

Proctoring Guide Administrators & Instructors



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New Product Names

We've changed the names of our proctoring modalities to better reflect their features. If you have questions about whether a particular security level is right for your exams, please contact your Client Success Manager.

We advise that you do not change the security level of an exam if a test-taker has already scheduled it, or once the exam starts.

Features	Automated	Automated + Audit	Live Authentication + Audit	Live Proctoring
Auto Authentication	 Image: A set of the set of the	 Image: A set of the set of the		
Auto Proctoring	×	 Image: A second s	×	
Flagged Violations with Video	 Image: A second s	 Image: A second s	×	 Image: A second s
Reporting and Analytics	×	 Image: A set of the set of the	 Image: A second s	~
Human Audit		 Image: A second s	 Image: A set of the set of the	 Image: A set of the set of the
Live Authentication			×	×
Live, Low-ratio Proctoring				×
Real-time, On-screen Support				 Image: A second s
Immediate Exam Intervention				×

Info Rules Instructions Si	upporting Documents	Scheduling Exceptions Proctoring Analytics		
			NEW SCHEDULING EXC	EPTION DELETE EXAM
Course			Enable Browser Lock Enabling this feature will enable Chrome extension-level features such as closing additional tabs, and disabling print and c	
Dog Training Programme #1			exam.	ipy/paste runctions during the
xam			No ○ Yes	
			Security Level	
Practice test Exam Window			Automated + Audit	
xam Window			Live Proctoring Automated + Audit	
03/31/2022 07:00 PM		05/30/2022 07:00 PM	Live Authentication + Audit	
Exam Duration			Automated	
0 Hour	~	5 Minutes 🗸	Automated Practice	
Link to Exam			🧹 Human audit	
https://dogtrainingcollege.co.uk/				
Exam Password assword will be used by the proctor to validate the se	ission. Exam Passwords	should never be shared with the test-takers.		
Allow Test-taker to Upload File				
● No 〇 Yes				
Enable Extension Block List Allows the Examity extension to block other Chrome es that will be blocked elick here	xtensions that may be in:	talled to the test takers Ghrome browser. For a complete list of the extensions		



Using Examity With Your LMS Platform

If your Examity platform is integrated with your Learning Management System or your test delivery/enrollment management 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 test delivery/enrollment management platform. The integration with Examity means your data will be imported to Examity automatically. The process of importing means to download data onto a platform from a different source.

NOTE: There are steps that you must follow before your data can be imported over. The steps vary based on the LMS. Please reach out to your Client Success Manager for more information.

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

• Test delivery/enrollment management platform: Your data fows 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 will cause the data import to stop. Those key exam details include the Exam Name, the Exam Duration, the Exam Window (the start date/time and the end date/time), the Link to Exam, and the Exam Password.

I	Edit Exam ×
I	▲ Exam changes will impact the nightly import
:0	Editing the following fields in Examity, instead of the LMS, will result in this exam being excluded from the nightly import:
	Exam Link/URL Exam Name Exam Password Exam Window 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.
re	Close DISCARD CONTINUE



Navigating Your Examity Dashboard

Your Examity dashboard has five distinct areas to help you manage test-takers and exam appointments.

Courses Exams Test-tr	akers Dashboard Profile Logi	out			Q Search by course name or ID NEW COURS
Course II	Course ID 11	Instructor 11	Created 11	Platform 11	Test-takers II
Fall 2019 winter release	Demo 123	Aga Jop More→	9/17/2019	Standalone	34
Examity Prod Demo Course-1	963258	Examity Admin	9/19/2019	Standalone	16
Examity Prod Demo Course-2	75321	Examity Admin	9/19/2019	Standalone	2
Bachelor of Architecture	15	Prod Ins	9/26/2019	Moodle	2
Examity Testing - Jan 2020	12020	Examity Admin	1/2/2020	Standalone	38
Examity Product Demo	EPD 1	Examity Admin	1/6/2020	Standalone	67
Examity Prod Demo Course-3	V20.1.1	Examity Admin	1/22/2020	Standalone	4
TC002324	Examity Demo course - AC	Ins acm1	2/19/2020	Standalone	1
Examity Demo courses - I	Course 22889	Account ManagerIns1 More →	2/19/2020	Standalone	13
S_Course 20.2.0	SC20.2.0	Examity Admin	2/24/2020	Standalone	1
QA course	QAC	Examity Admin	2/27/2020	Standalone	6
Examity Demo Courses	EDC89901	Demo Ins1	3/1/2020	Standalone	16
Macro Economics	EDU	Instructor B	3/3/2020	Standalone	3

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. Once enrolled in a course, a test-taker will have access to schedule or start appointments for all of the exams within that 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 for your institution.

4. Dashboard/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 the exam scheduling window you will set and all reports.



Editing Your Exam

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

ams					Q. Search by course or exc NEW EXA
ian .	Course	Instructor	Status	Platform	Activity
Bolster Academy exam	Bolster Academy course	QA IS3151	Closed 07/31/2022 6:30 PM	Standalone	0 Test-takers invited.
Live Standard IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 06/28/2023 3:00 AM	Standalone	1 scheduled.
Automated Standard IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 04/28/2023 3:00 AM	Standalone	10 Test-takers invited.
Automated Proctoring IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 11/30/2022 3:00 AM	Standalone	10 Test-takers invited.
Live Proctoring IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 01/01/2025 2:00 AM	Standalone	6 scheduled.
Quiz Test 415	QTEST		Closed 04/27/2022 11:59 PM	Canves	0 Test takers invited.
Quiz Test 415	QTEST		Closed 04/27/2022 11:59 PM	Carves	0 Test-takers invited.
Practice test	Dog Training Programme #1	Sabrina Isaac	Closed 05/30/2022 7:00 PM	Standalone	1 scheduled.
Dog Training Exam	Dog Training Programme #1	Sabrina Isaac	Starts 08/22/2022 1:00 PM	Standalone	1 scheduled.
demo for cour	Examily Product Demo	Examity Admin	Closed 04/30/2022 12:00 AM	Standalone	2 scheduled.
Kina Talent Custom Exam	Kina Talent	Instructor Demo	Closed 04/09/2022 12:00 AM	Standalone	1 scheduled.
Third-party LMS Test-Demo	Test-Demo	Examity Admin	Ends 04/33/2023 12:00 AM	Standalone	1 Test-takers invited.
Thind-party test	Third-party Test	Examity Teacher	Ends 12/31/2022 3:00 AM	Standalone	1 Test-takers invited.
Ops Meck 2	Operations Mock	Instructor Operations	Ends 12/31/2022 11:30 PM	Standalone	30 Test-takers invited.
				Standalone	30 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:

- 1. Info
- 2. Rules
- **3. Instructions**
- **4. Supporting Documents**
- 5. Exam Results

1. Info represents the foundation for your exam. Details include the scheduling window, the exam duration, the exam URL, and exam password. You can also select whether you would like to give test-takers the option to upload a file directly into Examity. You can enable additional security settings like Extension Block, Browser Lock, and more. If you are interested in these options but do not see them when setting an exam, please contact your Client Success Manager for more information.

o Rules Instructions Supporting Documents	Scheduling Exceptions Proctoring Analytics	
116 g Taxing Pogumme 41 n N Window Window Uta2020 P20 PM Out2020 P20 PM Out200 Goam Out200 Goam Out200 Out2	65/18/1822 07:50 PM 5 Minutes v	NEW SCHEDULING EXCEPTION DELETE EXAMINATION Enable Browser Lock: Anno 100 Particle Browser Lock Anno 100 Particle Browser Lock Security Level Anno 100 Particle Anno 100 Particle Anno 100 Particle Features Anno Indentection Anno Indentection Anno Indentection And Indentection Anno Indentection Anno Indentection Anno Indentection This option is for training only This option is for training only Anno Indentection Anno Indentection
ps://dogtrainingcollege.co.uk/ n Possword word will be used by the proctor to validate the session. Exem Passwords	should never be shared with the test-takers.	
w Test taker to Upload File 6 O Yes ble Extension Block List and Example settements will be Blocked click here will be Blocked click here 6 O Yes 6 O Yes	stalled to the test takers Chrome browser. For a complete list of the extensions	



2. Rules allows you to specify rules for your exam. All exams have standard rules (listed on the left) that are a constant for every exam proctored with Examity. There is also an "Additional Rules" section (on the right) that provides optional rules for your exam. You can check of any additional rules that you would like to apply to your exam. For example, checking of "Scrap Paper" will allow test-takers to use scrap paper during the exam. Then, click "Save Changes" to lock in your additions.

nfo Rules Instructions Supporting Documents Scheduling Exceptions Proctoring Analytics	
ndard Rules	Additional Rules
Clear your desk and the surrounding area	Hansheld calculator
Stay connected to a power source	Scrap paper
No phones or headphones	Open book
No dual monitors	Bathroom breaks
No leaving your seat	Drink on desk
You must be alone in the room	Online Calculator
No Taiking	
Your webcarn, speakers, and microphone must remain on throughout the test	
You must stay in view of the webcam for the duration of the test	

3. Special instructions can be added in the **Instructions** section. This is a critical step to clarify any policies, processes, or steps that are specific to your exams. Work with your Client Success Manager to define clear instructions for your exams that help test-takers, proctors, and auditors understand exam expectations.

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

Courses (Examp Testsakers Dashboard Profile Logout			
Info Rules Instructions Supporting Documents Scheduling Exceptions Proctoring Analytics			
IMPORT SPECIAL INSTRUCTIONS FROM AN EXISTING EXAM ADD ANOTHER SET OF INSTRUCTIONS			
Special Instructions	Reviewer	Test-taker	
Sample instructions for candidates to see			×
SAVE CHANGES			

4. The **Supporting Documents** section is where you will be able to upload any critical assets for your exam, such as exam reference materials. The test-taker has access to the materials just before the recording begins, and before they are connected to their proctor. If you provide supporting documents, the test-taker will be reminded to download them before they can proceed.

€ ←Exam	Course Course Test takens Dashboard Prefile Lagout								
Info	Rules	Instructions	Supporting Documents	Scheduling Exceptions	Proctoring Analytics				
	Supporting Document(s) Upload New No document to Julyay								
						SAVE CHANGES			



5. Within **Proctoring Analytics**, you will be able to see who has scheduled an exam appointment, as well as any violations that may have taken place during completed sessions. **See Tracking Exam Appointments Status**.

info Rules	Instructions Supporting Documents Sch	eduling Exceptions Proctoring Analytics		
Exam ID 11	Test-taker 11	Status H	и и и и	
2042847	Aga Jop	Completed	0 0 2 0	DETAIL
2040382	Aga Jop	Completed	0 0 2 0	DETAIL
2026265	Aga Jop	No show	0 0 0 0	
1995878	Aga Jop	Completed	1 0 2 0	DETAIL
	Amit Kumar Sahu	Not yet scheduled	Send reminder	
	Aga Jop	Not yet scheduled	Send reminder	
	Aga Jop	Not yet scheduled	Send reminder	

Tracking Exam Status

Check the status of appointments by selecting "Exams" at the top of your dashboard.

ams					Q. Search by course or exc NEW EXA
kam	Course	Instructor	Status	Platform	Activity
Bolster Academy exam	Bolster Academy course	QA IS3151	Closed 07/31/2022 6:30 PM	Standalone	0 Test-takers invited.
Live Standard IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 06/28/2023 3:00 AM	Standalone	1 scheduled.
Automated Standard IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 04/28/2023 3:00 AM	Standalone	10 Test-takers invited.
Automated Proctoring IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 11/30/2022 3:00 AM	Standalone	10 Test-takers invited.
Live Proctoring IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 01/01/2025 2:00 AM	Standalone	6 scheduled.
Quiz Test 415	QTEST		Closed 04/27/2022 11:59 PM	Canvas	0 Test-takers invited.
Quiz Test 415	QTEST		Closed 04/27/2022 11:59 PM	Canvas	0 Test-takers invited.
Practice test	Dog Training Programme #1	Sabrina Isaac	Closed 05/30/2022 7:00 PM	Standalone	1 scheduled.
Dog Training Exam	Dog Training Programme #1	Sabrina Isaac	Starts 08/22/2022 1:00 PM	Standalone	1 scheduled.
demo for cour	Examity Product Demo	Examity Admin	Closed 04/30/2022 12:00 AM	Standalone	2 scheduled.
Kira Talent Custom Exam	Kira Talent	Instructor Demo	Closed 04/09/2022 12:00 AM	Standalone	1 scheduled.
Third-party LMS Test-Demo	Test-Demo	Examity Admin	Ends 04/30/2023 12:00 AM	Standalone	1 Test-takers invited.
Third-party test	Third-party Test	Examity Teacher	Ends 12/31/2022 3:00 AM	Standalone	1 Test-takers invited.
Dps Mock 2	Operations Mook	Instructor Operations	Ends 12/31/2022 11:30 PM	Standalone	30 Test-takers invited.
Ops Mock 1	Operations Mook	Instructor Operations	Ends 12/31/2022 11:30 PM	Standalone	30 Test-takers invited.
NBCRNA Midterm	National Board of Certification and Recertification for Nurse Anesthetists	Instructor Demo	Closed 04/09/2022 12:00 AM	Standalone	6 scheduled.

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 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 Automated 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 proctoring results, select the exam you wish to view. Then, navigate to the "Proctoring Analytics" tab. Here, you will see all appointments scheduled or taken by test-takers for the selected exam, the status of their exam, the exam ID, and any potential violations that may have taken place.

	Courses Exams Test-takers D	Dashboard Profile Logout		
Auto Premium	n - 8hrs			NARROW LIST RESU
Info Rules	Instructions Supporting Documents	Scheduling Exceptions Proctoring Analytics		
Exam ID 11	Test-taker 11	Siatus II	и и и	
2210249	REN HÖEK	Incomplete	1 0 1 2	DETAIL
2200006	REN HÖEK	Incomplete	0 0 1	DETAIL
2198059	REN HÖEK	Incomplete	0 0 1	DETAIL
2190729	REN HÖEK	Incomplete	0 0 1	DETAIL
2188099	REN HÖEK	No-show	0 0 0 0	
2177763	REN HÖEK	Completed	0 0 1 0	DETAIL
2175350	REN HÖEK	No-show		
2175220	REN HÖEK	Completed	2 0 1 0	DETAIL
2171346	REN HÖEK	Completed	0 0 0	DETAIL
2171324	REN HÖEK	Completed	7 0 2 0	DETAIL
2171029	REN HÖEK	Completed	3 0 2 0	DETAIL

The Examity flagging system provides exam administrators with a snapshot of what happened during each exam:

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

To view the results of a specific appointment, click the "Detail" button at the end of the appointment's row to view the exam recording and details of any flags. The time stamps are hyperlinked so that you can jump to the spot in the recording where the behavior occurred.

am ID: 2171324 www.Examity Product Demo	Exam Date/Time: Ju Status: Completed	19 2022 1:00 PM		Accommodation	na: More time		
Tags Documents Verification							
		Flag	Description	Comments	Captured Image	Time Stamp	
			Authentication completed.				
			Test-taker enabled screen sharing.			92.09.09	
<u> </u>			Unauthorized information accessed.			00.09:12	
			Unauthorized information accessed.			00.09.14	
45530 044 1 104 1 100 2 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1			Unauthorized information accessed.			00.09.15	



Accommodations

If test-takers require accommodations, you must make sure proctors are aware ahead of time by entering the information in the Examity platform. Accommodations are changes to the regular testing environment, or assistive devices and/or services for an individual test-taker.

Accommodations can be applied to an individual user or a specific course for an individual user, depending on the test program's needs.

Admin users can add/manage accommodations at the test-taker and course levels. Instructors can only add/manage accommodations at the course level, not at the test-taker level.

PLEASE NOTE: If adding an accommodation related to the exam timer or duration of an exam, please be sure to add these into your LMS or test delivery platform first. Examity does not have control of the exam timer within these platforms.

Adding and Managing Accommodations at the Course Level Both instructors and Admin users can add/manage accommodations at the course level.

To add or manage accommodations at the course level:

	hon coloct it
1. First, click on "Courses." Find the course you are looking for and the	Hell Select IL.

🔒 Esamity Demo	Courses	Exams	Test-takers	Dashboard	Profile	Logout			
Courses								Q abd	NEW COURSE
Course 11		c	Course ID 11	Instru	ctor 11		Created 11	Platform 14	Test-takers tl
ABC Certification		A	ABC	Demo	Instructor →		7/5/2022	Standalone	15
									H ◀ 1 ▶ H 25 ♥

2. Next, select the "Test-takers" tab. Click on the test-taker to see the "Test-taker Details" page.

			NARROW LIST RESULTS	ADD TEST-TAKER TO COURSE
Email 1	Profile 11	Status 14	Accommodation	Exceptions 11
alelo@examity.com	🗸 Complete	Active		-
glivingstone@examity.com	🗸 Complete	Active	1 1	-
jdiaz@examity.com	🗸 Complete	Active		-
jschochet@examity.com	✓ Complete	Active	19 <u>1</u> 1	-
jschochet3@gmail.com	🗸 Complete	Active		-
	alelo@examity.com glivingstone@examity.com jdiaz@examity.com jschochet@examity.com	alelo@examity.com	alelo@examity.com ✓ Complete Active glivingstone@examity.com ✓ Complete Active jdiaz@examity.com ✓ Complete Active jschochet@examity.com ✓ Complete Active	Email II Profile II Status II Accommodation alelo@examity.com Complete Active



t-taker Details Courses		
D schochet3@gmail.com	User Accommodations No	
Email Address schochet3@gmail.com	Platform Standalone	DRIVER LICENSE
Phone Number	Timezone	ID: 123456789-005

3. From here, select the "Courses" tab. Then, click on the pencil icon to add or manage course-level accommodations.

est-taker Details Courses				
			MANAGE	COURSE
Course	Course ID	Status	Accommodations	
Course Demo	Course Demo	Active	- 1	
Demo Course	DCE	Active	- /	
ABC Certification	ABC	Active	-	
			H () 4	1 • 1 25

4. Click on the arrow next to an accommodations category to display available accommodations. You can click the checkbox next to the accommodation to add it. Clicking on "Add Description" underneath the accommodation brings up a text box that will let you type in further information about the accommodation.

Course Accommodations
These accommodations have been selected for this test-taker for every proctored appointment within this course.
Lulie Brown
ABC Certification
 > Proctoring (0) > Time (1)
Z Extra time
Minutes V 15
Add Description
Additional Off - Camera Breaks
Additional On - Camera Breaks
> Test Environment (0)
> Devices and Software (0)
> Other (0)
SAVE



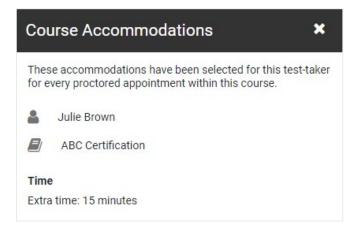
5. Select the "Save" button to apply the changes.

Course Accommodations
These accommodations have been selected for this test-taker for every proctored appointment within this course.
La Julie Brown
ABC Certification
 > Proctoring (0) > Time (1)
Extra time
Minutes V 15
Add Description
Additional Off - Camera Breaks
Additional On - Camera Breaks
> Test Environment (0)
> Devices and Software (0)
> Other (0)
SAVE

When the accommodations have been applied or updated, you will see the text "Yes" next to a blue icon. Clicking on the blue icon will bring up a pop-up box displaying applied accommodations. Clicking on the pencil will allow you to go back and manage accommodations.

Demo Course	DCE	Active	- /
ABC Certification	ABC	Active	Yes 🕜 🖋





Adding and Managing Accommodations at the Test-taker Level

You can add and manage accommodations at the user level on the "Test-taker Details" page. <u>Keep in</u> <u>mind that only Admin users can add, edit, or remove test-taker level accommodations. An instructor in an</u> <u>individual course will not be able to add, edit, or remove any test-taker level accommodations</u>. Test-taker level accommodations will be applicable for every course.

You can get to the Test-taker Details page in two ways:

1. Click on "Test-takers" and then search for a test-taker. Next, click on their name to open the "Test-taker Details" page.

Beaming Denno Courses	Exams	Test-takers	Dashboard	Profile	Logout					
Test-takers									NEV	N TEST-TAKER
First Name Last Name E	mail						Profile	✓ Status ✓	Accommodation 🗸 🔍	Clear Filters
Test-taker		Em	nail			Pi	rofile	Status	Accommodation	Exceptions
Julie Brown		jsc	hochet3@gmail.	.com		~	Complete	Active	No	

2. Or, click on "Courses." Find the course you are looking for, and then select it.

Examiny Demo	Courses Exam	is Test-takers	Dashboard Profile	Logout			
Courses						Q abd	NEW COURSE
Course ti		Course ID 1	Instructor 11		Created 1	Platform 11	Test-takers 11
ABC Certification		ABC	Demo Instructor More →		7/5/2022	Standalone	15
							H ◀ 1 ► H 25 ♥



Next, select the "Test-takers" tab. Click on the test-taker to see the "Test-taker Details" page.

NARROW LIST RESULTS ADD TEST.TAKER TO COULST Test taker It Email It Profile It Status It Accommodation Exceptions It Adel Lelo alelogexanity.com ~ Complete Active - </th <th>Course Details Test-takers</th> <th>Exams</th> <th></th> <th></th> <th></th> <th></th>	Course Details Test-takers	Exams				
Adel Lelo alelo@examity.com ~ Complete Active ~ Graham Livingstone gilvingstone@examity.com ~ Complete Active ~ Jesus Diaz jdiaz@examity.com ~ Complete Active ~ ~					NARROW LIST RESULTS	ADD TEST-TAKER TO COURS
Graham Livingstone glivingstone@examity.com Complete Active 	Test-taker 11	Email 14	Profile 1	Status 1	Accommodation	Exceptions #
Jesus Diaz jdiaz@examity.com ✓ Complete Active – –	Adel Lelo	alelo@examity.com	✓ Complete	Active	-	-
	Graham Livingstone	glivingstone@examity.com	✓ Complete	Active	-	-
Julie Smith jschochet@examity.com ✓ Complete Active – – –	Jesus Diaz	jdiaz@examity.com	✓ Complete	Active	-	-
	Julie Smith	jschochet@examity.com	🗸 Complete	Active	-	-

If you are an Admin, you can edit a test-taker's accommodations by clicking on the pencil under "User Accommodations."





Us	er Accommodations 🛛 🗙
	ese accommodations have been selected for this test-taker every proctored appointment.
2	Julie Brown
>	Proctoring (0)
>	Time (0)
>	Test Environment (0)
>	Devices and Software (0)
>	Other (0)
	SAVE

Click on the arrow next to an accommodations category to display available accommodations.

Us	er Accommodations	×
	ese accommodations have been selected for this test-ta every proctored appointment.	aker
2	Julie Brown	
>	Proctoring (0)	
>	Time (0)	
>	Test Environment (0)	
>	Devices and Software (0)	
>	Other (0)	
	SAV	E



You can click the checkbox next to the accommodation to add it. Clicking on "Add Description" underneath the accommodation brings up a text box that will let you type in further information about the accommodation.

Us	er Accommodations 🛛 🗙
	ese accommodations have been selected for this test-taker every proctored appointment.
2	Julie Brown
>	Proctoring (0)
>	Time (0)
V	Test Environment (1)
	Human scribe or Translator
	Background noise or music
	Speaking aloud
	Medication, food or drink
	Add Description
	Care for a dependent
	Shared or public testing space
>	Devices and Software (0)
>	Other (0)
	SAVE
3686	
Us	er Accommodations 🛛 🗙
	ese accommodations have been selected for this test-taker every proctored appointment.
4	Julie Brown
>	Proctoring (0)
>	Time (0)
~	Test Environment (1)
	Human scribe or Translator
	Background noise or music
	Speaking aloud
	 Speaking aloud Medication, food or drink
	Medication, food or drink Student may need to administer
	 Medication, food or drink Student may need to administer insulin during exam
	Medication, food or drink Student may need to administer insulin during exam Remove Description
>	 Medication, food or drink Student may need to administer insulin during exam Remove Description Care for a dependent
	 Medication, food or drink Student may need to administer insulin during exam Remove Description Care for a dependent Shared or public testing space

Select the "Save" button to apply the changes.



When the accommodations have been applied or updated, you will see the text "Yes" next to a blue icon. Clicking on the blue icon will bring up a pop-up box displaying applied accommodations. Clicking on the pencil will allow you to go back and manage accommodations.

	NARROW LIST RE
Test-taker Details Courses	
0 periodicitatiggmail.com periodicitatiggmail.com periodicitatiggmail.com Periodicitations Periodicitations 0 0 0 0 0 0 0 0 0 0 0 0 0	DRIVER LICENSE ID. 123454789-005 IMME SUBRIVAR IMME SUBRIV
	¥ ted for this test-taker
Jser Accommodations	ted for this test-taker
hese accommodations have been select	Kted for this test-taker
These accommodations have been select or every proctored appointment.	Ked for this test-taker

Scheduling Exceptions

You can create scheduling exceptions for test-takers who need to schedule their exam outside of the scheduling window. Scheduling exceptions allow you to set a new or unique scheduling window that is specific to the test-taker. This new window will display to the test-taker when they go to schedule, and they will not be able to schedule outside of this set window.

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 configuration 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.

€ Courses Exams	Test-takers Dashboard	Profile Logout			
Info Rules Instructions S Current Exam Window:	supporting Documents Sc	cheduling Exceptions Proc	ctoring Analytics	EW SCHEDULING EXCEPTION	1
Mar 31, 2022 07:00 PM - May 30, 2022 07:00 PM Exceptions:					



3. Select the test-taker(s) who will share the new scheduling exception scheduling window. You can only add one scheduling exception timeframe at a time, but you can add multiple test-takers to the same window.

Each test-taker can have	one exception pe	r exam.
Original Exam window : 03	3/31/2022 07:00	PM - 05/30/2022 07:00 PM
Affected Test Takers		
Choose One or Multiple	Names	
Revised Exam Window		
Start date and time		End date and time
	SUBMIT EX	CEPTIONS
	Car	ncel

4. Select the revised scheduling 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 scheduling window you provided for this scheduling exception.

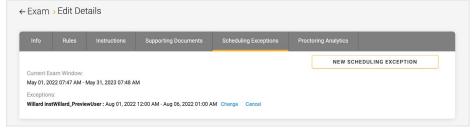
Ex	ams Test-takers	Dashboard	Profile	Logout	
		Scheduling E	xception Cre	eated	
ns		exception was create w on their "Exams" p		ed test-takers will see their	tics
	Exceptions:				
	Willard instWillar AM	d_PreviewUser : Aug	g 01, 2022 12:	00 AM - Aug 06, 2022 01:00	W SCH
7:48 A	4	NEW SCHEDU	LING EXCEP	PTION	
		ВАСК 1	TO EXAMS		
	Copyright ©	2022 Examity [®] .	All rights rea	served. Privacy Policy	



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 exam administrator and go to the "Test-takers" menu option.

est-takers					NEW TEST-TAKER
Inst Name Email			Profile V St	atus 🗸 Accommodation	Clear Filter
Test-taker	Email	Profile	Status	Accommodation	Exceptions
TesttakerS1	TesttakerS1@examity.com	Incomplete	Active	No	
TesttakerS2	TesttakerS2@examity.com	Incomplete	Active	No	
TesttakerS3	TesttakerS3@examity.com	Incomplete	Active	No	
TesttakerS4	TesttakerS4@examity.com	Incomplete	Active	No	
TesttakerS5	TesttakerS5@examity.com	Incomplete	Active	No	
IS 6666	IS6666@ExamityInternalSales.com	Incomplete	Active	No	
TT 6666	TT6666@ExamityInternalSales.com	Complete	Active	Yes	

2. Find the test-taker and click either the test-taker's name or the blue clock icon in the "Exceptions" column.

est-taker	s									NEW TEST-TAP
ïrst Name	Last Name	Email					Profile 🗸	Status 🗸 Ac	commodation ~	Q Clear Fi
Test-taker	ý.		E	mail		Profile	Status	Accom	modation	Exceptions
Willard in	stWillard_Previet	wUser	ir	nstWillard@yopmail.o	com	Incomplete	Active	No	\rightarrow	0
ttWillard t	tWillard			Willard@yopmail.co	m	Incomplete	Active	No		

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 exam administrators will have access to the following reports – only for courses they are assigned to:

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

Thank you for administering your exams with Examity. If you have any questions or need assistance, please contact your Examity Client Success Manager