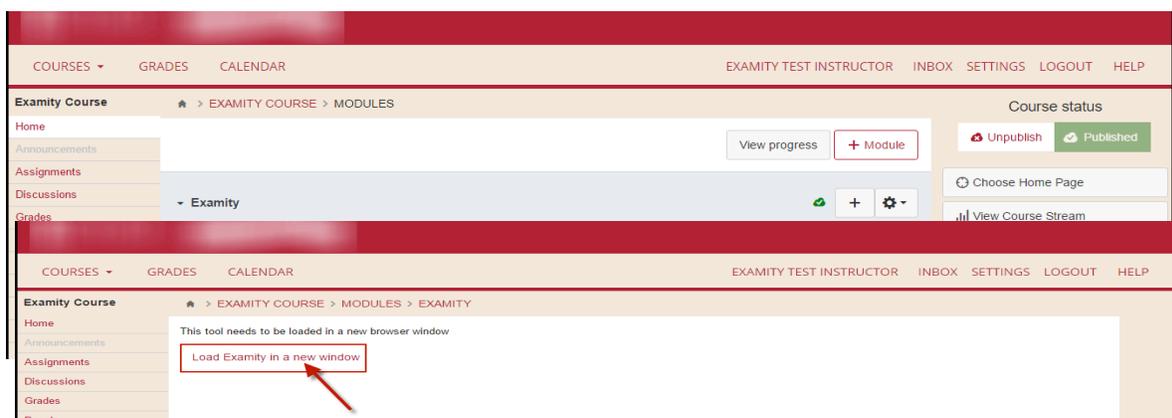# Administrator and Instructor Quick Guide
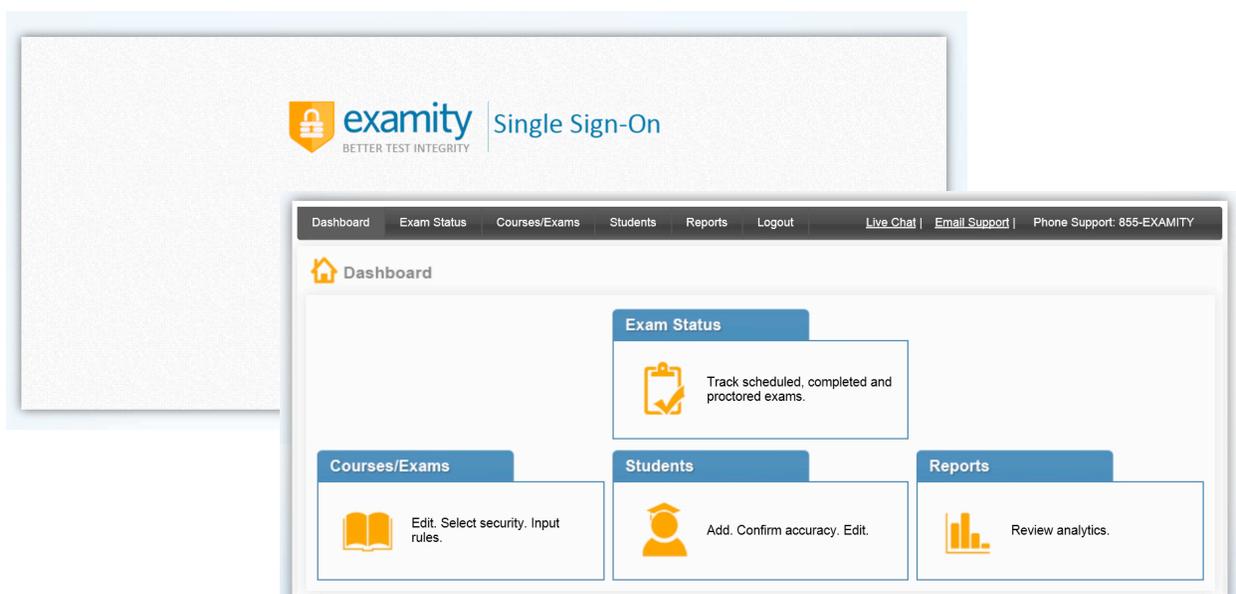
Accessing your Examity® Dashboard

You will have single sign-on access through Canvas. Once you have access, select the name of your course in Canvas, then modules. Next, click on the Examity® link.
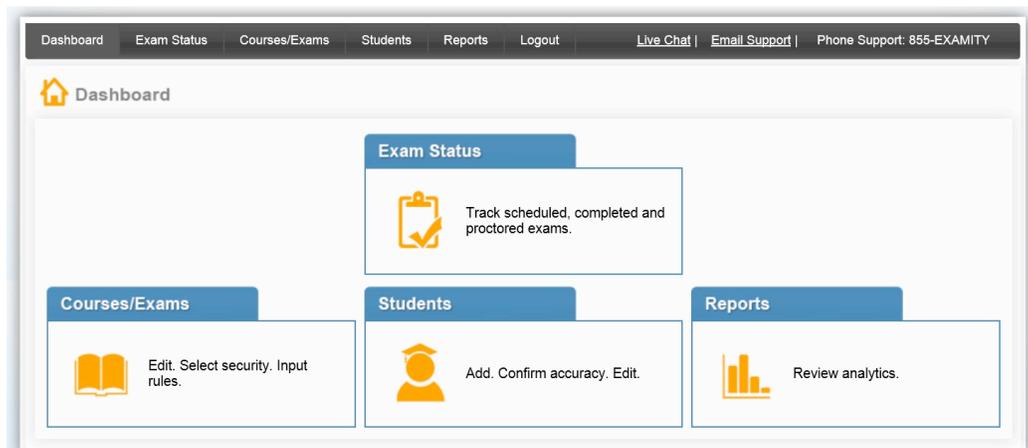
If you need help adding the Examity® link, please contact the World Campus Help Desk via email (wccehelpdesk@outreach.psu.edu).

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 create and 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.

Creating/Editing Your Exam Shell, Selecting Your FairExam® Level and Tailoring Exam Rules

First, click on "Courses/Exams" in your dashboard.
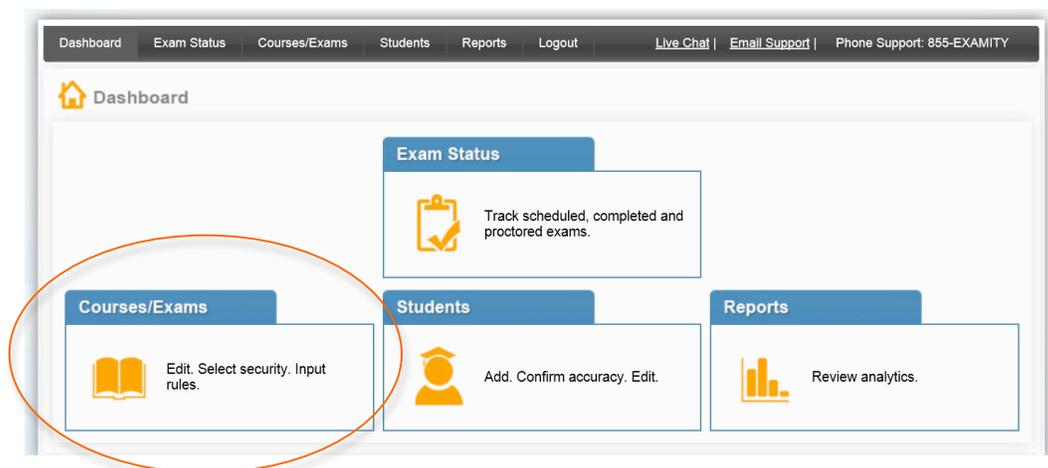
Next, click on the sticky note icon associated with your course to create an exam.

Course ID	Course Name	Instructor Name	examiLINK®	Status	Exams scheduled	Date Created	Action
99990	US Citizenship	Examity instructor1	Standalone	Active	Yes	10/24/2016	✏ 🗑 👤 📄
Course_123	Test Course Name	Matt Farley	Standalone	Active	No	08/11/2016	✏ 🗑 👤 📄
R-402	Review 402 for the Fun of IT	Mike Leach	Standalone	Active	No	08/11/2016	✏ 🗑 👤 📄

➕ Add Course   ➕ Instructor

A screen will pop up that is titled "Add Exam". You will enter the exam name, duration of the exam, link to access the exam, exam window, and exam password. Make certain this data matches what was entered in Canvas.

Examity :: Add Exam   ✕

Add Exam

Course Name: US Citizenship [99990]

Exam Name: [   ]

FairExam ® Level :   Level 3   ▼
                            Live Proctoring

Duration of the Exam (hrs):   Hours [00 ▼] Minutes [00 ▼]

Link to access Exam: [   ]

Exam start date and time: MM/DD/YYYY 🗓 [   ] ⏰

Exam end date and time: MM/DD/YYYY 🗓 [   ] ⏰

Upload a file: [   ] [Select] Select single or multiple files
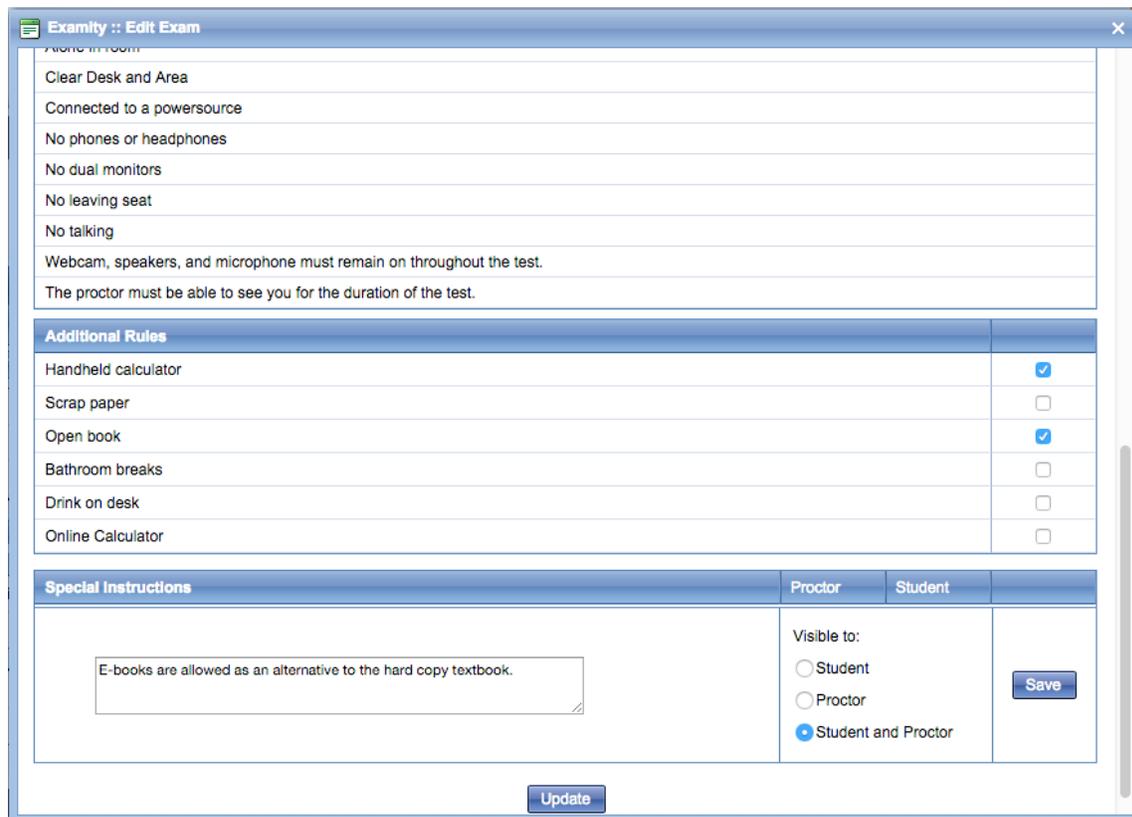
Exam UserName: [   ]

Exam Password: [   ]

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

Student upload file: Yes ▼

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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.

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.
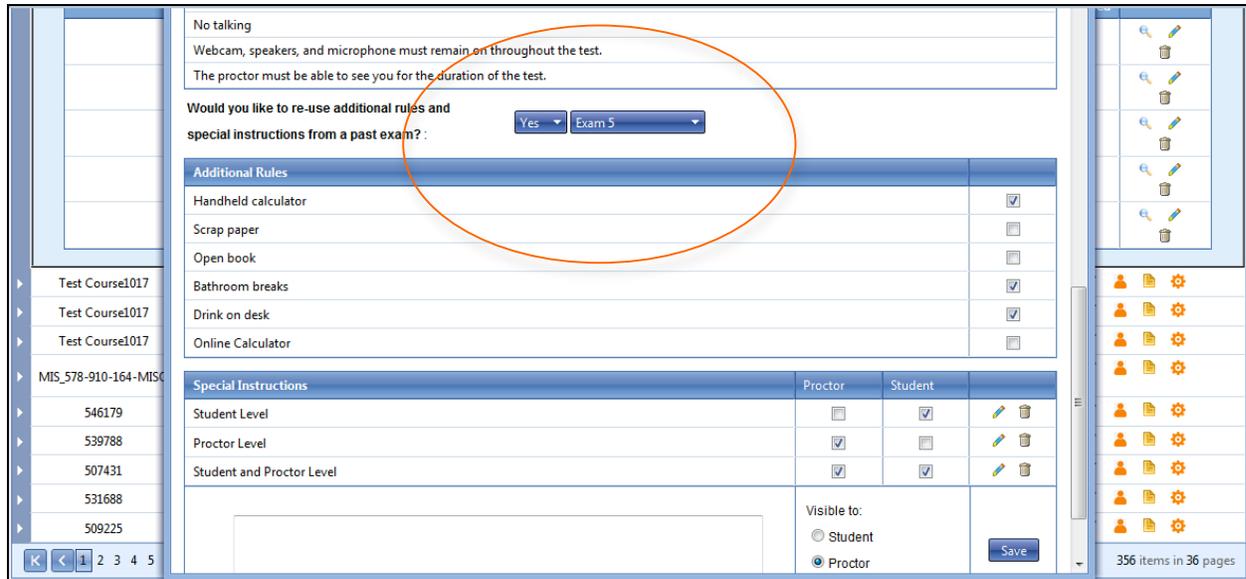
Cloning Special Instructions and Additional Rules

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?"

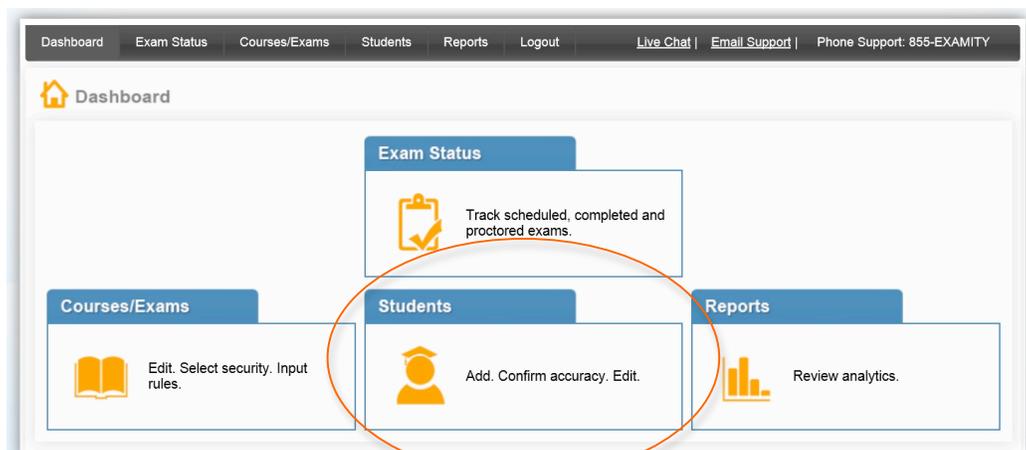Then select the exam in which you would like to copy the additional rules and special instructions.

To "undo" the cloning, manually delete the special instructions and manually uncheck the additional rules.
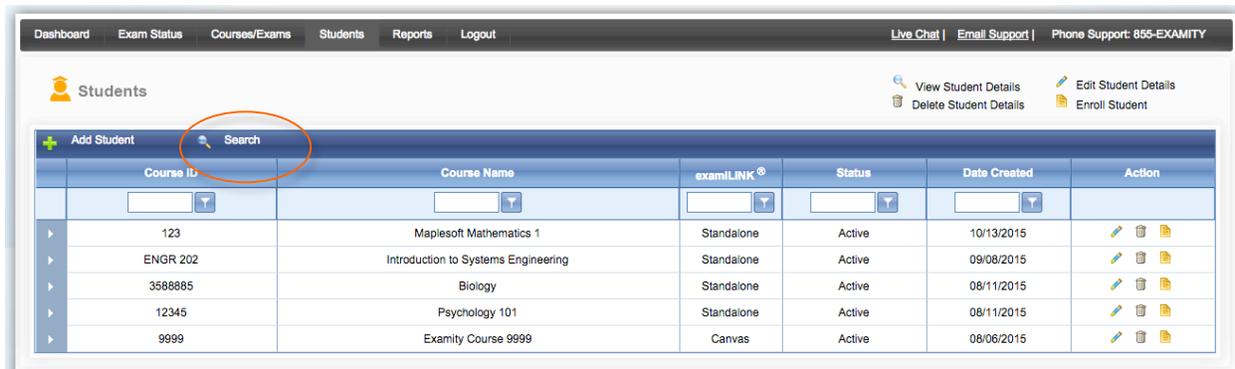
Special Accommodations

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

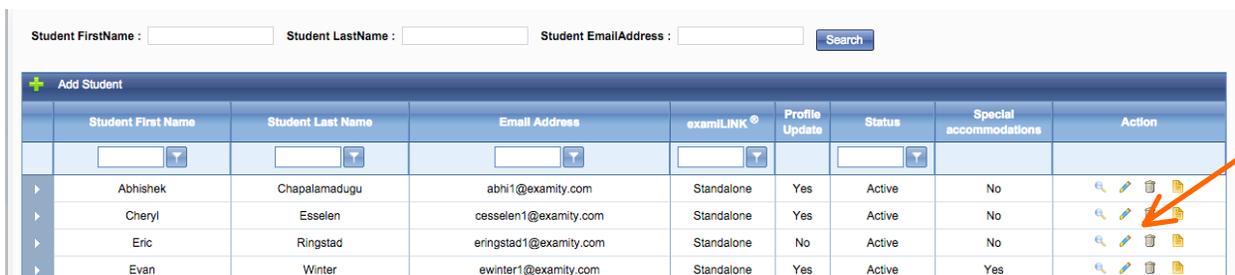First, click on "Students" on the Examity® dashboard.

Next, click on the "Search" button.

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

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

Tracking Exam Status:

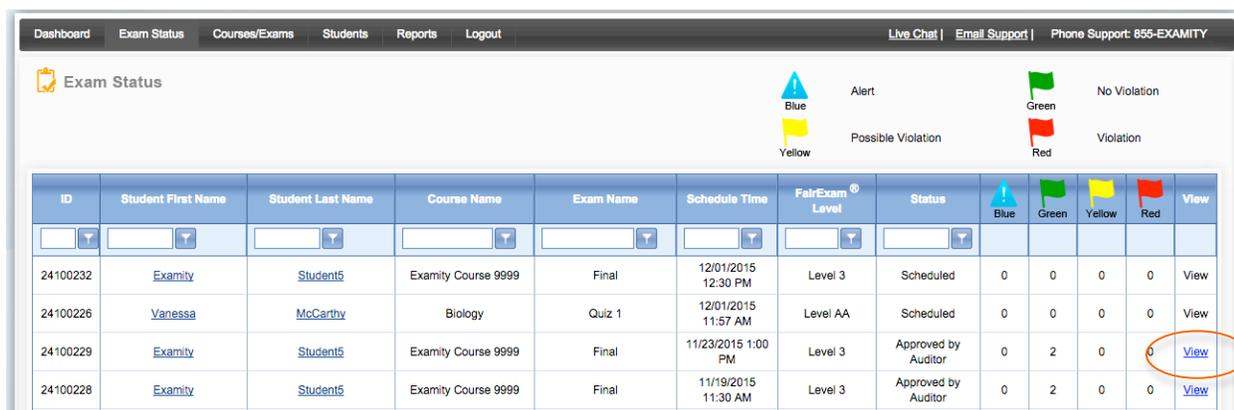Check the status of scheduled, completed, and proctored exams by clicking "Exam Status" in the Examity® dashboard. You can see which students have completed their exams and whether or not they had any violations. This is also where you view any student violations.
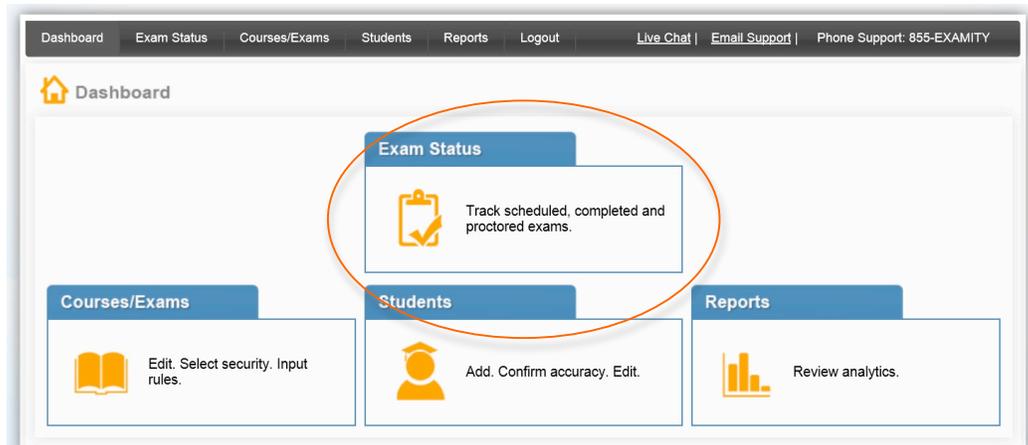
You can watch videos of your students taking their exams by clicking the blue "View" link. If the "View" link is not clickable, that means the exam has not yet been audited. All exams will be audited within 48 hours of the student completing the exam.

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.

FairExam ® Level : Level 3

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

Back

- 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 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 and copy 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

- 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, Nina O'Brien, with any questions.

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