



Proctoring Guide

Administrator and Instructor

For assistance, please contact your Examity account manager

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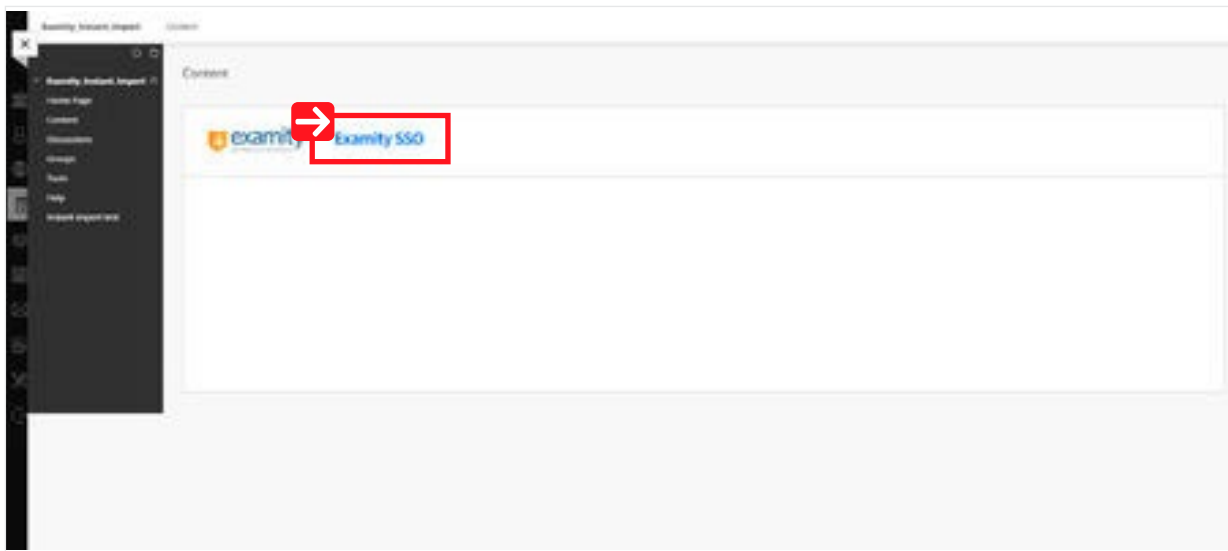
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Using Examity with Blackboard

Set up your exam in Blackboard and make sure your exam has been made “available.”

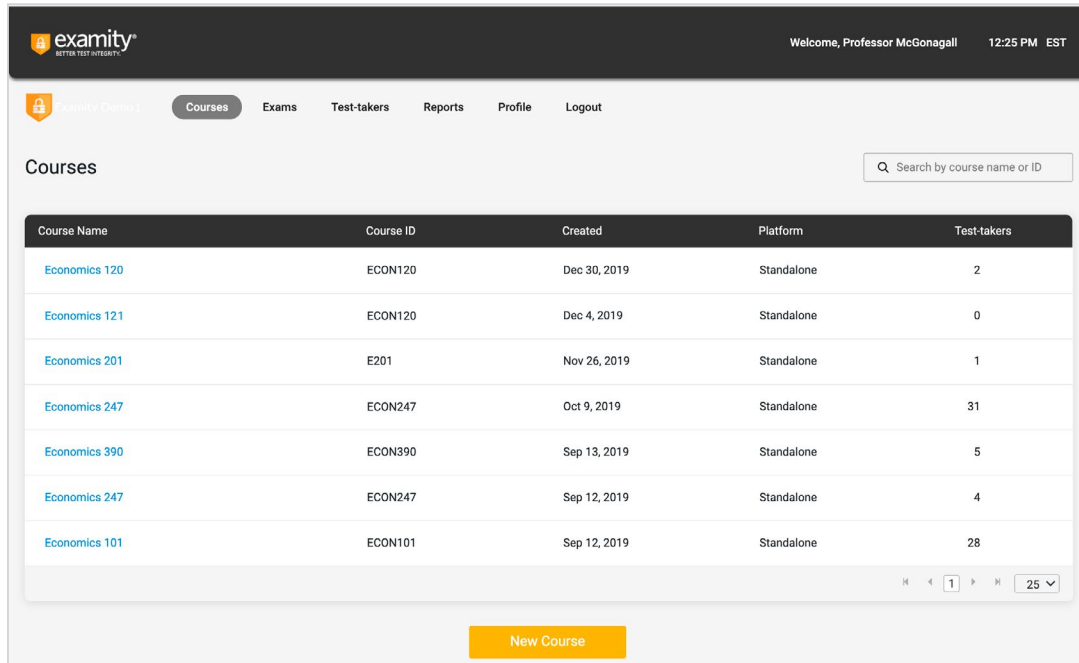
Your instructional designer will have to give you single sign-on access. Once you have access, select the name of your course in Canvas. Then, click on the Examity link. You must have the Examity link set to open in a new window. This will take you to your Examity dashboard and initiate an automatic import of your course information.

Please note: if you have multiple courses, you will need to follow these steps for each course.



Navigating Your Dashboard

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



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

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.

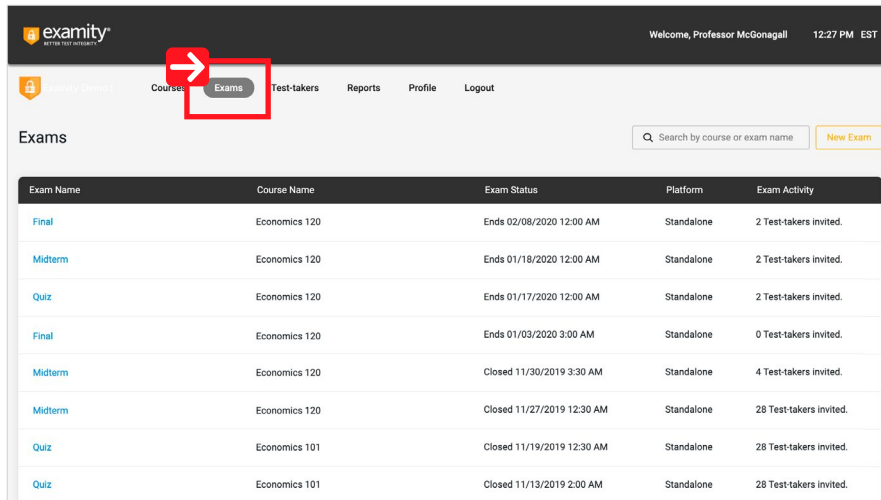
Exams: With this view, you'll be able to see all of your exams, across all of your courses. You will be able to see the exam status, modality, and activity.

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

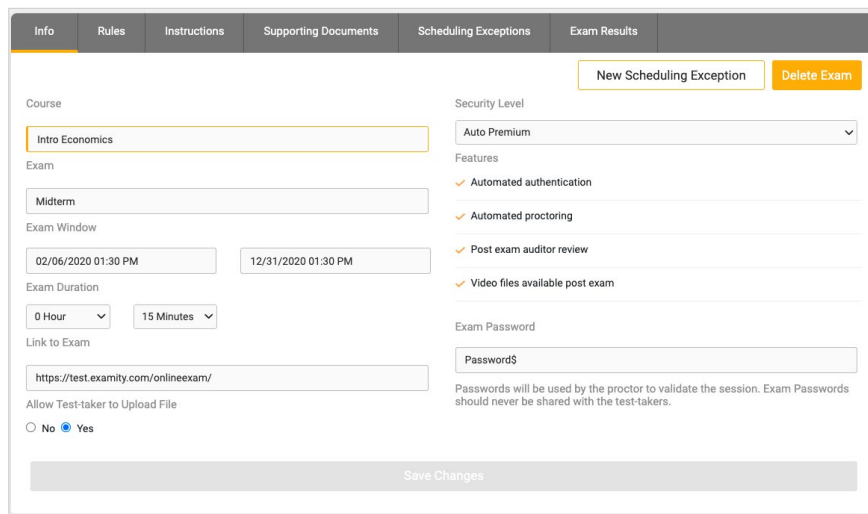
On the dashboard, select “Exams” at the top of your screen.



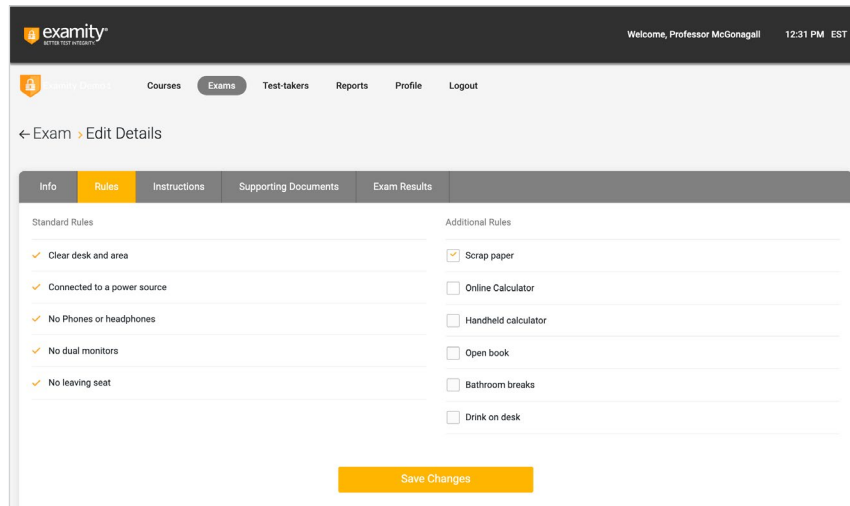
Editing Your Exam

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. **Descriptions and costs of each security levels may be found at the end of this guide on pages 14-15.**

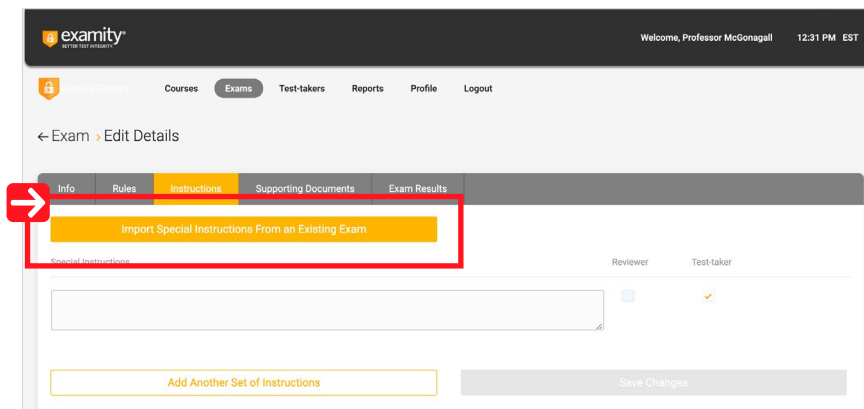
The **Info** section represents the foundation for your exam. This information will be pulled in automatically from Blackboard. Details include the testing window, the exam duration, the exam URL, and unique password. You can also select whether you’d like to give test-takers the option to upload their exam directly into Examity.



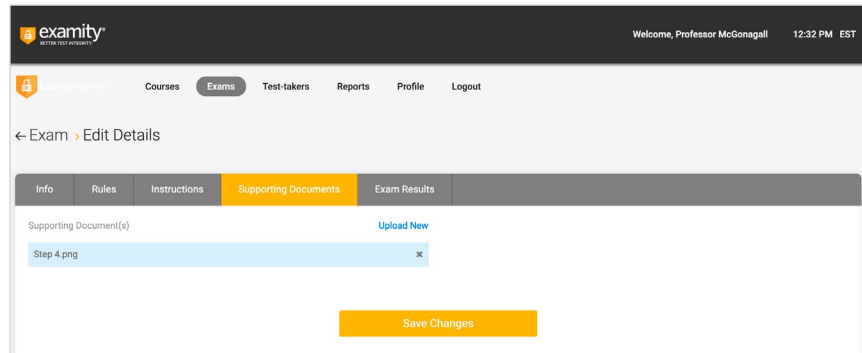
Rules tab allows you to specify rules for your exam. All exams have standard rules (listed on the left) that remain a part of your exam. There is also an “Additional rules” section (on the right) that provides optional rules for your exam.



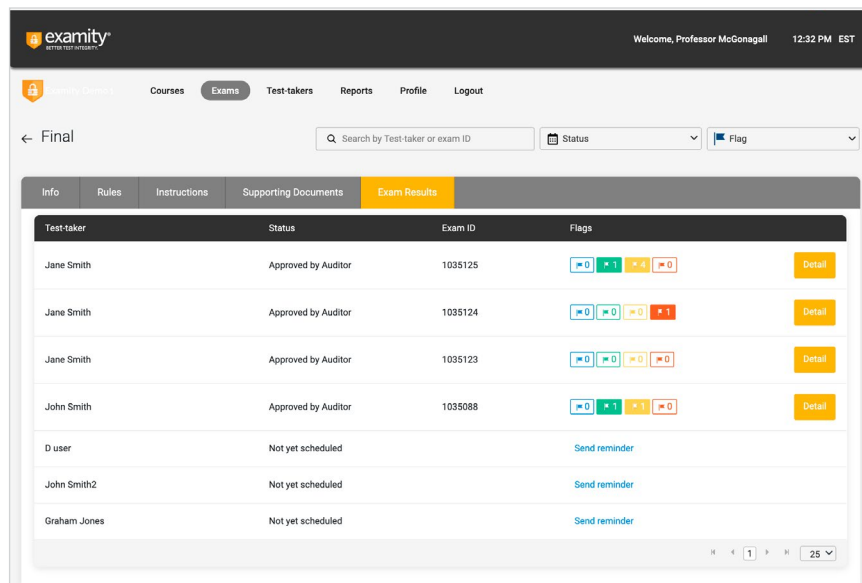
Test-taker instructions can be added in the **Instructions** section. Simply enter any special instructions in the text box and assign to the appropriate audience. Clicking “Import special instructions from an existing exam” allows you to quickly clone special instructions from a previous exam.



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

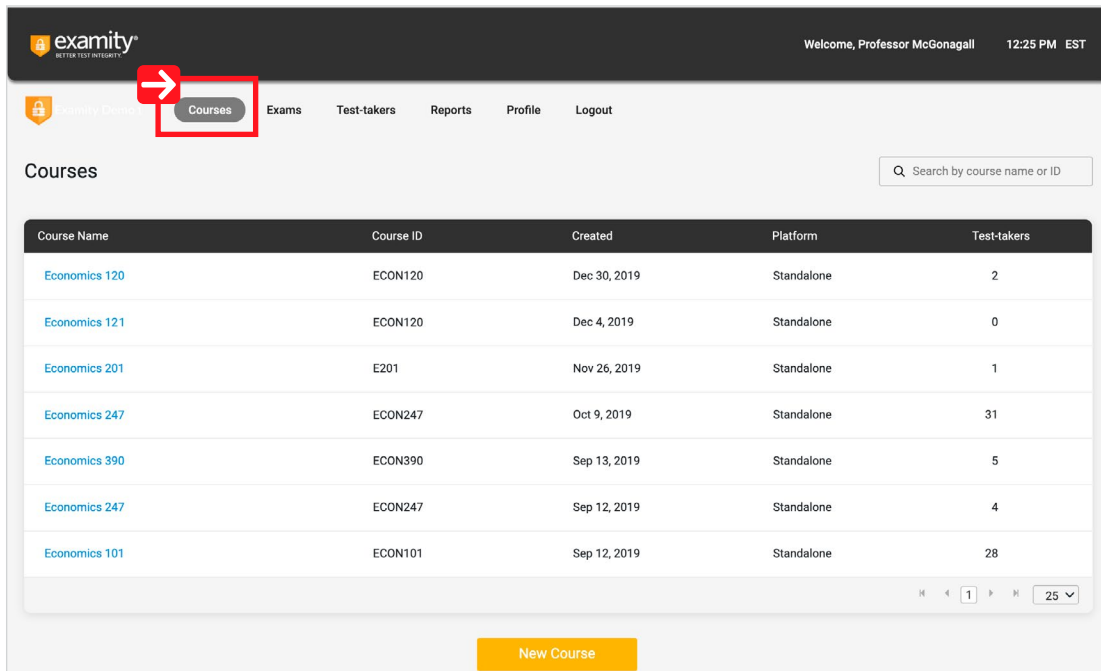


Within **Exam results**, you will be able to see who has scheduled an exam session as well as any violations that may have taken place during completed sessions.



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 Blackboard, click on “Courses” at the top of the Examity dashboard, and select the course you wish to add accommodations to.



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BETTER TEST INTEGRITY

Welcome, Professor McGonagall 12:25 PM EST

Security Desktop **Courses** Exams Test-takers Reports Profile Logout

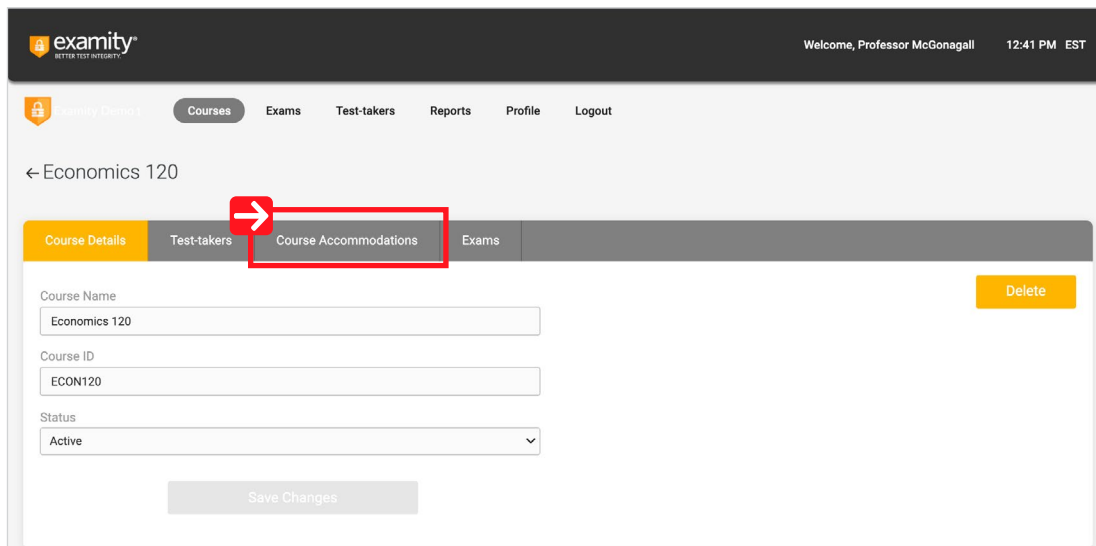
Courses

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
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Economics 247	ECON247	Sep 12, 2019	Standalone	4
Economics 101	ECON101	Sep 12, 2019	Standalone	28

« 1 » 25 ▾

New Course

Next, click on the “Course accommodations” tab.



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Welcome, Professor McGonagall 12:41 PM EST

Security Desktop Courses Exams Test-takers Reports Profile Logout

← Economics 120

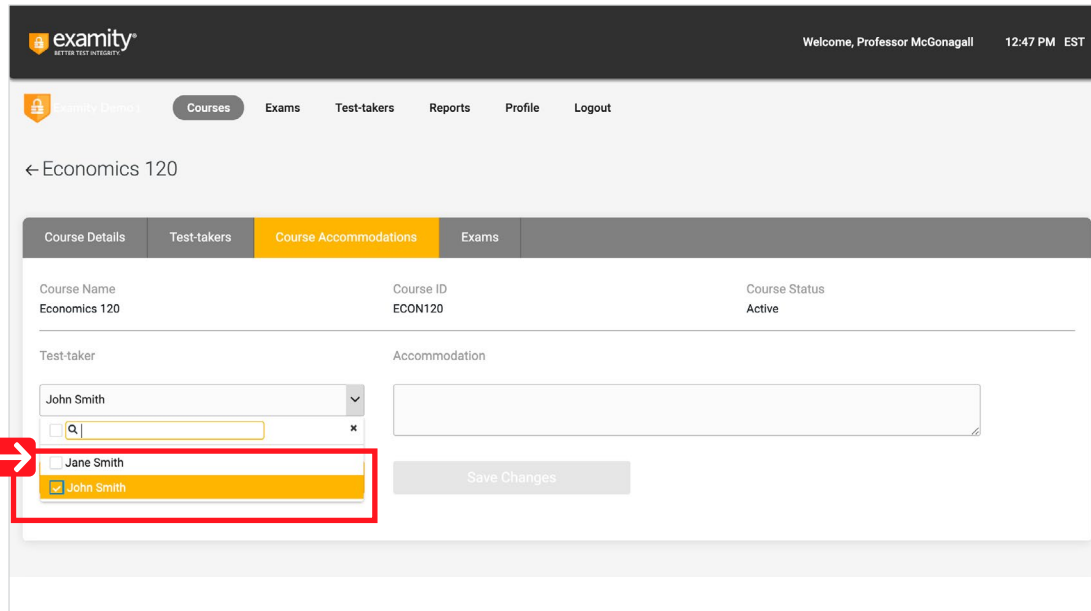
Course Details **Course Accommodations** Exams

Course Name

Course ID

Status ▾

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



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Welcome, Professor McGonagall 12:47 PM EST

Examity Demo 1 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

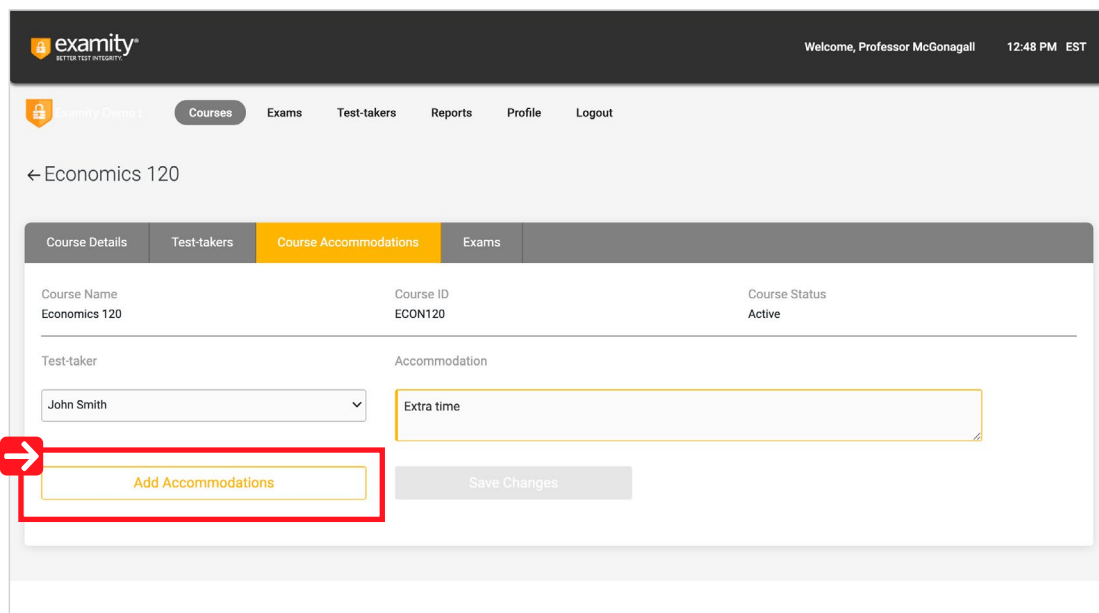
Search [] x

Jane Smith

John Smith

Save Changes

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



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BETTER TEST INTEGRITY

Welcome, Professor McGonagall 12:48 PM EST

Examity Demo 1 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

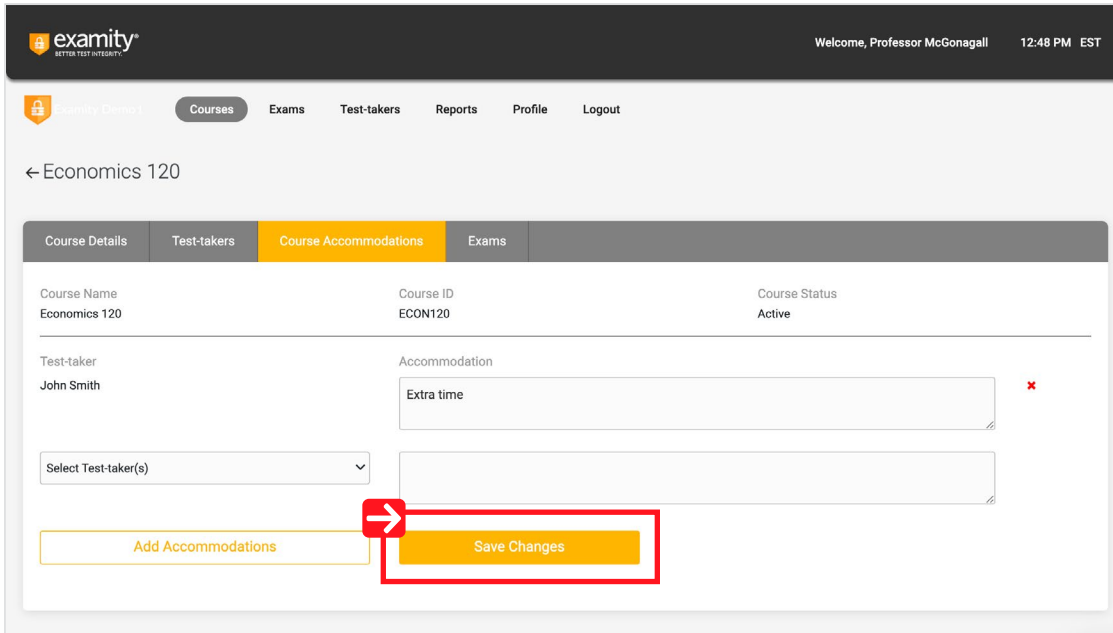
John Smith

Extra time

Add Accommodations

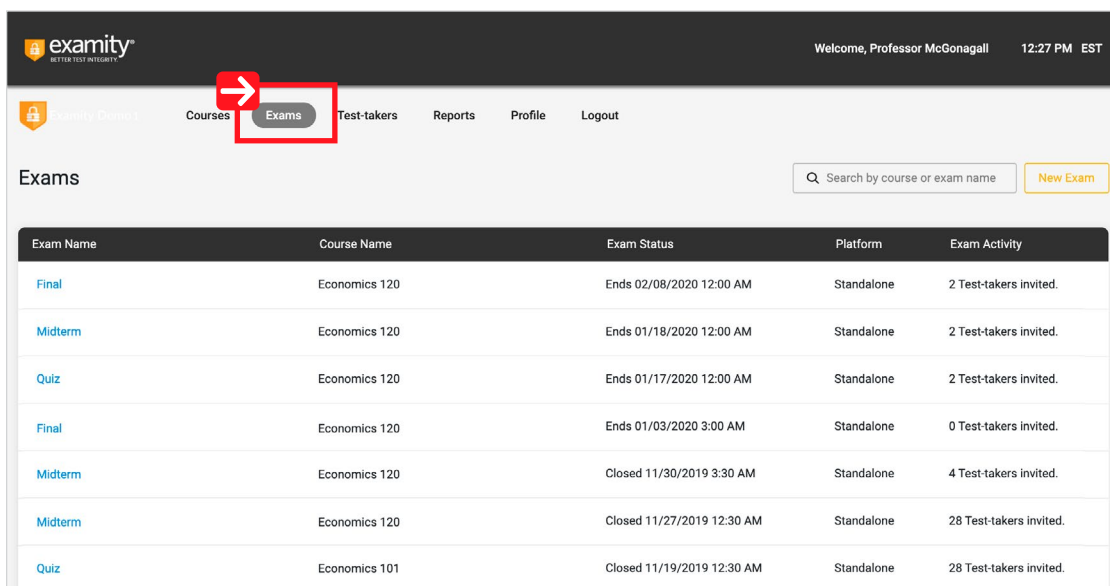
Save Changes

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

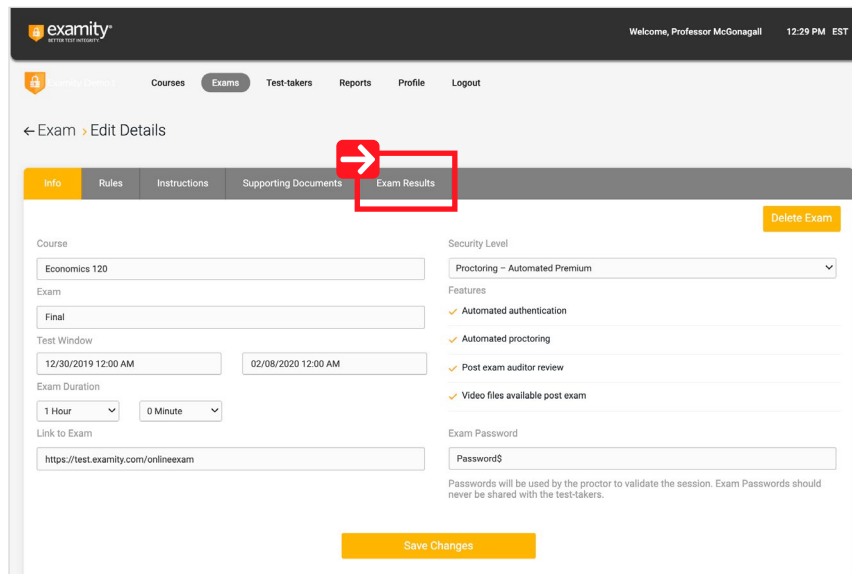


Tracking Exam Status





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

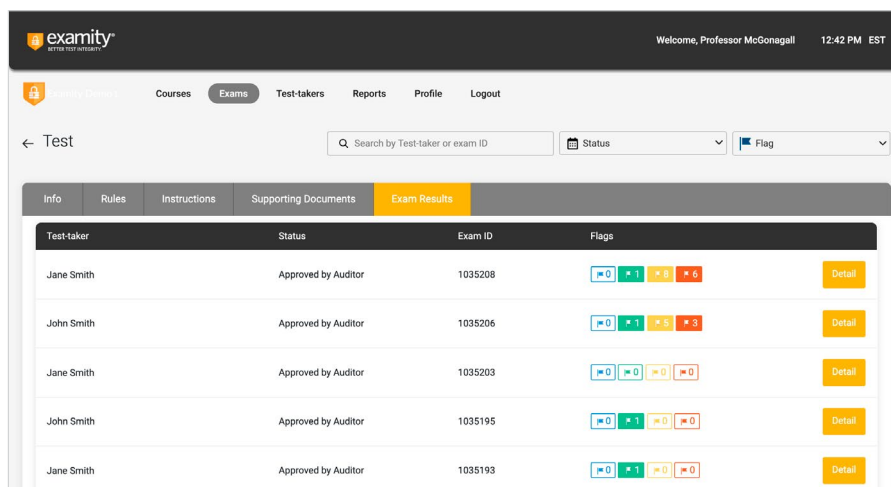


To see the results of an exam, select the exam you wish to view, then navigate to the “Exam Results” tab. Here you will see all test-takers enrolled in the exam, the status of their exam, the exam ID, and any potential violations that may have taken place.

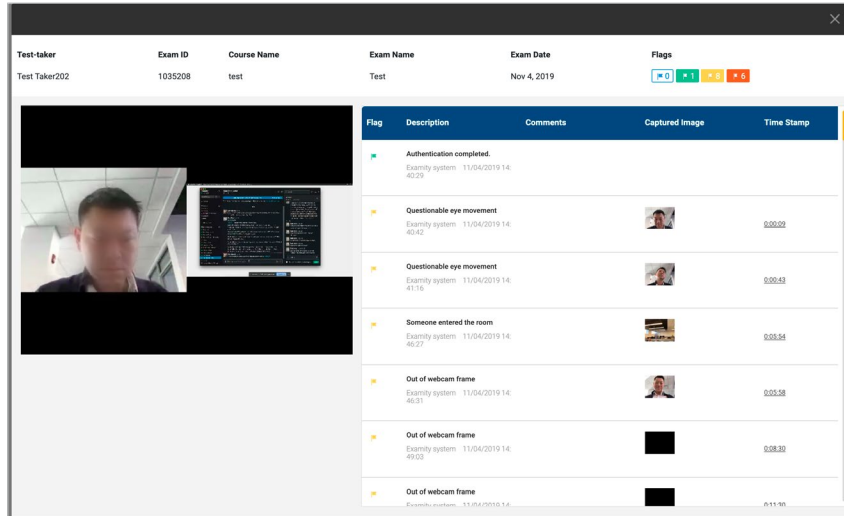


The Eximity flagging system provides instructors with a snapshot of what happened during each test.

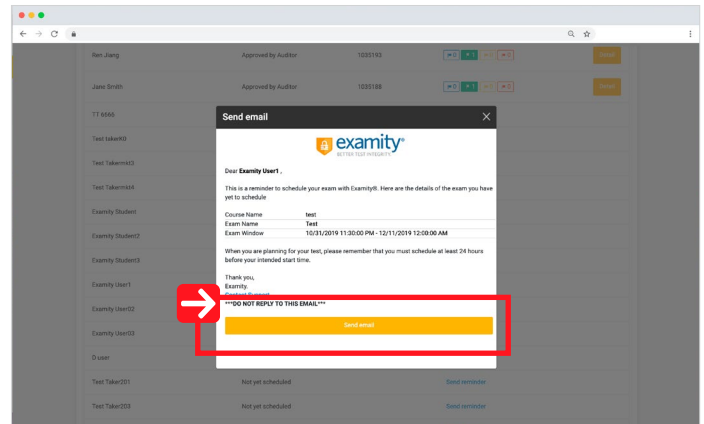
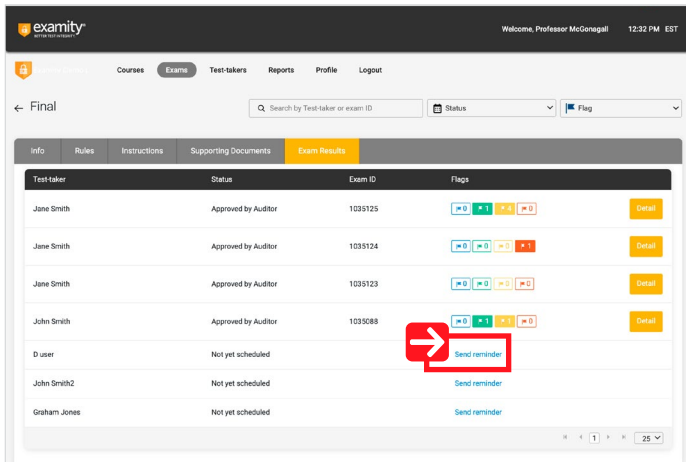
-  Green flags are raised for significant steps where there is no violation.
-  Yellow flags are issued when a rule is broken but cheating does not necessarily take place.
-  Red flags are given when the student exhibits clear cheating behavior.
-  Blue alerts are reported when a technical issue arises.



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.



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.



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:
<https://bit.ly/ExamitySchExceptions>

Examity Level Descriptions

Live Authentication:

In live authentication, test-takers present their government-issued photo ID, answer one of their challenge questions, and enter their biometric signature. Then the proctor will confirm the exam rules and instruct the test-taker to perform a 360-degree room scan to confirm the workspace is free of any unauthorized materials.

\$6.00, \$5 on-demand fee (if applicable)

Auto Standard

Standard starts with auto-authentication. After authentication is complete, Examity software takes over to capture audio, motion, and systemic changes to identify aberrant behaviors. Within hours of the conclusion of the exam, full video, audio, and analytics will be made available on the instructor dashboard. All videos have timestamped comments associated with specific violations, as well as hyperlinks that allow instructors to immediately jump to these incidents.

\$2.75 (flat rate), no on-demand fee

Auto Premium

Premium starts with auto-authentication, where students will follow simple steps to validate their ID through our multi-factor authentication process. Students snap pictures of their ID and face, answer challenge questions and enter a digital signature (measuring keystroke cadence) to verify identity. After authentication is complete, Examity software takes over to capture audio, motion, and systemic changes to identify aberrant behaviors. As with our Standard product, all videos have timestamped comments associated with specific violations, as well as hyperlinks that allow instructors to immediately jump to these incidents. The benefit of Automated Premium is at the conclusion of the exam, for quality assurance, our auditing team will review video of the exam session and authentication before releasing the video, audio and analytics to the dashboard.

\$7.00 (flat rate), no on-demand fee

Live Standard

It begins with Live Authentication, the proctor will follow a strict process of ID verification, including photo comparison, challenge questions, and a digital signature (measuring keystroke cadence) . Next, the proctor will confirm the exam rules with the student. To verify that no unauthorized materials are present and ensure a “clean” test environment, the proctor will request a 360°room pan and desk sweep. Once the exam begins, the proctor drops off the screen, and the session is recorded from start to finish. The exam is later reviewed in its entirety by a human proctor, with the support of AI-driven software, to ensure that no rules have been violated. Much different than just a software scan of the exam, Examity trained human proctors will review the full exam from beginning to end. Once reviewed by the proctor, our auditing team will also review the entire exam session recording and authentication before releasing the audio, video and analytics to the instructor dashboard.

\$12.00 for the 1st hour & \$5 per additional hour, \$5 on-demand fee (if applicable)

Live Premium

Beginning with Live Authentication, a trained human proctor verifies the student’s identity using the same methods as listed above in Live Standard. To verify that no unauthorized materials are present and

Examity Level Descriptions

ensure a “clean” test environment, the proctor will request a 360° room pan and desk sweep. Throughout the exam, the Examity proctor, backed by software utilizing artificial intelligence, monitors the student’s surroundings and full desktop in real-time. This is not a “pop in” experience, and Examity does not change proctors in the middle of an exam. The same proctor that greets the student at the beginning of the exam is the exact same proctor that monitors the entire exam, ensuring a seamless experience with minimal disruption. The most critical advantage with Live Premium is that Examity proctors may intervene in real-time if a violation is detected. In addition, proctors can pause the exam if the student goes offline, in order to protect the integrity of the exam. All of our proctors are IT-trained should troubleshooting be necessary. To ensure maximum quality of proctoring results, our human auditing team will review a recording of the exam session and authentication before releasing audio, video, and analytics to the dashboard. Instructors will have access to this full recording, which shows the webcam view as well as everything that happened on the student’s screen.

\$15.00 for the 1st hour & \$7 per additional hour, \$5 on-demand fee (if applicable)