



Administrator and Instructor Integrated Quick Guide



Using Examity[®] with D2L

Set up your exam in D2L and make sure your exam has been made “active.”

Next, log into your course and click “UA Tools.” Select the Examity[®] Link. If your course is new to Examity[®], you will land on the “Examity[®] SSO Error Page.” Click on, “I want to use Examity[®] in my course.”

Examity is available to use in all University of Arizona courses and can be incorporated through your course’s LMS site. If you do not use an LMS site for your course, but still perform online exams through another tool, you can still use Examity. This process will be explained in your initial phone call.

Prior to using Examity, Instructors must

- Conduct a 15 minute phone call with the UA Examity Account representative
- Activate courses and exams within the Examity system

For Students


(All steps must be completed at least 24 hours prior to use of Examity in a course.)

Prior to using Examity, Students must

- Create a profile in the Examity system
- Create and activate their LMS course site
- Schedule exam date and time for authentication and proctoring with Examity

System requirements

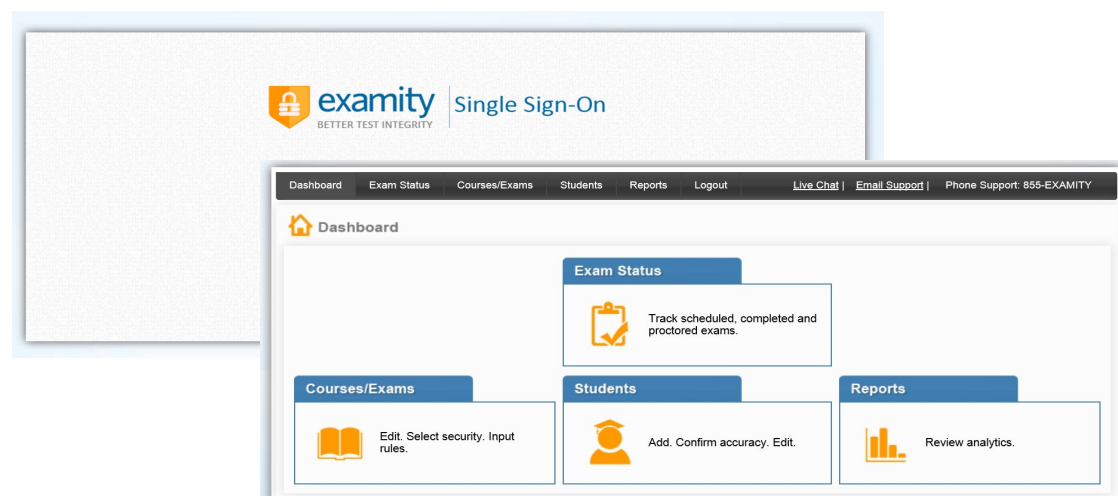
- Desktop computer or laptop (not tablet)
- Webcam and microphone (built-in or external)
- Connection to network with sufficient Internet speed: at least 3 Mbs download and upload
- Browser with pop-up blocker disabled



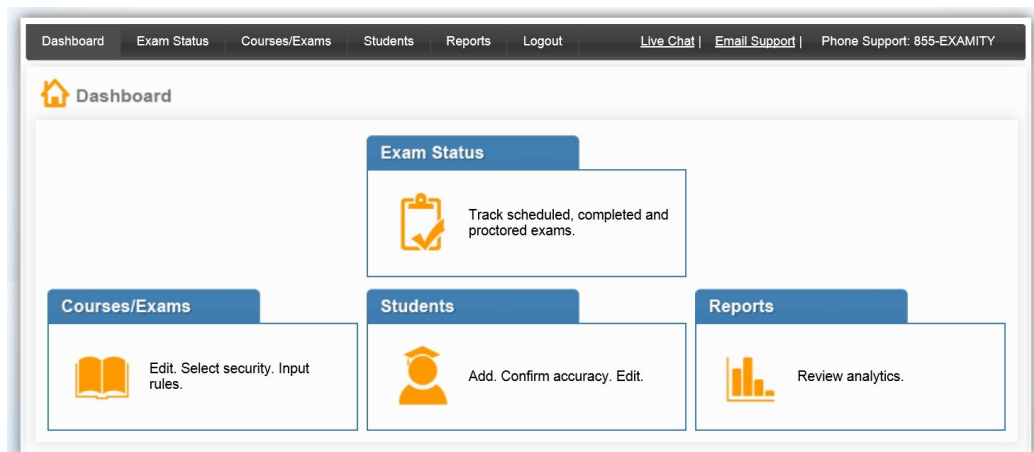
This will prompt Examity[®] to import your course and contact you for training.

Accessing your Examity[®] Dashboard

Once your course has been added, you will have access through D2L. Select the name of your course in D2L. Next, select UA Tools and click on the Examity[®] Link. This will bring you to your Examity[®] dashboard.



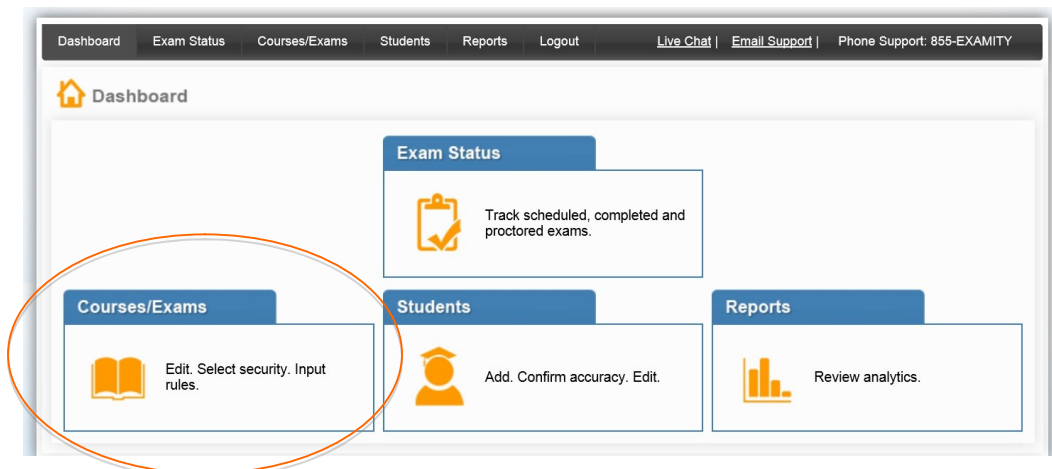
Your Examity[®] dashboard is divided into 4 sections:



- 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.



Course ID	Course Name	examLINK®	Status	Date Created	Action
123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	[edit] [delete] [add]
ENGR 202	Introduction to Systems Engineering	Standalone	Active	09/08/2015	[edit] [delete] [add]
3588885	Biology	Standalone	Active	08/11/2015	[edit] [delete] [add]
12345	Psychology 101	Standalone	Active	08/11/2015	[edit] [delete] [add]
9999	Examity Course 9999	Canvas	Active	08/06/2015	[edit] [delete] [add]

Next, click on the white arrow beside the course ID # on the left-hand side. 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	Course Name	examLINK®	Status	Date Created	Action																					
123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	[edit] [delete] [add]																					
ENGR 202	Introduction to Systems Engineering	Standalone	Active	09/08/2015	[edit] [delete] [add]																					
3588885	Biology	Standalone	Active	08/11/2015	[edit] [delete] [add]																					
<table border="1"> <thead> <tr> <th>Exam Name</th> <th>examLINK®</th> <th>Duration (In Hrs)</th> <th>Status</th> <th>Exam start date and time (mm/dd/yyyy)</th> <th>Exam end date and time(mm/dd/yyyy)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Final Exam</td> <td>Standalone</td> <td>2.00</td> <td>Active</td> <td>03/03/2016 12:00 AM</td> <td>03/05/2016 11:59 PM</td> <td>[edit] [delete] [add]</td> </tr> <tr> <td>Quiz 1</td> <td>Standalone</td> <td>0.45</td> <td>Active</td> <td>01/27/2016 12:00 AM</td> <td>01/30/2016 11:59 PM</td> <td>[edit] [delete] [add]</td> </tr> </tbody> </table>						Exam Name	examLINK®	Duration (In Hrs)	Status	Exam start date and time (mm/dd/yyyy)	Exam end date and time(mm/dd/yyyy)	Action	Final Exam	Standalone	2.00	Active	03/03/2016 12:00 AM	03/05/2016 11:59 PM	[edit] [delete] [add]	Quiz 1	Standalone	0.45	Active	01/27/2016 12:00 AM	01/30/2016 11:59 PM	[edit] [delete] [add]
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9999	Examity Course 9999	Canvas	Active	08/06/2015	[edit] [delete] [add]																					

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

Examity :: Edit Exam

Course Name: Biology [3588885]

Exam Name: Final Exam

FairExam® Level: Level 3
Live Authentication + Live Monitoring + All Tests Recorded — Stop Cheating

Duration of the Exam (hrs): Hours 02 : Minutes 00

Link to access Exam: https://blackboard.university.edu

Exam start date and time (mm/dd/yyyy): 03/03/2016 12:00 AM

Exam end date and time(mm/dd/yyyy): 03/05/2016 11:59 PM

Upload files: [Select] Select single or multiple files

Exam UserName: []

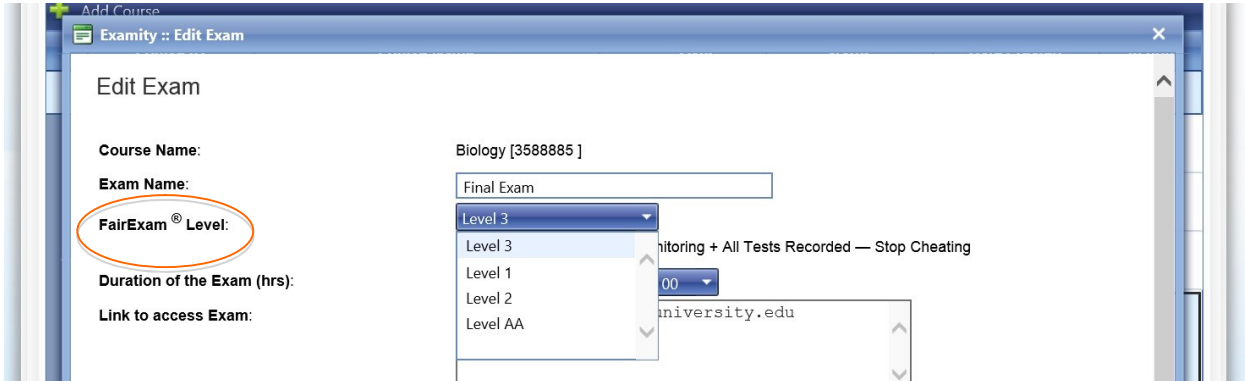
Exam Password: X48hzbpt

Status: Active

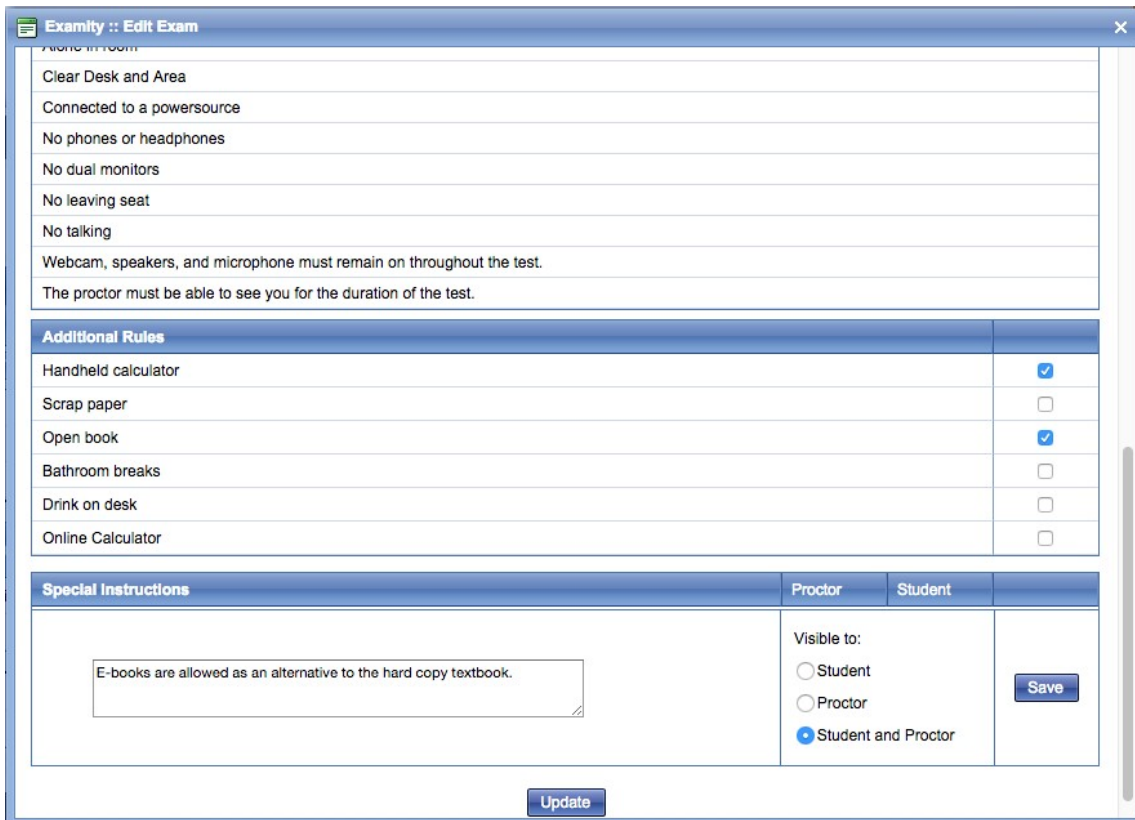
Any need for extended time and/or special accommodations?: No

Student upload file: No

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



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.



Additional Rules	
Handheld calculator	<input checked="" type="checkbox"/>
Scrap paper	<input type="checkbox"/>
Open book	<input checked="" type="checkbox"/>
Bathroom breaks	<input type="checkbox"/>
Drink on desk	<input type="checkbox"/>
Online Calculator	<input type="checkbox"/>

Special Instructions	Proctor	Student
E-books are allowed as an alternative to the hard copy textbook.	Visible to:	
	<input type="radio"/> Student	
	<input type="radio"/> Proctor	
	<input checked="" type="radio"/> Student and Proctor	
		<input type="button" value="Save"/>

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.

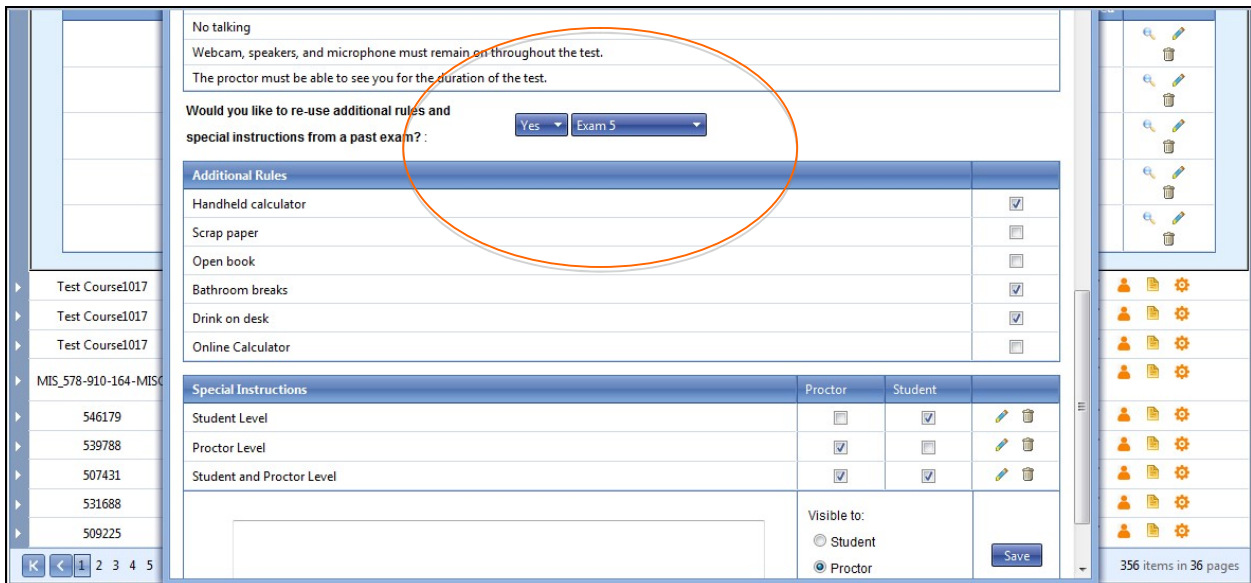
Cloning Special Instructions and Additional Rules

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

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.”

Select ‘Yes’ in the drop down menu next to, “Would you like to re-use additional rules and special instructions from a past exam?”

Then select the exam in which you would like to copy the additional rules and special instructions.



The screenshot shows the Examity interface for configuring exam rules. The 'Additional Rules' section is expanded, showing a list of rules with checkboxes for enabling them. The 'Special Instructions' section is also expanded, showing a table of instructions with checkboxes for enabling them for Proctor and Student levels. A red circle highlights the question 'Would you like to re-use additional rules and special instructions from a past exam?' which has 'Yes' selected in the dropdown menu and 'Exam 5' selected in the adjacent dropdown menu.

Additional Rules		
Handheld calculator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap paper	<input type="checkbox"/>	<input type="checkbox"/>
Open book	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom breaks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Drink on desk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Online Calculator	<input type="checkbox"/>	<input type="checkbox"/>

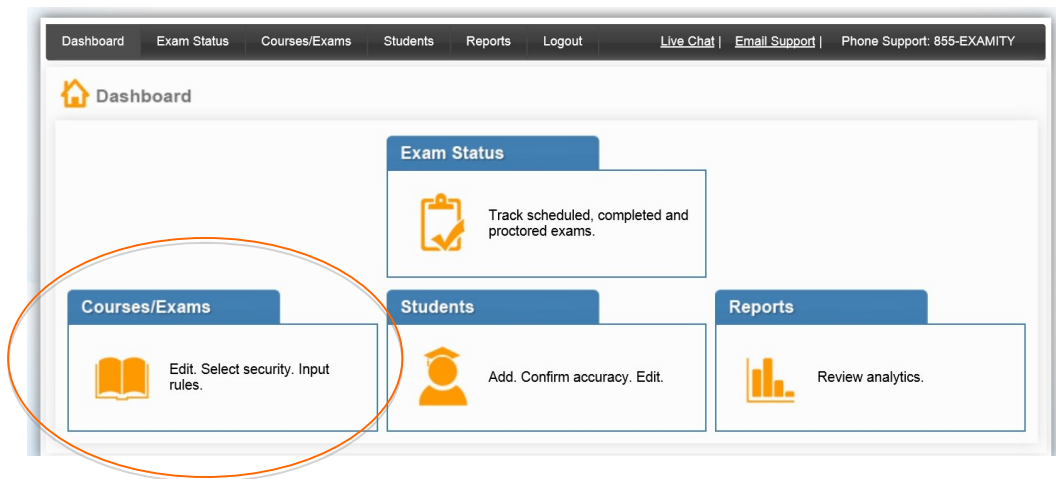
Special Instructions		Proctor	Student	
Student Level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proctor Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student and Proctor Level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To “undo” the cloning, manually delete the special instructions and manually uncheck the additional rules.

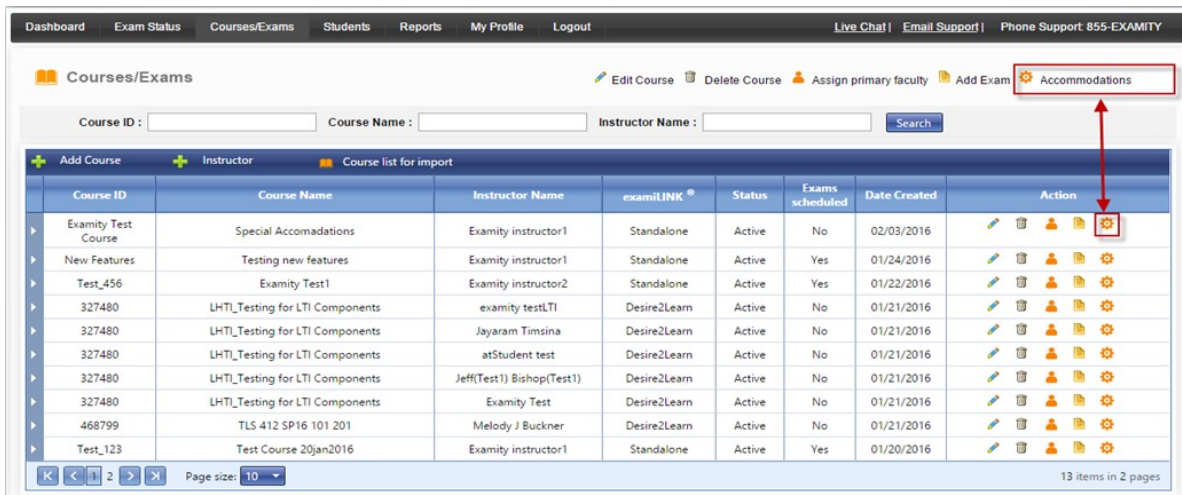
Accommodations

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 “Courses/ Exams” on the Examity® dashboard.



Next, click on the “Accommodations” button.



An accommodations window will appear.

Special Accommodations

Course Name: Examity Test Course - Special Accomodations

Student Name: --Select Student--

Comments:

Save Cancel

Student Name	Special Accommodations	Added By	Time Stamp
No records to display.			

Special Accommodations

Course Name: Examity Test Course - Special Accomodations

Student Name: All Students selected

Comments:

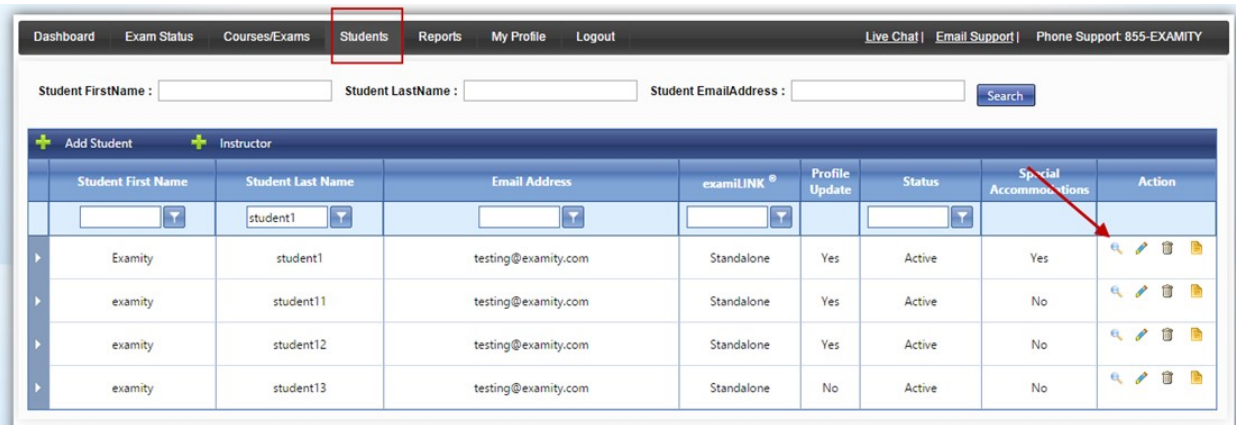
Student Name	Special Accommodations	Added By	Time Stamp
Examity student1	Examity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditing.	Examity admin	02-03-2016 08:08 AM
Examity student2	Examity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditing.	Examity admin	02-03-2016 08:08 AM
Examity student3	Examity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditing.	Examity admin	02-03-2016 08:08 AM
Examity student4	Examity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditing.	Examity admin	02-03-2016 08:08 AM
Examity student5	Examity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditing.	Examity admin	02-03-2016 08:08 AM

Select the name of the student in the drop down menu. Enter the accommodation in the “Comments” box and click “Save.”

After accommodations have been added, you can review them at the student level.

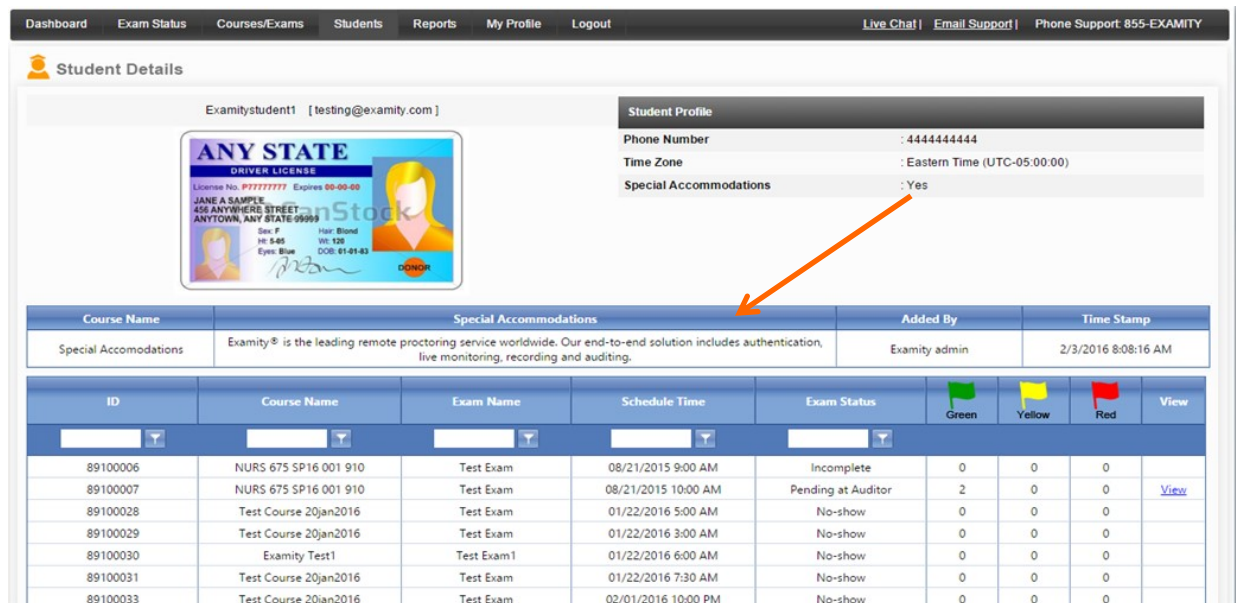
Select the Students Tab on the Examity® dashboard.

Click on the magnifying glass next to the student's name.



Student First Name	Student Last Name	Email Address	examilINK®	Profile Update	Status	Special Accommodations	Action
Examity	student1	testing@examity.com	Standalone	Yes	Active	Yes	
examity	student11	testing@examity.com	Standalone	Yes	Active	No	
examity	student12	testing@examity.com	Standalone	Yes	Active	No	
examity	student13	testing@examity.com	Standalone	No	Active	No	

You will see a list of current accommodations that have been added for the student.



Examitystudent1 [testing@examity.com]

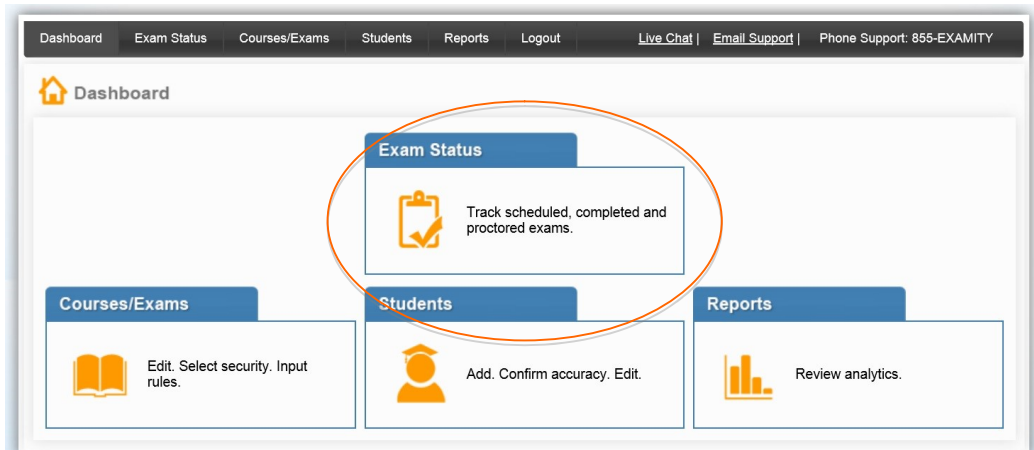
Student Profile
 Phone Number : 4444444444
 Time Zone : Eastern Time (UTC-05:00:00)
 Special Accommodations : Yes

Course Name	Special Accommodations	Added By	Time Stamp
Special Accommodations	Examity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditing.	Examity admin	2/3/2016 8:08:16 AM

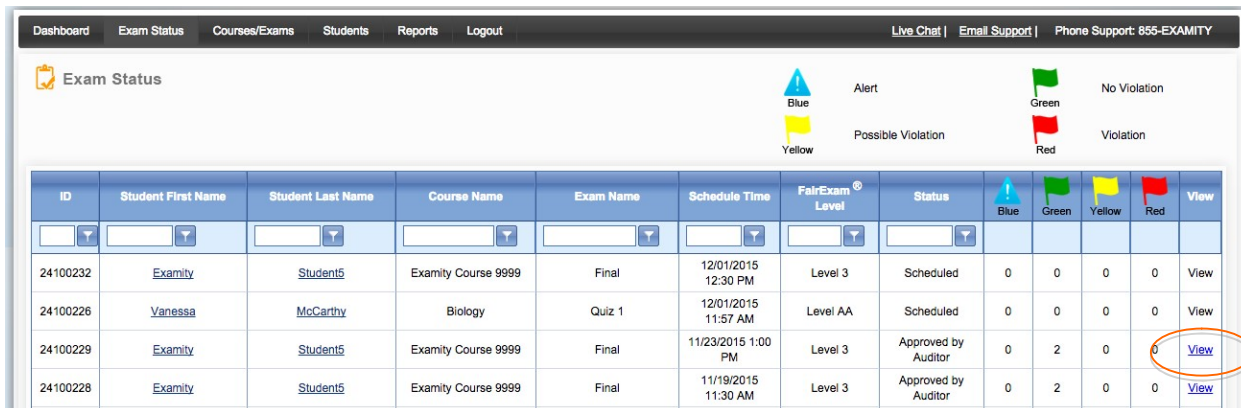
ID	Course Name	Exam Name	Schedule Time	Exam Status	Green	Yellow	Red	View
89100006	NURS 675 SP16 001 910	Test Exam	08/21/2015 9:00 AM	Incomplete	0	0	0	
89100007	NURS 675 SP16 001 910	Test Exam	08/21/2015 10:00 AM	Pending at Auditor	2	0	0	View
89100028	Test Course 20jan2016	Test Exam	01/22/2016 5:00 AM	No-show	0	0	0	
89100029	Test Course 20jan2016	Test Exam	01/22/2016 3:00 AM	No-show	0	0	0	
89100030	Examity Test1	Test Exam1	01/22/2016 6:00 AM	No-show	0	0	0	
89100031	Test Course 20jan2016	Test Exam	01/22/2016 7:30 AM	No-show	0	0	0	
89100033	Test Course 20jan2016	Test Exam	02/01/2016 10:00 PM	No-show	0	0	0	

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.



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.




The screenshot shows the 'Exam Status' page with a legend for violation types: Blue (Alert), Yellow (Possible Violation), Green (No Violation), and Red (Violation). Below the legend is a table with the following columns: ID, Student First Name, Student Last Name, Course Name, Exam Name, Schedule Time, FairExam Level, Status, Alert, No Violation, Possible Violation, Violation, and View. The 'View' column contains blue links for each row. The row for ID 24100229 has its 'View' link circled in orange.

ID	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	FairExam Level	Status	Alert	No Violation	Possible Violation	Violation	View
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	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.



Flag	Comments	Incident Time Stamp	Added By	Added On
	Reviewed by Auditor		Examity Auditor	8/11/2015 4:28:22 PM
Red	Study materials visible.	06:08	Examity proctor1	8/11/2015 4:27:40 PM
Yellow	Frequent eye/head movement.	03:05	Examity proctor1	8/11/2015 4:25:35 PM
Green	Authentication completed.		Examity System	8/11/2015 4:22:44 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 D2L 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 and copy your Account Manager, Nina O'Brien (nobrien@examity.com).

Include the following information in your email:

- Subject Line: University of Arizona - Permission Granted - To Schedule Outside Testing Window
- Course Name
- Exam Name
- Student First/Last Name
- Extension Granted

Once the email has been sent - please ask the student to call our support desk at 855-392-6489, option 1 and a support agent will be able to schedule the student.

We are here to support you:

Contact your dedicated Account Manager for any questions:

Nina O'Brien
nobrien@examity.com
617-600-4383

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 University of Arizona CatCard 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.

All Examity[®] proctoring levels include live authentication as well as the full recordings of all proctored tests. Live proctoring 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 the most rigorous and accurate authentication.

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.