



Administrator Guide

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

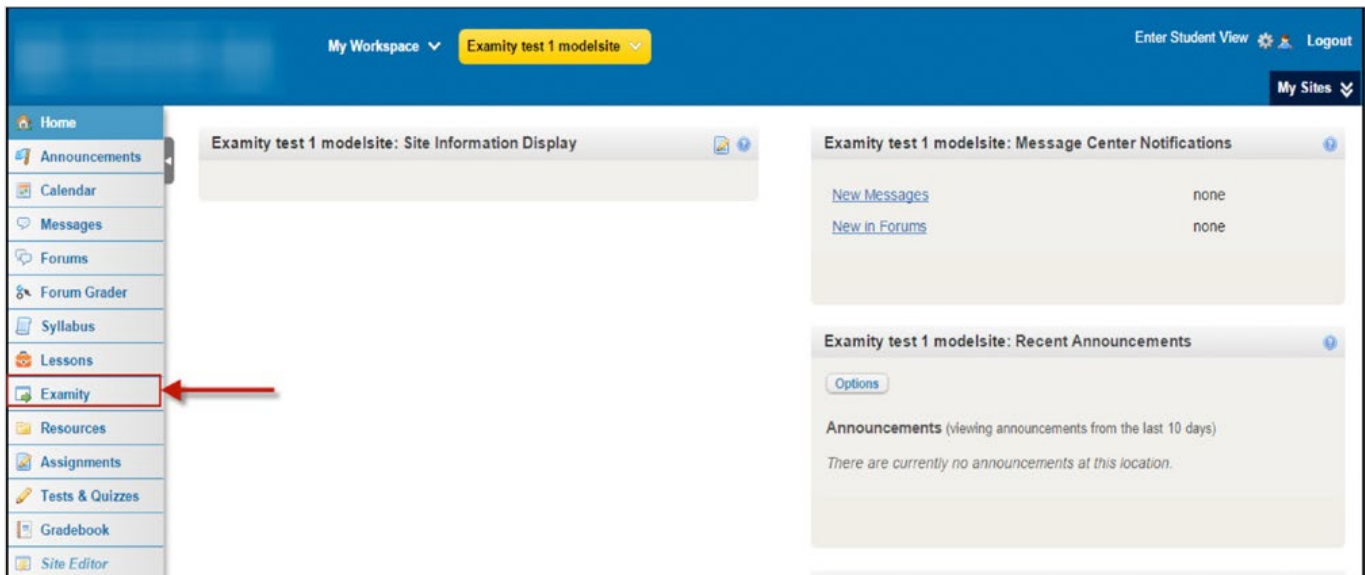
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Using Examity with Sakai

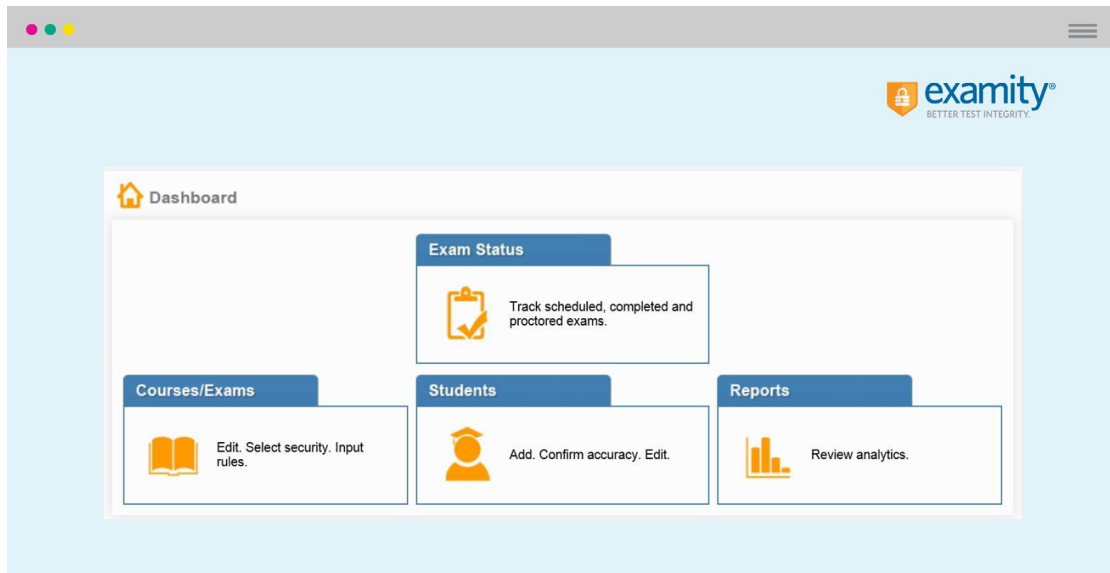
Set up your exam in Sakai and make sure your exam has been made “available.” Next, send your course ID # to your dedicated account manager.

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



Navigating Your Dashboard

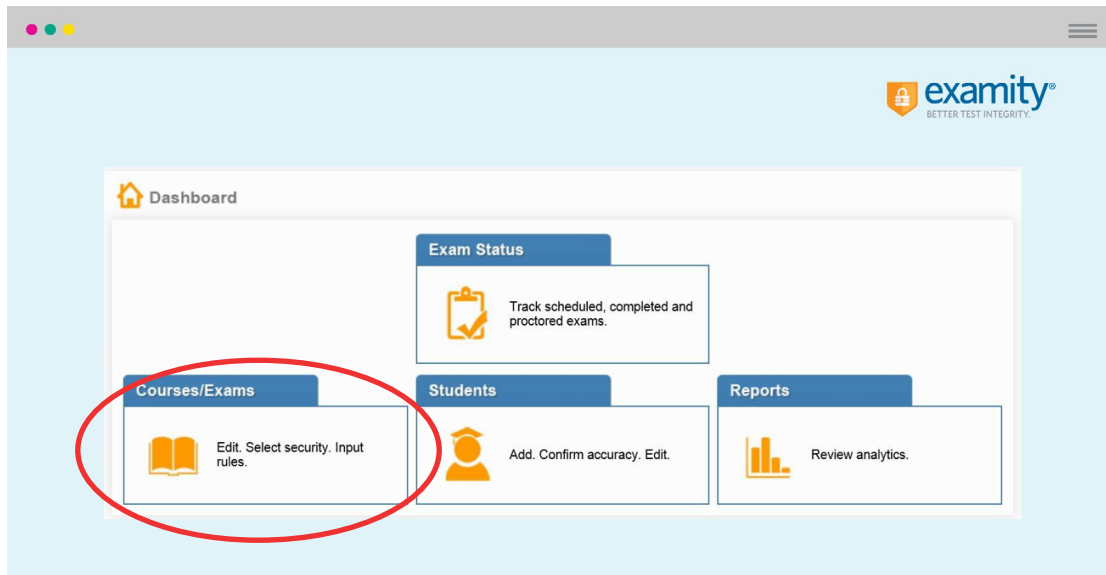
Your Examity dashboard offers your access to four key areas, outlined below.



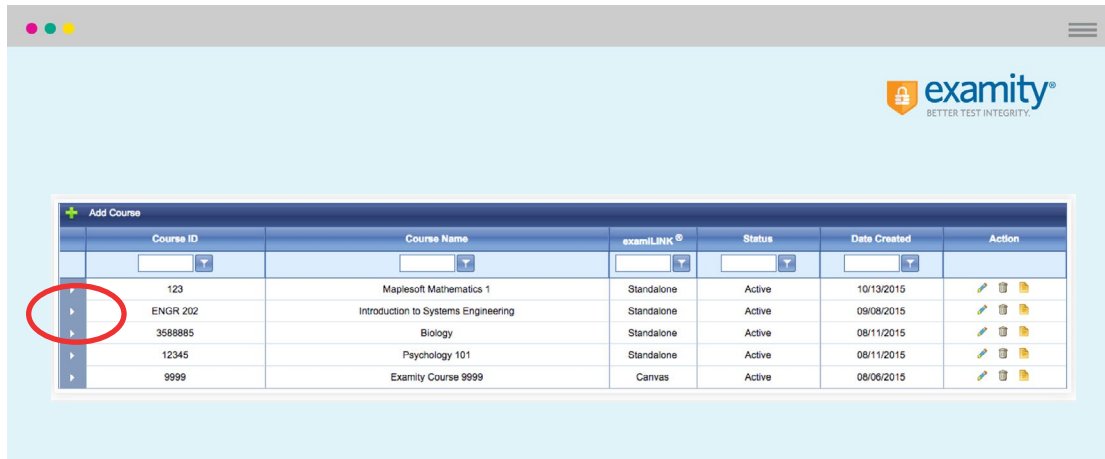
1. The **Courses/Exams** section provides you with access to edit exam items including: the start and end date of your exam, the proctoring security level, and specific exam instructions.
2. The **Students** section presents you with details on all students enrolled in your exams.
3. The **Exam Status** 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

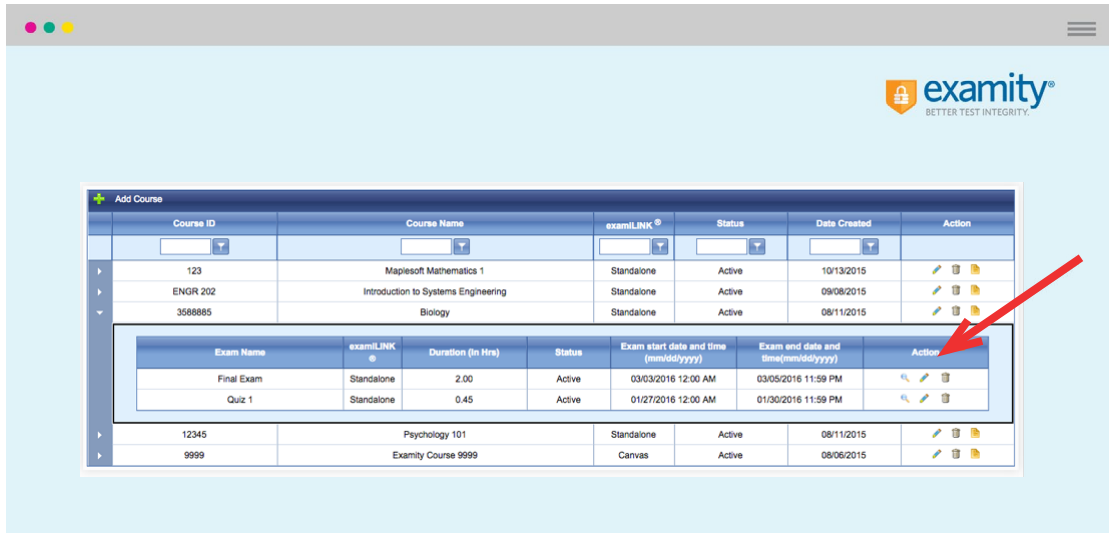
First, click on “Courses/Exams” in your dashboard.



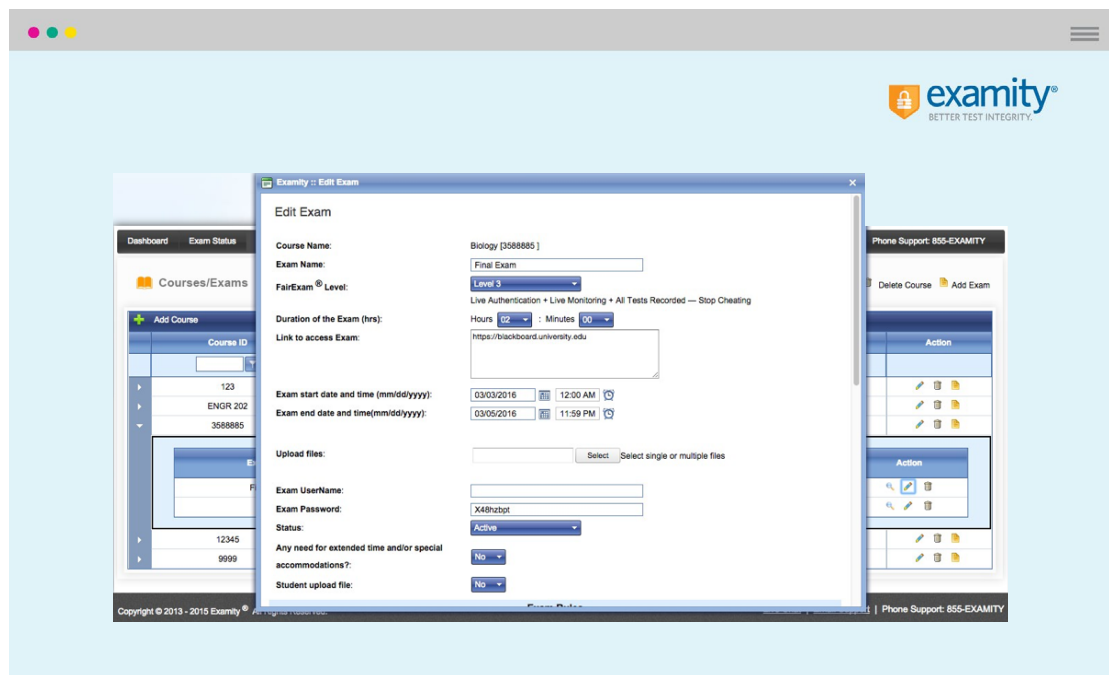
Next, click on the white arrow beside the course ID on the left-hand side.



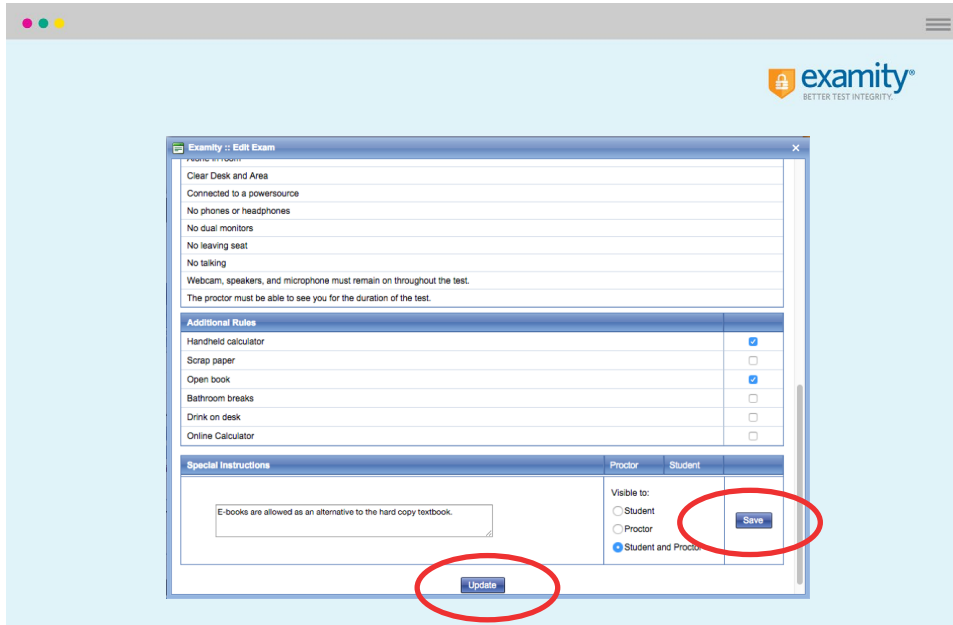
A list of exams within the course will drop down. Click on the pencil icon in the row of the exam you wish to edit.



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



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.



The screenshot shows the 'Examity :: Edit Exam' window. It contains a list of exam rules, an 'Additional Rules' section with checkboxes, and a 'Special Instructions' section with a text box and a 'Save' button. The 'Update' button at the bottom is also circled in red.

Additional Rules	
Handheld calculator	<input checked="" type="checkbox"/>
Scrap paper	<input type="checkbox"/>
Open book	<input checked="" type="checkbox"/>
Bathroom breaks	<input type="checkbox"/>
Drink on desk	<input type="checkbox"/>
Online Calculator	<input type="checkbox"/>

Special Instructions

E-books are allowed as an alternative to the hard copy textbook.

Visible to:

☐ Student

☐ Proctor

☒ Student and Proctor

Save

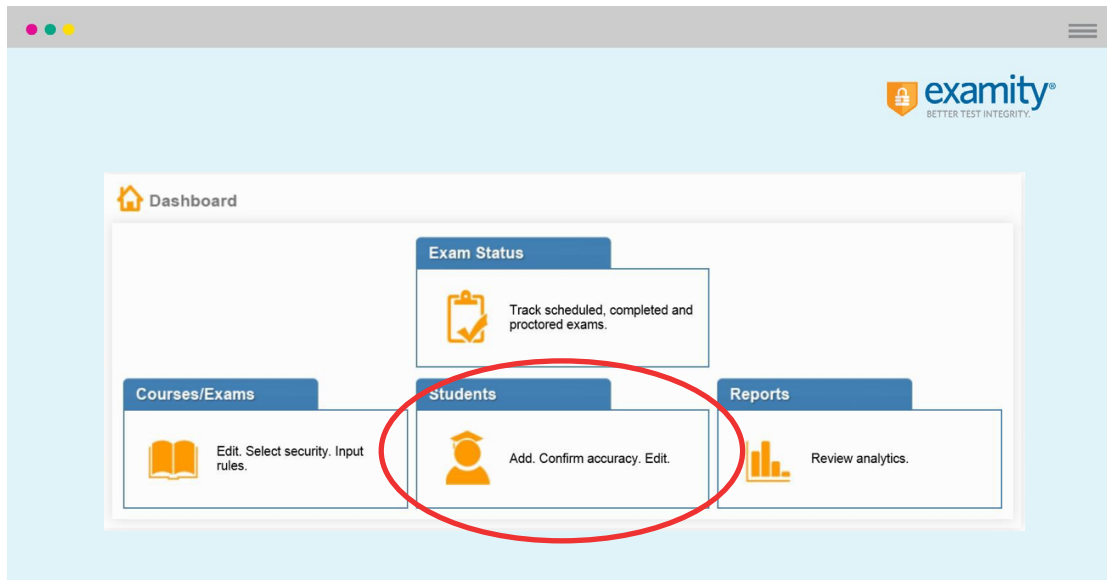
Update

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

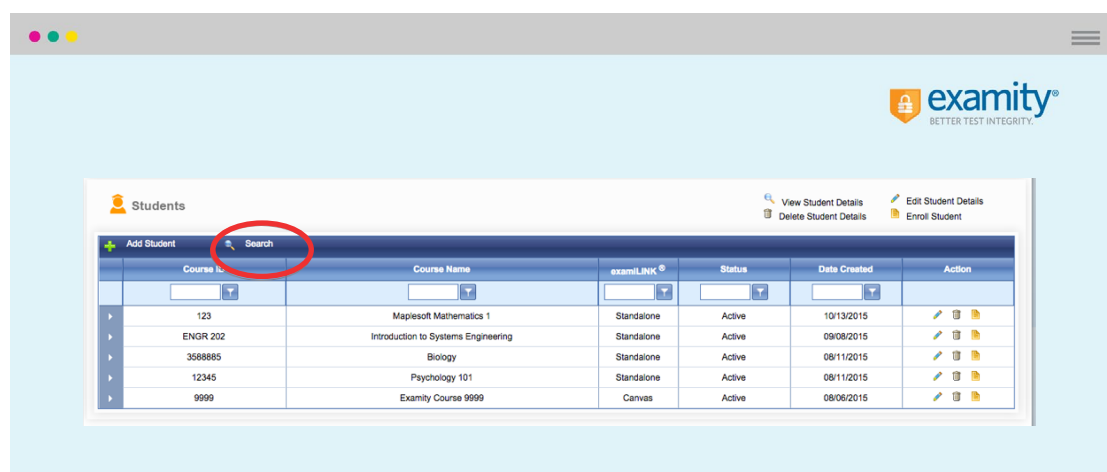
Special Accommodations

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

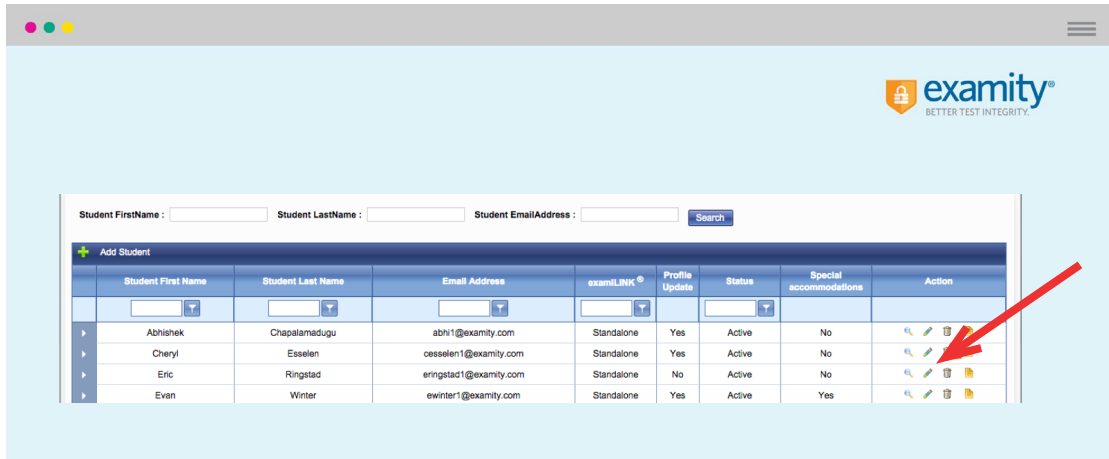
First, click on “Students” on the Examity dashboard.



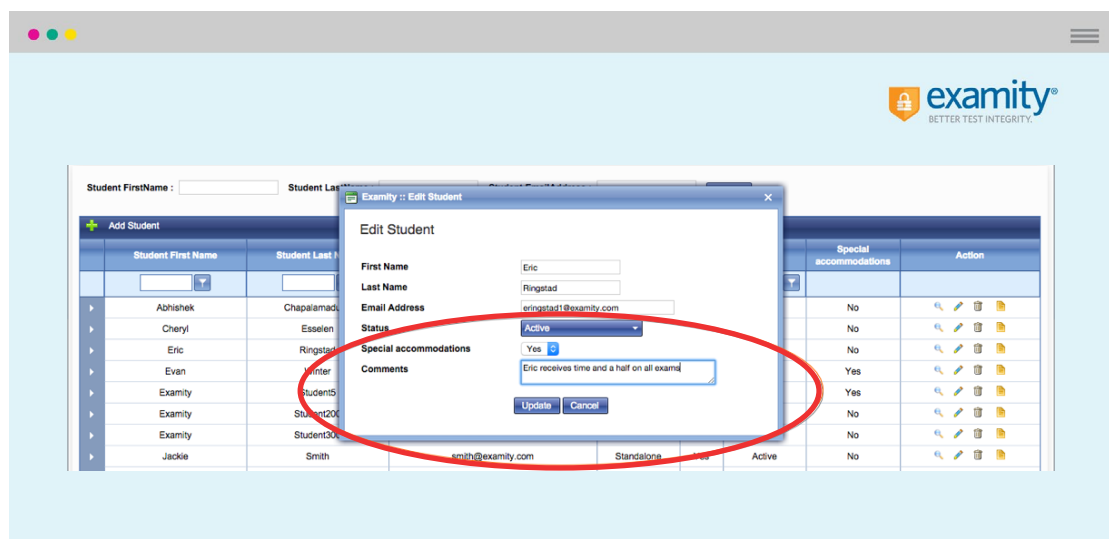
Next, click on the “Search” button.



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

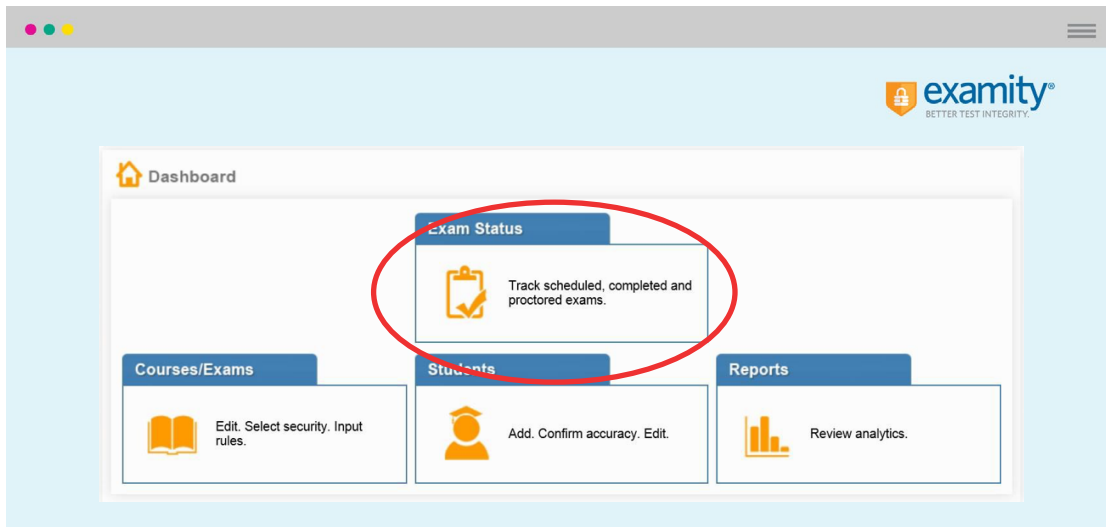


Select "Yes" from the "Special Accommodations" drop-down menu and enter the appropriate information.

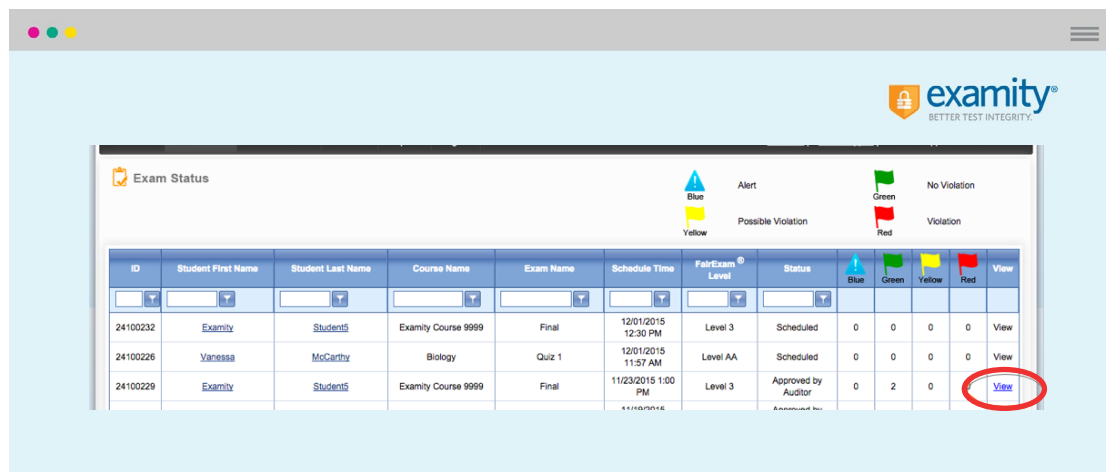


Tracking Exam Status

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.



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



The screenshot shows the 'Exam Status' page. At the top, there are color-coded status indicators: Blue (Alert), Yellow (Possible Violation), Green (No Violation), and Red (Violation). Below these is a table with the following columns: ID, Student First Name, Student Last Name, Course Name, Exam Name, Schedule Time, FairExam Level, Status, and a set of four colored squares (Blue, Green, Yellow, Red) representing violation counts. The last column is labeled 'View'.

ID	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	FairExam Level	Status	Blue	Green	Yellow	Red	View
24100232	Examity	Student5	Examity Course 9999	Final	12/01/2015 12:30 PM	Level 3	Scheduled	0	0	0	0	View
24100226	Vanessa	McCarthy	Biology	Quiz 1	12/01/2015 11:57 AM	Level AA	Scheduled	0	0	0	0	View
24100229	Examity	Student5	Examity Course 9999	Final	11/23/2015 1:00 PM	Level 3	Approved by Auditor	0	2	0	0	View

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.



Flag	Description	Excerpt image	Student Test Name
Blue	Unauthorized information accessed		000000
Blue	Unauthorized information accessed		000001
Yellow	Supervisor audio		000002
Yellow	Unauthorizable eye movement		000003
Yellow	Unauthorizable audio		000004
Yellow	Unauthorizable eye movement		000005
Yellow	Unauthorizable audio		000006
Yellow	Unauthorizable eye movement		000007
Yellow	Unauthorizable audio		000008
Blue	Unauthorizable information accessed		000009

- 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.