



Proctoring Guide

Administrators & Instructors

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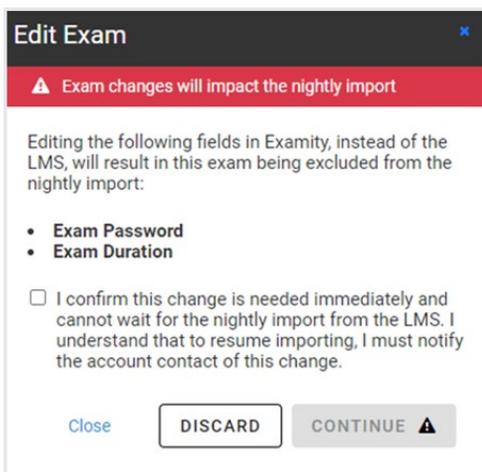
Using Examity With Your LMS Platform

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:

- Exam Password
- Exam Duration

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 ⚠

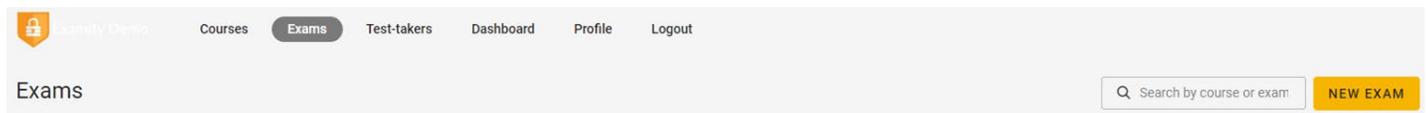
Using Examity as a Standalone Solution

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

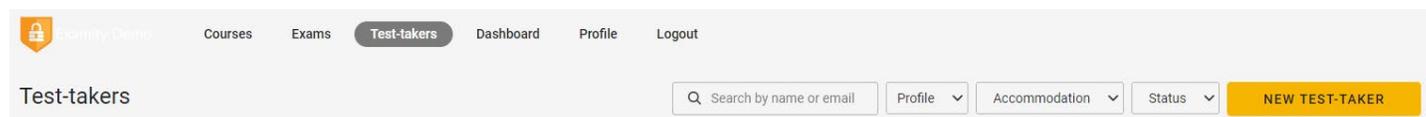
Courses



Exams



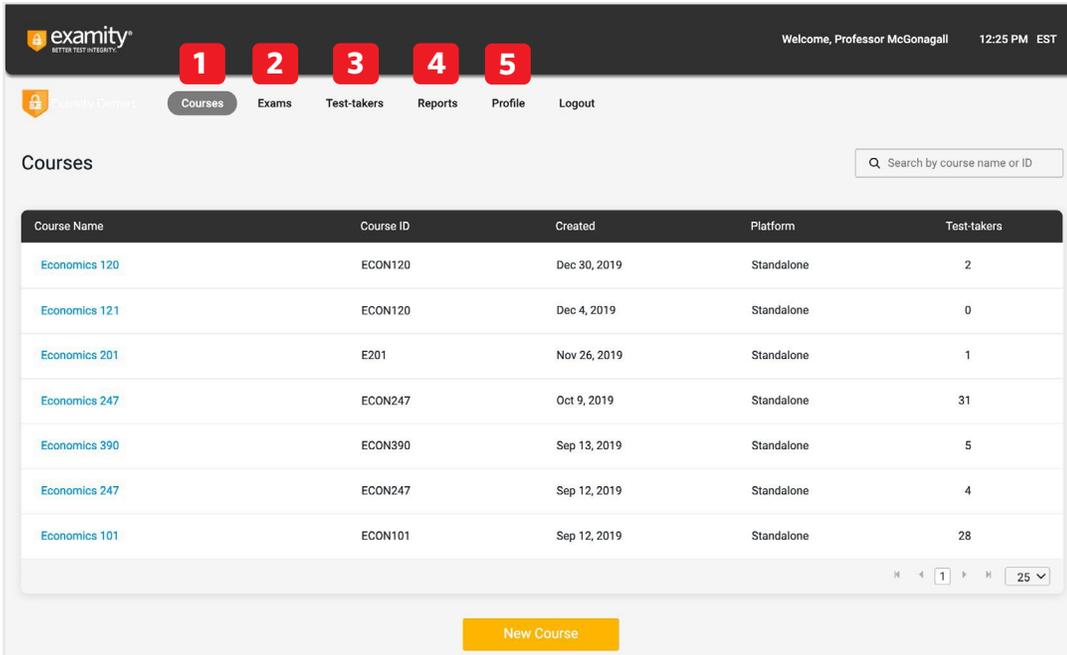
Test-takers



Please remember that all your test-takers will need to be enrolled on specific courses to allow them access to exams available within 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 Exami Dashboard

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

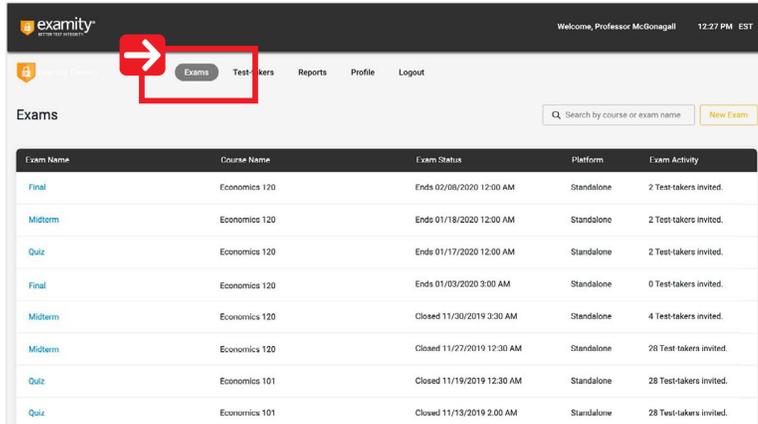


Course Name	Course ID	Created	Platform	Test-takers
Economics 120	ECON120	Dec 30, 2019	Standalone	2
Economics 121	ECON120	Dec 4, 2019	Standalone	0
Economics 201	E201	Nov 26, 2019	Standalone	1
Economics 247	ECON247	Oct 9, 2019	Standalone	31
Economics 390	ECON390	Sep 13, 2019	Standalone	5
Economics 247	ECON247	Sep 12, 2019	Standalone	4
Economics 101	ECON101	Sep 12, 2019	Standalone	28

- 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 Exami'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 Exami dashboard, including exam window and all reports.

Editing Your Exam

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



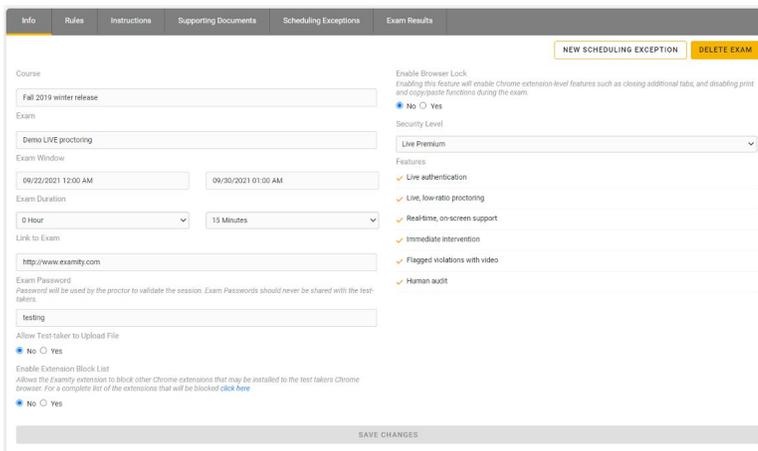
The screenshot shows the Examity dashboard with a navigation menu at the top. The 'Exams' menu item is highlighted with a red box and a red arrow pointing to it. Below the navigation menu, there is a search bar and a 'New Exam' button. A table lists several exams with columns for Exam Name, Course Name, Exam Status, Platform, and Exam Activity.

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:

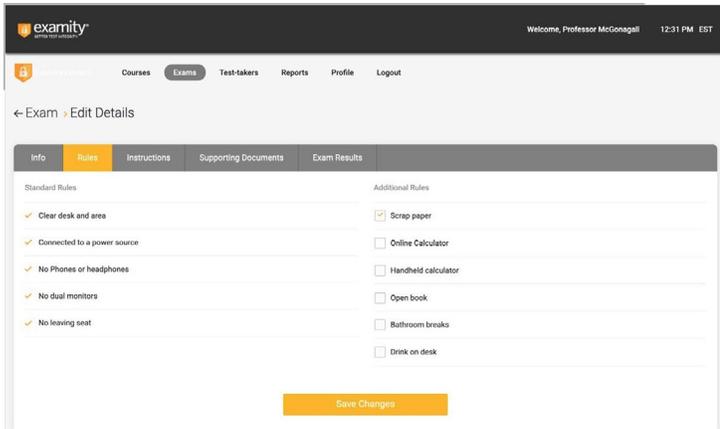
- Info
- Rules
- Instructions
- Supporting Documents
- Scheduling Exceptions
- Exam Results

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.



The screenshot shows the 'Info' section of the exam shell. It contains various fields for editing exam details, including Course, Exam, Exam Window, Exam Duration, Link to Exam, Exam Password, and a checkbox for 'Allow Test-taker to Upload File'. There are also buttons for 'NEW SCHEDULING EXCEPTION' and 'DELETE EXAM'.

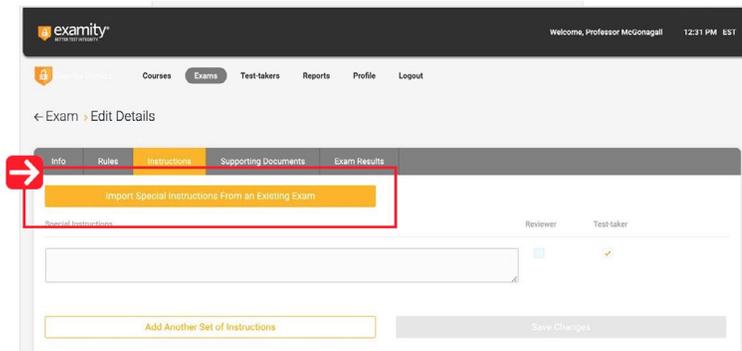
Rules allows you to specify rules for your exam. All exams have standard rules (listed on the left) that remain a part of your exam. There is also an “Additional rules” section (on the right) that provides optional rules for your exam.



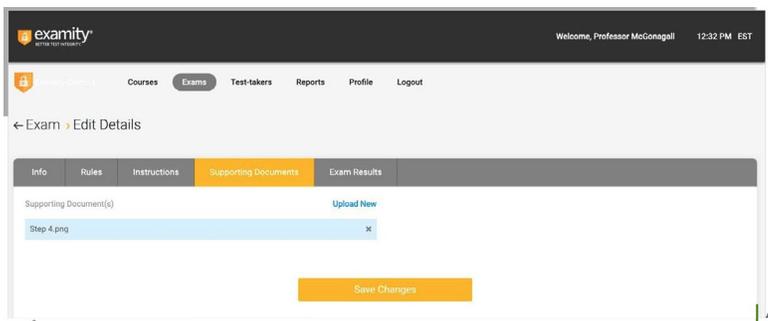
Special instructions can be added in the **Instructions** section.

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.

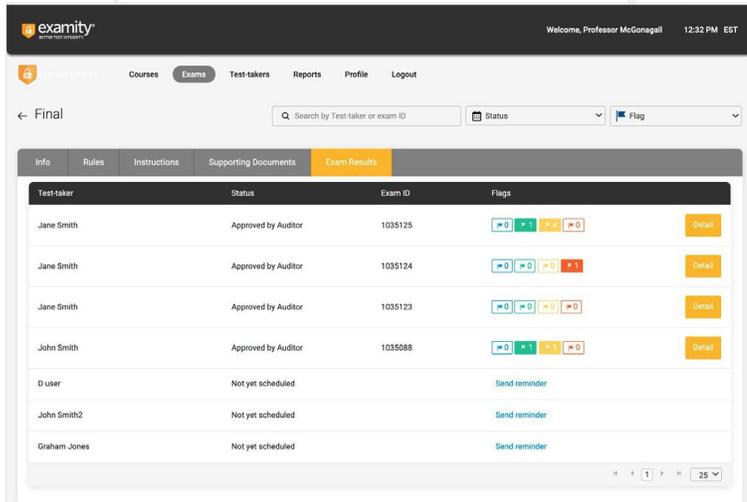
Clicking “**Import special instructions from an existing exam**” allows you to quickly clone special instructions from an existing exam.



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.



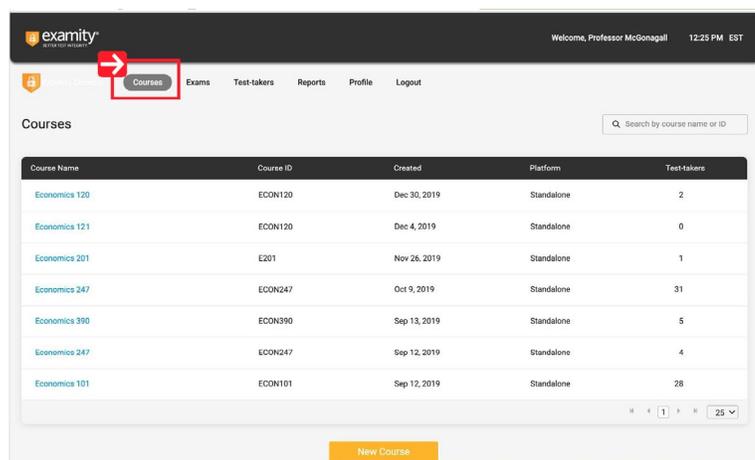
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035125	[0] [1] [0]	Detail
Jane Smith	Approved by Auditor	1035124	[0] [0] [0] [1]	Detail
Jane Smith	Approved by Auditor	1035123	[0] [0] [0] [0]	Detail
John Smith	Approved by Auditor	1035088	[0] [1] [1] [0]	Detail
D user	Not yet scheduled		Send reminder	
John Smith2	Not yet scheduled		Send reminder	
Graham Jones	Not yet scheduled		Send reminder	

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.

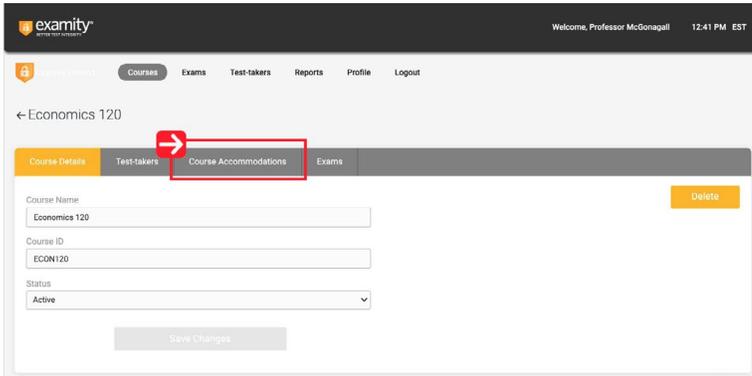
Any accommodations added to Examity must be added to your LMS or exam platform first.

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

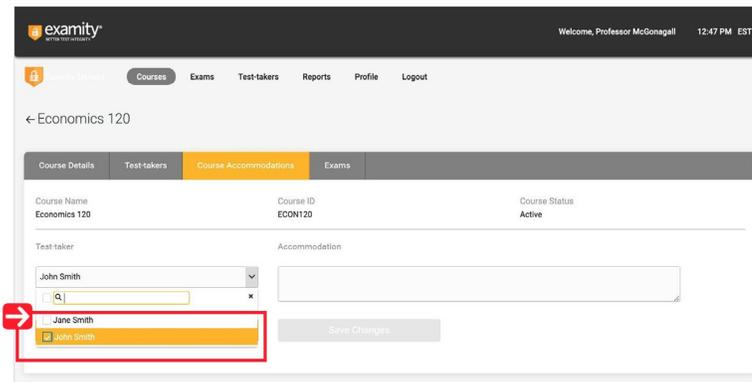


Course Name	Course ID	Created	Platform	Test-takers
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Economics 390	ECON390	Sep 13, 2019	Standalone	5
Economics 247	ECON247	Sep 12, 2019	Standalone	4
Economics 101	ECON101	Sep 12, 2019	Standalone	28

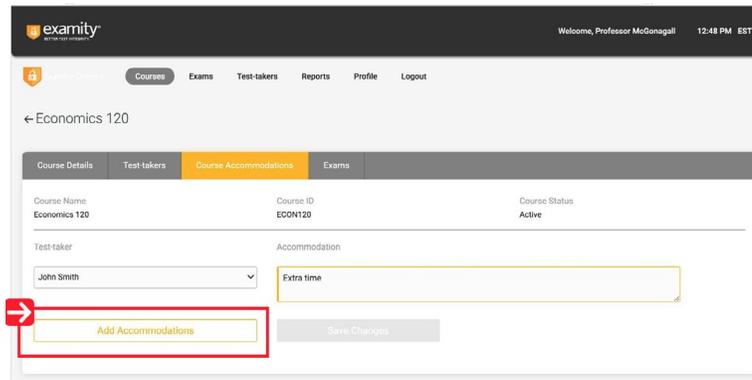
2. Click on the "Course accommodations" tab.



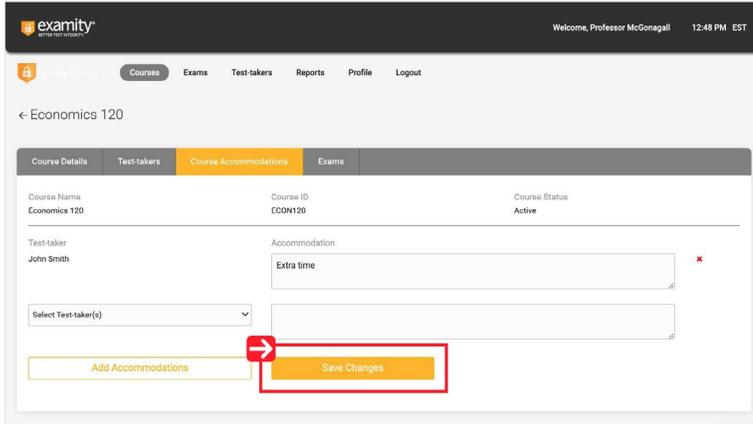
3. Select the name(s) of the test-taker(s) in the drop-down menu.



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

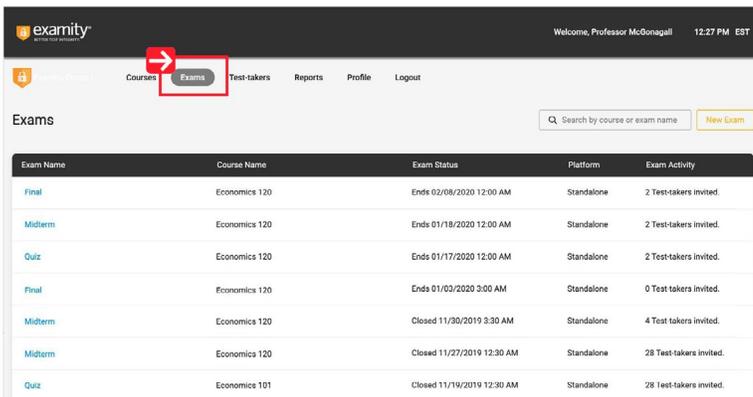


5. You will see a breakdown of each test-taker and their respective accommodations. Finally, click “Save changes.”



Tracking Exam Sessions Status

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



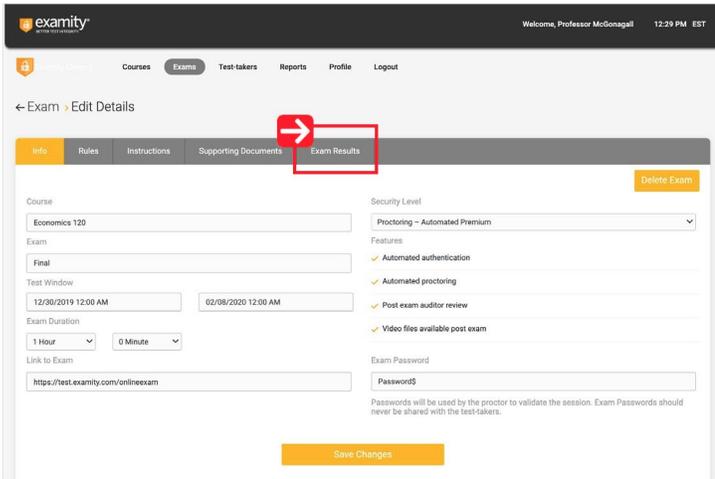
The following exam statuses may appear here.

Current Session

Definition

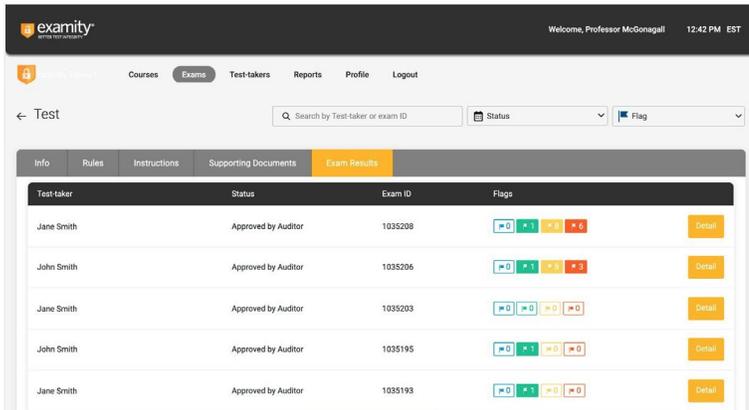
Scheduled	The test-taker has created an appointment time for their exam
Cancelled	The test-taker has cancelled the test appointment
Verification in Progress	The test-taker has started the exam process and is going through the steps to connect to proctor.
Waiting for Proctor	The test-taker is in the exam 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.

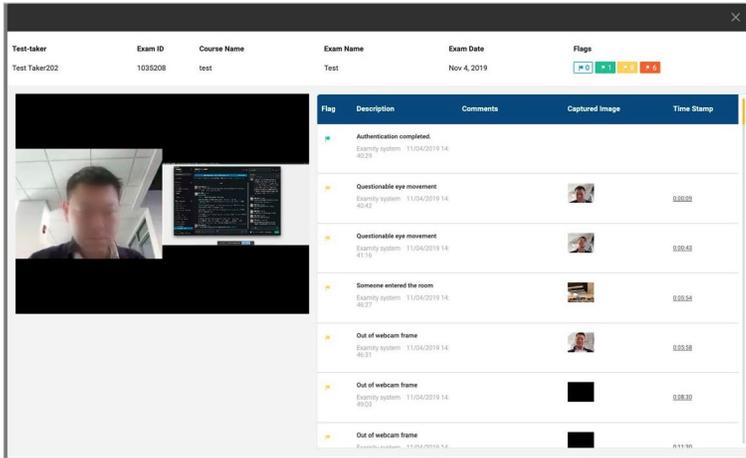


The Eximity flagging system provides instructors with a snapshot of what happened during each test.

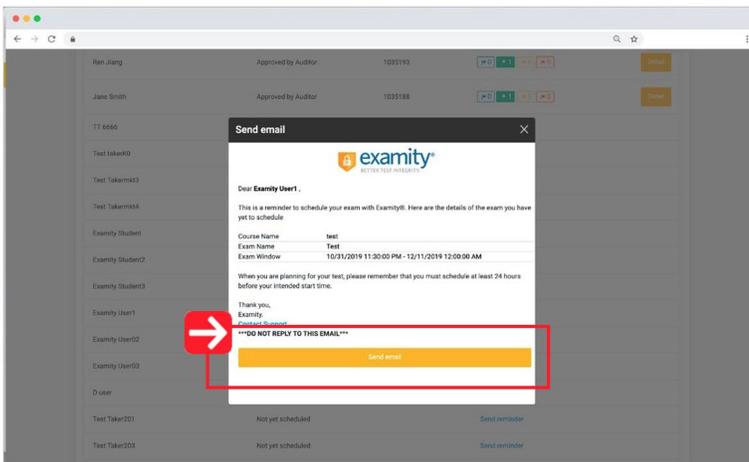
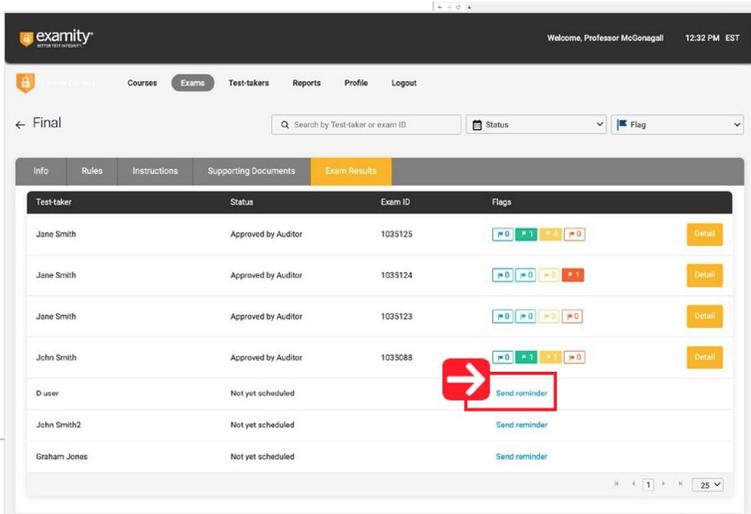
- **Green flags** are raised for significant steps where there is no violation.
- **Yellow flags** are issued when a rule is broken, misconduct may not have been intentional.
- **Red flags** are given when the student exhibits clear breach of exam rules and/or instructions .
- **Blue alerts** are reported when a technical issue arises.



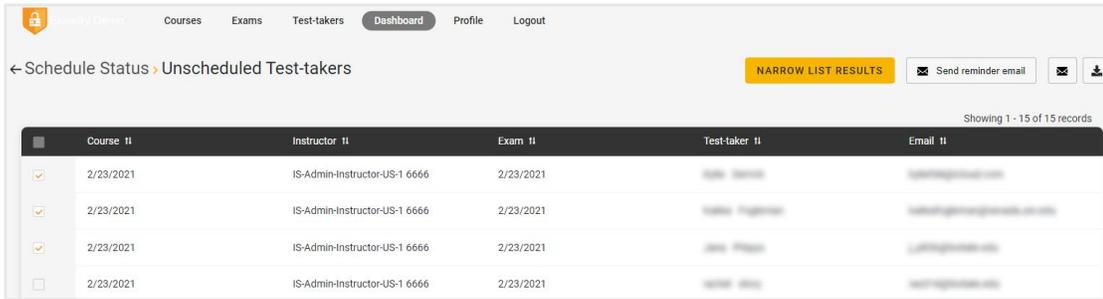
To view the results of a specific test taker, click the “Detail” button at the end of the test-taker’s row to view the exam recording and details of any flags.



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.



Reminders to schedule exam can also be sent in bulk:



The screenshot shows the Examity dashboard with the 'Test-takers' menu selected. The page title is 'Schedule Status > Unscheduled Test-takers'. There are buttons for 'NARROW LIST RESULTS', 'Send reminder email', and a download icon. The table below shows a list of test-takers with columns for Course ID, Instructor ID, Exam ID, Test-taker ID, and Email ID. The first three rows are checked, and the fourth is not.

Course ID	Instructor ID	Exam ID	Test-taker ID	Email ID
2/23/2021	IS-Admin-Instructor-US-1 6666	2/23/2021	John Smith	john.smith@examity.com
2/23/2021	IS-Admin-Instructor-US-1 6666	2/23/2021	John Taylor	john.taylor@examity.com
2/23/2021	IS-Admin-Instructor-US-1 6666	2/23/2021	John White	john.white@examity.com
2/23/2021	IS-Admin-Instructor-US-1 6666	2/23/2021	John Doe	john.doe@examity.com

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.
3. 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.
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.

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.

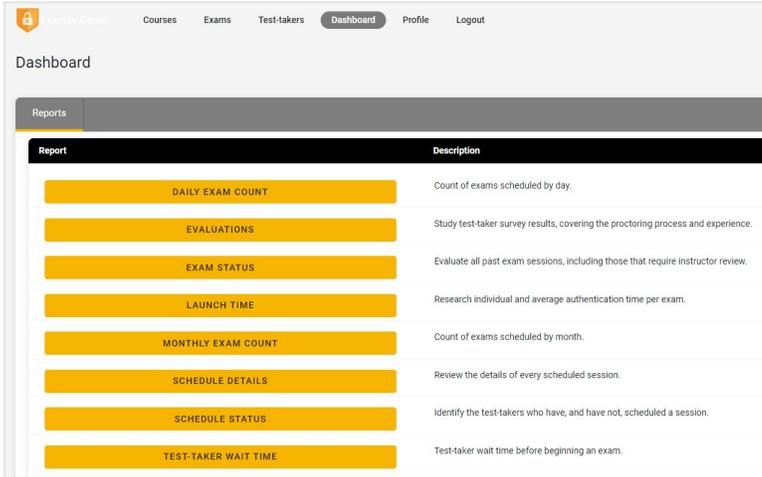
View, Change or Delete Scheduling Exceptions by Test-taker:

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.

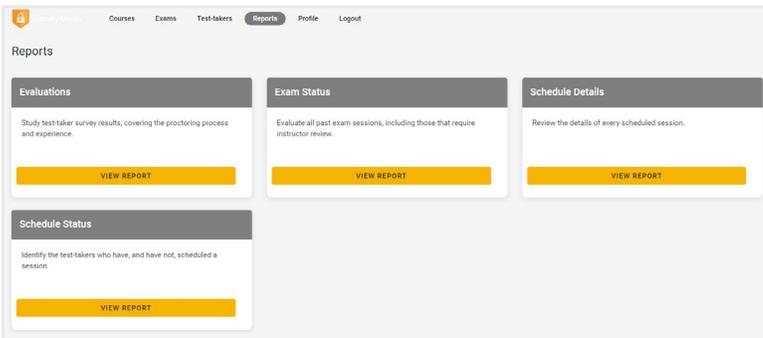
Reporting

Your administrators will have access to the following reports:



Report	Description
DAILY EXAM COUNT	Count of exams scheduled by day.
EVALUATIONS	Study test-taker survey results, covering the proctoring process and experience.
EXAM STATUS	Evaluate all past exam sessions, including those that require instructor review.
LAUNCH TIME	Research individual and average authentication time per exam.
MONTHLY EXAM COUNT	Count of exams scheduled by month.
SCHEDULE DETAILS	Review the details of every scheduled session.
SCHEDULE STATUS	Identify the test-takers who have, and have not, scheduled a session.
TEST-TAKER WAIT TIME	Test-taker wait time before beginning an exam.

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



Reports

Evaluations

Study test-taker survey results, covering the proctoring process and experience.

[VIEW REPORT](#)

Exam Status

Evaluate all past exam sessions, including those that require instructor review.

[VIEW REPORT](#)

Schedule Details

Review the details of every scheduled session.

[VIEW REPORT](#)

Schedule Status

Identify the test-takers who have, and have not, scheduled a session.

[VIEW REPORT](#)