Administrator and Instructor
Quick Guide

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For assistance, call **855-EXAMITY**, email **support@examity.com** or
chat directly with us through the Live Chat feature on the Examity dashboard.

Set Up Examity in the Canvas Course

Populate the course

In Canvas, populate the new section by importing from a previous semester or a master course.

Create your exams

If you haven't already, create a quiz (exam) in Canvas. The settings in the quiz **must** include:

1. a time limit,
2. a password (access code); and
3. "Available From" and "Until" dates.

Verify that the exam in Canvas is **published** for students.

Add Examity Link to the Canvas Course

Add the **Examity Dashboard** link to your Canvas course navigation menu by:

1. selecting **Settings** at the bottom of the course navigation menu
2. select the **Navigation** tab
3. locate the Examity link and enable it by dragging and dropping it to the top, or selecting the three dots beside the title and then clicking on **+Enable.**
4. scroll to the bottom to select **Save**.

You may additionally, or alternatively, choose to add the Examity link to a Module within the Canvas Course. When doing so, be sure to select the "Load in a new tab" box.
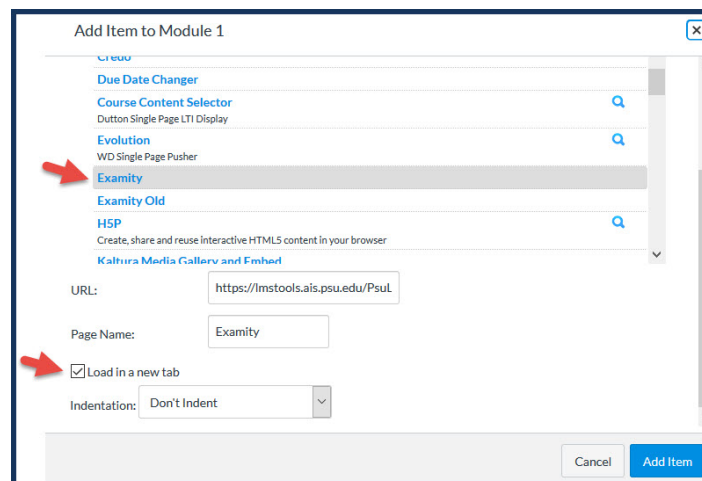
For assistance, call **855-EXAMITY**, email **support@examity.com** or
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Start the sync with Examity

1. Click on the **Examity** link in your course. Initially, you will be redirected to the Examity request form.
2. Complete and submit the Examity request form. You will be notified via your PSU email when it has been approved.
3. After your request has been approved, Examity will sync with the quizzes created in that Canvas course. The sync happens nightly.

After the sync has completed, selecting the Examity link in the course will give users access to the Examity Dashboard.

Exams must be published and synced with Examity before the "Available From" date in the Canvas quiz begins.
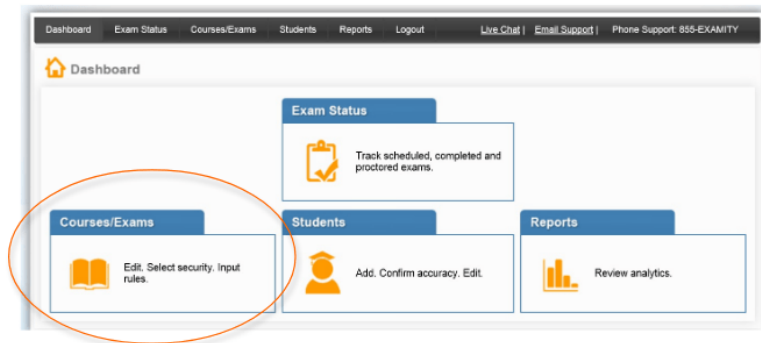
Set Up Exams on the Examity Dashboard

For each exam using Examity, instructors must create an Exam Shell, select the proctoring modality, and set the exam rules.

Select the Examity link in your course to access the Examity Dashboard. Your Examity dashboard is divided into 4 sections:

- **Courses/Exams:** access and edit your exam shell, select your proctoring modality, and tailor the rules to meet your needs.
- **Student:** search student enrollment records or add accommodations.
- **Exam Status:** track your students' scheduled, completed, and proctored exams. This will also give you access to the video recordings of all proctored tests as well as time-stamped flags and comments.
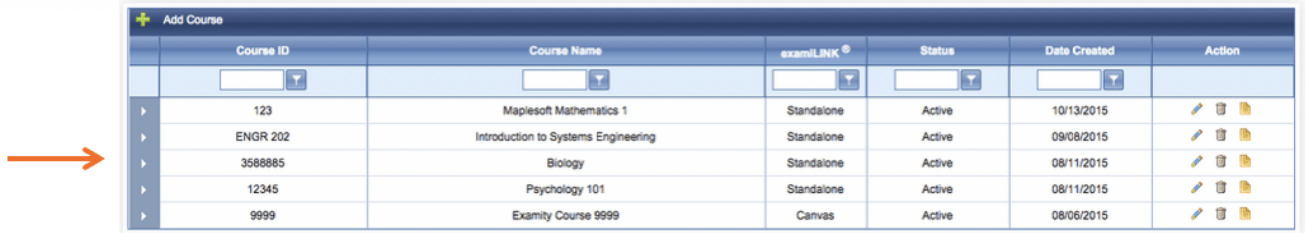- **Reports:** view analytics associated with your exams.

Accessing/Editing Examity Exam Shell, Selecting Proctoring Modality, and Customizing Exam Rules

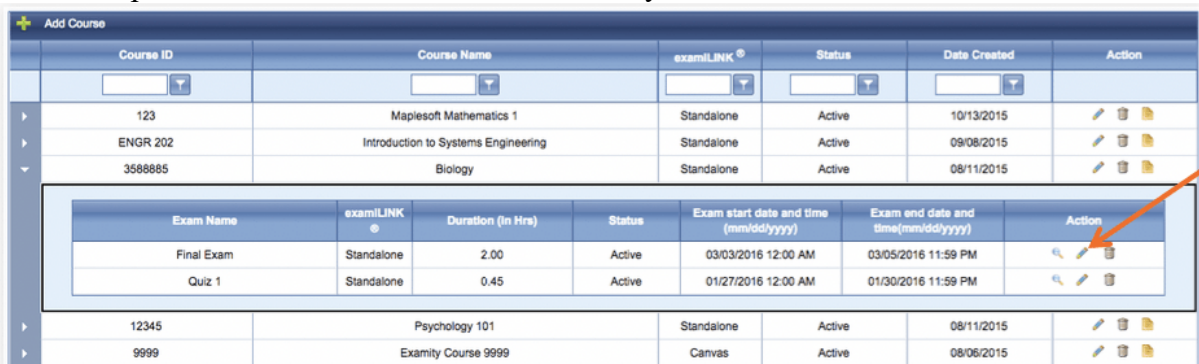1. Select **Courses/Exams** on your dashboard.

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2. You will see a list of all of your courses (past, present, and future) that have been synced with Examity.

3. Select the white arrow, to the left of the Course ID # associated with your course, to access the exam shells in that course.
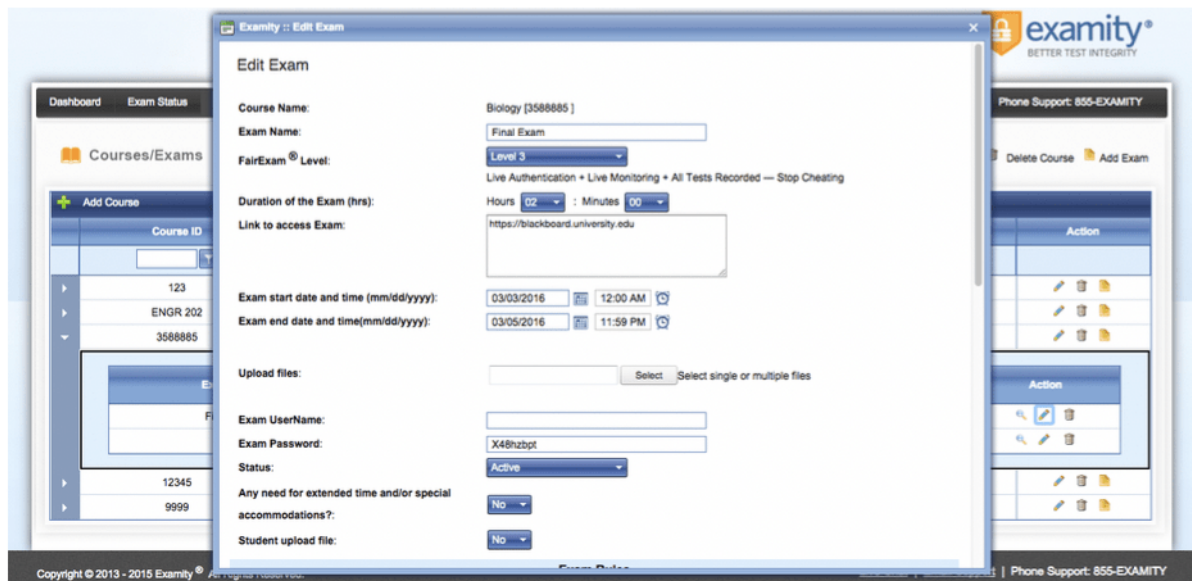

4. You will see a list of all Canvas quizzes in that course.

5. Select the pencil icon in the row of the exam shell you wish to edit.

6. A screen will pop up that is titled "Edit Exam". Verify your exam details. Do not edit the Exam Name, Duration, Start/End Dates, or Password in these settings. Updates to these fields **must be made within the Canvas quiz settings** and will be reflected in the Examity Exam Shell the following day.

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7. To select the proctor modality, in the **FairExam Level** drop down menu, select 1S for Standard, or 1P for Premium. Refer to the Automated Proctoring options for more information.

FairExam ® Level :	Level 1P
	Level 1P
	Level 1S
Duration of the Exam (hrs):	

8. Scroll down to the **Exam Rules** section. Under **Additional Rules**, check all boxes that apply.
9. In the **Special Instructions** text box, enter any special instructions for the proctor and/or student, then click **Save**. You must click **Save** in the **Special Instructions** box before clicking **Update** to save the instructions. Proctor support will read your special instructions prior to the exam and make sure all students adhere to them.
10. Click **Update.**

Examity :: Edit Exam

Clear Desk and Area
Connected to a powersource
No phones or headphones
No dual monitors
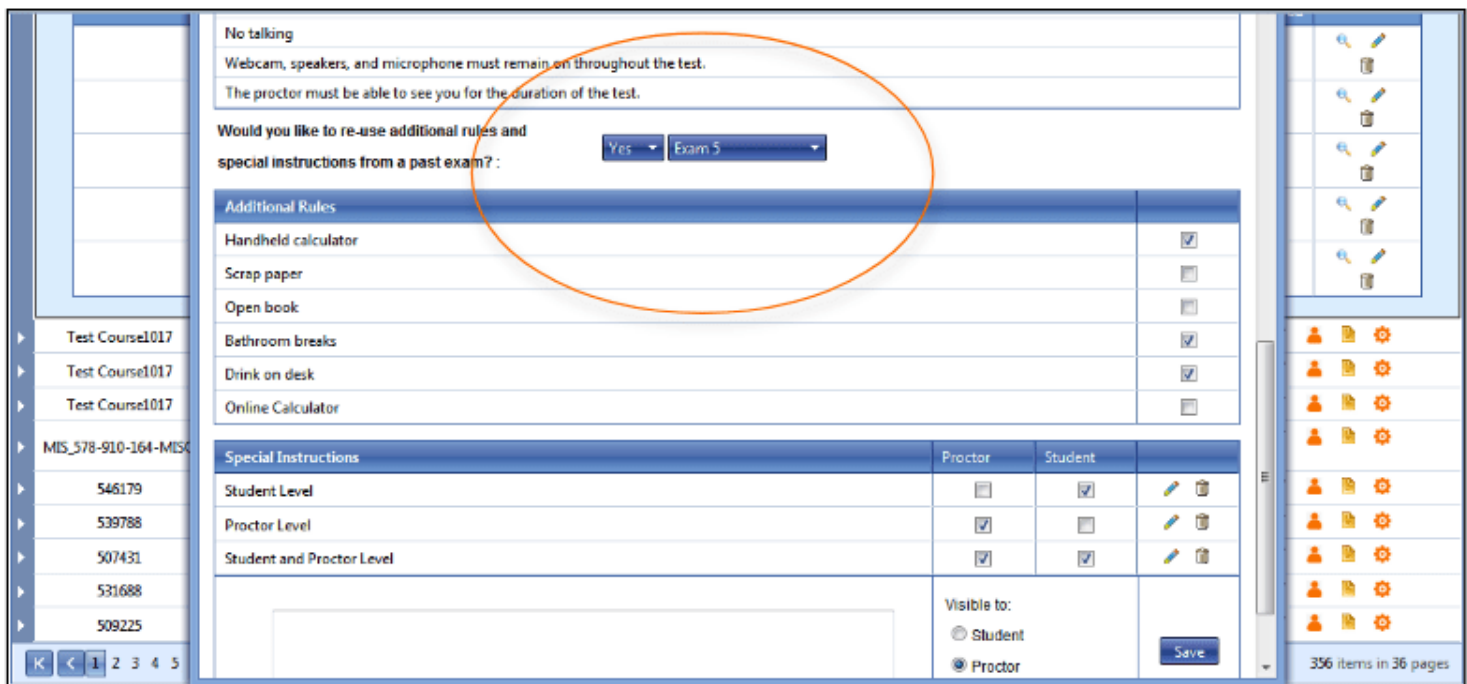No leaving seat
No talking
Webcam, speakers, and microphone must remain on throughout the test.
The proctor must be able to see you for the duration of the test.

Additional Rules

Handheld calculator	☑
Scrap paper	☐
Open book	☑
Bathroom breaks	☐
Drink on desk	☐
Online Calculator	☐

Special Instructions

E-books are allowed as an alternative to the hard copy textbook.

Visible to:
○ Student
○ Proctor
● Student and Proctor

Save

Update

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Clone Special Instructions and Additional Rules

You can clone additional rules and special instructions from previous exams in your course:

1. Open the exam shell in which you would like to add special instructions or additional rules. Once the shell is open, scroll down to **Additional Rules.**
2. In the "Would you like to re-use additional rules and special instructions from a past exam?" menu, select **Yes**. Then select the exam from which you would like to copy the additional rules and special instructions.
3. The rules and special instructions from the selected course will be applied. You can make additional changes to these options by selecting or deselecting the boxes. If changes are made in the Special Instructions box, be sure to select **Save** before selecting Update at the bottom.
4. Click **Update** at the bottom.

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Track Exam Status

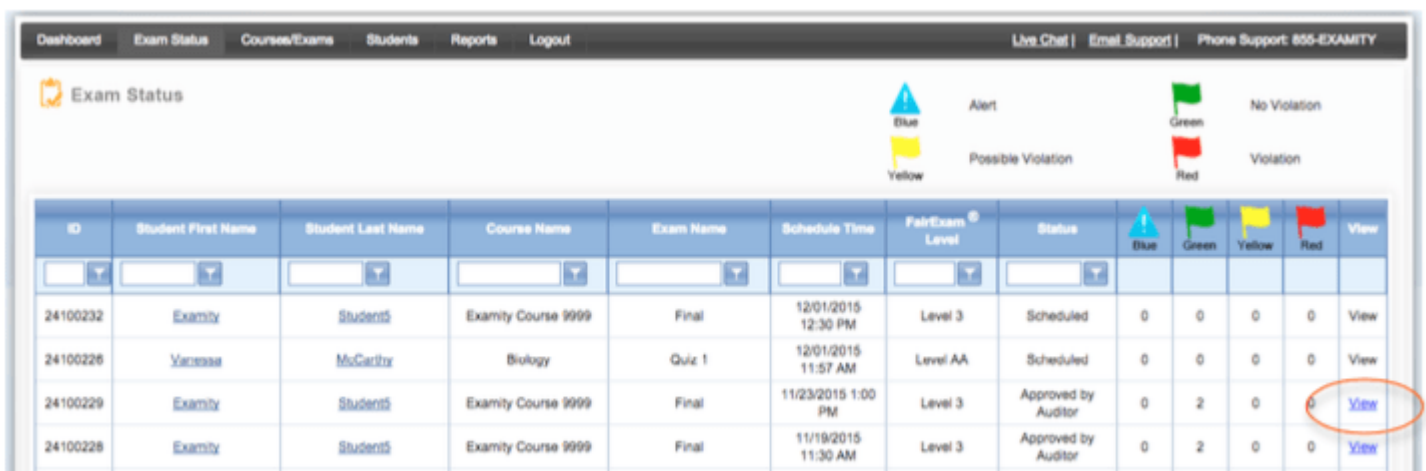Check the status of scheduled, completed, and proctored exams by selecting **Exam Status** on the Examity dashboard. You can see which students have completed their exams and whether or not they had any flagged violations.
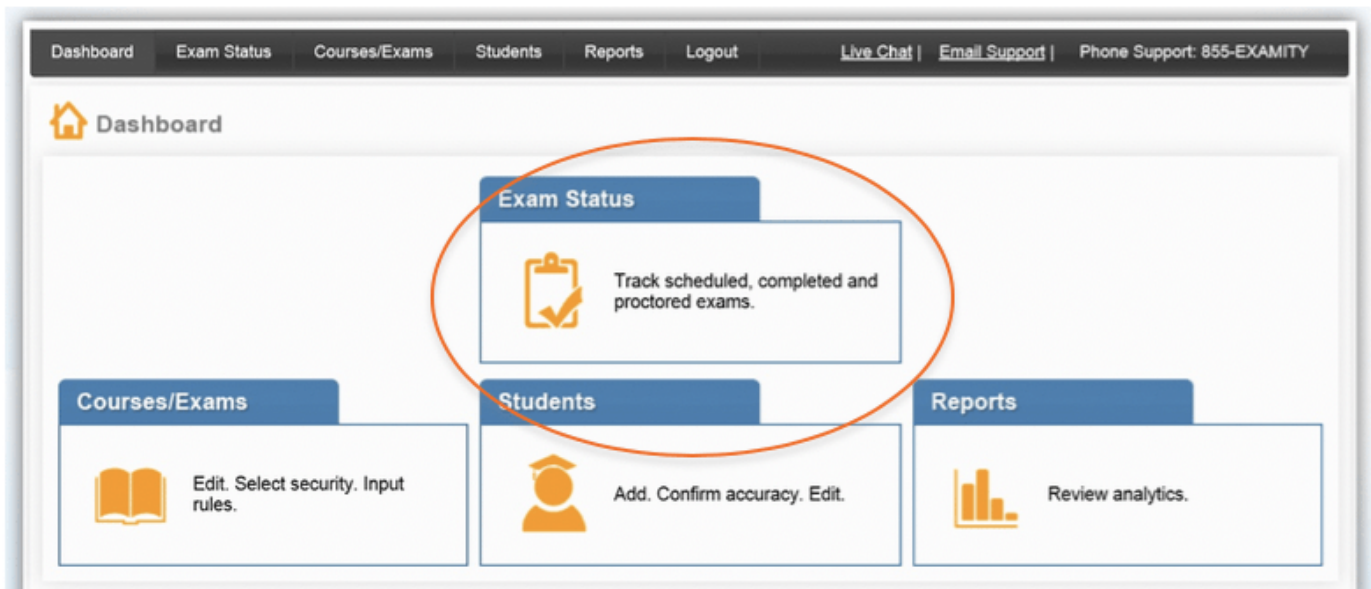
By selecting a blue **View** link, you can see a list of flagged items and watch the video of that student taking their exam. If the **View** link is not clickable, that means the exam has not yet been audited. All exams will be audited within 48 hours of the student completing the exam.

Recordings are available for 30 days and then removed from the Examity system to ensure privacy for all parties involved.

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Examity Flagging System

The Examity flagging system provides instructors with a snapshot of what happened during each test. Flagged items for each student are listed below the video of their exam, via the **View** link in the Exam Status.

- **Green flags**: There is no incident.
- **Yellow flags**: A rule is broken but cheating does not take place.
- **Red flags**: The student exhibits clear cheating behavior.
- If a technical issues arises, we will communicate that to you with a blue alert.

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On Demand Fees

There are on-demand charges within the Examity fee structure that can result in a $3.00 charge to the student: If a student cancels a scheduled exam within 24 hours of the exam date and time and if a student schedules or reschedules an exam within 24 hours of the exam date and time.

Communicating with Your Students:

Our **"Instructor Toolkit"** will provide you with templates explaining how your students can prepare themselves to use the system. Simply copy and paste the text into an email or within a Canvas Announcement. The toolkit is in Word and customizable to fit your needs.

Scheduling Outside the Testing Window:

To schedule an exam outside the test window, send an email request to support@examity.com
Copy the student and your Account Manager, Nina O'Brien (nobrien@examity.com).
Include the following information in your email:

- Subject Line: Penn State - Permission Granted - To Schedule Outside Testing Window
- Course Name
- Exam Name
- Student First/Last Name
- New Deadline
- At the end of the email, ask the student to call **855-392-6489**, **option 1** for assistance. Please ask them to reference the email when they call.

Support

We are here to support you:

Contact your dedicated Account Manager, Nina O'Brien, with any questions.

Nina O'Brien
Key Account Manager
nobrien@examity.com
617-600-6489

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<u>Abou</u>t Proctoring Levels for Online Proctoring

About Proctoring Levels for Online Test Security

Examity provides you with the flexibility to choose which security level makes most sense with our Proctoring Levels for Online Test Security.

Level LA: Live Authentication

Live Authentication is best suited for tests that matter more. Level LA ensures an agreed-to understanding of exam rules and "clean" test environment. Challenge questions, ID verifications, facial comparisons, keystroke analysis and full recordings help make this level our most reliable authentication.

Level 1: Auto-Proctoring

Examity's fully automated proctoring solution. After auto-authentication is complete, Examity captures audio, motion, and systemic changes to identify inappropriate behaviors.

Level 2: Record and Review Proctoring

After live-authentication, each test is recorded from start to finish and is later viewed by a human, in its entirety, to ensure that no rules have been violated.

Level 3: Live Proctoring

After completing the live-authentication process, Examity monitors the test-taker's surroundings and entire desktop throughout the exam. This is considered the most secure approach within the online proctoring industry. An advantage to this level is that Examity may comment and troubleshoot in real-time during the test.

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