

Instructor Quick Guide

How to View Exam Recordings

1. Login at the login page with your Instructor Credentials

2. From the main navigation Courses link, click on the "Course Name"

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ACCUPLACER Courses Exams Test-takers Repo	rts Profile Alert You are currently logged in as Lit	sa Smith		
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*Pearson - IT - New_7th sp	002540-028A	4/15/2022	Standalone	26
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3. This brings you to Course Details. Click on the "Exams" tab

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4. Then click on the "Exam Name"

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Course Details Test-takers Exams				
Exam	Status	Platform	Activity	
ACCUPLACER AI - Examilty review	Ends 04/17/2027 12:30 AM	Standalone	33 scheduled.	
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5. This brings you to Exam Details. Click on the "Proctoring Analytics" tab

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ACCUPLACER Courses Exams Test-takers Reports Profile Alert You are currently logged in as	
← Exam > Edit Details	
Info Rules Instructions Supporting Documents Test takers Scheduling Exception Proctoring Analytics	
	NEW SCHEDULING EXCEPTION DELETE EXAM
Course	Security Level
*Pearson - IT - New_7th sp	Automated + Audit 🗸
Exam	Features Auto authentication
ACCUPLACER AI - Examity review	Auto proctoring
Exam Window	Violations with video
04/15/2022 01:00 AM 04/17/2027 12:30 AM	V Human audit
Exam Duration	8. 100/05/00



6. This brings you to **Proctoring Analytics**. If you are looking for a particular Exam ID, or a particular Test-taker, click the **"Narrow List Results"** button

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2726438	Report Franks	Cancelled	0 0 0		
2678568	Report Franks	Incomplete	0 1 2 0	DETAIL	
2678531	Number Constant	Incomplete	0 0 2 0	DETAIL	
2678511	Report Tourists	Incomplete	0 0 0 0	DETAIL	
2663484	Numero Constant	Incomplete		DETAIL	
2663400	Name and Address of State	Approved by Auditor		DETAIL	

Here is an example of setting the filter for **All Approved by Auditor** exams. Click the **"Filter"** button to view the results

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examity*					Selecting multiple areas will
0 ACCUPLACER Co	ourses Exams Test-takers Reports	Profile 🕞 Ajert You are currently logged in as Lisa Smith			further refine your list.
← ACCUPLACER AI -				NARROW LIST F	Q Test-taker or Exam ID
					Status 1 selected 🗸
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2726438		Cancelled			Approved by Auditor
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2678531		incomplete			FILTER
2678511		Incomplete			
2663484		Incomplete		1 DETAIL	



7. Then click on the "Detail" button to view Test-taker information, video, and flag details.

