

Proctoring Guide Administrator and Instructor



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Navigating Your Dashboard

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

							Welcome, Profes	sor 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 II	D		Created	Platform	Test-takers
Economics 120			ECON12	0		Dec 30, 2019	Standalone	2
Economics 121			ECON12	0		Dec 4, 2019	Standalone	0
Economics 201			E201			Nov 26, 2019	Standalone	1
Economics 247			ECON24	7		Oct 9, 2019	Standalone	31
Economics 390			ECON39	0		Sep 13, 2019	Standalone	5
Economics 247			ECON24	7		Sep 12, 2019	Standalone	4
Economics 101			ECON10	1		Sep 12, 2019	Standalone	28
								H 4 1 ⊨ H 25 ♥
					New (Course		

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.

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.

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

Reports: One-touch access to Examity's robust reporting and analytics. Here, you can explore a variety of real-time reports such as the "Exam Summary Report" where you can review scheduled, canceled and unscheduled appointments.



Locating Your Exam

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

					Welcome, Professor M	cGonagall 12:27 PM EST
Examily Demos	Courses Exams Test-takers	Reports	Profile	Logout		
Exams					Q Search by course or	exam name New Exam
Exam Name	Course Name			Exam Status	Platform	Exam Activity
Final	Economics 12	0		Ends 02/08/2020 12:00 AM	Standalone	2 Test-takers invited.
Midterm	Economics 12)		Ends 01/18/2020 12:00 AM	Standalone	2 Test-takers invited.
Quiz	Economics 12)		Ends 01/17/2020 12:00 AM	Standalone	2 Test-takers invited.
Final	Economics 12	2		Ends 01/03/2020 3:00 AM	Standalone	0 Test-takers invited.
Midterm	Economics 12	0		Closed 11/30/2019 3:30 AM	Standalone	4 Test-takers invited.
Midterm	Economics 12	0		Closed 11/27/2019 12:30 AM	Standalone	28 Test-takers invited.
Quiz	Economics 10	i		Closed 11/19/2019 12:30 AM	Standalone	28 Test-takers invited.
Quiz	Economics 10	I		Closed 11/13/2019 2:00 AM	Standalone	28 Test-takers invited.

Editing Your Exam

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, and Exam Results. An overview of each section is noted below.

The **Info** section 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.

For assistance, please contact your Examity account manager



Rules tab 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 McGonagall 12:31 PM EST
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
Connected to a power source	Online Calculator
Vo Phones or headphones	Handheld calculator
Vo dual monitors	Open book
✓ No leaving seat	Bathroom breaks
	Drink on desk
Save C	hanges

Test-taker instructions can be added in the **Instructions** section. Simply enter any special instructions in the text box and assign to the appropriate audience. Clicking "Import special instructions from an existing exam" allows you to quickly clone special instructions from a previous exam.

	Welcome, Professor McConagall 12:31 PM EST
Courses Exams Test-takers Reports Profile Logout	
← Exam ∋ Edit Details	
Sinda Didae Bestraction Consumante From Davide	
Import Special Instructions From an Existing Exam	
ореантначаетона	Reviewer Test-taker
Add Another Set of Instructions	



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

					Welcome, Professor McGonagali	12:32 PM EST
Examity Demos	Courses Exa	ms Test-takers Rep	orts Profile	Logout		
←Exam→Edit De	tails					
Info Rules	Instructions	Supporting Documents	Exam Results			
Supporting Document(s)			Upload New			
Step 4.png			×			
			Save Ch	anges		

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.

			Welcome, Professor McConagall	12:32 PM EST
Examily Demos	Courses Exams Test-takers Repo	orts Profile Logout		
← Final	Q Sear	rch by Test-taker or exam ID	🗂 Status 🗸 🗸	~
Info Rules	Instructions Supporting Documents	Exam Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035125	FO FI 84 FO	Detail
Jane Smith	Approved by Auditor	1035124	= 0 = 0 = 1	Detail
Jane Smith	Approved by Auditor	1035123		Detail
John Smith	Approved by Auditor	1035088		Detail
D user	Not yet scheduled		Send reminder	
John Smith2	Not yet scheduled		Send reminder	
Graham Jones	Not yet scheduled		Send reminder	
			н. « 🚹 🕨	₩ 25 ¥



Adding Accommodations

If test-takers require test accommodations, you can make sure proctors are aware ahead of time by entering the information at the course level. Click on "Courses" at the top of the Examity dashboard, and select the course you wish to add accommodations to.

			Welcome, Profes	sor McGonagall 12:25 PM EST
Example 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	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		

Next, click on the "Course accommodations" tab.

	12.41 PM EST
annin franci Courses Exams Test-takers Reports Profile Logout	
Economics 120	
Course Details Test-takers Course Accommodations Exams	
Course Name	Delete
Economics 120	
Course ID	
ECON120	
Status	
Active ~	

For assistance, please contact your Examity account manager



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

		Welcome, Professor McGonagall 12:47 PM ES
Examity Dame 1 Cou	ses Exams Test-takers Reports Profile Logout	
Economics 120		
Course Details Test-tal	kers Course Accommodations Exams	
Course Name Economics 120	Course ID ECON120	Course Status Active
Test-taker	Accommodation	
John Smith	×	
Jane Smith	Sava Chappag	
John Smith		

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

		Welcome, Professor McGonagali 12:48 PM E
Examity Demo t 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	Accommodation	
John Smith	✓ Extra time	, A
Add Accommod	lations Save Changes	



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

examity*	Welcome, Professor McGonagall 12:48 PM EST
A Dannie Denot Courses Exams Test-takers Reports Profile Logout	
← Economics 120	
Course Details Test-takers Course Accommodations Exams	
Course Name Course ID Coi Economics 120 ECON120 Act	rse Status ve
Test-taker Accommodation John Smith Extra time	×
Select Test-taker(s)	
Add Accommodations Save Changes	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Tracking Exam Status

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

				Welcome, Professor N	IcGonagall 12:27 PM EST
Examity Domo t	Courses Exams Test-takers	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.



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.

	Welcome, Professor McGonagall 12:29 PM EST
Courses Exams Test-takers Reports Profile	Logout
← Exam → Edit Details	_
Info Rules Instructions Supporting Documents Exam Result	
Course	Delete Exam 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 post exam
Link to Exam	Exam Password
https://test.examity.com/onlineexam	Password\$
Save	Passwords will be used by the proctor to validate the session. Exam Passwords should never be shared with the test-takers.

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 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.

			Welcome, Professor McGonagali	12:42 PM EST
annity Demos Cours	ses Exams Test-takers Reports	Profile Logout		
← Test	Q Search by T	est-taker or exam ID	🖬 Status 🗸 🗸	~
Info Rules Inst	tructions Supporting Documents Exe	am Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035208	#0 #1 #8 #6	Detail
John Smith	Approved by Auditor	1035206	E 0 E 1 F 5 F 3	Detail
Jane Smith	Approved by Auditor	1035203		Detail
John Smith	Approved by Auditor	1035195	F0 F1 F0 F0	Detail
Jane Smith	Approved by Auditor	1035193	F0 F1 F0	Detail

For assistance, please contact your Examity account manager



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 Authentication completed	Comments	Captured Image	Time Stamp
			*	Questionable eye moveme Examity system 11/04/2 40:42	ent 01914:		0.00.02
-				Questionable eye moveme Examity system 11/04/2 41:16	ent 1019-14:	2	0:00:43
			1	Someone entered the room Examity system 11/04/2 46:27	m 1019 14:	and the set	0.08.54
				Out of webcam frame Examity system 11/04/2 46:31	01914:	<u></u>	0.05.58
			1	Out of webcam frame Examity system 11/04/2 49.03	01914:		0.08.30
				Out of webcam frame	010.1.4		0-11-10

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.

- ovamit <i>e</i>			• •	•					
		Welcome, Protessor McGonagali	12:32 PM EST +	→ C a				Q \$	1
B control Courses Exams Test-takers	Reports Profile Logout			Ren Jiang	Approved by Auditor	1035193			
				Jame Smith	Approved by Auditor	1035188	1 1 1		
← Final Q	Search by Test-taker or exam ID	Status 👻 📕 Flag	~	TT 6566	Send email		×		
Info Rules Instructions Supporting Document	s Exam Results			Test takerK0		examity			
		_		Test Takermkt3	Dear Examity User1 ,				
Test-taker Status	Exam ID	Flags	- 1	Test Takermitt4	This is a reminder to schedule your exa yet to schedule	sm with Examity®. Here are the details	of the exam you have		
Jane Smith Approved by Auc	itor 1035125	#0 = 1 = 4 #0	Detail	Examily Student	Course Name test				
Jane Smith Approved by Aug	itor 1035124		Detail	Examity Student2	Exam Name Test Exam Window 16/31/20	019 11:30:00 PM - 12/11/2019 12:00:0	юлм		
				Examity Student3	When you are planning for your test, pla before your intended start time.	ease remember that you must schedu	le at least 24 hours		
Jane Smith Approved by Auc	itor 1035123		Detail	Exemity User1	Thank you, Examity,				
				Exemity User02	***DO NOT REPLY TO THIS EMAIL***				
John Smith Approved by Auc	itor 1035088		Detail	Examity User03		Send email			
D user Not yet schedule	d 🔽	Send reminder		O user					
John Smith2 Not yet schedule	d	Send reminder		Test Taker201	Not yet scheduled				
Graham Jones Not yet schedule	d	Send reminder		Test Taker203	Not yet scheduled				
		8 4 1 3	H 25 V						



Scheduling Outside of the Testing Window

Instructors 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 assigned by their instructor and only allows them to schedule during that time. There can only be one Scheduling Exception per test-taker per exam. 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).

Create a Scheduling Exception

New Exam

- **1.** Log in as an instructor and create a new exam.
- 2. On the "New Exam Created" pop-up, click "New Scheduling Exception".
- **3.** Select the test-taker's 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.

Existing Exam

- 1. Log in as an instructor and open an existing exam.
- 2. Click the "New Scheduling Exception" button on the "Info" tab.
- **3.** Follow steps three through six from the above instructions.

View, Change, or Delete Scheduling Exceptions by Exam

- 1. Log in as an instructor and open an existing exam.
- **2.** Go to the "Scheduling Exceptions" tab.
- **3.** Find the test-taker 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.

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.

For a video demonstrating this workflow, click here: <u>https://bit.ly/ExamitySchExceptions</u>