

Administrator and Instructor Integrated Quick Guide





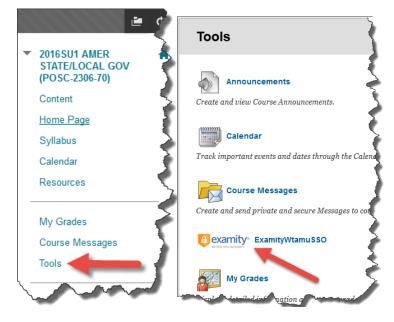


Make the Examity[®] Tool Available in WTClass.

Access your course. In the **Control Panel**, click on **Customization**, and then click on **Tool Availability**. Locate **both Examity tools** and click the **check boxes** in the **Available** column to make the tools available. Click **Submit**. This process will need to be completed once per course.

+	COURSE MANAGEMENT Control Panel Content Collection
►	Course Tools
►	Evaluation >
►	Grade Center >
►	Users and Groups
•	Customization
	Enrollment Options
	Guest and Observer Access
	Properties Quick Setup Guide
	Teaching Style
	Tool Availability
►	Packages and Utilities
►	Help

To access **Examity**[®], click on **Tools** in the course menu. Then, click on the **Examity**[®] tool. This will bring you to your Examity[®] dashboard.







Using Examity® with Blackboard

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

Next, send your course ID # to your dedicated account manager.

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Dashboard		
	Exam Status	
	Track scheduled, com croctored exame.	npleted and
Courses/Exams	Students	Reports

Your Examity® dashboard is divided into 4 sections:

ashboard Exam Status Courses/Exams	Students Reports Logout <u>Live Ch</u>	at Email Support Phone Support: 855-EXAMITY
Dashboard	Exam Status	
	Track scheduled, completed and proctored exams.	
Courses/Exams	Students	Reports
Edit. Select security. Input	Add. Confirm accuracy. Edit.	Review analytics.

- 1) **Courses/Exams:** This is where you will go to edit your exam shell, select your FairExam[®] Level of Online Security and tailor the rules to meet your needs.
- 2) **Student:** Click the "Student" tab to search student enrollment records.
- 3) **Exam Status:** Track your students' scheduled, completed and proctored exams. You will also have access to the video recordings of all proctored tests as well as time-stamped flags and comments.
- 4) **Reports:** Review analytics associated with your exams.





Selecting Your FairExam[®] Level and Tailoring Exam Rules

First, click on "Courses/Exams" in your dashboard.

	Exam Status	
	Track scheduled, completed ar proctored exams.	nd
Courses/Exams	Students	Reports

Next, click on the white arrow beside the course ID # on the left-hand side.

	1	Course ID	Course Name	examiLINK ®	Status	Date Created		Letto	
	•	123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	1	1	
	× .	ENGR 202	Introduction to Systems Engineering	Standalone	Active	09/08/2015	1	0	
\rightarrow		3588885	Biology	Standalone	Active	08/11/2015	1	Û,	
		12345	Psychology 101	Standalone	Active	08/11/2015	1		
		9999	Examity Course 9999	Canvas	Active	08/06/2015	1	1	

A list of exams within the course will drop down. Click on the pencil icon in the row of the exam you wish to edit.

	Course ID	e	ourse Name		examiLINK®	Status		Date Created			Acti	an .
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	123	Maples	soft Mathematics 1		Standalone	Active		10/13/2015		1	10	
	ENGR 202	Introduction to Systems Engineering		Standalone Active		09/08/2015		/ 3 🖻				
e	3588885		Biology		Standalone	Active	-	08/11/2015			1 3	R
	Exam Name	examiLINK	Duration (in Hrs)	Status	Exam start dat	e and time	Exam en	d date and		Action	-	2
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	Final Exam	Standalone	2.00	Active	03/03/2016 1	2:00 AM	03/05/201	6 11:59 PM	9	1	1	
	Quiz 1	Standalone	0.45	Active	01/27/2016 1	2:00 AM	01/30/201	6 11:59 PM	6	1	8	
	12345	Pt	sychology 101		Standalone	Active	-	08/11/2015			1 8	
3	9999	Even	nity Course 9999		Canvas	Active		08/06/2015			1 1	





A screen will pop up that is titled "Edit Exam". Verify your exam details.

	Examity :: Edit Exam		🛛 🛓 🔒 examity
	Edit Exam		BETTER TEST INTEGRITY
Dashboard Exam \$	Status Course Name:	Biology [3588885]	Phone Support: 855-EXAMITY
	Exam Name:	Final Exam	
📙 Courses/E	Exams FairExam [®] Level:	Level 3 Live Authentication + Live Monitoring + All Tests Recorded — Stop Cheating	🔋 Delete Course 🕒 Add Exa
+ Add Course	Duration of the Exam (hrs):	Hours 02 - : Minutes 00 -	
c	Link to access Exam:	https://blackboard.university.edu	Action
•	123		
▶ EI	Exam start date and time (mm/dd/yyy NGR 202		/ î 🗎
- 3	Exam end date and time(mm/dd/yyyy): 03/05/2016 🕅 11:59 PM 🚫	1 1
	Upload files:	Select Select single or multiple files	Action
	F Exam UserName:		۵ 🖉
	Exam Password:	X48hzbpt	۹ 🌶 🛍
	Status:	Active -	
	12345 Any need for extended time and/or sp	becial No -	
	accommodations?:		
	Student upload file:	No 🔻	
	Examity [®] Att rughts resserved.	Europe Bulan	t Phone Support: 855-EXA

Select your FairExam[®] Level from the drop down menu. A description of our FairExam[®] Levels can be found at the end of this document.

Edit Exam		
Course Name:	Biology [3588885]	
Exam Name:	Final Exam	
FairExam [®] Level:	Level 3	
	Level 3 hitoring + All Tests Recorded — Stop Cheat	ing
Duration of the Exam (hrs):	Level 1 00 -	
Link to access Exam:	Level 2 iniversity.edu	





Scroll down to see the "Exam Rules" listed. In the "Additional Rules" section, check all boxes that apply. Enter any special instructions for the proctor and/or student in the "Special Instructions" text box.

E				>	×
	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	Proctor	Student		
	E-books are allowed as an alternative to the hard copy textbook.	Visible to: Student Proctor Student a	nd Proctor	Save	
	Update				

To save information entered in the "Special Instructions" box, click "Save" before hitting "update." Proctor support will read your notes prior to the exam and make sure all students adhere to them.





Special Accommodations

If students require test accommodations, you can make sure proctor support is aware ahead of time by entering the information in Examity[®].

First, click on "Students" on the Examity[®] dashboard.

Dash	board					
			Exam Sta	Track scheduled, comple proctored exams.	eted and	
Course	s/Exams		students		Reports	
	Edit. Select rules.	security. Input		Add. Confirm accuracy.	Edit.	Review analytics.

Next, click on the "Search" button.

	tudents (Student Search				w Student Details ete Student Details	 Edit Student Details Enroli Student
	Course	Course Name	examiLINK ®	Status	Date Created	Action
	123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	/ 0 🗎
	ENGR 202	Introduction to Systems Engineering	Standalone	Active	09/08/2015	/ 8 1
	3588885	Biology	Standalone	Active	08/11/2015	/ 8 1
2			-	Active	08/11/2015	/ 8 1
	12345	Psychology 101	Standalone	ACOVE	00/11/2010	· · · ·

Then, click on the pencil icon located in the row of the student who requires the accommodation.

						erch				
'	vdd Student			_						
	Student First Name	Student Last Name	Emell Address	exemiLINK [©]	Profile Update	Status	Special accommodations		lotion.	
Τ										
ſ	Abhishek	Chapalamadugu	abhi1@examity.com	Standalone	Yes	Active	No	91	· 0, 🔰	
	Cheryl	Esselen	cesselen1@examity.com	Standalone	Yes	Active	No		15	
	Eric	Ringstad	eringstad1@examity.com	Standalone	No	Active	No	9.1	1 1	
	Evan	Winter	ewinter1@examity.com	Standalone	Yes	Active	Yes	R /	8	





Select "Yes" from the "Special Accommodations" drop down menu and enter the appropriate information.

		1							
• •	Add Student		Edit Student						
	Student First Name	Student Last ?	First Name	Eric		Special accommodations		Actio	15
			Last Name	Ringstad					
	Abhishek	Chapalamad	Email Address	eringstad1@examity.com		No	<i>d</i>	1 1	1
	Cheryl	Esselen	Status	Active *		No	0	/ 8	r 🗎
	Eric	Ringsta	Special accommodations	Yes 🔤		No	е,	/ 8	1
	Evan	vinter	Comments	Eric receives time and a half on all exams		Yes	9,	/ 8	
5	Examity	Student5				Yes	9,	1 8	F 🗎
	Examity	Studiet200		Update Cancel		No	0,	/ 1	B
•	Examity	Student30				No	0	/ 8	r 🐘
	Jackie	Smith	smith Beng	mity.com Standaloce	Active	No	9	/ 8	B

Tracking Exam Status:

Check the status of scheduled, completed, and proctored exams by clicking "Exam Status" in the Examity[®] dashboard. You can see which students have completed their exams and whether or not they had any violations. This is also where you view any student violations.

Dash	board		Exam S					
		(Track s	cheduled, comple ed exams.	ted and)	
Course	es/Exams		Student	s			Reports	
		security. Input	-					





You can watch videos of your students taking their exams by clicking the blue "View" link. 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.

Sexam						Alert Blue Poss Yellow	ble Violation		Green	No Vie		
D	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	FairExam [®] Level	Status	Blue	Green	Yellow	Red	View
7												
24100232	Examity	Student5	Examity Course 9999	Final	12/01/2015 12:30 PM	Level 3	Scheduled	0	0	0	0	View
24100226	Vanessa	McCarthy	Biology	Quiz 1	12/01/2015 11:57 AM	Level AA	Scheduled	0	0	0	0	View
24100229	Examity	Student5	Examity Course 9999	Final	11/23/2015 1:00 PM	Level 3	Approved by Auditor	0	2	0	(View
24100228	Examity	Student5	Examity Course 9999	Final	11/19/2015 11:30 AM	Level 3	Approved by Auditor	0	2	0	0	View

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

The Examity[®] flagging system provides instructors with a snapshot of what happened during each test.

	0.00		45:00 < 0 ••••••••••	2
Files	Commente	FairExam [®] Level : Level 3	Advised By	Added On
Flag	Comments	FairExam [®] Level : Level 3 Incident Time Stamp	Added By	Added On
Red	Commenta Reviewed by Auditor Study materials visible.		Added By Examity Auditor Examity proctor1	Added On 8/11/2015 4:28:22 PM 8/11/2015 4:27:40 PM
	Reviewed by Auditor	Incident Time Stamp	Examity Auditor	8/11/2015 4:28:22 PM

- Green flags are raised when there is no incident.
- Yellow flags are issued when a rule is broken but cheating does not take place.
- Red flags are given when the student exhibits clear cheating behavior.
- If a technical issue arises, we will communicate that to you with a blue alert.





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 Blackboard Announcement. The toolkit is in Word and customizable to fit your needs.

We are here to support you:

Contact your dedicated Account Manager for any questions.

You can also contact support 24/7:

Phone: 855-392-6489

Email: support@examity.com

Live Chat: Click on the live chat link located at the top and bottom of your Examity[®] portal.





About FairExam[®] Levels for Online Test Security

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

Level AA: Auto-Authentication

Designed for lower stakes assessments and meeting accepted standards. Students snap pictures of their ID and face, answer a challenge question, and enter their biometric signature in order to proceed to their exam. There is no proctoring associated with Level AA.

Level 0: Live Authentication

Live Authentication is best suited for tests that matter more. Level 0 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 the most rigorous and accurate authentication. All Examity[®] proctoring levels include Level 0 authentication as well as the full recordings of all proctored tests.

Level 1: Random Sample Live Proctoring

100% of your class will be live authenticated. Upon completion of authentication, a random sample of tests will be live proctored, approximately 20% from each class. Since test-takers do not have prior knowledge whether they are part of the proctored group, Level 1 may be the most cost-effective way to promote fairness.

Level 2: Record and Review Proctoring

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

Level 3: Live Proctoring

After completing the live-authentication process, proctor support monitors the test-taker's surroundings and the entire desktop throughout the entire exam. This is considered the most secure proctoring method within the online proctoring industry. The advantage of this level is that proctor support can comment and troubleshoot in real time during the test.