



Examity[®] Version 5 Instructor Quick Guide

(Updated Fall 2021)

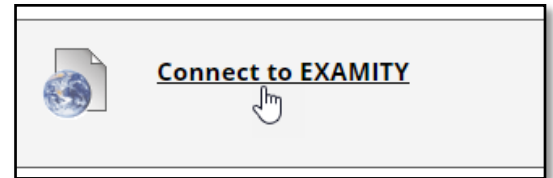
Using Examity® with Blackboard

To begin using Examity® in Blackboard, you need to make sure that you have already completed the integration process in place at SUNY Broome. Your exams should already be created with availability dates set and the single sign-on access link to Examity® should have been set up for you.

Your instructional designer will have to give you single sign-on access. Once you have access, select the name of your course in Blackboard. Then, click on the Examity® link on the Course Content Page. You must have the Examity® link set to open in a new window.

Accessing Your Examity® Dashboard

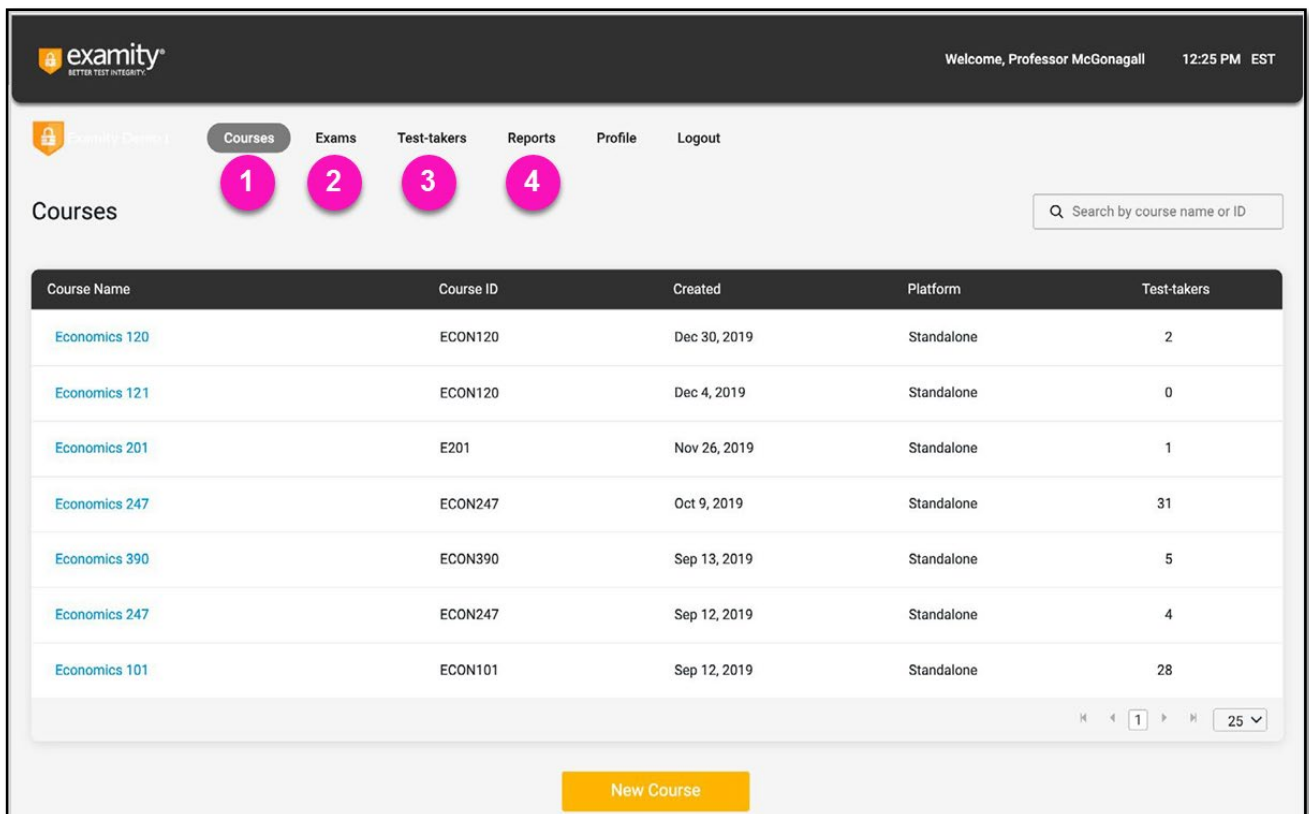
To access the Examity® Dashboard, click on the **“Connect to EXAMITY”** link on your Course Content page.



Navigating Your Dashboard

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

- **Courses (1):** View all of your courses. You may also drill down further to see course details, test-takers, accommodations, and exams. Clicking the column headers allows you to sort by that field.
- **Exams (2):** With this view, you’ll be able to see all of your exams, across all of your courses. You will be able to see the course, exam status, and activity.
- **Test-takers (3):** Review details on all test-takers enrolled in your courses.
- **Reports (4):** One-touch access to Examity’s robust reporting and analytics. Here, you can explore a variety of real-time reports such as the “Exam Summary Report” where you can review scheduled, canceled and unscheduled appointments.

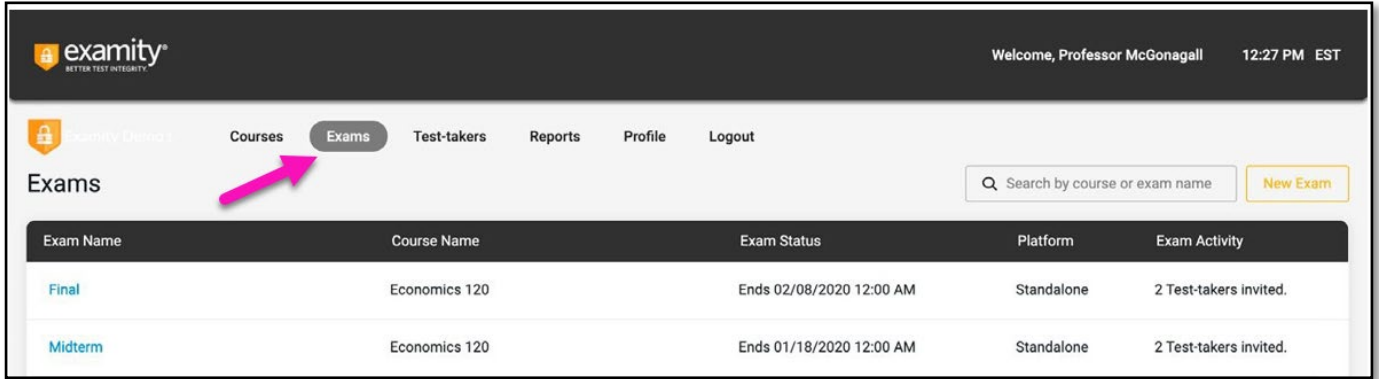


The screenshot shows the Examity dashboard for Professor McGonagall. At the top, there is a navigation bar with the Examity logo and the text "Welcome, Professor McGonagall 12:25 PM EST". Below this is a secondary navigation bar with tabs for "Courses", "Exams", "Test-takers", "Reports", "Profile", and "Logout". The "Courses" tab is selected and highlighted with a pink circle containing the number 1. Below the navigation bar, there is a search bar labeled "Search by course name or ID". The main content area displays a table of courses with the following columns: Course Name, Course ID, Created, Platform, and Test-takers. The table lists several economics courses, including Economics 120, 121, 201, 247, 390, and 101. At the bottom of the dashboard, there is a yellow button labeled "New Course".

Course Name	Course ID	Created	Platform	Test-takers
Economics 120	ECON120	Dec 30, 2019	Standalone	2
Economics 121	ECON120	Dec 4, 2019	Standalone	0
Economics 201	E201	Nov 26, 2019	Standalone	1
Economics 247	ECON247	Oct 9, 2019	Standalone	31
Economics 390	ECON390	Sep 13, 2019	Standalone	5
Economics 247	ECON247	Sep 12, 2019	Standalone	4
Economics 101	ECON101	Sep 12, 2019	Standalone	28

Setting Up Your Exams in Examity®

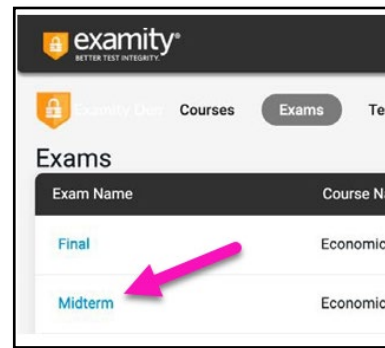
Blackboard to Examity® updates run nightly. These updates populate your exam and roster information in the Examity® system. To bring up a listing of all exams (with their settings) that were in place at the time of the last update, click on the “**Exams**” link at the top of your dashboard.



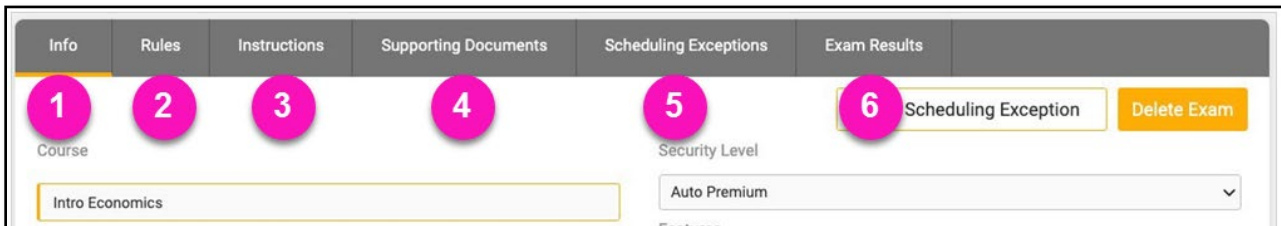
To access and input details for your exam, **click the exam name**.

This will bring you to the exam shell, which is categorized into six distinct sections:

- Info (1)
- Rules (2)
- Instructions (3)
- Supporting Documents (4)
- Scheduling Exceptions (5)
- Exam Results (6)



An overview of each section is noted below.

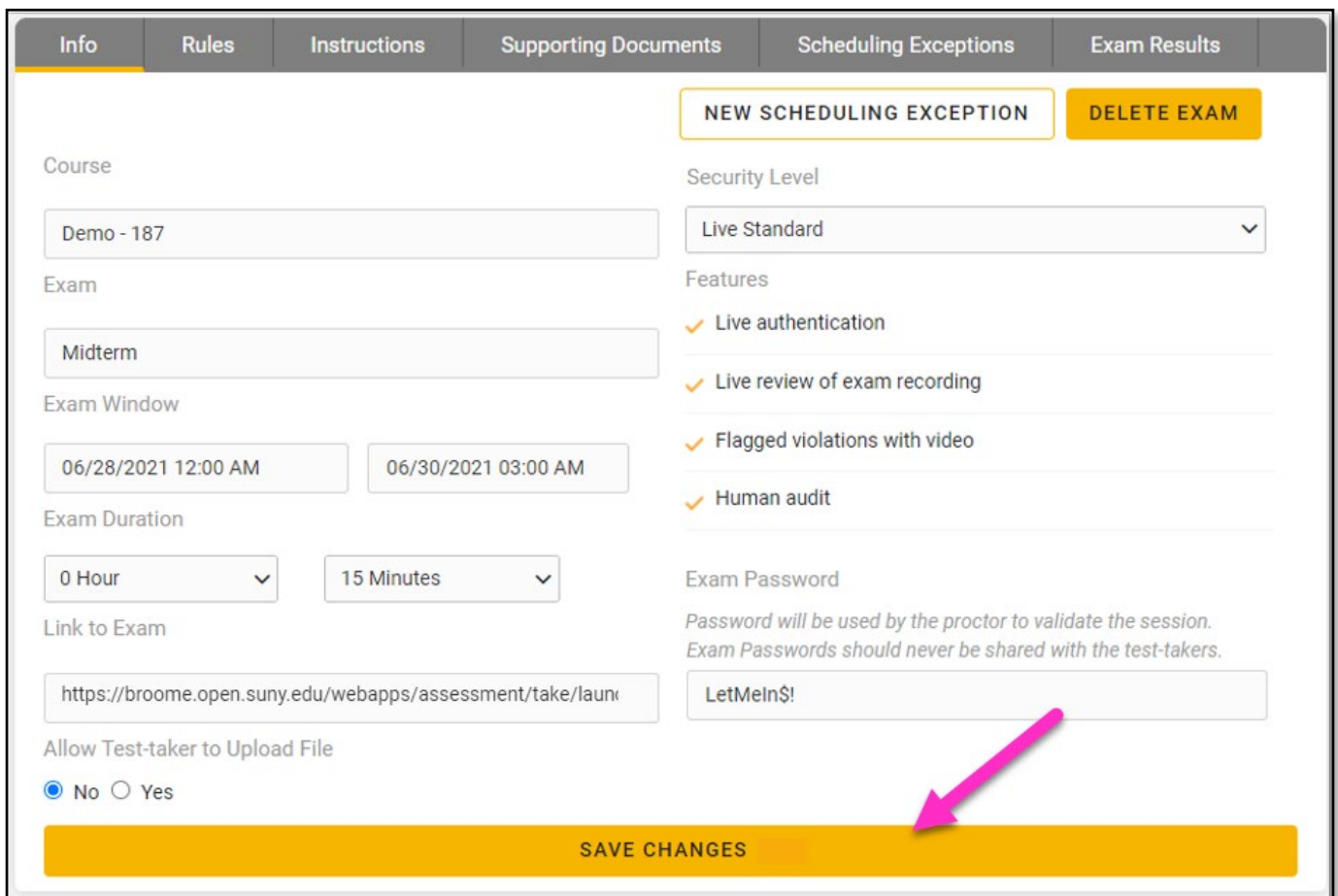


Info (1)

This area represents the foundation for your exam. Information displayed in this section will be pulled in automatically from Blackboard. Details include the testing window, the exam duration, the exam URL, and the unique password. You can also select whether you'd like to give test-takers the option to upload their exam directly into Examity.

If your exams are located in Blackboard, you will not need to make changes to this area as the data is pulled directly from the settings for the exam within your course. If you are using third party or other exams that exist outside of the LMS, you will need to set options on this screen manually.

Please Note: The Security Level of proctoring that we use at SUNY Broome is now called "Live Standard." This level has the same functionality as the former "Level 2 – Record and Review" proctoring.

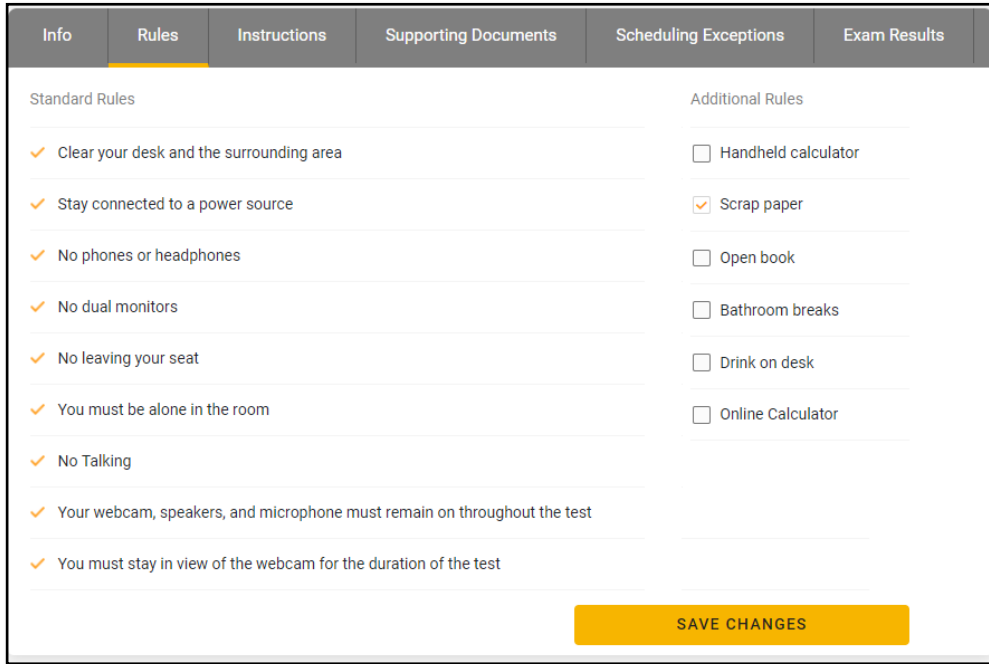


The screenshot shows the 'Info' tab of the Examity interface. At the top, there are navigation tabs: Info, Rules, Instructions, Supporting Documents, Scheduling Exceptions, and Exam Results. The 'Info' tab is selected. On the right side, there are two buttons: 'NEW SCHEDULING EXCEPTION' and 'DELETE EXAM'. The main content area is divided into two columns. The left column contains: 'Course' (Demo - 187), 'Exam' (Midterm), 'Exam Window' (06/28/2021 12:00 AM to 06/30/2021 03:00 AM), 'Exam Duration' (0 Hour, 15 Minutes), 'Link to Exam' (https://broome.open.suny.edu/webapps/assessment/take/launch...), and 'Allow Test-taker to Upload File' (No selected). The right column contains: 'Security Level' (Live Standard), 'Features' (Live authentication, Live review of exam recording, Flagged violations with video, Human audit), and 'Exam Password' (LetMeIn\$!). At the bottom, there is a large yellow 'SAVE CHANGES' button. A pink arrow points to this button.

Tip: Be sure to always click the "Save Changes" button before moving to the next tab!!

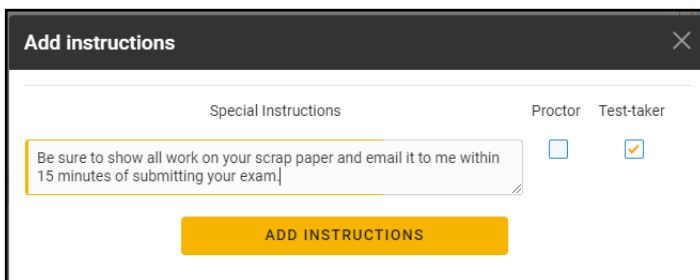
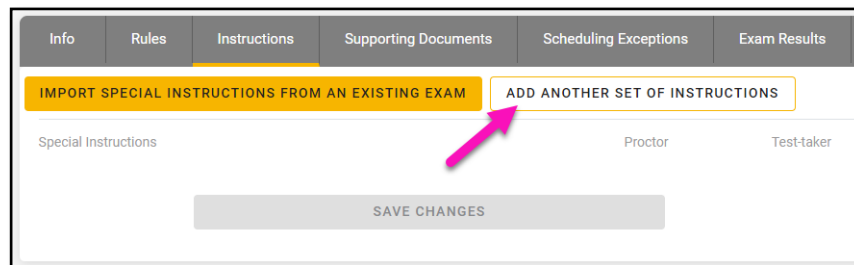
Rules (2)

Here, you will specify the rules for your exam that will be used for proctoring. All exams have standard rules (listed on the left) that remain a part of your exam. There is also an “**Additional Rules**” section (on the right) that provides optional rules for your exam. If you have other rules or instructions that aren’t listed, you can add them through the Instructions tab (see next paragraph). *Be sure to click the “Save Changes” button before moving to the next tab!*



Instructions (3)

Additional rules for the proctor or special instructions for the student can be added in the Instructions section. You have the option to either import special instructions from an exam you have already set up in Examity®, or to add another set of instructions. To add a new instruction to the exam, click the “**Add Another Set of Instructions**” button.

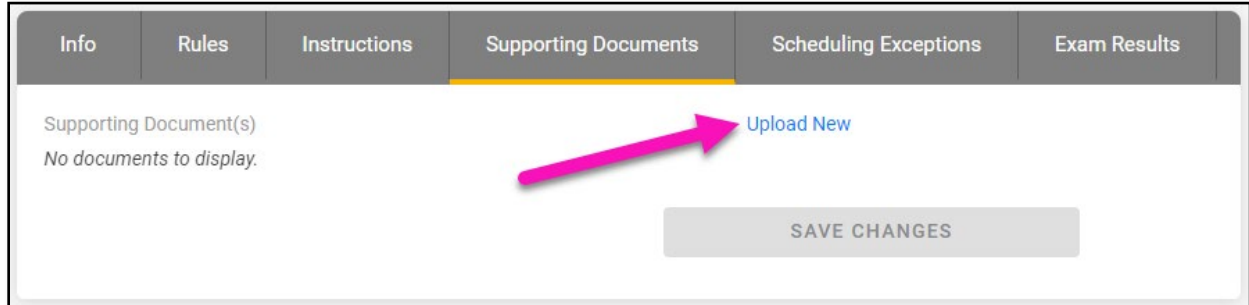


Type your special instruction and select whether it should be shown to the Proctor, the Test-taker, or both. When finished, click the “**Add Instructions**” button.

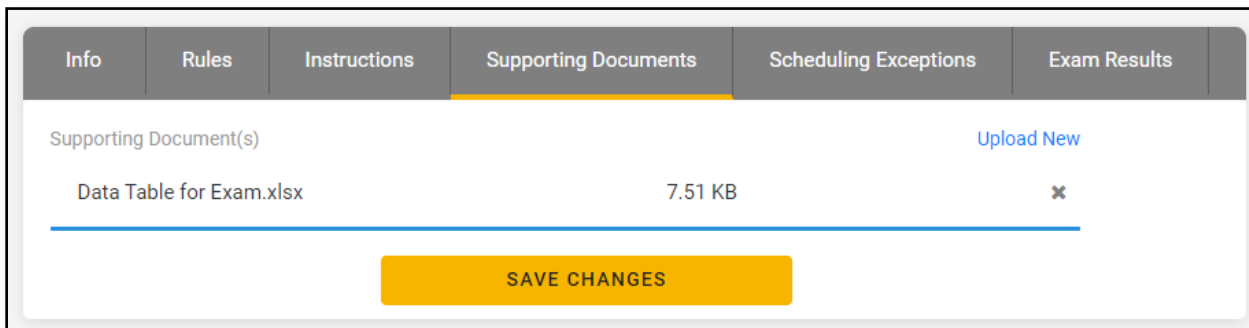
You will see all of the special instructions you created listed on the screen. *Be sure to click the “Save Changes” button before moving to the next tab!!*

Supporting Documents (4)

This area will allow you to provide students with any files that they will need in order to successfully take the exam. To add files to this area, click the **“Upload New”** link. You will be prompted to browse your computer to find the file.



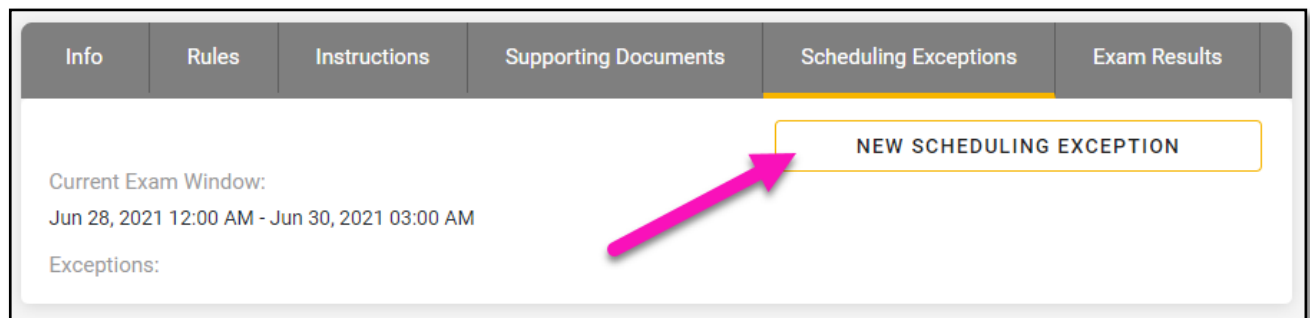
Be sure to click the **“Save Changes”** button before moving to the next tab!!



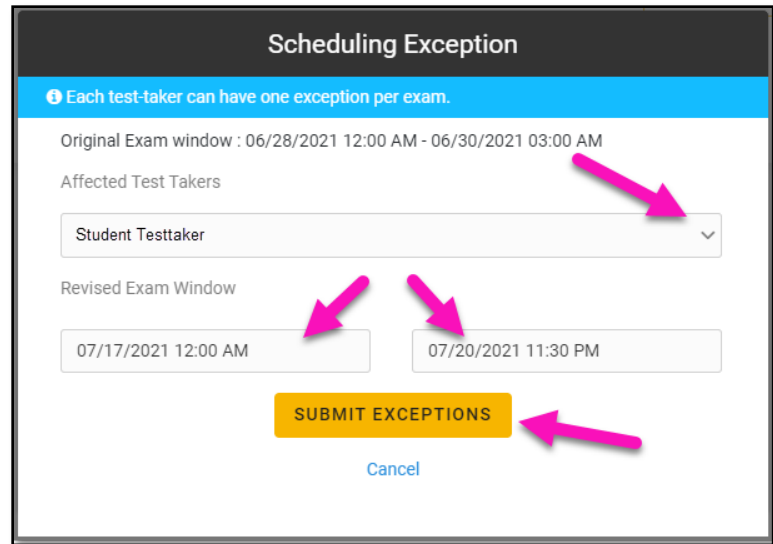
Scheduling Exceptions (5)

Instructors can create Scheduling Exceptions for test-takers who need to schedule their exam outside of the exam window. Scheduling Exceptions show the test-taker the new exam window assigned by their instructor and only allows them to schedule during that time. There can only be one Scheduling Exception per test-taker per exam. Any applicable exam fees still apply to exams that have Scheduling Exceptions. For example, a test-taker may be allowed to take their exam early, but they will still be charged an On-Demand fee if that exam is within 24 hours.

To add a scheduling exception to a test, click on the **“New Scheduling Exception”** button on the Scheduling Exceptions tab.

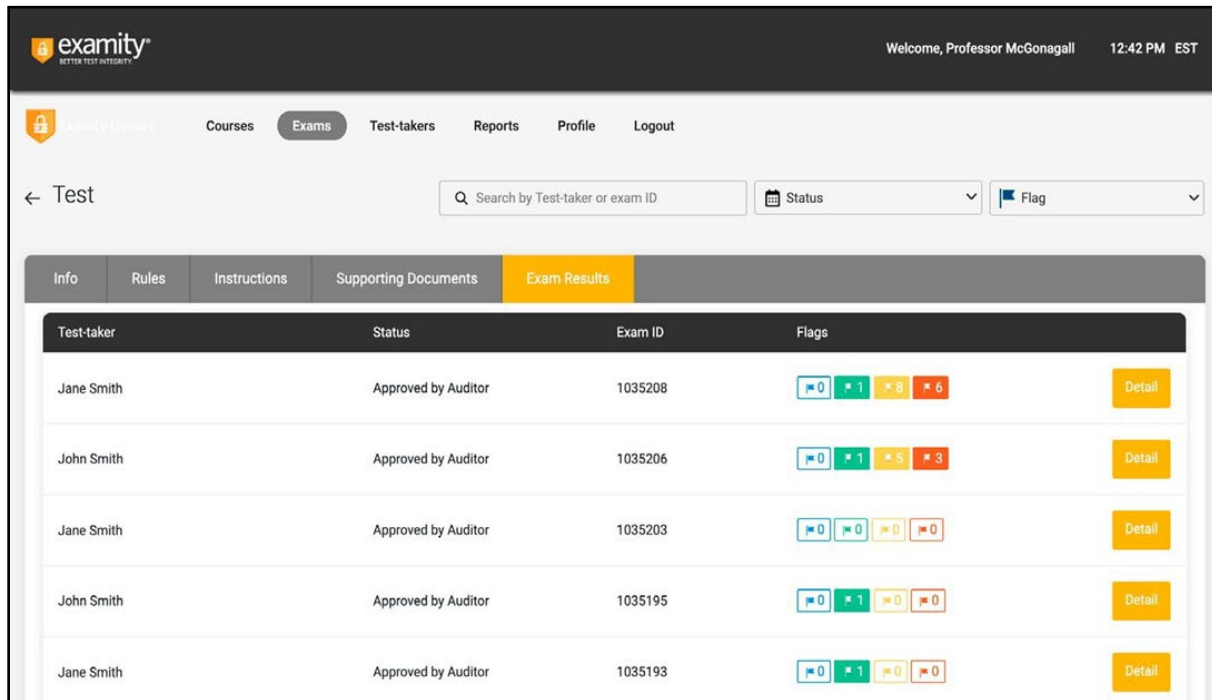


Select the student’s name from the dropdown, enter the revised testing window dates and times and click the “**Submit Exceptions**” button.







Exam Results (6)

To see the results of an exam, select the exam you wish to view, then navigate to the “**Exam Results**” tab. Here, you will see all test-takers enrolled in the exam, the status of their exam, the exam ID, and any potential violations that may have taken place.

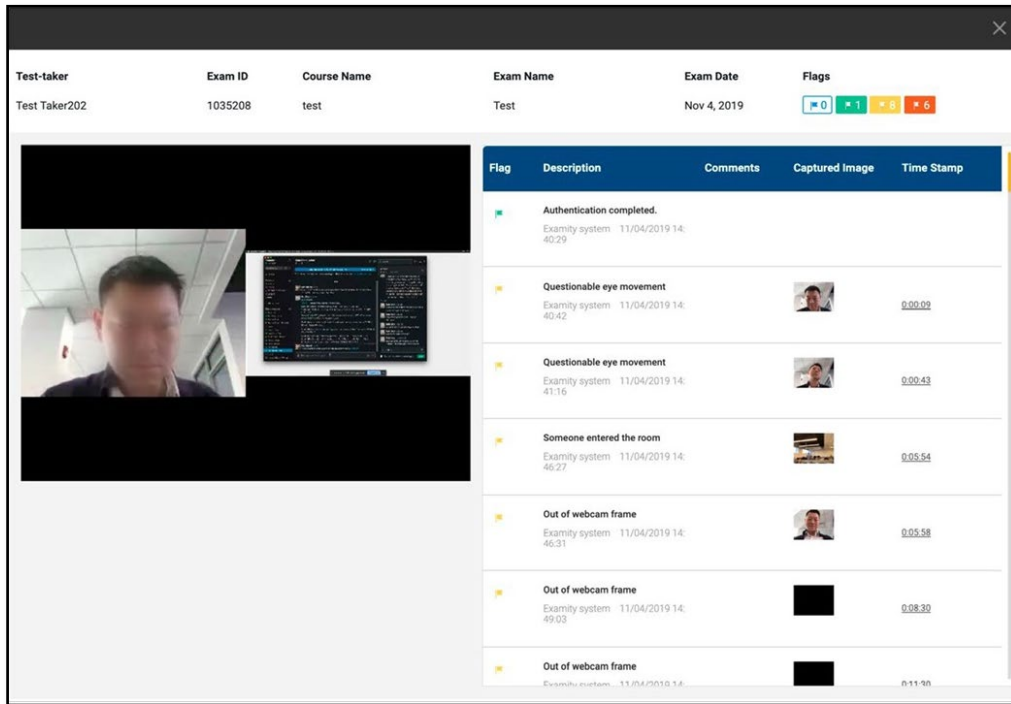
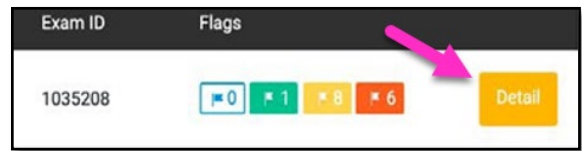


The Examity® flagging system provides instructors with a snapshot of what happened during each test.

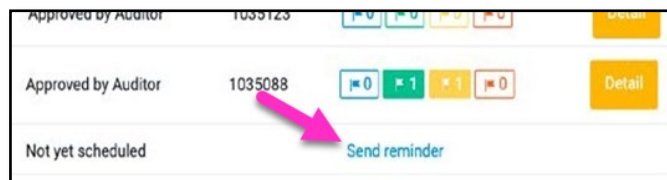
-  Green flags are raised for significant steps where there is no violation.
-  Yellow flags are issued when a rule is broken but cheating does not necessarily take place.
-  Red flags are given when the student exhibits clear cheating behavior.
-  Blue alerts are reported when a technical issue arises.

From the Exam Results screen, you can see the details of an individual student’s exam session (after it has been approved by an Auditor) or remind student who have not yet scheduled their exam to do so.

To **view the results of a specific test taker**, click the “Detail” button at the end of the test-taker’s row to view the exam recording and details of any flags.



To **send an email reminder** to a student who has not yet scheduled their exam, click the “Send Reminder” link on the row for their name. This will show you a pre-written message for the test-taker.



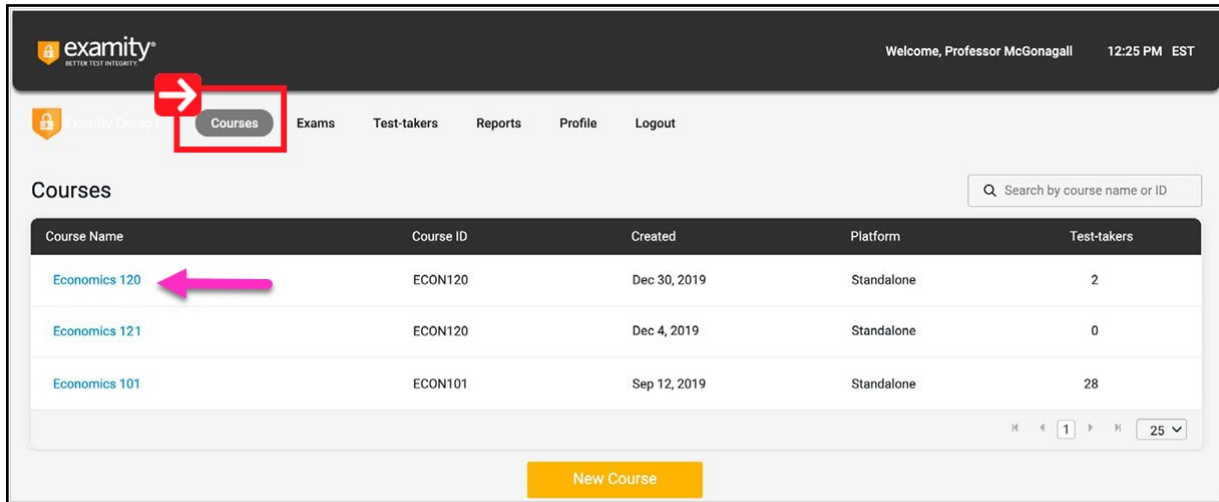
Adding Accommodations

If you have a student who requires special test accommodations (example: extra time to complete the exam), you can make sure proctors are aware ahead of time by entering the information in Eximity® **at the course level**.

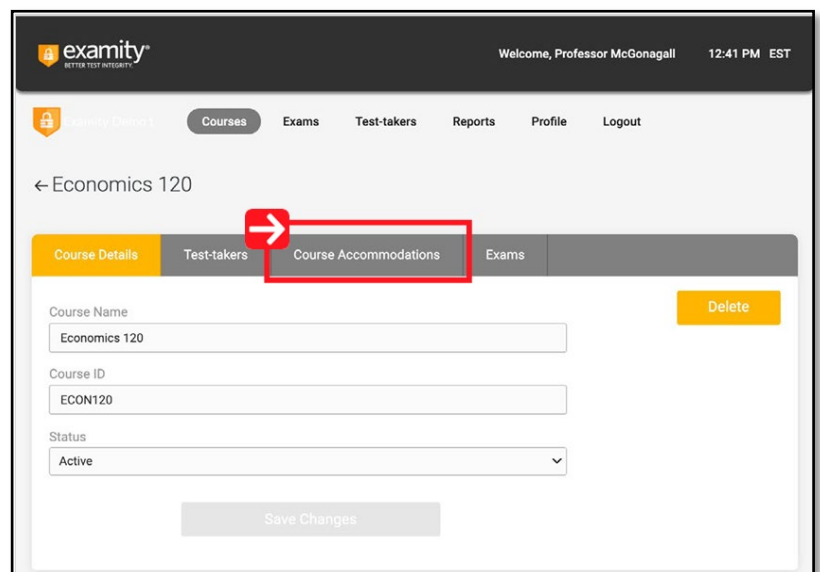
This is an improvement from previous versions of Eximity® which only allowed for global accommodations at the student level for all courses.

To add accommodations:

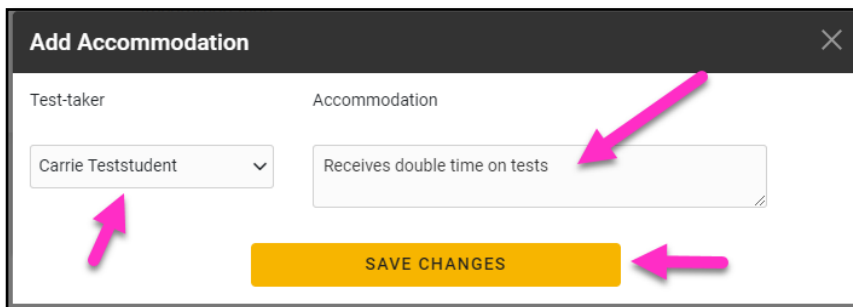
After ensuring your accommodations are set in Blackboard, click on **“Courses”** at the top of the Eximity® dashboard, and select the course you wish to add accommodations to.



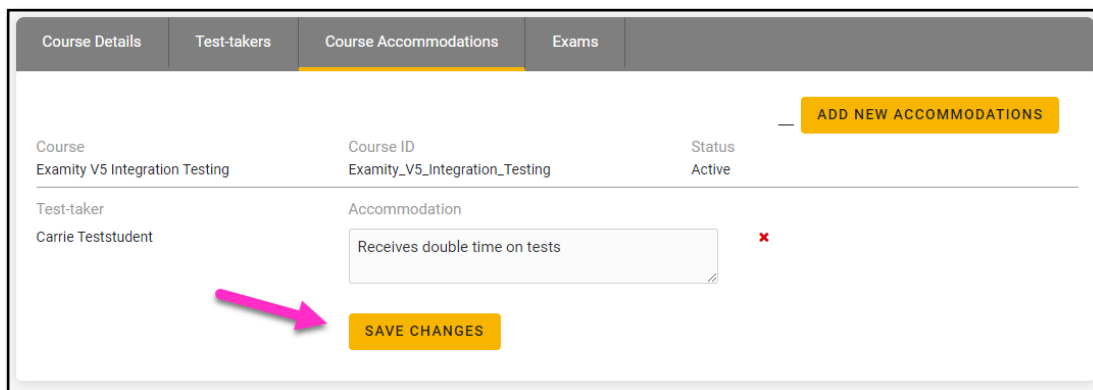
Next, click on the **“Course Accommodations”** tab and click the **“Add New Accommodations”** button.



Select the name(s) of the test-taker(s) in the **drop-down** menu, type the accommodation in the **“Accommodation”** box and click the **Save Changes** button.



You will see a breakdown of each test-taker and their respective accommodations. From here, you can either continue adding accommodations for other students or **“Save changes”** if you are done.



Examity® Technical Support (24/7)

Phone: 1-617-500-6524

Email: support@examity.com

Live Chat: Click on the live chat link located at the top and bottom of your Examity® portal.