Proctoring Instructor Guide

UC Davis Version 5 (4/29/2020)

For assistance, please contact your Examity account manager, Jayme Silverman at jsilverman@examity.com 617-612-4136.
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 ......................................................................................... 2
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.

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

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

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

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.

For assistance, please contact your Examity account manager, Jayme Silverman at jsilverman@examity.com 617-612-4136.
Once you publish the Examity Proctoring Module and the item, you will see a green check icon for both.

<table>
<thead>
<tr>
<th>Examity Proctoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Examity Proctoring</td>
</tr>
</tbody>
</table>

**Accessing the external tool module item**

**Access Examity**

Click the Examity Proctoring module item.

<table>
<thead>
<tr>
<th>Examity Proctoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Examity Proctoring</td>
</tr>
</tbody>
</table>

**Authorize Examity**

Click Authorize to allow Examity access to your account.

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

Select Instructor then click LOG IN.

Select Your Time Zone

Select your time zone then click SUBMIT.

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

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

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

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

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

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

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

Jayme Silverman
Phone: 617-612-4136
Email: jsilverman@examity.com