

# Examiy – Blackboard Implementation Process for Faculty – Fall 2020



Examiy is the remote proctoring solution used at SUNY Broome in the delivery of its proctored online exams. Using Examiy, students can be proctored from any private location (e.g. home, office, study room) where they have access to the Internet, a webcam, and a microphone. Students will schedule their exam times through the Examiy system from a listing of available time slots provided by Examiy. Students should be encouraged to schedule their exam times early in the semester in order to secure a time slot that works best for them.

In order to successfully implement Examiy in your Blackboard course, you must begin the implementation process **prior to the opening of registration for that term**. That way, the course shell will be coded correctly in Banner and students will be notified of the need for the additional technology required for the online proctoring.

Carine Surdey oversees the implementation of Examiy in Blackboard course shells. She is happy to give you an overview of the Examiy process and walk you through the necessary steps for a successful implementation. She can be reached at [surdeycm@sunybroome.edu](mailto:surdeycm@sunybroome.edu).

## Step 1: Ensure the course sections are listed properly in Banner

*At this time, Examiy can be used only for courses that are designated as the Fully Online, Blended, or Synchronous Remote modality.*

After you determine which course sections will be utilizing Examiy, you will need to make sure they are coded properly in Banner so that students are aware of the necessary technology they need to have for remote proctoring.

This step must be done *prior to the opening of registration to students*. There are two important fields in Banner that are used to indicate that the course section is using Examiy for remote proctoring. They are as follows:

Course Type	Instructional Method	Banner Comment (Same for all modalities)
Fully Online Asynchronous Course with Online Proctored Exams	DLAP	“This course requires online proctored exams via Examiy. The College will pay the standard proctoring fee for exams. Students will be responsible for any fees incurred for late cancellations/rescheduling or missed exams. Students must also have reliable access to an Examiy compatible computer with a webcam and microphone. See <a href="http://www3.sunybroome.edu/online/students/examiy-students/">http://www3.sunybroome.edu/online/students/examiy-students/</a> for system requirements and additional information prior to registering for this course.”
Blended Course with Online Proctored Exams	DLBP	
Synchronous Remote Course with Online Proctored Exams	DLSP	

## Step 2: Complete the Examity training for instructors

Training for Examity is available online. It will review the items listed above and give you an overview of how to use the Examity system to proctor your exams. Contact Carine Surdey for details and to register.

## Step 3: Determine the specific exams that will be proctored

In this step, you will need to determine which exams will require proctoring. Beginning with the Fall 2020 semester, *faculty at SUNY Broome are allowed up to 4 hours, per student, per class section of Examity proctoring time*. These 4 hours can be distributed at your discretion in order to assist you in achieving your instructional goal. Best practices and alternatives to remote proctoring are also discussed in the Examity training.

## Step 4: Prepare your Blackboard course shell and exams for integration

In order for a course and exam to be picked up in the file run that populates the Examity system, both the course itself and the exams to be proctored need to be enabled to students. This can be coordinated with Carine Surdey and Examity to minimize the amount of time the courses and exams are enabled.

We recommend placing the exams within a folder that is hidden from students for the initial integration period. That way, the actual exam is open and available (with defined start and end dates) but students cannot see it since it is in a folder that is unavailable. This will minimize what a student can access should they happen to see that your course is enabled on the day we do the integration. More details can be found in the Examity training.

It is also important to let Carine Surdey know if there is a change to your teaching schedule once Examity is set up in your course!

## Step 5: Submit an “Examity Course Integration Request Form”

This form can be found in the Faculty Resources area of the Online@SUNYBroome website or accessed directly through the following link: <https://forms.gle/1rjjpaz9Z6wH7vTu6>. After your request is processed, you will receive a confirmation email from Carine Surdey.

## Step 6: Update your syllabus and course information

You will need to communicate to your students that you are using Examity for the remote proctoring of online exams. There should be a statement added to the syllabus as well as an area that contains student instructions and technical support contact information. Templates for communication, suggested language, and instructions for students can be found in the online Examity training for you to use.

## Step 7: Access your Examity Dashboard and adjust your settings and rules

Detailed instructions are provided in the training.

## Step 8: Release the exam to students in Blackboard, track exam status through the Examity Dashboard, and take action if appropriate

Instructor resources are available to assist you in interpreting any flags generated by the Examity system. It is at the discretion of the instructor to take action if the flagged behavior is deemed inappropriate. Additional information is provided in the training.