or special	No	/ 3 8
	accommodations?:		
	Student upload file:	No -	

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Scroll down to see the "Exam Rules" listed. In the "Additional Rules" section, check all boxes that apply. Enter any special instructions in the "Special Instructions" text box.

••			
	) Examity :: Edit Exam		×
	Clear Desk and Area		
	Connected to a powersource		
	No phones or headphones		
	No dual monitors		
	No leaving seat		
	No talking		
	Webcam, speakers, and microphone must remain on throughout the test.		
	The proctor must be able to see you for the duration of the test.		
	Additional Rules		
	Handheld calculator		0
	Scrap paper		0
	Open book		0
	Bathroom breaks		0
	Drink on desk		0
	Online Calculator		0
	Special Instructions	Proctor Student	
	C books are allowed as an alternative to the hard copy tentook.	Visible to: Student Proctor Student and Proctor	
	Utdas	$\mathbf{\mathcal{S}}$	

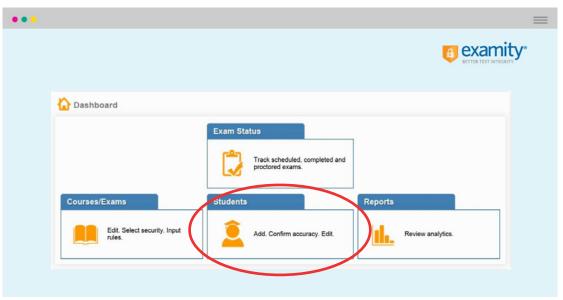
To save information entered in the "Special Instructions" box, click "Save" before hitting "Update."



#### **Special Accommodations**

If candidates require test accommodations, you can make sure Examity is aware ahead of time by entering the information on the dashboard.

First, click on "Students" on the Examity dashboard.



Next, click on the "Search" button.

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â s	tudents			e ve		Edit Student Details
	i Student 🔍 Search			0 Del	ete Student Details 🔋	Enroll Student
		Course Name	examiLINK <sup>6</sup>	G Del	Dete Created	Enroll Student Action
	t Student 🗮 Search	Course Name	examiLINK ®			
	Student ® Search Course Is			Status	Date Created	
	Student R Search Course C			Status	Date Created	Action
	Sludent Course Course 1	Maplesoft Mathematics 1	Standalone	Status Active	Date Created	Action
	Student R. Search Course L T 123 ENGR 202	Maplesoft Mathematics 1 Introduction to Systems Engineering	Standaione	Status Active Active	Date Created	Action

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Then, click on the pencil icon located in the row of the candidate who requires the accommodation.

							BETTER TEST INTO	nity"
nt FirstName : dd Student	Student LastName :	Student EmailAddress			Narch	Special		
dd Student Student First Name	Student Last Name	Email Address	examiLINK <sup>©</sup>	Profile Update	Status	Special accommodations	Action	
dd Student						Special accommodations	Action	
dd Student Student First Name	Student Last Name	Email Address	examiLINK <sup>©</sup>		Status	Special accommodations No	Action	
dd Student Student First Name	Student Last Name	Email Address	examiLINK ®	Profile Update	Status	accommodations		
dd Student Student First Name Xabhishek	Student Last Name Chapatamadugu	Email Address abhi1@examity.com	examiLINK • T	Profile Update Yes	Status T	accommodations No		

Select "Yes" from the "Special Accommodations" drop-down menu and enter the appropriate information.

						Ę	BETTER TEST INTEGRITY.
Stude	nt FirstName :	Student Las	Examity :: Edit Student		×		
+ /	Add Student		Edit Student				
	Student First Name	Student Last I				Special accommodations	Action
			First Name Last Name	Eric Ringstad			
	Abhishek	Chapa/amadu	Email Address	eringstad1@examity.com	F	NO	S Z B B
•	Cheryl	Esselen	Status	Active +		No	S 🖌 🛛 🗎
	Eric	Ringstad	Special accommodations	Yes ᅌ		No	S. 🖌 🗊 🗎
•	Evan	Vinter	Comments	Eric receives time and a half on all examp		Yes	< 🖌 🛛 🗎
•	Examity	itudent5				Yes	S 🖌 🗵 🗎
	Examity	5835101200		Update Cancel		No	S / U B
	Examity	Student30				No	S / 0 B
	Jackie	Smith	smith@ex	amity.com Standalone	Active	No	S / B B



### **Tracking Exam Status**

Check the status of proctoring appointments by clicking "Exam Status" in the Examity dashboard. You can see which students have completed their exams and whether they've committed any violations.

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Dashboard	
Track scheduled, completed and proctored exams.	
Courses/Exams Stutiants Reports	
Edit. Select security. Input rules. Add. Confirm accuracy. Edit.	w analytics.

You can review exam session screenshots and comments by clicking the blue "View" link.

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						1000						
Ex:	ım Status					Alert			Green	No Vi	plation	
						Poss	ible Violation		Red	Violat	ion	
						Yelow FairExam ®		-	Red			-
	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	Level	Status	Blue	Green	Yellow	Red	View
2410023	Examity	Student5	Examity Course 9999	Final	12/01/2015 12:30 PM	Level 3	Scheduled	0	0	0	0	View
2410022	8 Vanessa	McCarthy	Biology	Quiz 1	12/01/2015 11:57 AM	Level AA	Scheduled	0	0	0	0	View
	Examity	Studentó	Examity Course 9999	Final	11/23/2015 1:00 PM	Level 3	Approved by Auditor	0	2	0	C	View
2410022					111000016		Annual Inc.					

Images are available for 30 days and then removed from the Examity system to ensure privacy for all parties involved. Red-flagged exams will remain for one year.



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

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	Unactional information account	5000	asent
	Suplified and		RAIN
Tation	Quatonibia nya mbumani	N	813
Tubba	Sauting-auto		85.28
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	Samone endeed the sum		8238
	Suppose auto		862
			BRG .
-	Suppose as nowned		
-	Suppose an indemnet.	Talks.	BILD

- Green flags are raised for significant steps where there is no incident.
- 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.