

Administrator and Instructor Integrated Quick Guide





Using Examity[®] with Brightspace

Set up your exam in Brightspace and make sure your exam has been made "active."

Next, send your course ID # to your dedicated account manager.

Accessing your Examity® Dashboard

Using the single sign on access, select the name of your course in Brightspace. Next, click on the Examity[®] link within External Learning Tools.

🚔 My Home 👌 2016-SP-NURS-7723-Sł	H 🔻		🔯 🗳 🗣 📃 Examity Vendor_Ins 🕶 🌣
🛗 Calendar 🛛 🖂 Email 🛛 🔊 Library 🏾 🖉	Galileo		🛗 2/2/2016 🛛 💱 System Check 🔞 Hel
2016-SP-NURS-7723-SH	HD Adul	t Gerontology ACNP I	
Course Home 🐁 Attendance 🌒 Class	slist 🛄 Cor	ntent 🦉 Assessment Tools 🔻	🌄 Discussions 🖌 Grades 👸 Groups 📩 LOR
Updates	~	Content Browser ▽	~
90 Unread Discussion Posts		Home	
20 New Dropbox Submissions		Examity	
Calendar∣マ	~	ter Examity ∎ Examity - Testing	Examity
Tuesday, February 2, 2016	>		
Upcoming events	~	News 🗸 🗢	\checkmark
FEB 7:00 AM Respiratory - Available		Examity Sign Up 🔻	×

This will bring you to your Examity® dashboard.

BETTER TEST INTEGRITY Single Sign-On
Dashboard Exam Status Courses/Exams Students Reports Logout Live Chat Email Support Phone Support: 855-EXAMITY Image: Constraint of the support of
Courses/Exams Students Reports Edit. Select security. Input rules. Add. Confirm accuracy. Edit. Image: Confirm accuracy. Edit.



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

Dashboard Exam Status Courses/Exams	Students Reports Logout Live Cha	t Email Support Phone Support: 855-EXAMITY
🏠 Dashboard		
	Exam Status	
	Track scheduled, completed and proctored exams.	
Courses/Exams	Students	Reports
Edit. Select security. Input rules.	Add. Confirm accuracy. Edit.	Review analytics.

- 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.

🟠 Dash	board							
			Exam Sta	atus				
				Track scheduled, proctored exams.	completed and			
Course	s/Exams		Students			Reports		
	Edit. Select se rules.	ecurity. Input		Add. Confirm acc	uracy. Edit.	th.	Review analytics.	



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

÷	Add Course					
	Course ID	Course Name	examiLINK ®	Status	Date Created	Action
	123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	🥒 🛍 🗎
	ENGR 202	Introduction to Systems Engineering	Standalone	Active	09/08/2015	🧪 🛍 🗎
	3588885	Biology	Standalone	Active	08/11/2015	a 🖉 🖉
	12345	Psychology 101	Standalone	Active	08/11/2015	/ î 🗎
	9999	Examity Course 9999	Canvas	Active	08/06/2015	🧪 🗊 🗎

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.

÷	Add Course	_	_		_			_				
	Course ID		Course Name		examiLINK ®	Statu	IS	Date Created	1	Actio	1	
		[7			1
•	123	Мар	lesoft Mathematics 1		Standalone	Activ	e	10/13/2015		/ î		1
•	ENGR 202	Introductio	on to Systems Engineering		Standalone	Activ	e	09/08/2015		/ 1		
-	3588885		Biology		Standalone	Activ	e	08/11/2015		/ 🗊		1
	Exam Name	• • • • • • • • • • • • • • • • • • • •		Status		iate and time d/yyyy)		end date and mm/dd/yyyy)		Action		
	Final Exam			Active	03/03/2010	6 12:00 AM 03/05/201		2016 11:59 PM	1:59 PM	९ 🧪 🗊		
	Quiz 1	Standalone	0.45	Active	01/27/2010	6 12:00 AM	01/30/2	2016 11:59 PM		9, 🧪 🗊		
											•	1
	12345		Psychology 101		Standalone	Activ		08/11/2015		/ 🗊		-
	9999	Ex	amity Course 9999		Canvas	Activ	e	08/06/2015		/ 1		

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

	Examity :: Edit Exam	×	examity°
	Edit Exam		BETTER TEST INTEGRITY
Dashboard Exam Status	Course Name:	Biology [3588885]	Phone Support: 855-EXAMITY
	Exam Name:	Final Exam	
L Courses/Exams	FairExam [®] Level:	Level 3	Delete Course 🕒 Add Exam
🕂 Add Course	Duration of the Exam (hrs):	Hours 02 - : Minutes 00 -	
Course ID	Link to access Exam:	https://blackboard.university.edu	Action
> 123	Exam start date and time (mm/dd/yyyy):	03/03/2016 III 12:00 AM 🔞	/ 1
ENGR 202	Exam end date and time(mm/dd/yyyy):	03/05/2016 III 11:59 PM 🔞	/ 11 🗎
- 3588885			/ î 🗎
E	Upload files:	Select Select single or multiple files	Action
F	Exam UserName:		۹ 🖊 🗊
	Exam Password:	X48hzbpt	۹ / ۵
	Status:	Active -	
12345	Any need for extended time and/or special	No -	
> 9999	accommodations?:		
	Student upload file:	No 🔫	
Copyright © 2013 - 2015 Examity ®	Air rugnis russirvou.	Europe Bulles	Phone Support: 855-EXAMITY



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

Edit Exam		×
Course Name:	Biology [3588885]	
Exam Name:	Final Exam	
FairExam [®] Level:	Level 3 Level 3 hitoring + All Tests Recorded — Stop Cheating	
Duration of the Exam (hrs): Link to access Exam:	Level 1 Level 2 Level AA	

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.

=	Examity :: Edit Exam			×
	Clear Desk and Area			
	Connected to a powersource			
	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.			
li	Additional Rules			
	Handheid calculator			
	Scrap paper			
	Open book			
	Bathroom breaks			
	Drink on desk			
	Online Calculator			
1	Unine Calculator			
	Special Instructions	Proctor	Student	
		Visible to:		
	E-books are allowed as an alternative to the hard copy textbook.	O Student		
	E-books are anowed as an alternative to the hard copy textbook.	Proctor		Save
		 Student a 	nd Proctor	
		•		
	Update			

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.



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.

							55-EXAMITY
Dashboard							
		Exam Sta	atus				
			Track scheduled, proctored exams.	completed and			
Courses/Exams		Students	i		Reports		
Edit. Select se rules.	ecurity. Input	2	Add. Confirm accu	uracy. Edit.	R	eview analytics.	

Next, click on the "Search" button.

<u></u>	Add Student Search	<u></u>				Edit Student Details Enroll Student
	Course ID	Course Name	examiLINK ®	Status	Date Created	Action
	123	Maplesoft Mathematics 1	Standalone	Active	10/13/2015	/ 🗊 🗎
	ENGR 202	Introduction to Systems Engineering	Standalone	Active	09/08/2015	/ 🗊 🗎
	3588885	Biology	Standalone	Active	08/11/2015	/ 🗊 🗎
	10015	Psychology 101	Standalone	Active	08/11/2015	/ 🗊 🗎
	12345	r sychology To T				

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

tud	ent FirstName :	Student LastName :	Student EmailAddress	:		Search			
	Add Student								
-	Student First Name	Student Last Name	Email Address	examiLINK ®	Profile Update	Status	Special accommodations	Action	
Τ									
	Abhishek	Chapalamadugu	abhi1@examity.com	Standalone	Yes	Active	No	۹ 🖉 🗎 👂	
	Cheryl	Esselen	cesselen1@examity.com	Standalone	Yes	Active	No	۹ / 🎦	
	Eric	Ringstad	eringstad1@examity.com	Standalone	No	Active	No	۵ 🌶 👂	
	Evan	Winter	ewinter1@examity.com	Standalone	Yes	Active	Yes	l / 👔 🗎	



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

			Examity :: Edit Student		×				
	Add Student		Edit Student						
	Student First Name	Student Last N	First Name	Eric		Special accommodations	Action		
Τ			Last Name	Ringstad					
	Abhishek	Chapalamadu	Email Address	eringstad1@examity.com		No	🖻 🖍 🔍		
	Cheryl	Esselen	Status	Active 👻		No	e, 🧪 🗊 🗎		
	Eric	Ringstag	Special accommodations	Yes 🗘		No	e, 🧪 🗊 🗎		
	Evan	Winter	Comments	Eric receives time and a half on all exams		Yes	🔍 🧪 🗊 🗎		
	Examity	Student5				Yes	🔍 🥖 🗊 🗎		
	Examity	Student200		Update Cancel		No	۵ 🖊 کې		
	Examity	Student300				No	۵ 🖊 کې		
	Jackie	Smith	smith@ex	amity.com Standalone Yes	Active	No	🖻 🚺 🔍 ب		

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.

Dashboard	
(Exam Status Track scheduled, completed and proctored exams.
Courses/Exams	Students Reports
Edit. Select security. Input rules.	Add. Confirm accuracy. Edit. Review analytics.



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.

Dashboard	Exam Status Course	es/Exams Students	Reports Logout				Live Chat Ema	il Support	Phor	ie Suppor	: 855-EX	AMITY
🛃 Exam	Status					Alert Blue Poss Yellow	ible Violation		Green Red	No Vi Violat	olation	
ID	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	FairExam [®] 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
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.

FairExam [©] Level : Level 3 Flag Comments Incident Time Stamp Added By Added By Reviewed by Auditor Examity Auditor 8/1/201 Red Study materials visible. 06:08 Examity proctor1 8/1/201 Frequent eye/head movement. 03:05 Examity proctor1 8/1/201			T INTEG			
Reviewed by Auditor Examity Auditor 8/1/201 Red Study materials visible. 06:08 Examity proctor1 8/1/201 Frequent eye/head movement. 03:05 Examity proctor1 8/1/201				FairExam [@]	FairE	
Red Study materials visible. 06:08 Examity proctor1 8/11/201 Frequent eye/head movement. 03:05 Examity proctor1 8/11/201	ded On	ed By	Time Stamp		Comments	Flag
Red Image: Constraint of the second of the sec	5 4:28:22 PM	y Auditor 8			Reviewed by Auditor	
Frequent eye/head movement. 03:05 Examity proctori 8/11/201	5 4:27:40 PM	proctor1 8	3:08		Study materials visible.	Red
Tellow	5 4:25:35 PM	proctor1 8	3:05		Frequent eye/head movement.	Yellow
Green Authentication completed. Examity System 8/11/201	5 4:22:44 PM	y System 8			Authentication completed.	Green

- 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 Brightspace Announcement. The toolkit is in Word and customizable to fit your needs.

We are here to support you:

Contact your dedicated Account Manager for any questions.

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. Test-takers snap pictures of their ID and face, answer challenge questions and enter a biometric keystroke signature to verify identity.

Level LA: Live Authentication

Live Authentication is best suited for tests that matter more. Level LA 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 level our most reliable authentication.

Level 1: Auto-Proctoring

Examity[®]'s fully automated proctoring solution. After auto-authentication is complete, Examity[®] captures audio, motion, and systemic changes to identify inappropriate behaviors.

Level 2: Record and Review Proctoring

After live-authentication, each test is recorded from start to finish and is later viewed by a human, in its entirety, to ensure that no rules have been violated

Level 3: Live Proctoring

After completing the live-authentication process, Examity[®] monitors the test-taker's surroundings and entire desktop throughout the exam. This is considered the most secure approach within the online proctoring industry. An advantage to this level is that Examity[®] may comment and troubleshoot in real-time during the test.