

# **Proctoring Guide** Administrator and Instructor



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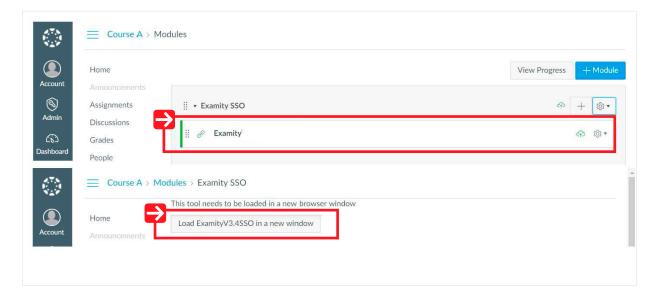
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#### **Using Examity with Canvas**

Set up your exam in Canvas and make sure your exam has been made "published." Next, send your course ID # to your dedicated Examity Account Manager and ITLE (itle@okstate.edu).

ITLE will provide you with single sign-on access to Examity. Once you have access, select the name of your course in Canvas. Then, click on the Examity link. You must have the Examity link set to open in a new window.





## **Navigating Your Dashboard**

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

							Welcome, Profes	sor McGonagall 12:25 PM EST
Exemity Demo s	Courses	Exams	Test-takers	Reports	Profile	Logout		
Courses								Q Search by course name or ID
Course Name			Course I	D		Created	Platform	Test-takers
Economics 120			ECON12	20		Dec 30, 2019	Standalone	2
Economics 121			ECON12	20		Dec 4, 2019	Standalone	0
Economics 201			E201			Nov 26, 2019	Standalone	1
Economics 247			ECON24	17		Oct 9, 2019	Standalone	31
Economics 390			ECON39	90		Sep 13, 2019	Standalone	5
Economics 247			ECON24	17		Sep 12, 2019	Standalone	4
Economics 101			ECON10	01		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	McGonagall 12:27 PM EST
Bisamity Demo 1	Courses Exams Test-takers	Reports	Profile	Logout		
Exams					Q Search by course or	r 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.
Quiz	Economics 101			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. This information will be pulled in automatically from Canvas. 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.

Info	Rules	Instructions	Supporting Documents	Scheduling Exceptions	Exam Results
Exam Midterm Exam Win 02/06/2 Exam Dur 0 Hour Link to Ex https://tu	adow 020 01:30 PM ation am est.examity.co t-taker to Uplo	15 Minutes V n/onlineexam/ ad File	12/31/2020 01:30 PM	Security Level Auto Premium Features Automated authe Automated authe Automated authe Automated authe Paster availat Exam Password Passwords will be u should never be sho	toring or review



**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 McGonagali 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
<ul> <li>Connected to a power source</li> </ul>	Online Calculator
No Phones or headphones	Handheld calculator
✓ No dual monitors	Open book
✓ No leaving seat	Bathroom breaks
	Drink on desk
Save Cl	anges

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.

	examity-	Welcome, Professor McGonagall	12:31 PM EST
•	Courses Exams Test-takers Reports Profile Logout		
←E	xam > Edit Details		
5	Info Rules Instructions Supporting Documents Exam Results		
Ť.	Import Special Instructions From an Existing Exam		
Sr	acial Instructions	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 McGonagall	12:32 PM EST
Courses Exa	ms Test-takers Repo	rts Profile	Logout		
← Exam → Edit Details					
Info Rules Instructions	Supporting Documents	Exam Results			
Supporting Document(s)		Upload New			
Step 4.png		ж			
	_	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 McGonagali	12:32 PM
Examily Daminy Courses	Exams Test-takers Reports	Profile Logout		
Final	Q Search by Test	taker or exam ID	🗎 Status 🗸 📔	
Info Rules Instruc	tions Supporting Documents Exam	Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035125	<b>=0 *1 =4 =0</b>	Detail
Jane Smith	Approved by Auditor	1035124		Detail
Jane Smith	Approved by Auditor	1035123		Detail
John Smith	Approved by Auditor	1035088	<b>EO E</b> 1 <b>E</b> 0	Detail
D user	Not yet scheduled		Send reminder	
John Smith2	Not yet scheduled		Send reminder	
Graham Jones	Not yet scheduled		Send reminder	
			н 4 1 н	H 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. After ensuring your accommodations are set in Canvas, click on "Courses" at the top of the Examity dashboard, and select the course you wish to add accommodations to.

examity BITUR TISI METARY			Welcome, Professo	McGonagall 12:25 PM EST
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
				₩ 4 1 1 1 25 4
		New Course		

Next, click on the "Course accommodations" tab.

	Welcome, Professor McGonagali	12:41 PM EST
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 🗸		



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

	Course Status
Course Details     Test-takers     Course Accommodations     Exams       Course Name     Course ID     Economics 120     ECON120	Course Status
Course Name Course ID Economics 120 ECON120	Course Status
Economics 120 ECON120	Course Status
Tastitakar Accommodation	Active
Test taken	
John Smith ×	
Jane Smith	
John Smith Save Changes	

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

		Welcome, Professor McGonagall 12:48 PM 1
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	
Add Accommoda	tions Save Changes	



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

	Welcome, Professor McGonagali 12:48 PM EST
Courses Exams Test-takers Reports Profile Logout	
← Economics 120	
Course Details Test-takers Course Accommodations Exams	
	ourse Status stive
Test-taker Accommodation John Smith Extra time	×
Select Test-taker(s)	
Add Accommodations Save Changes	<i><i>m</i></i>

## **Tracking Exam Status**

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

					Welcome, Professor	McGonagall 12:27 PM EST
Examily Domot	Courses Exams Test-takers	Reports	Profile	Logout		
Exams					Q Search by course of	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 McGonagali 12-29 PM EST
Courses Exams Test-takers Reports Profile	Logout
←Exam >Edit Details	-
Info Rules Instructions Supporting Documents Exam Result	Delete Exam
Course	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 McGonagall	12:42 PM ES
Examily Denno 1 Cour	ses Exams Test-takers Reports	Profile Logout		
- Test	Q Search by T	est-taker or exam ID	🗎 Status 🗸 📕	2.
Info Rules Inst	tructions Supporting Documents Ex	am Results		
Test-taker	Status	Exam ID	Flags	
Jane Smith	Approved by Auditor	1035208	<b>FO F1 8 5</b>	Detail
John Smith	Approved by Auditor	1035206	<b>=0 =</b> 1 <b>=</b> 5 <b>=</b> 3	Detail
Jane Smith	Approved by Auditor	1035203		Detail
John Smith	Approved by Auditor	1035195	<b>#0 #1 #0 #0</b>	Detail
Jane Smith	Approved by Auditor	1035193		Detail



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.

<b>Test-taker</b> Test Taker202	Exam ID 1035208	Course Name test	Exam Test	Name	Exam Date Nov 4, 2019	Flags	▶6
			Flag	Description	Comments	Captured Image	Time Stamp
			1	Authentication completed Examity system 11/04/2 40:29			
Ar			*	Questionable eye moveme Examity system 11/04/2 40:42			0.00.09
P.				Questionable eye moveme Examity system 11/04/2 41:16		2	0.00.43
			1	Someone entered the room Examity system 11/04/2 46:27		and the second second	0.05.54
				Out of webcam frame Examity system 11/04/2 46:31	01914:		0.05.58
			1	Out of webcam frame Examity system 11/04/2 49.03	01914:		0.08.30
			3 <b>.</b>	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.

ovomih r			•••		
examity	Welcome, Pro	ofessor McGonagali 12:32 PM EST	€ → C (#		Q. ·
Courses Exams Test-takers Reports	Profile Logout		Ren Jiang	Approved by Auditor 103	5193 PC R1 PF R0
			Jane Smith	Approved by Auditor 103	5188 <b>#0 #1</b> #0
Final Q Search by Tes	-taker or exam ID	✓ Flag ✓	77 6566	Send email	×
Info Rules Instructions Supporting Documents Exan	Results		Test takerK0	exar	nity
			Test Takermit3	Dear Examily User1 ,	
Test-taker Status	Exam ID Flags		Test Takermit4	This is a reminder to schedule your exam with Exami yet to schedule	y8. Here are the details of the exam you have
Jane Smith Approved by Auditor	1035125	Detail	Examity Student	Course Name test	
Jane Smith Approved by Auditor		Detail	Examity Student2		M - 12/11/2019 12:00:00 AM
Jane Smith Approved by Auditor		Cetan	Examity Student3	When you are planning for your test, please remembe before your intended start time.	r that you must achedule at least 24 hours
Jane Smith Approved by Auditor		Detail	Examity User1	Thank you, Examity	
		_	Examity User02	***DO NOT REPLY TO THIS EMAIL***	
John Smith Approved by Auditor	1035088	Detail	Examity User03	Send em	·
D user Not yet scheduled	Send reminder		0 user		
John Smith2 Not yet scheduled	Send reminder		Test Taker201	Not yet scheduled	
Graham Jones Not yet scheduled	Send reminder		Test Taker203	Not yet scheduled	
		H + 1 > H 25 ¥			



## 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>