



Proctoring Instructor Guide

UC Davis Version 5 (4/29/2020)

For assistance, please contact your Eximity account manager, Jayme Silverman at jsilverman@eximity.com 617-612-4136.

Canvas_v4_09.2019

Table of Contents

Using Examity with Canvas	2
Setting up your Canvas Quiz.....	2
Adding an external tool as a module item	2
Accessing the external tool module item	7
Navigating Your Dashboard	10
Selecting Your Security Level and Tailoring Exam Rules	11
Special Accommodations.....	14
Tracking Exam Status	16

Using Examity with Canvas

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

Setting up your Canvas Quiz

For Examity to be able to pull your Canvas Quiz information into its system, be sure to do the following as you set up your Canvas Quiz:

- 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.”
- In the “Assign” section of the Quiz “Details” (while in “Edit” mode), set a “Due Date,” “Available From” date, and “Until” date
- In the “Quiz Restrictions” section of the Quiz “Details” (while in “Edit” mode), check the box for “Require an access code” and enter an access code / password of your choice. Don’t share this password with students; it ensures that students have authenticated with the proctoring system before taking the exam. Go to this [Canvas help document](#) for more detailed instructions on how to enter an access code.

Adding an external tool as a module item

Open Modules

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

Home

Announcements

Grades

Modules

Chat

Assignments 

Discussions 

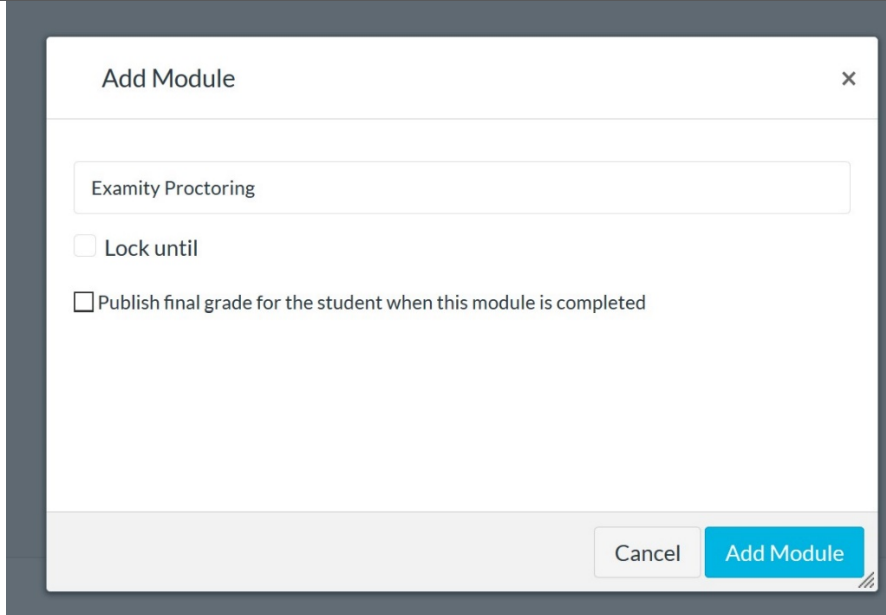
People 

Add an Examity Module

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

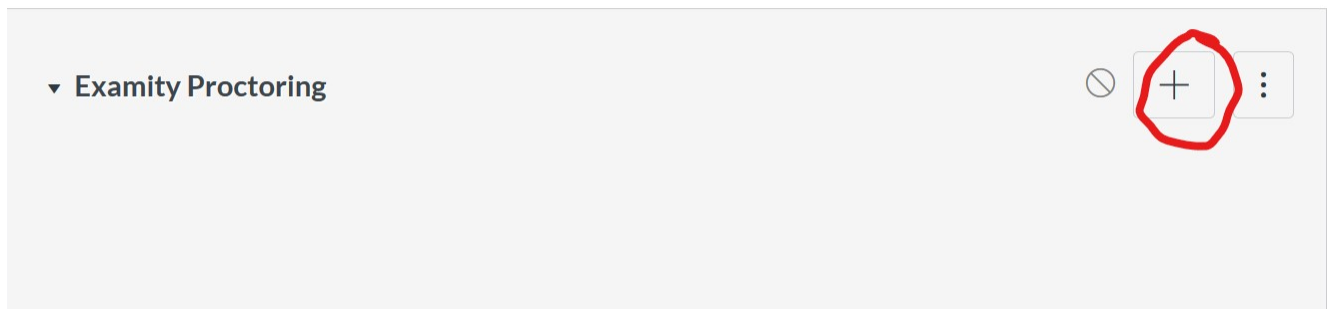


In the Module Name box, enter *Examity Proctoring* and click the blue **Add Module** button.



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.

Add Item to Examity Proctoring

Add

External Tool

▼

Assignment

Quiz

File

Page

Discussion

Text Header

External URL

External Tool

to Examity Proctoring

for an external tool you already know is configured with Basic LTI to add a link to it to this

Search

Chat Room

A very handy tool for hosting live chat sessions.

Cross Listing Tool

Allows instructors to crosslist courses

FAQ

URL:

Cancel

Add Item

3. In the External Tool list, select the **Examity Proctoring** tool, check the box for “**Load in a new tab**,” and then click the blue “**Add Item**” button in the lower right.

Add Item to Examity Proctoring

participants. The Cengage LMS integration noticeably reduces the time and energy required to set up courses, sign into the system, and

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

URL:

Page Name:

☒ Load in a new tab

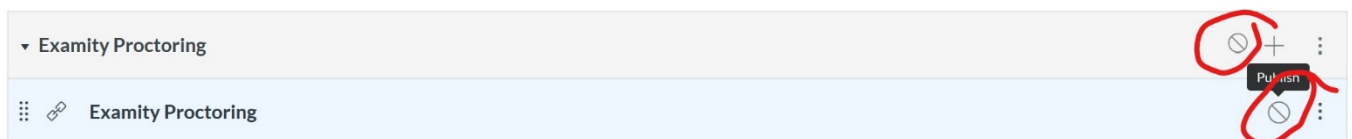
Indentation:

Cancel


Add Item

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 both.

▼ Examity Proctoring		✓	+	⋮
⋮	 <u>Examity Proctoring</u>	✓		⋮

Accessing the external tool module item

Access Examity

Click the **Examity Proctoring** module item.

▼ Examity Proctoring		✓	+	⋮
⋮	 <u>Examity Proctoring</u>	✓		⋮

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 .

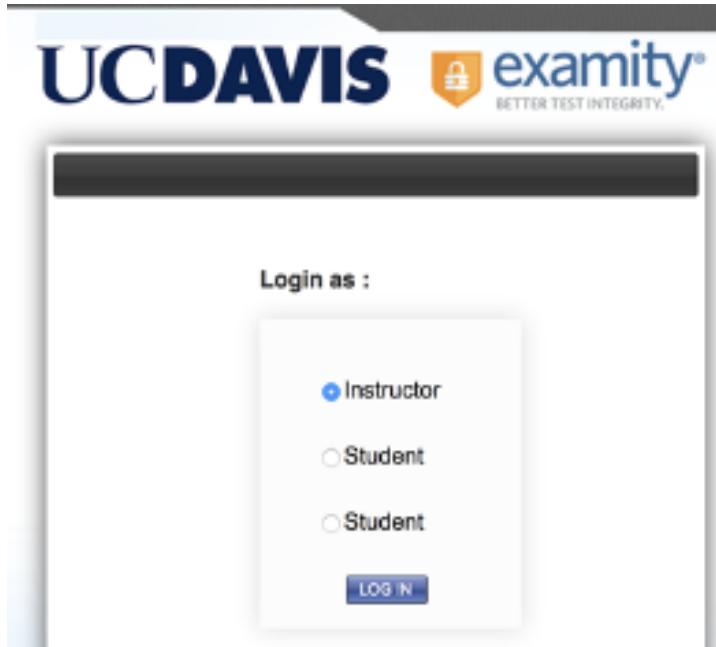
Your email address is @ucdavis.edu.

Cancel

Authorize

Select Your Role

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



The image shows the UC Davis Examity login page. At the top, the UC Davis logo and Examity logo are displayed. Below the logos, the text "Login as :" is shown. Underneath, there are three radio button options: "Instructor" (which is selected), "Student", and "Student". At the bottom of the options, there is a blue "LOG IN" button.

Select Your Time Zone

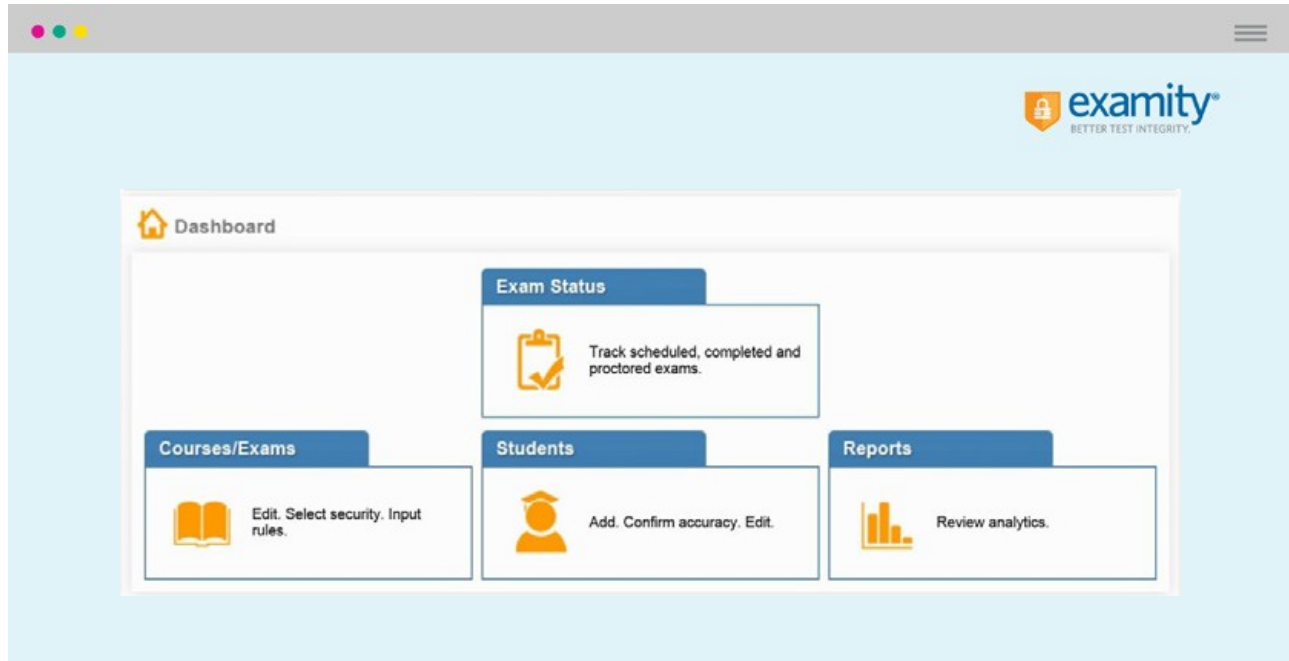
Select **your time zone** then click **SUBMIT**.



The image shows the Examity "Change Time Zone" interface. At the top, the Examity logo is visible. Below the logo, the text "Change Time Zone" is displayed. Underneath, there is a dropdown menu labeled "Time Zone" with "Pacific Time (UTC-07:00:00)" selected. To the right of the dropdown menu is a blue "SUBMIT" button.

Navigating Your Dashboard

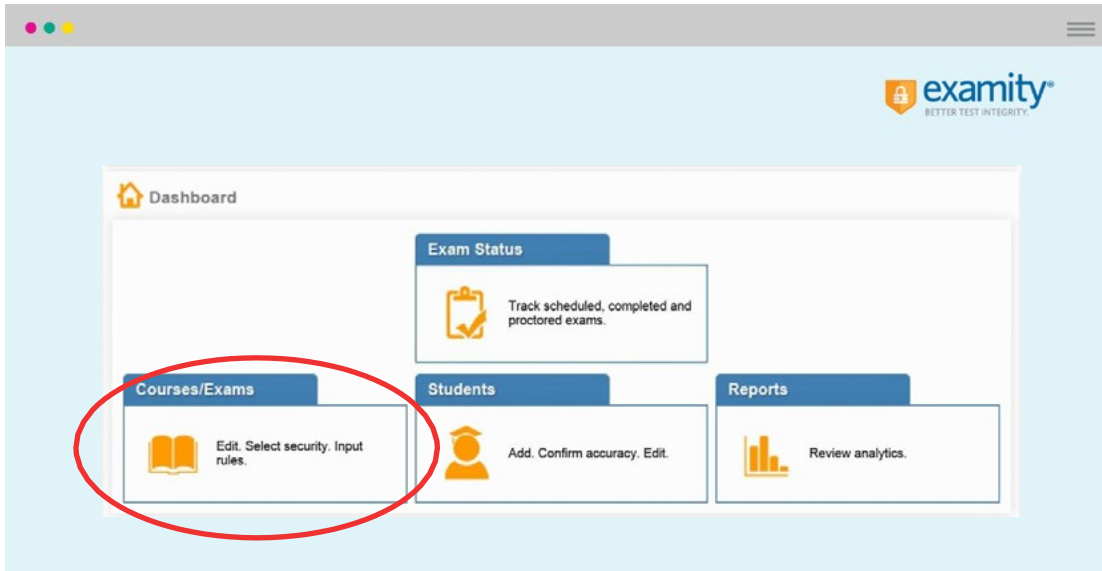
Your Examity dashboard offers you access to four key areas, outlined below.



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 (1P is the only level available during COVID-19), the exam password (see the note at the top of page 2 of this document for how to set that), 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.

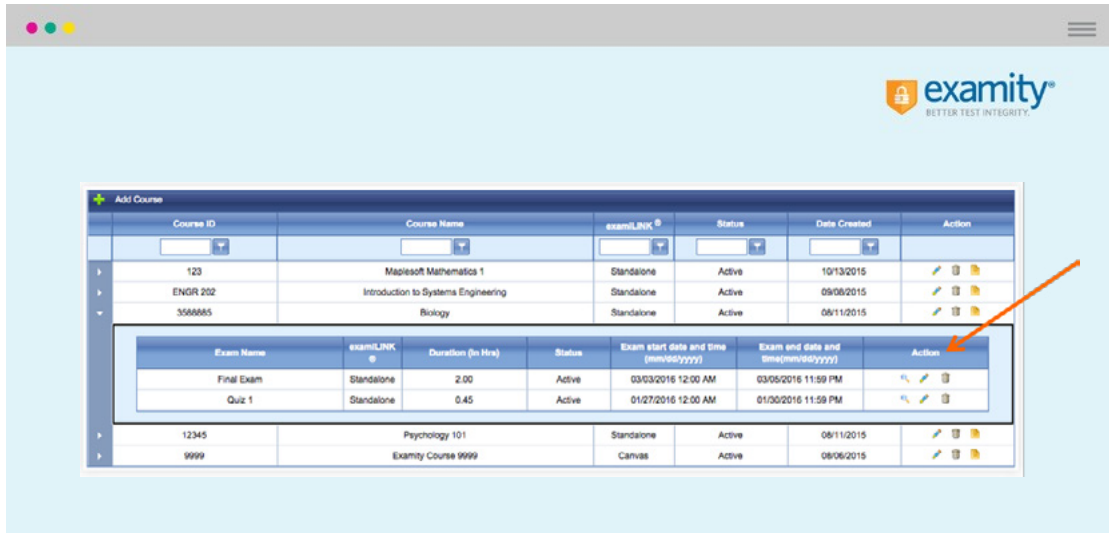


Next, click on the white arrow beside the course ID on the left-hand side.

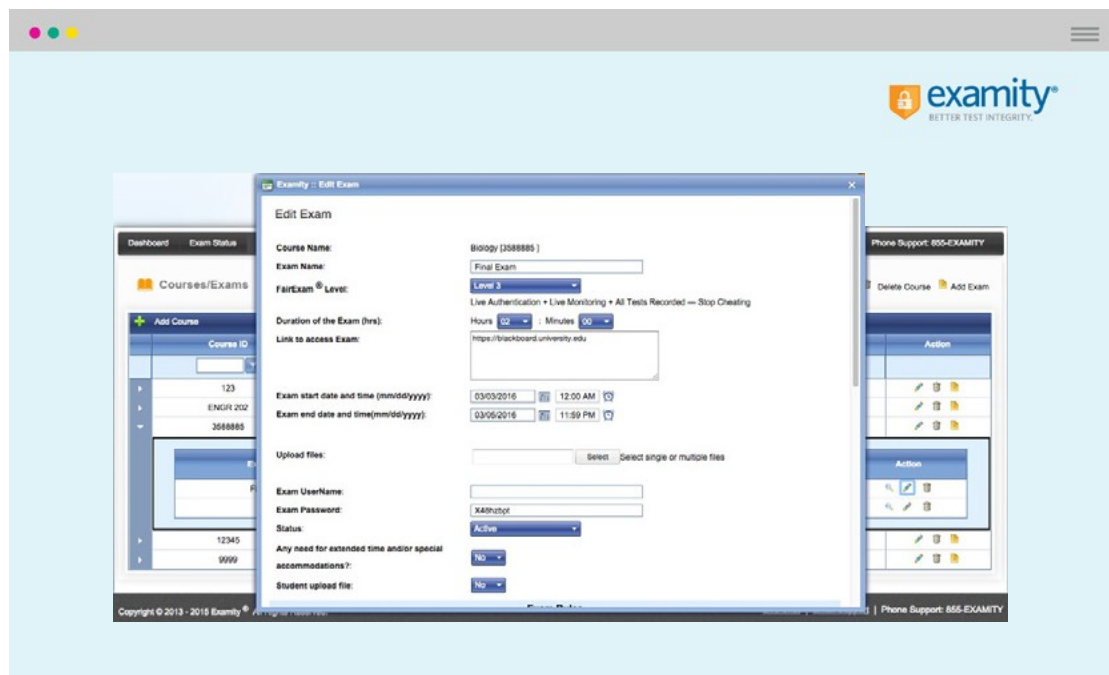


For assistance, please contact your Examity account manager, Jayme Silverman at jsilverman@examity.com 617-612-4136.

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.

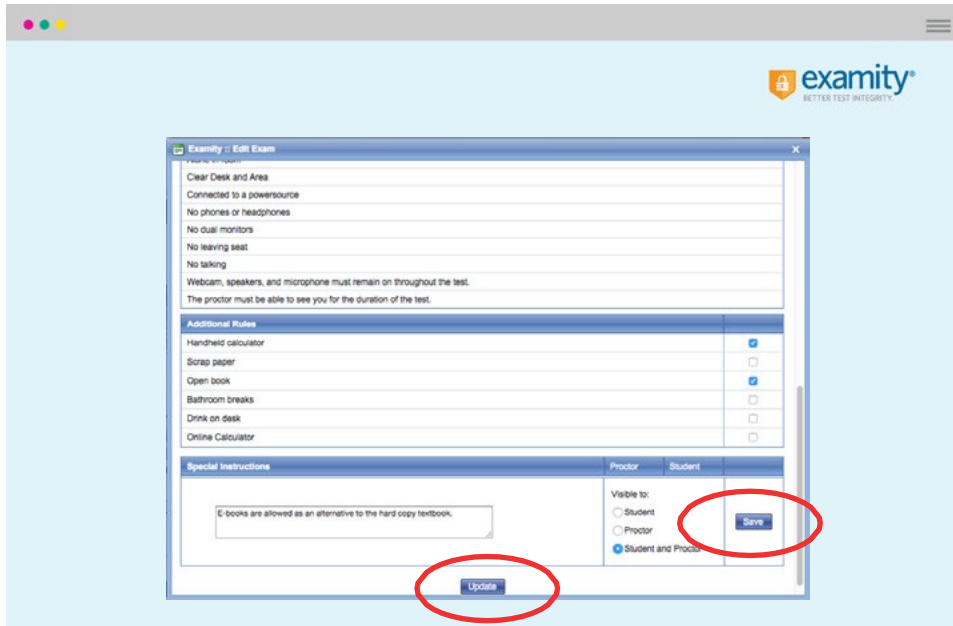


A screen entitled “Edit Exam” will appear. Please verify your exam details here. Here is where you can enter the access code/password that you may have decided to create earlier when building the Canvas Quiz (please see the note about this at the top of page 2 of this document). The proctoring system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



For assistance, please contact your Examity account manager, Jayme Silverman at jsilverman@examity.com 617-612-4136.

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.



Examity :: Edit Exam

Clear Desk and Area
Connected to a power source
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

Rule	Visible to
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

Books are allowed as an alternative to the hard copy textbook.

Proctor	Student
Visible to:	
<input type="radio"/> Student	
<input type="radio"/> Proctor	
<input checked="" type="radio"/> Student and Proctor	

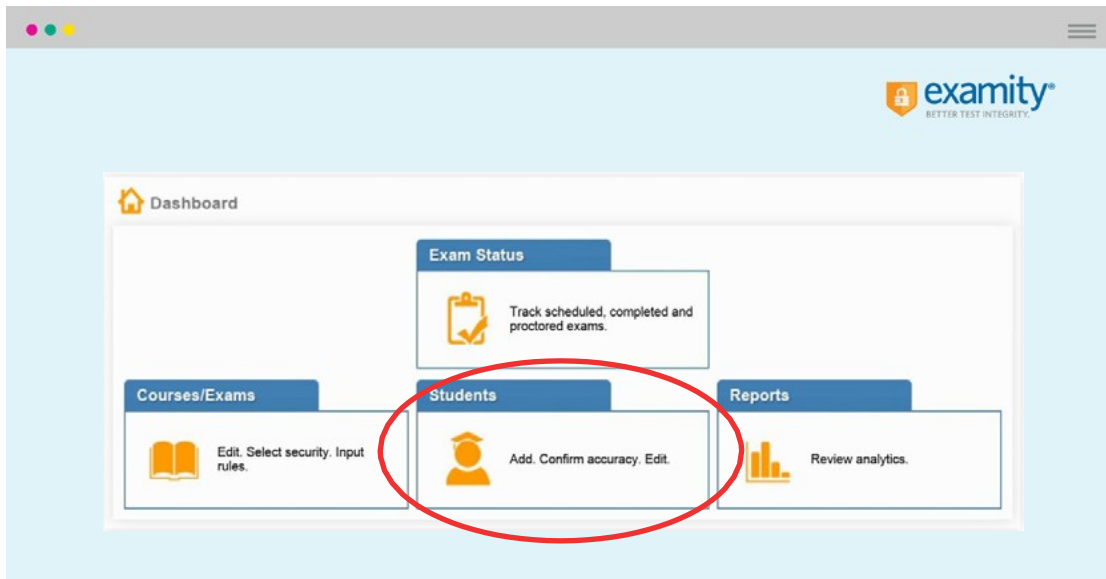
Update **Save**

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

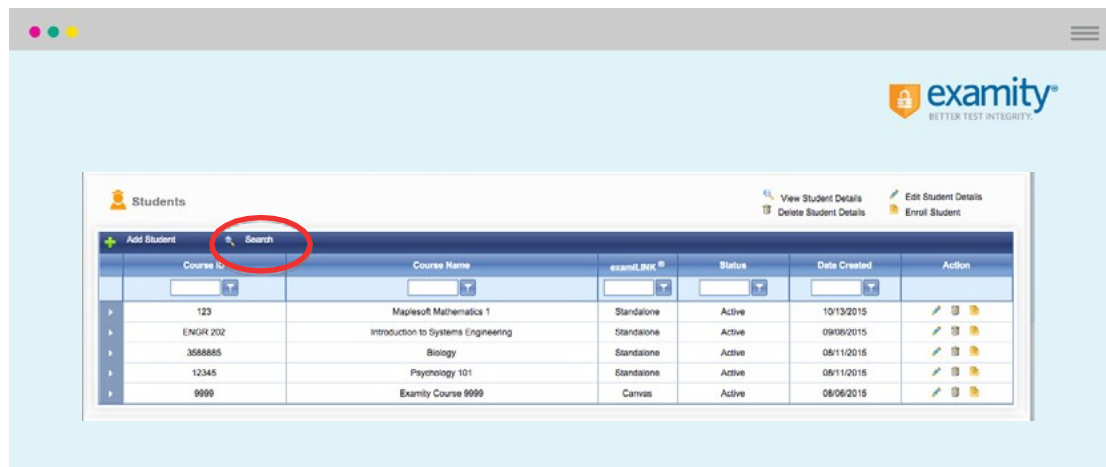
Special Accommodations

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

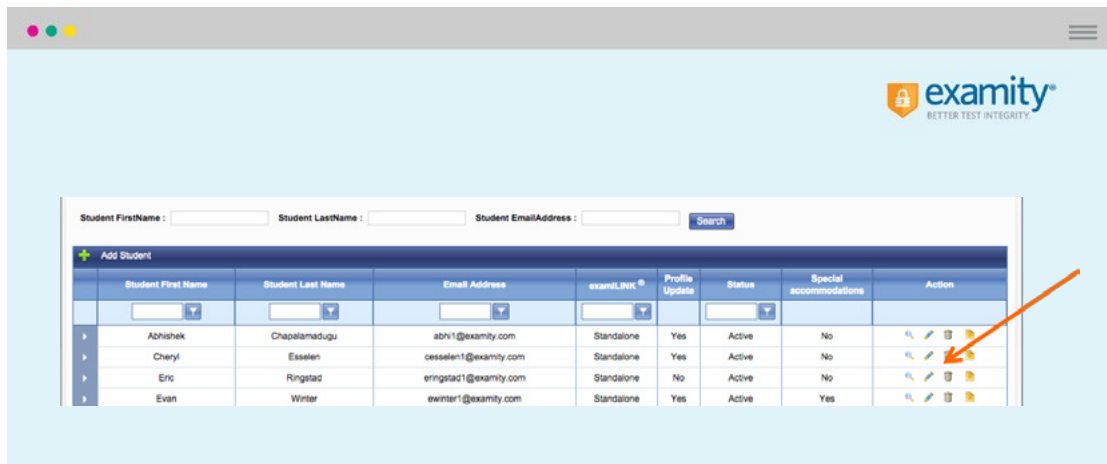
First, click on “Students” on the Examity dashboard.



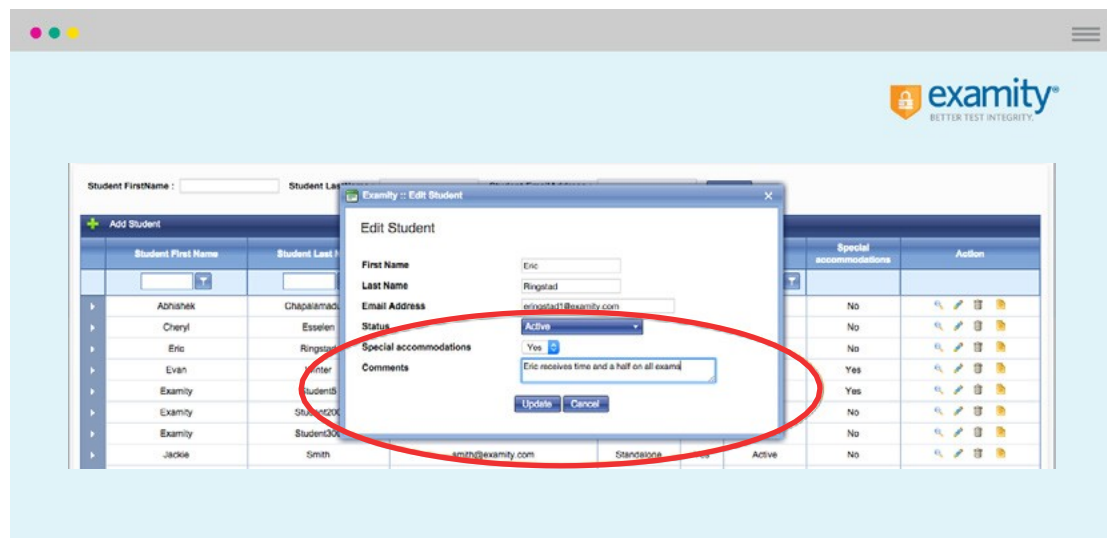
Next, click on the “Search” button.



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

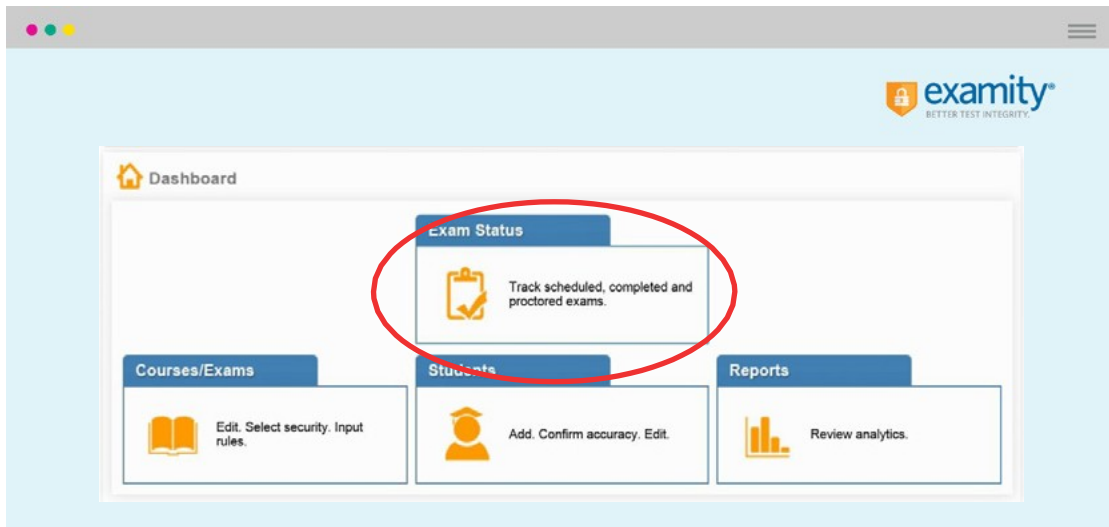


Select “Yes” from the “Special Accommodations” drop-down menu and enter the appropriate information.

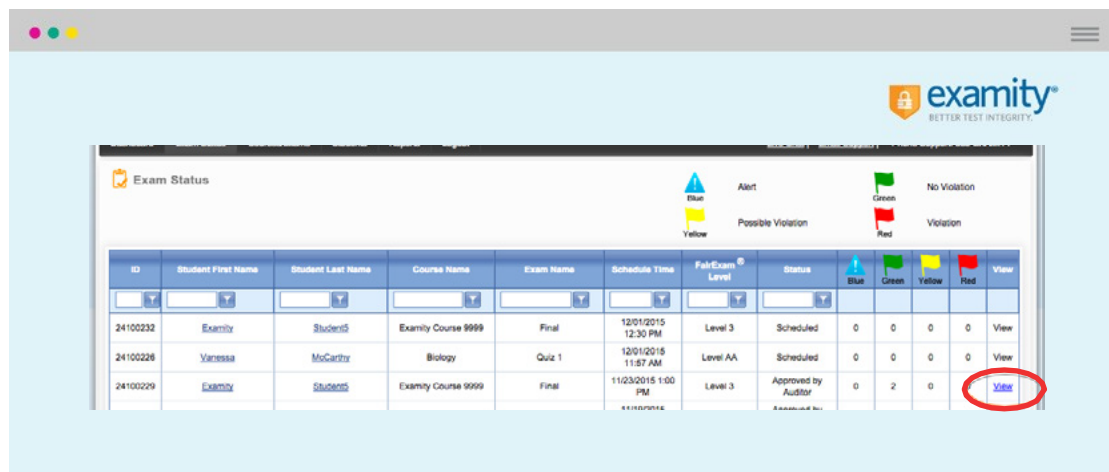


Tracking Exam Status

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.



ID	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	Pre-Exam Level	Status	Blue	Green	Yellow	Red	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

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

Phone: 617-612-4136

Email: jsilverman@examity.com