

# **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 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.

	My Workspace 🗸 Examity test 1 modelsite 🗸		Enter Student View	🌣 👗 Logout
				My Sites 💝
👌 Home		 -		
4 Announcements	Examity test 1 modelsite: Site Information Display	 Examity test 1 modelsite: Mes	sage Center Notifications	0
Calendar		New Messages	none	
👳 Messages		New in Forums	none	
Porums				
8 Forum Grader				
🗾 Syllabus		Examity test 1 modelsite: Rece	ant Announcements	0
👶 Lessons			Announcements	
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📴 Resources		Announcements (viewing announce	ments from the last 10 days)	
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🥜 Tests & Quizzes				
Gradebook				
Site Editor				



## Navigating Your Dashboard

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

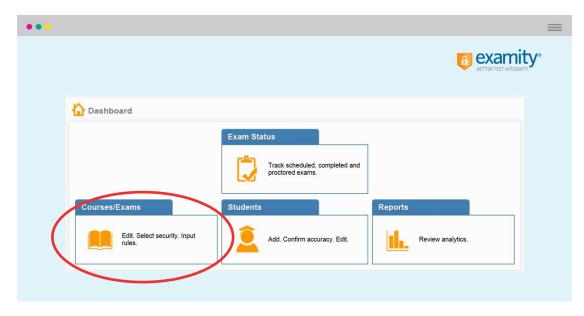


- **1.** The **Courses/Exams** section provides you with access to edit exam items including: the start and end date of your exam, the proctoring security level, and specific exam instructions.
- 2. The Students section presents you with details on all students enrolled in your exams.
- **3.** The **Exam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

					ETT	<b>xamity</b> TER TEST INTEGRITY.
🕂 Ad	d Course	Course Name	examiLINK ®	Status	Date Created	Action
	Course ID					
	Course ID	Y		<b>T</b>		
				Active		/ 0 1
T						
	123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	/ 8 1
	123 ENGR 202	Maplesoft Mathematics 1 Introduction to Systems Engineering	Standalone Standalone	Active	10/13/2015 09/08/2015	/ 0 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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+ 1	Add Course				_			
	Course ID		Course Name		examiLINK <sup>®</sup>	Status	Date Created	Action
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۶.	ENGR 202	Intr	duction to Systems Engineering		Standalone	Active	09/08/2015	/ 🗊 🐚
-	3588885		Biology		Standalone	Active	08/11/2015	/ 🖞 🗎
	Exam Name	examil ®	INK Duration (in Hrs)	Status	Exam start d (mm/de	late and time Exa d/yyyyy) tin	am end date and ne(mm/dd/yyyy)	Action
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	Quiz 1	Standa	one 0.45	Active	01/27/2016	3 12:00 AM 01/3	30/2016 11:59 PM	۵ 🖌 👂
. L	12345		Psychology 101		Standalone	Active	08/11/2015	/ 11 🖻
			Examity Course 9999		Canvas	Active	08/06/2015	/ 🗊 🗎

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

			examity® BETTER TEST INTEGRITY
	Examity :: Edit Exam		
	Edit Exam		Î
Dashboard Exam Status	Course Name:	Biology (3688885 ]	Phone Support: 855-EXAMITY
-	Exam Name:	Final Exam	
📙 Courses/Exams	FairExam <sup>®</sup> Level:	Level 3   Live Authentication + Live Monitoring + All Tests Recorded — Stop Cheating	🕈 Delete Course 🏓 Add Exam
+ Add Course	Duration of the Exam (hrs):	Hours 02 - : Minutes 00 -	
Course ID	Link to access Exam:	https://blackboard.university.edu	Action
> 123	Exam start date and time (mm/dd/yyyy):	03/03/2016 m 12:00 AM 🕚	/ 8 B
ENGR 202     3588885	Exam end date and time(mm/dd/yyyy):	03/05/2016 🔤 11:59 PM 🔯	
	Upload files:	Select Select single or multiple files	Action
			S 2 8
	Exam UserName: Exam Password:	X48hzbot	
	Status:	Active	
> 12345	Any need for extended time and/or special		/ 0 8
> 9999	accommodations?:	No 🔻	/ 0 0
	Student upload file:	No 🔻	
Copyright @ 2013 - 2015 Examity ®		First Bills	t   Phone Support: 855-EXAMITY

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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.

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		examity*
	Examity :: Edit Exam	×
	Value or value  Celer Desk and Area  Connected to a powersource  No phones or headphones  No banking  No banking  Velocant, speakents, and microphone must remain on throughout the test.  The proctor must be able to see you for the duration of the test.  The proctor must be able to see you for the duration of the test.  The proctor must be able to see you for the duration of the test.  Additional Relies  Handheid calculator  Scrap paper  Open book  Bathroom breaks  Dimk on seek	
	Online Calculator	
	Special Instructions Prodor Student	
	E-books are allowed as an alternative to the hard copy textbook.	
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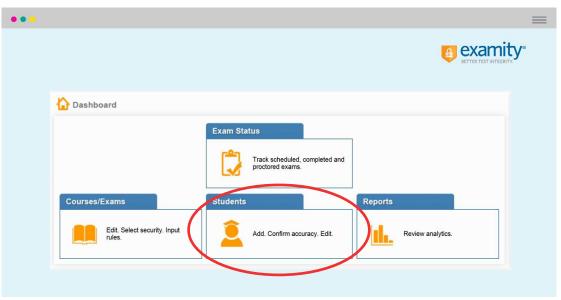
To save information entered in the "Special Instructions" box, click "Save" before hitting "Update."



#### **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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🤶 s	itudents			S Vi Del		Edit Student Details Enroll Student
🕂 Adi	d Student 🔍 Search					
+ Ad	d Student 🔍 Search Course R	Course Name	examiLINK <sup>®</sup>	Status	Date Created	Action
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Add	Course L	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	/ 0 1
Add	Course la 123 ENGR 202	Mapiesoft Mathematics 1 Introduction to Systems Engineering	Standalone Standalone	Active Active	10/13/2015 09/08/2015	

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

								ity"
		Student EmailAddress						
 ent FirstName : Add Student	Student LastName :	Student EmailAddress			Search			
 	Student Last Name	Student EmailAddress Email Address	•xamiLINK ®	Profile Update	Search	Special accommodations	Action	
 Add Student				Profile			Action	
 Add Student Student First Name	Student Last Name		oxamiLINK <sup>®</sup>	Profile	Status		Action	
 Add Student Student First Name	Student Last Name	Email Address	examiLINK ©	Profile Update	Status	accommodations		
 Add Student Student First Name T Abhishek	Student Last Name	Email Address	examiLINK®	Profile Update Yes	Status Carlore	accommodations No	Q / B /	

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

						Ę	BETTER TEST INTEGRITY.
Stud	ent FirstName :	Student Las	Examity :: Edit Student		×		
÷	Add Student	_	Edit Student				
	Student First Name	Student Last N	First Name			Special accommodations	Action
			Last Name	Eric			
•	Abhishek	Chapalamadu	Email Address	eringstad1@examity.com		No	۵ 🌶 🤌
•	Cheryl	Esselen	Status	Active 👻		No	۵ 🖌 🖉
•	Eric	Ringstad	Special accommodations	Yes 📀		No	۵ 🖌 ۹
Þ	Evan	Vinter	Comments	Eric receives time and a half on all exams		Yes	۵ 🖊 کې
Þ	Examity	Student5				Yes	۵ 🖊 🦉
•	Examity	Student200		Update Cancel		No	🔍 🌶 🗊 📙
•	Examity	Student30				No	۵ 🖌 🦉
	Jackie	Smith	smith@e	xamity.com Standalone	Active	No	9, 🧪 🗊 🐚



## **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 sched	iled, completed and ams.
Courses/Exams Students	Reports
Edit. Select security. Input rules. Add. Confirm	accuracy. Edit.

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

									•	BETT	<b>Xai</b> er test	mit
🔀 Exa	m Status					Alert	ible Violation		Green	No Vir Violat		
D	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	FairExam <sup>®</sup> Level	Status	Blue	Green	Yellow	Red	View
<b>T</b>												
24100232	Examity	Student5	Examity Course 9999	Final	12/01/2015 12:30 PM	Level 3	Scheduled	0	0	0	0	View
	Vanessa	McCarthy	Biology	Quiz 1	12/01/2015 11:57 AM	Level AA	Scheduled	0	0	0	0	View
24100226				Final	11/23/2015 1:00	Level 3	Approved by	0	2	0		View
24100226	Examity	Student5	Examity Course 9999	Final	PM		Auditor		-	-		

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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	Section with	-	Rent
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	Gambookie vyr teamant	<b>N</b>	60.3
-	Surrouse endend the name		2018
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-	interdential information accessed		MILLIN
-	Contraction internation activated		Finner In

- 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.