

# **Proctoring Guide** Administrators & Instructors



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### **Using Examity With Your LMS Platform**

If your Examity platform is integrated with your Learning Management System or your exam/assessment platform, you will access Examity via links in your system.

Your courses, exams and test-takers should continue to be created in your LMS or exam platform. The integration with Examity means your data will be imported to Examity automatically:

• LMS integration - you need to click on Examity link to import the course first, then your exams and test-taker data will be imported overnight and will be available the next day.

• **Exam platform** - your data flows through APIs links which means the data you create in your system should be available in Examity within minutes.

Our recommended practice is to always edit exam details within your LMS or exam platform. If you edit some key exam details directly in Examity, this action may cause the data import to stop.

Edit Exam *
Exam changes will impact the nightly import
Editing the following fields in Examity, instead of the LMS, will result in this exam being excluded from the nightly import:
<ul><li>Exam Password</li><li>Exam Duration</li></ul>
I confirm this change is needed immediately and cannot wait for the nightly import from the LMS. I understand that to resume importing, I must notify the account contact of this change.
Close DISCARD CONTINUE



#### Using Examity as a Standalone Solution

If your Examity is not linked to any of your existing systems, you will need to create (add) 3 main components manually:

Courses							
🔒 Examina Damo	Courses	Exams	Test-takers	Dashboard	Profile	Logout	
Courses						Q Search by course name or ID NEW	COURSE
Exams							
Examily Deno	Courses	Exams	Test-takers	Dashboard	Profile	Logout	
Exams						Q Search by course or exam	WEXAM
Test-takers							
Bomity Deno	Courses	Exams	Test-takers	Dashboard	Profile	Logout	
Test-takers						Q Search by name or email Profile V Accommodation V Status V NEW TEST-T	AKER

Please remember that all your test-takers will need to be enrolled on specific courses to allow them access to exams available wihtin these courses. If you have a large number of test-takers, you can provide a list to your Client Success Manager in .csv format to be uploaded in bulk.



## **Navigating Your Examity Dashboard**

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

	1	2	3	4	5		Welcome, Prof	fessor McGonagall 12:25 PM EST
Examity Demos	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			ECON12	20		Dec 30, 2019	Standalone	2
Economics 121			ECON12	20		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	90		Sep 13, 2019	Standalone	5
Economics 247			ECON24	17		Sep 12, 2019	Standalone	4
Economics 101			ECON10	01		Sep 12, 2019	Standalone	28
								₩ 4 1 ▶ ₩ 25 ♥
					New C	Course		

**1. 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. Courses link your exams with your test-takers, that is all candidates enrolled on a course will be given access to all exams available within this course.

**2. 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.

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

**4. Reports:** One-touch access to Examity's robust reporting and analytics. Here, you can explore a variety of real-time reports.

**5. Profile:** this is where you set your time zone that will drive the display in your Examity dashboard, including exam window and all reports.



## **Editing Your Exam**

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

					Welcome, Professor N	IcGonagall 12:27 PM EST
a resilie Denie i	Exams Test- kers	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.
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.

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
- Scheduling Exceptions
- Exam Results

**Info** represents the foundation for your exam. 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.

Course	New SchEduling Exception         DERETE EXAM           Exable Browser Lock         Exable Browser Lock         Exable Browser Lock           & No / Ves         Social function         Social function           Schorth Lock         He / Ves         Social function           Features         Ves         Social function         Ves           Features         Ves         Social function         Ves           Functiones         Line forenzame         Ves
0 Hour V 15 Minutes V	Real-time, on-screen support
Link to Exam	Immediate intervention
http://www.examity.com	Flagged violations with video
Exam Password Password will be used by the proctor to validate the session. Exam Passwords should never be shared with the test- takets.	Human audit
testing	
Allow Test-taker to Upload File No O Yes	
Enable Extension Block List Allows the Examity extension to block other Chrome extensions that may be installed to the test takers Chrome browner. For a complete list of the extensions that will be blocked click here	
● No ○ Yes     ■	
SAVE (	DHANGES



**Rules** 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 McGonagali 12:31 PM EST
B Daniel Donnall 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
<ul> <li>Connected to a power source</li> </ul>	Online Calculator
No Phones or headphones	Handheld calculator
No dual monitors	Open book
✓ No leaving seat	Bathroom breaks
	Drink on desk
Save C	Changes

Special instructions can be added in the **Instructions** section.

This is critical step to clarify any policies, process or steps that are specific to your exams. Work with your Client Success Manager to agree clear instructions for your exams that help your test-takers, proctors and auditors.

Clicking **"Import special instructions from an existing exam"** allows you to quickly clone special instructions from an existing exam.

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

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





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. See Tracking exam status.

			Welcome, Professor McGonsgall	12:32 PM EST
B Country Demos	Courses Exams Test-takers Reports	Profile Logout		
← Final	Q Search	by Test-taker or exam ID	🛗 Status 🗸 🚩 Flag	~
Info Rules	Instructions Supporting Documents	Exam Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035125		Detail
Jane Smith	Approved by Auditor	1035124		Detail
Jane Smith	Approved by Auditor	1035123		Detail
John Smith	Approved by Auditor	1035088	<b>=0 =1 =0</b>	Detail
D user	Not yet scheduled		Send reminder	
John Smith2	Not yet scheduled		Send reminder	
Graham Jones	Not yet scheduled		Send reminder	
			и (])	H 25 ¥

#### **Special Accommodations**

If test-takers require special accommodations, you can make sure proctors are aware ahead of time by entering the information at the course level. This means any accommodations added will apply to all exams within this course.

Any accommodations added to Examity must be added to your LMS or exam platform first.

**1.** Click on **"Courses"** at the top of the Examity dashboard, and select the course you wish to add accommodations to.

			Welcome, Professor	McGonagali 12:25 PM EST
Courses Exam	is Test-takers Reports	Profile Logout		
Courses			٩	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		



2. Click on the "Course accommodations" tab.

Course besins Course to course teams Course te						Welcome, Profess	or McGonagall	12:41 PM EST
Economics 120 Course Nations Course Nations Course Nation Course Na	Cour	ses Exams	Test-takers	Reports Profile	Logout			
Course Name Course	- Economics 120	_						
Course Name  Economics 120  Course ID  EconNIZO Status Active	Course Details Test-tak	ers Course	Accommodations	Exams				
Course ID EcoN120 Status Active	Course Name							Delete
Course 10 ECON120 Status Active	Economics 120							
ECONI20 Status Active	Course ID							
Status 🗸	ECON120							
Active	Status							
	Active			~				

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

Course     Dum m     Test takers     Reports     Profile     Logout	examity*							w	elcome, Professor McGona	gall 12:47 PM E
Course Details Testtakers Course Accommodation Course ID Course Status	ante breez	Courses	Exams	Test-takers	Reports	Profile	Logout			
Course betails         Test takers         Course Accommodation         Exams           Course Name         Course ID         Course Status           Economia 120         ECONT20         Active	- Economics 7	20								
Course ID Course ID Course ID Course Status Economics 120 Active Test taker Accommodation John Smith Q	Course Details	Test-takers	Course	Accommodati	ons Exe	ms				
Test taker Accommodation	Course Name Economics 120			E	course ID CON120			Course State Active	18	
John Smith v Q v Jane Smith	Test-taker			ŀ	ccommodatio	1				
Lane Smith	John Smith			~						
_ Jane Smith	٩			×						le
	Jane Smith									

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

examity*						Welcome, Professor McGonagali	12:48 PM EST
Teanity Denses	Courses Exams	Test-takers Rej	orts Profile	Logout			
- Economics 120							
Course Details T	est-takers Course	Accommodations	Exams				
Course Name Economics 120		Course ID ECON120			Cour Activ	se Status e	
Test-taker		Accomm	odation				
John Smith		♥ Extra tin	ne			li	
Add Ac	commodations						



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

		Welcome, Professor McGonagall	12:48 PM EST
Ecumity Dimos Courses	Exams Test-takers Reports Profile Logout		
←Economics 120			
Course Details Test-takers	Course Accommodations Exams		
Course Name Economics 120	Course ID ECON120	Course Status Active	
Test-taker John Smith	Accommodation Extra time		×
Select Test-taker(s)		ß	
Add Accommode	stions Save Changes		

#### **Tracking Exam Sessions Status**

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

o examity*					Welcome, Professor I	McGonagali 12:27 PM EST
B Passily Demo	Courses Exams Test-takers	Reports	Profile	Logout		
Exams					Q Search by course o	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.
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Quiz	Economics 101			Closed 11/19/2019 12:30 AM	Standalone	28 Test-takers invited.

The following exam statuses may appear here	The	following	exam	statuses	may	appear	here.
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Current Session	Definition
Scheduled	The test-taker has created an appointment time for their exam
Cancelled	The test-taker has cancelled the test appointment
Verification in Progress	The test-taker has started the exam process and in going through the steps to connect to proctor.
Waiting for Proctor	The test-taker is in the exam queue and awaiting proctor to be assigned.
Processed by Examity	For Auto Standard exams, this status is applied when exam is submitted and sent or Completed to the client dashboard. No Auditor review
Pending at Auditor	The test-taker has submitted their exam and it is awaiting review by the auditors.
Incomplete	The Candidate was not able to access the exam questions – this could be for any number of reasons (improper ID, LMS issue, internet capability, etc.)
Approved by Auditor	This exam has been reviewed by Auditors. If the test-taker has accessed the exam, the auditor will mark the exam as Approved after adding any necessary flags.
No Show	The test-taker did not arrive for their scheduled appointment. The system will change the status to No Show 35 minutes after the scheduled exam time.



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 McGonagail 12:29 PM EST
Courses Exams Test-takers Reports Profile	Logout
Exam > Edit Details	_
Info Rules Instructions Supporting Documents Exam Result	s Delete Fram
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 nost avam
1 Hour V 0 Minute V	
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	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, misconduct may not have been intentional.
- Red flags are given when the student exhibits clear breach of exam rules and/or instructions .
- Blue alerts are reported when a technical issue arises.

			Welcome, Professor McGonagall	12:42 PM EST
Course	es Exams Test-takers Reports P	rofile Logout		
← Test	Q Search by Test-	taker or exam ID	🗎 Status 🗸 🖌	~
info Rules Instru	uctions Supporting Documents Exam	Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035208	<b>FO F</b> 1 <b>R8 F6</b>	Detail
John Smith	Approved by Auditor	1035206	F0 .1 .5 .3	Detail
Jane Smith	Approved by Auditor	1035203		Detail
John Smith	Approved by Auditor	1035195	<b>FO F1 FO FO</b>	Detail
Jane Smith	Approved by Auditor	1035193	<b>F</b> 0 <b>F</b> 1 <b>F</b> 0 <b>F</b> 0	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 Test	Name	Exam Date Nov 4, 2019	Flags	* 6
			Flag	Description	Comments	Captured Image	Time Stamp
			1	Authentication completed. Examity system 11/04/2019 40:29	9.14:		
-			*	Questionable eye movement Examity system 11/04/2011 40.42	9.14	1	0.00.09
1				Questionable eye movement Examity system 11/04/2019 41:16	3.14:	-	0.00.43
			*	Someone entered the room Examity system 11/04/2019 46:27	114	<b>.</b>	0.02.54
			*	Out of webcam frame Examply system 11/04/2019 46:31	2.14:	<u>R</u>	0.05.58
				Out of webcam frame Examply system 11/04/2019 49/03	214:		0.08.30
				Out of webcam frame			

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.

Correct Test tables Report Polisi Legated   Find   Ref Ref Reported by Audder 103323 Image: Ima	examity arrenter average			Welco	me, Professor McGonagali	12:32 PM
Final	esone Demos Courses E	xams Test-takers Reports Pro	ofile Logout			
of/c       Rdes       Resputcions       Responsible         Test Laker       Statu       Came ID       Flags         Jane Benith       Approved by Auditer       1035125       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Final	Q Search by Test-ta	iker or exam ID	🗂 Status	∽ Flag	
Tath taker Stata Gam D Flags   Jane Smith   Approved by Audler 105125 Im I III IIIIIIIIIIIIIIIIIIIIIIIIIIIII	Info Rules Instructions	Supporting Documents Exam R	esuits			
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	John Smith	Approved by Auditor	1035088	<b>x0 x1 x1</b>	= 0	Detail
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Reminders to schedule exam can also be sent in bulk:

<b>a</b>	Courses	Exams Test-takers Dashboard F	Profile Logout		
← Scheo	dule Status > Unsched	uled Test-takers		NARROW LIST RESULTS	S Send reminder email
_					Showing 1 - 15 of 15 records
	Course 1	Instructor 11	Exam 14	Test-taker 14	Email 14
	2/23/2021	IS-Admin-Instructor-US-1 6666	2/23/2021	100 0010	Approximation of the second
~	2/23/2021	IS-Admin-Instructor-US-1 6666	2/23/2021	tatis. Topprose	satisfuperargenesis as as
	2/23/2021	IS-Admin-Instructor-US-1 6666	2/23/2021	and Property	Landaren ez
	2/23/2021	IS-Admin-Instructor-US-1 6666	2/23/2021	10745 1011	and opposite on

#### **Scheduling Exceptions**

You 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 and only allows them to schedule during that time.

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).

#### NOTE: There can only be one Scheduling Exception per test-taker per exam.

#### **Create a Scheduling Exception:**

1. Log in to Examity and locate your exam

2. Click the "New Scheduling Exception" button on the "Info" or the 'Scheduling Exception' tab.

Select the test-takers 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.
 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.

#### View, Change, or Delete Scheduling Exceptions by Exam:

1. Go to the "Scheduling Exceptions" tab.

**2.** Find the test-taker and click "Change" to change the exam window or "Cancel" to cancel the exam window.

#### 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.



## Reporting

Your administrators will have access to the following reports:

B see too	Courses	Exams	Test-takers	Dashboard	Profile	Logout
Reports						
Report					D	escription
	DAIL	Y EXAM CO	DUNT		c	ount of exams scheduled by day.
	EV	ALUATION	IS		s	tudy test-taker survey results, covering the proctoring process and experience.
	Đ	CAM STATI	s		E	valuate all past exam sessions, including those that require instructor review.
	L	UNCH TIN	1E		R	esearch individual and average authentication time per exam.
	MONTH	ILY EXAM	COUNT		c	ount of exams scheduled by month.
	SCH	EDULE DET	AILS		R	eview the details of every scheduled session.
	SCH	EDULE STA	TUS		lo	lentify the test-takers who have, and have not, scheduled a session.
	TEST-T	AKER WAI	т тіме		т	est-taker wait time before beginning an exam.

Your instructors will have access to the following reports – only for courses they are assigned to.

