



# Proctoring Instructor Guide

UC Davis Version 4 (3/13/2020)

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For assistance, please contact your Eximity account manager, Jayme Silverman at [jsilverman@eximity.com](mailto:jsilverman@eximity.com) 617-612-4136.

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## Using Eximity with Canvas

Set up your exam in Canvas as a Canvas Quiz and make sure your Quiz is “published.” Add the Eximity external tool as a module item to connect your course to Eximity. Once you have done that, click on the module item link that you just created, and your course information will be imported into Eximity automatically within 24 hours. NOTE: It will take about 24 hours for your student enrollment information to appear in Eximity.

## Setting up your Canvas Quiz

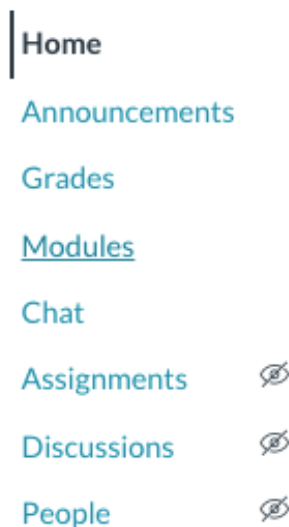
For Eximity to be able to pull your Canvas Quiz information into its system, include the word “PROCTORED” in the name of the Quiz in Canvas. For example, instead of naming the Quiz, “Biology Final,” name it, “Biology Final - PROCTORED.”

For *optional* additional security, you might consider adding an access code/password to your Quiz. Don't share this password with students; it ensures that students have authenticated with a proctor before taking the exam. Go to this [Canvas help document](#) and scroll to the section entitled “Require an access code” for instructions. You will click the checkbox option “Require an access code” and enter the access code/password for the exam.

## Adding an external tool as a module item

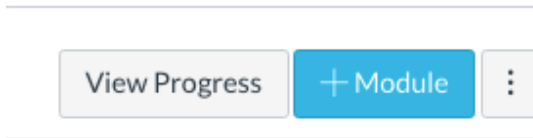
### Open Modules

In the Course Navigation menu in your Canvas course, click the **Modules** link.

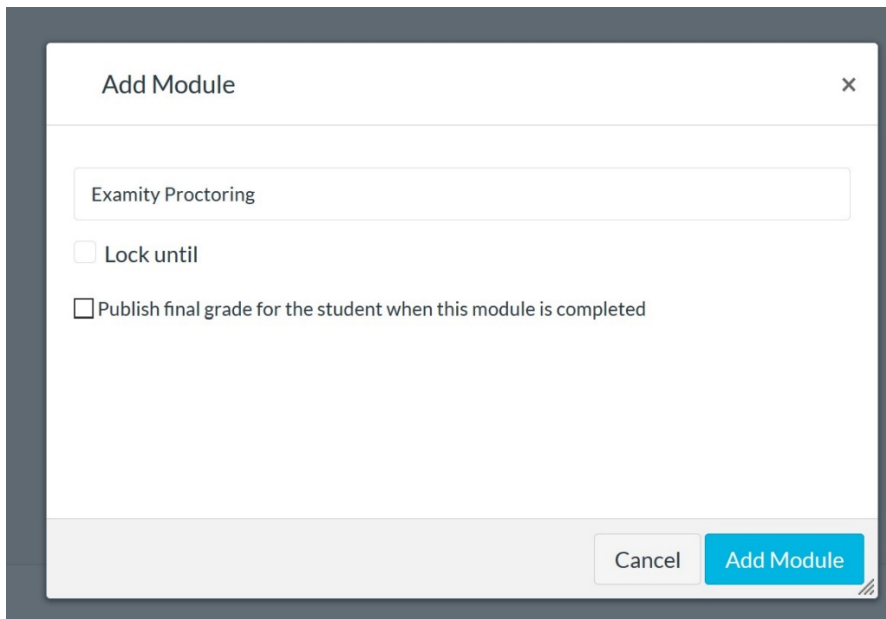


## Add an Examity Module

Click the blue **+Module** button in the upper right.

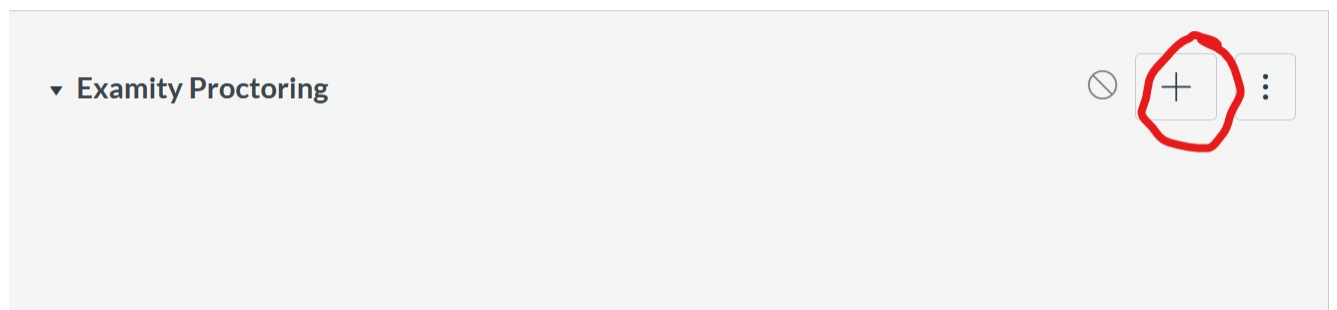


In the Module Name box, enter *Examity Proctoring* and click the blue **Add Module** button.

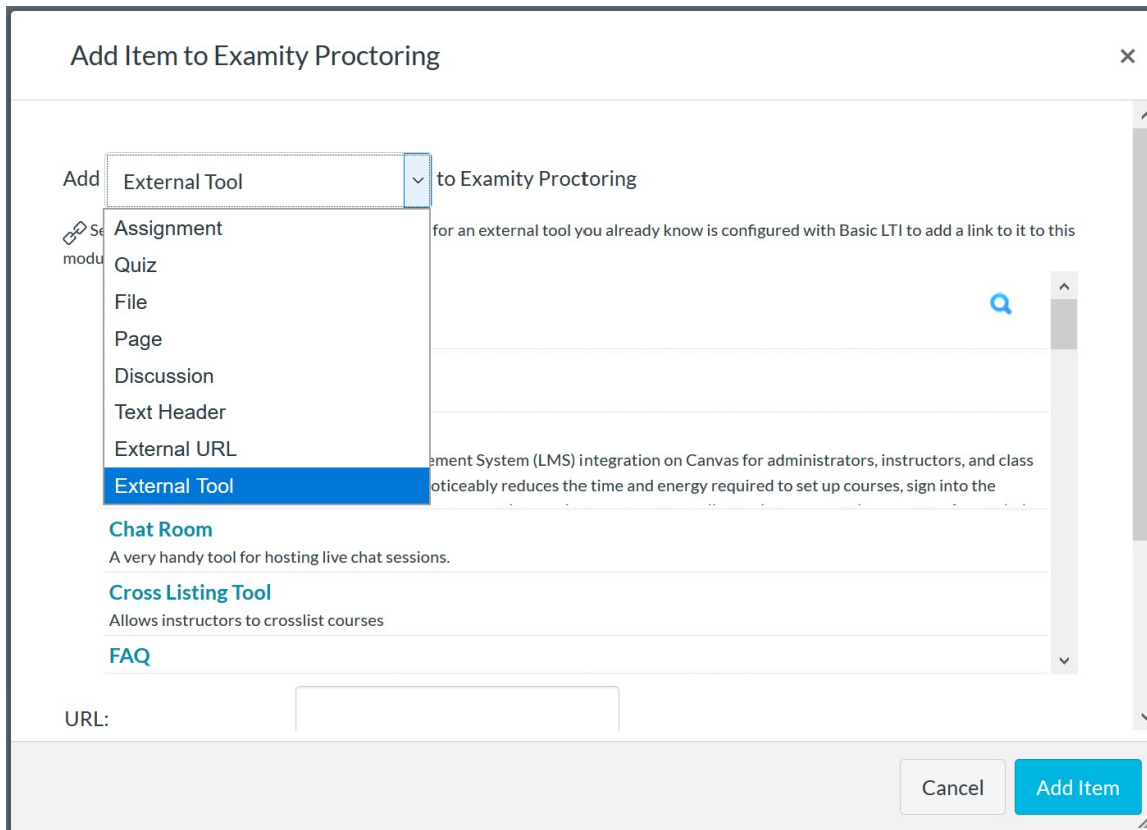


## Add the Examity Proctoring tool

1. In the Examity Proctoring module you created, click the **+** (add item) button on the right.




2. Click the **Add [Item Type]** drop-down menu and select the **External Tool** option.



3. In the External Tool list, select the **Examity Proctoring** tool, then click the blue **Add Item button** in the lower right.

### Add Item to Examity Proctoring ×

Add  to Examity Proctoring

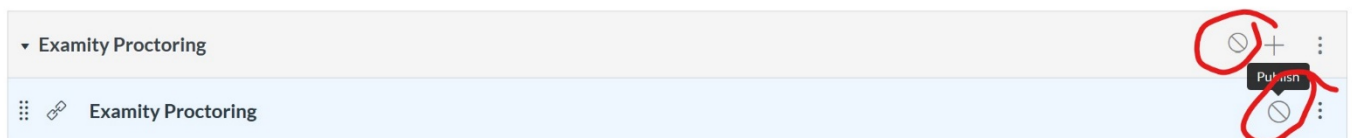
 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

- Chat Room**  
A very handy tool for hosting live chat sessions.
- Cross Listing Tool**  
Allows instructors to crosslist courses
- Examity Proctoring**  
LTI for Examity Proctoring service authorization and connection
- Gradescope**  
Gradescope is a feedback and assessment platform for many types of work, including paper exams, digital homeworks, and programming assignments.
- iClicker Classic Registration**  
i>clicker remote registration link for students
- iClicker Cloud Simple LTI 1.1**  
REEF polling tool

URL:

## Publish both the Module and Examity External Tool

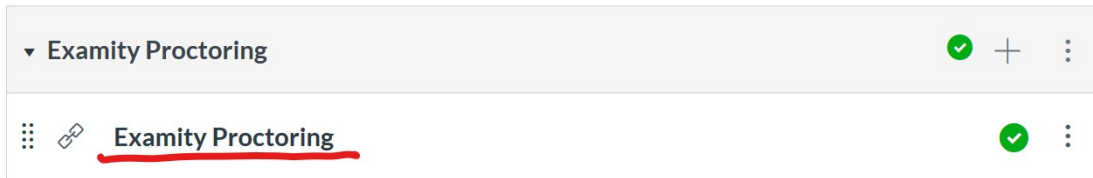
Click the gray unpublished icon on the far right for both the Examity Proctoring module and the item to publish them.



Once you publish the Examity Proctoring Module and the item, you will see a green check icon for

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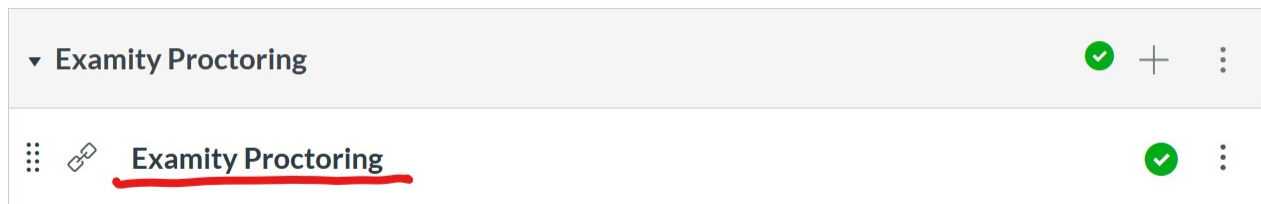
both.



## Accessing the external tool module item

### Access Examity

Click the **Examity Proctoring** module item.



### Authorize Examity

Click **Authorize** to allow Examity access to your account.



## Examity Proctoring

Examity Proctoring is requesting access to your account.

You are authorizing this app as .

Your email address is @ucdavis.edu.

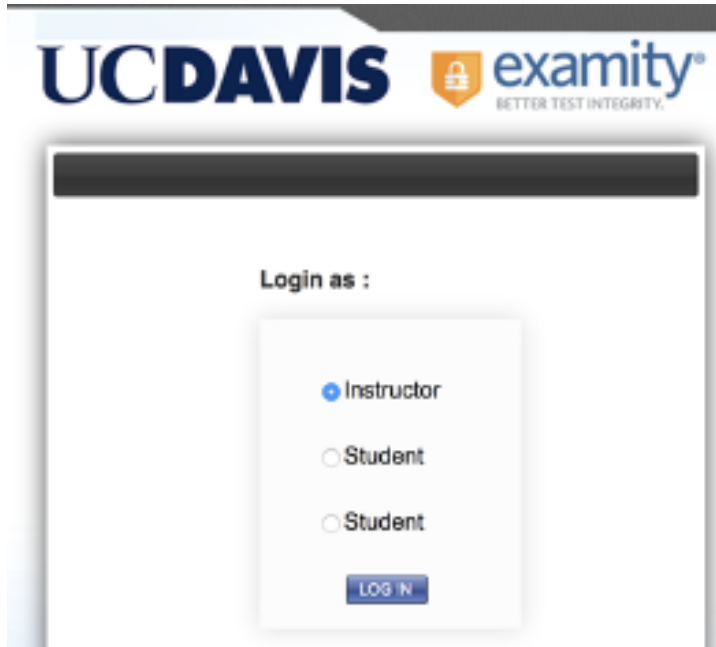
Cancel


Authorize



## Select Your Role

Select **Instructor** then click **LOG IN**.



UC DAVIS  **examity**<sup>®</sup>  
BETTER TEST INTEGRITY.

Login as :

Instructor

Student

Student

**LOG IN**

## Select Your Time Zone

Select **your time zone** then click **SUBMIT**.



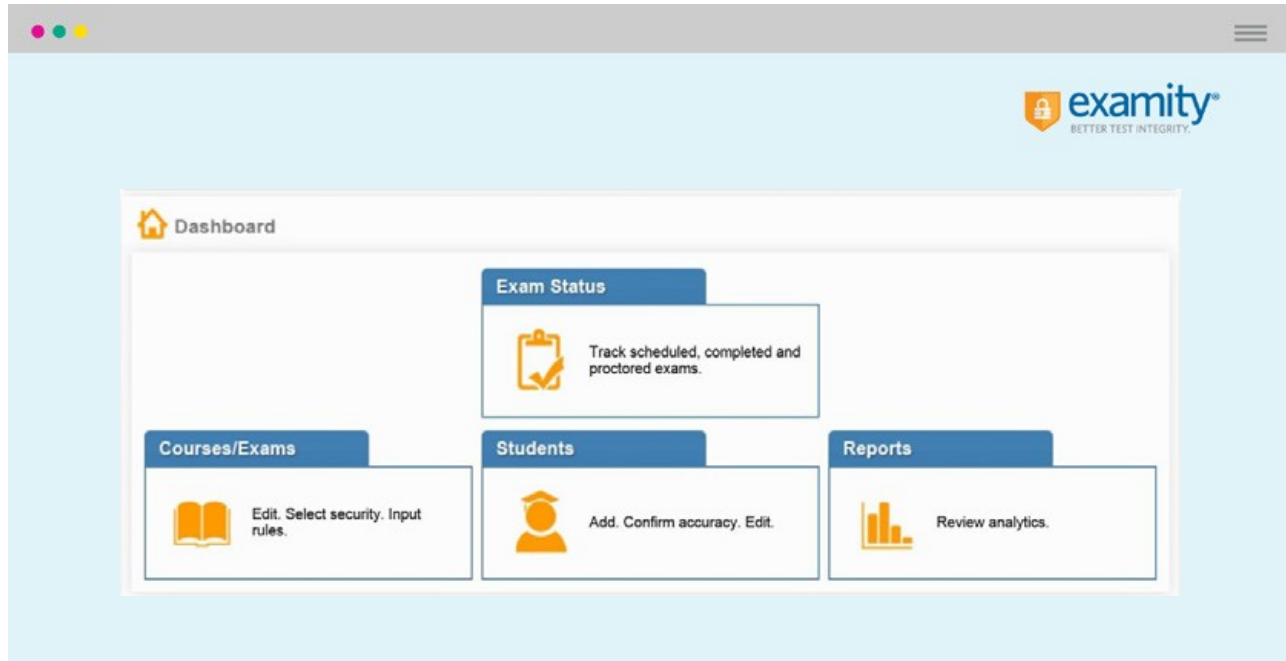
 **examity**<sup>®</sup>  
BETTER TEST INTEGRITY.

 Change Time Zone

Time  
Zone  **SUBMIT**

## Navigating Your Dashboard

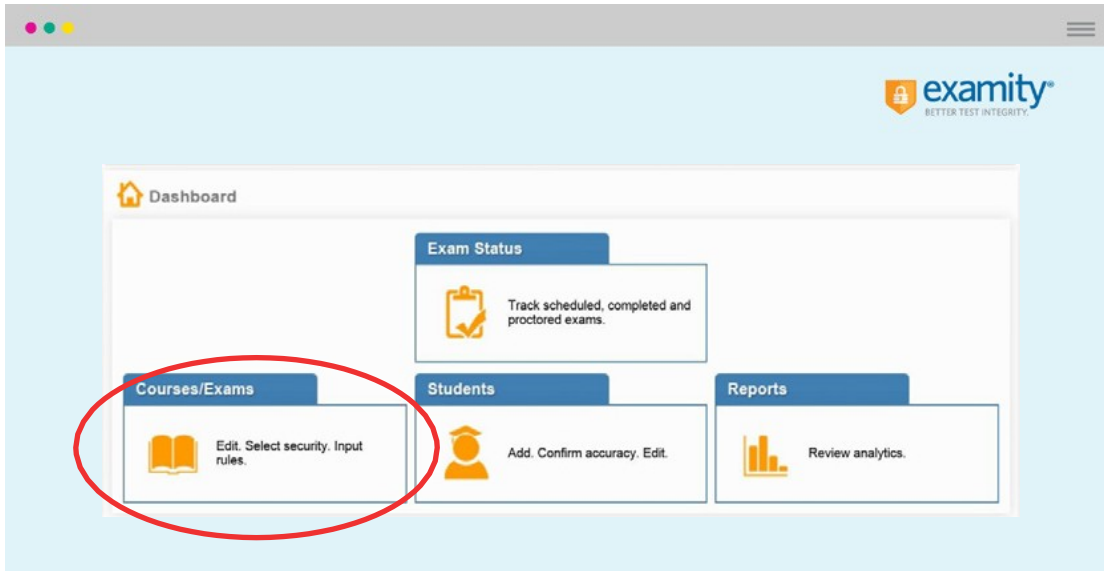
Your Examity dashboard offers you access to four key areas, outlined below.



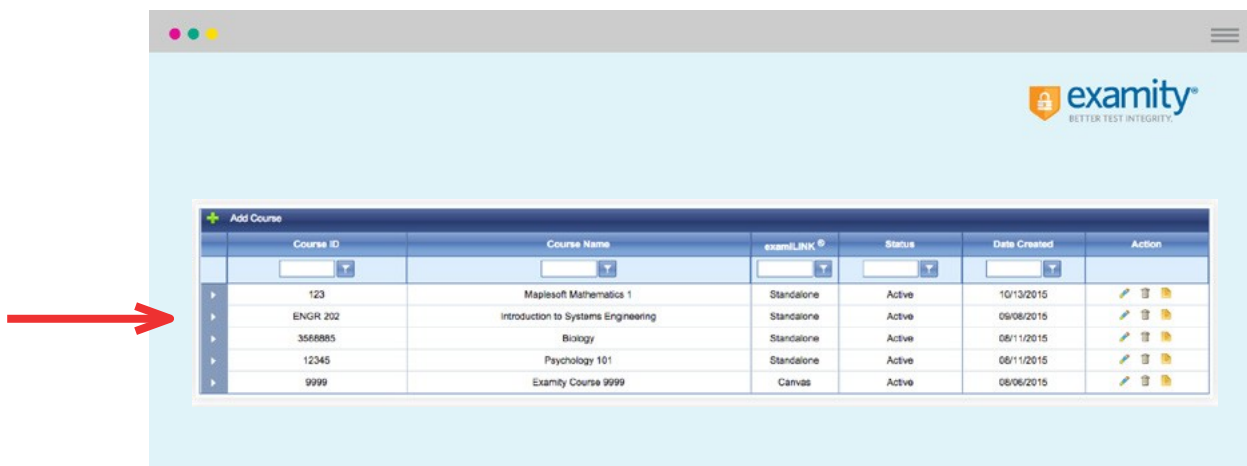
1. The **Courses/Exams** section provides you with access to edit exam shell items including: the start and end date of your exam, the proctoring security level, the exam password (if you choose to use this; see the note at the top of page 2 of this document), and specific exam instructions.
2. The **Students** section provides you with details on all students enrolled in your exams.
3. The **Exam Status** section allows you to track exam progress (e.g. scheduled and proctored exams). In addition, once an exam is completed, the Exam Status section houses all recordings of your proctored tests as well as time-stamped incident flags and comments.
4. The **Reports** section offers one-touch access to Examity's robust reporting and analytics. Here, you can explore a variety of real-time reports such as your "Exam Summary Report" where you can review scheduled, canceled and unscheduled appointments.

## Selecting Your Security Level and Tailoring Exam Rules

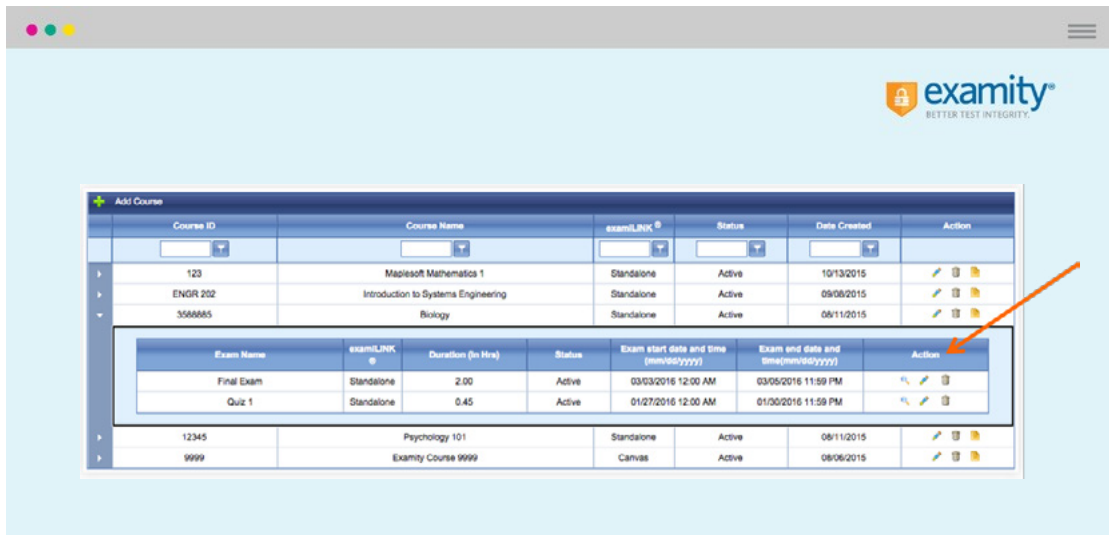
First, click on “Courses/Exams” in your dashboard.



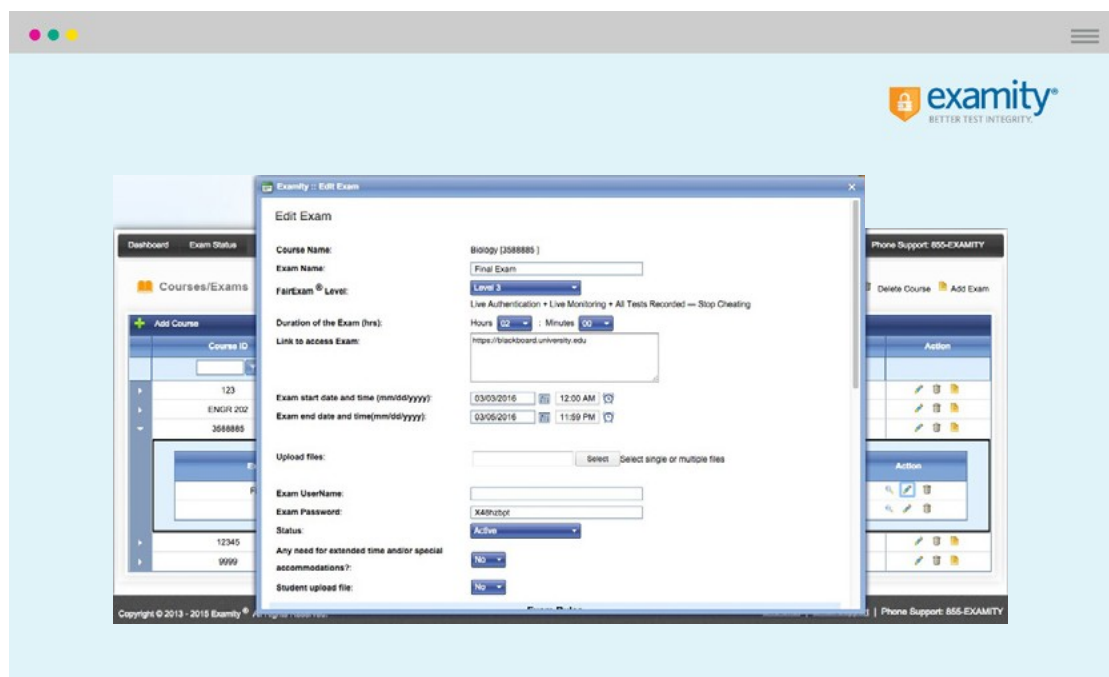
Next, click on the white arrow beside the course ID on the left-hand side.



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.

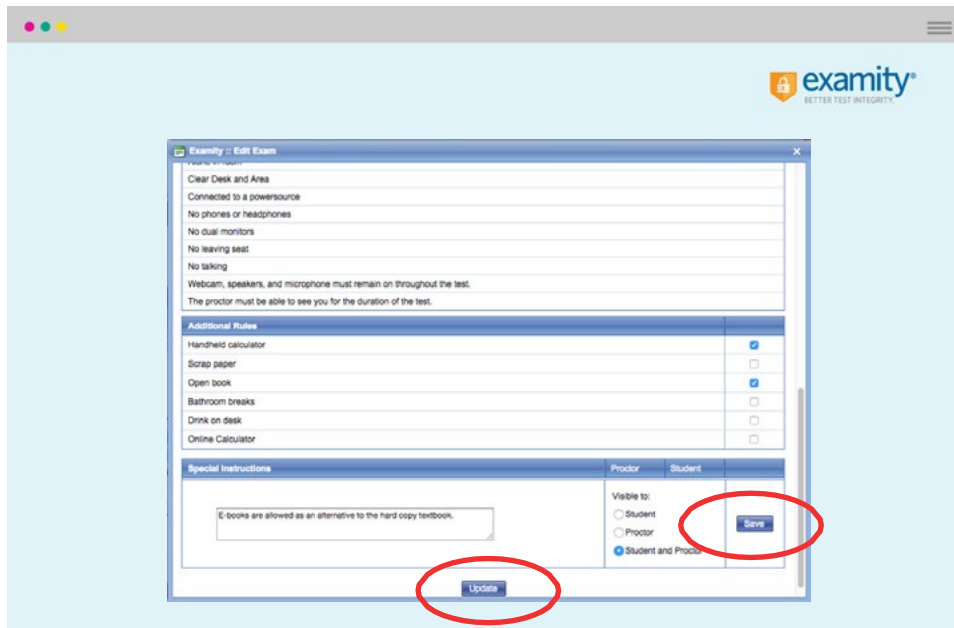


A screen entitled “Edit Exam” will appear. Please verify your exam details here. Here is where you can enter the access code/password that you may have decided to create earlier when building the Canvas Quiz (please see the note about this at the top of page 2 of this document). The proctor will type in the access code/password to allow the student to start the quiz, which adds optional additional security.



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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 candidate in the “Special Instructions” text box.

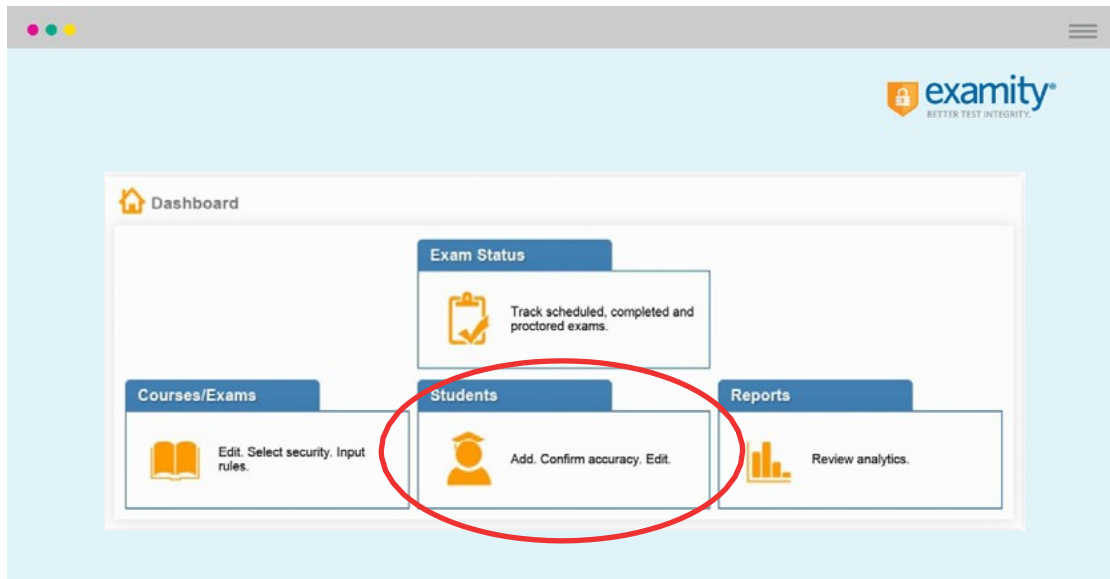


To save information entered in the “Special Instructions” box, click “Save” before hitting “Update.”

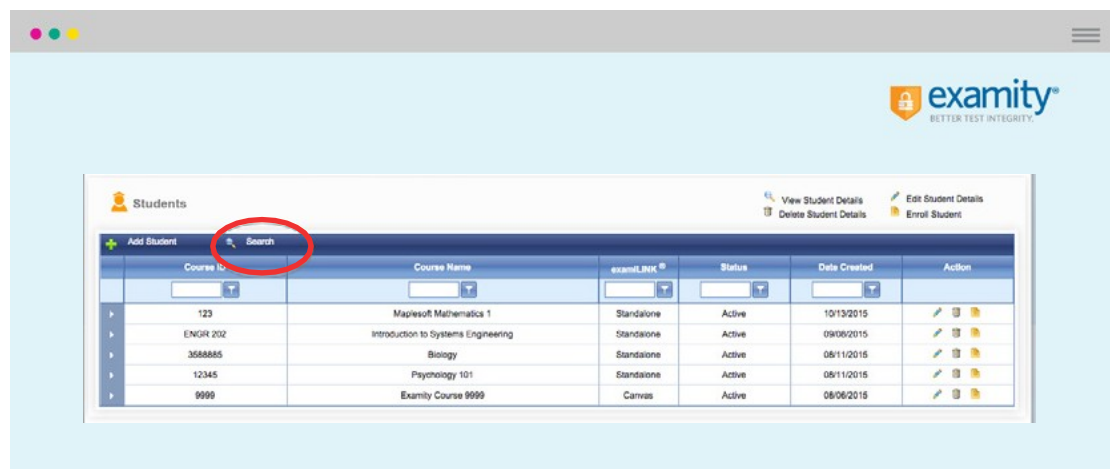
## Special Accommodations

If candidates require test accommodations, you can make sure Examity is aware ahead of time by entering the information on the dashboard.

First, click on “Students” on the Examity dashboard.

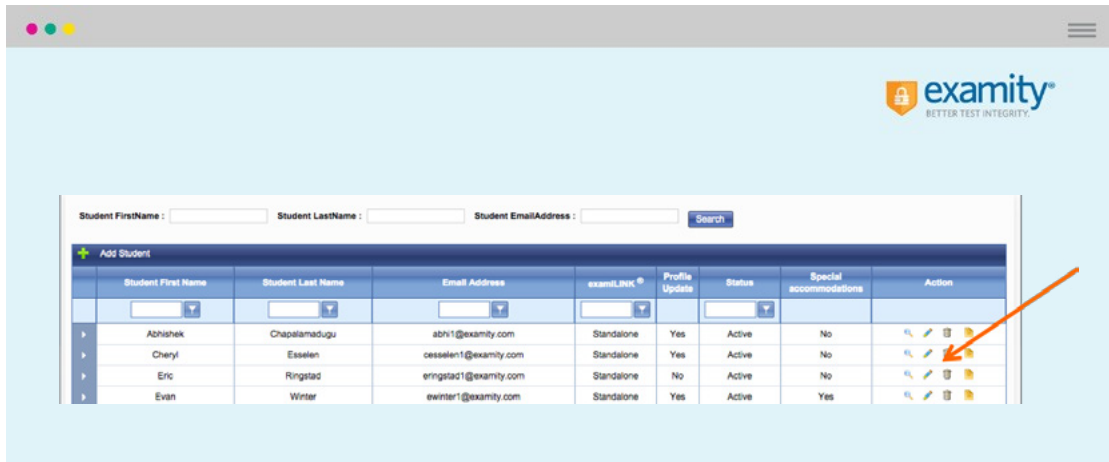


Next, click on the “Search” button.

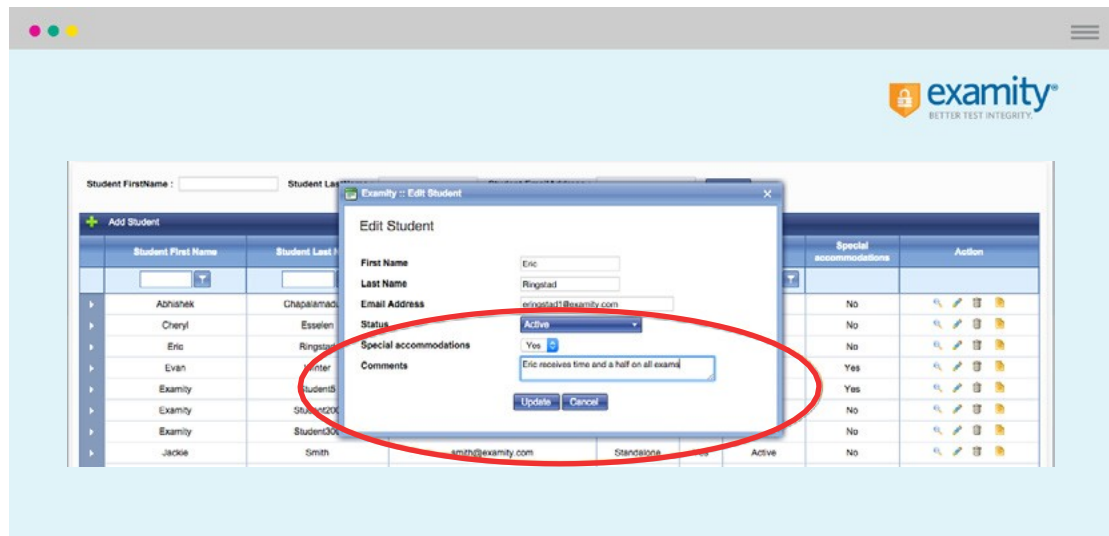


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Then, click on the pencil icon located in the row of the candidate who requires the accommodation.

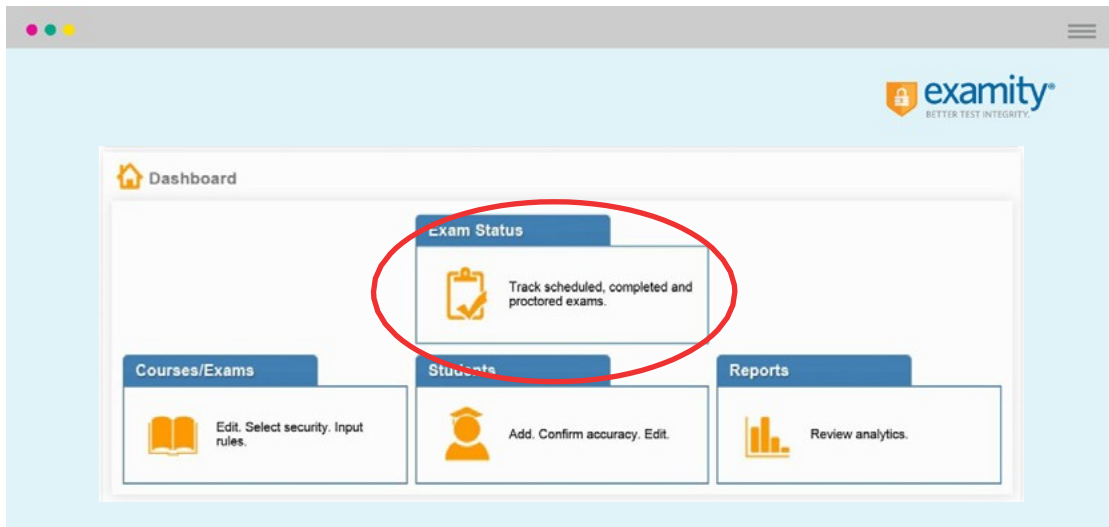


Select “Yes” from the “Special Accommodations” drop-down menu and enter the appropriate information.

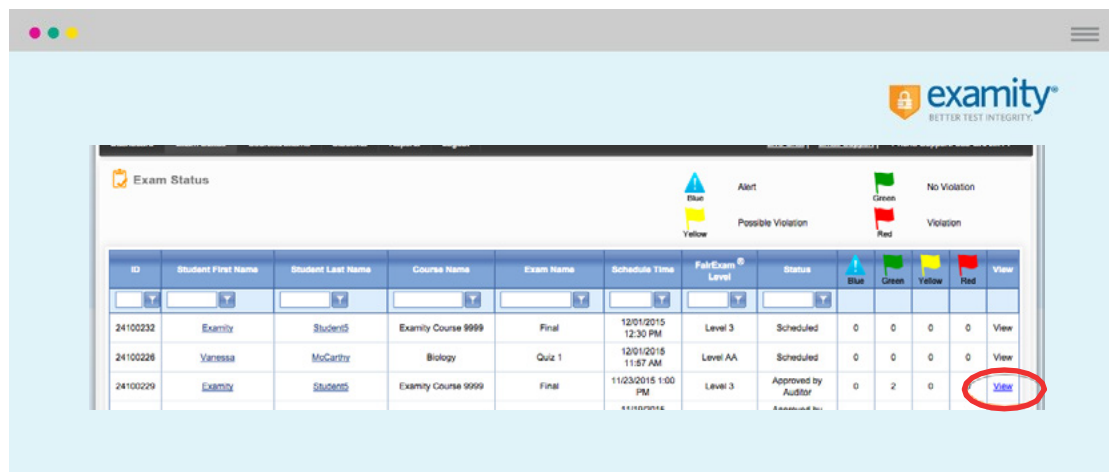


## Tracking Exam Status

Check the status of proctoring appointments by clicking “Exam Status” in the Examity dashboard. You can see which students have completed their exams and whether they’ve committed any violations.



You can review exam session screenshots and comments by clicking the blue “View” link.



Recordings are available for 30 days and then removed from the Examity system to ensure privacy for all parties involved. Red-flagged exams will remain for one year.



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



- Green flags are raised when there is no incident.
- Yellow flags are issued when a rule is broken but cheating is not apparent.
- Red flags are given when the student exhibits clear cheating behavior.
- Blue alerts are reported when a technical issue arises.

### We Are Here to Support You

Contact your dedicated account manager for any questions.

Jayne Silverman

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Email: [jsilverman@examity.com](mailto:jsilverman@examity.com)