Administrator and Instructor Integrated Quick Guide
Accessing your Examity® Dashboard

Set up your exam in Blackboard and make sure your exam has been made “available.”

Next, log into your course and click the Examity Link under tools. If your course is new to Examity®, you will land on the “Examity® SSO Error Page.” Click on, “I want to use Examity® in my course.”

This will prompt Examity® to import your course and contact you for training.

Once you have access, select the name of your course in Blackboard. Next, click on the Examity® link under “Course Tools”.

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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 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.

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 will pop up that is titled “Edit Exam”. Verify your exam details.

Select your FairExam® Level from the drop down menu. A description of our FairExam® Levels can be found at the end of this document.
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.
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 “Courses/Exams” on the Examity® dashboard.

Next, click on the “Accommodations” button.
An accommodations window will appear.

Select the name of the student in the drop down menu. Enter the accommodation in the “Comments” box and click “Save.”
After accommodations have been added, you can review them at the student level.

Select the Students Tab on the Examity® dashboard.

Click on the magnifying glass next to the student’s name.

You will see a list of current accommodations that have been added for the student.
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.

- 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 Blackboard 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: University of Arizona - 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 for any questions:

Nina O’Brien
nobrien@examity.com
617-600-4383

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.

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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. Students snap pictures of their University of Arizona CatCard and face, answer a challenge question, and enter their biometric signature in order to proceed to their exam. There is no proctoring associated with Level AA.

All Examity® proctoring levels include live authentication as well as the full recordings of all proctored tests. Live proctoring 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 the most rigorous and accurate authentication.

**Level 1: Random Sample Live Proctoring**

100% of your class will be live authenticated. Upon completion of authentication, a random sample of tests will be live proctored, approximately 20% from each class. Since test-takers do not have prior knowledge whether they are part of the proctored group, Level 1 may be the most cost-effective way to promote fairness.

**Level 2: Record and Review Proctoring**

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

**Level 3: Live Proctoring**

After completing the live-authentication process, proctor support monitors the test-taker’s surroundings and the entire desktop throughout the entire exam. This is considered the most secure proctoring method within the online proctoring industry. The advantage of this level is that proctor support can comment and troubleshoot in real time during the test.