



Proctoring Guide

Administrators & Instructors

Table of Contents

New Product Names	1
Using Examity With Your LMS Platform.....	2
Navigating Your Examity Dashboard.....	3
Editing Your Exam.....	4
Tracking Exam Status.....	6
Accommodations	8
Editing/Deleting Accommodations.....	9
Scheduling Exceptions.....	13
Reporting.....	16

New Product Names

We've changed the names of our proctoring modalities to better reflect their features. If you have questions about whether a particular proctoring level is right for your exams, please contact your Client Success Manager.

We advise that you do not change the proctoring level of an exam if a test-taker has already scheduled it or once the exam starts.

Features	Automated	Automated + Audit	Live Authentication + Audit	Live Proctoring
Auto Authentication	✓	✓		
Auto Proctoring	✓	✓	✓	
Flagged Violations with Video	✓	✓	✓	✓
Reporting and Analytics	✓	✓	✓	✓
Human Audit		✓	✓	✓
Live Authentication			✓	✓
Live, Low-ratio Proctoring				✓
Real-time, On-screen Support				✓
Immediate Exam Intervention				✓

[Home](#)
[Courses](#)
[Exams](#)
[Test-takers](#)
[Dashboard](#)
[Profile](#)
[Logout](#)

[← Exam](#)
[Edit Details](#)

[Info](#)
[Rules](#)
[Instructions](#)
[Supporting Documents](#)
[Scheduling Exceptions](#)
[Proctoring Analytics](#)

[NEW SCHEDULING EXCEPTION](#)
[DELETE EXAM](#)

Course

Dog Training Programme #1

Exam

Practice test

Exam Window

03/31/2022 07:00 PM

05/30/2022 07:00 PM

Exam Duration

0 Hour

5 Minutes

Link to Exam

https://dogtrainingcollege.co.uk/

Exam Password

Password will be used by the proctor to validate the session. Exam Passwords should never be shared with the test takers.

Allow Test-taker to Upload File

☒ No
 ☐ Yes

Enable Extension Block List

Allows the Examity extension to block other Chrome extensions that may be installed to the test takers Chrome browser. For a complete list of the extensions that will be blocked [click here](#)

☒ No
 ☐ Yes

Enable Browser Lock
 Enabling this feature will enable Chrome extension-level features such as closing additional tabs, and disabling print and copy/paste functions during the exam.

☒ No
 ☐ Yes

Security Level

Automated + Audit

Live Proctoring

Automated + Audit

Live Authentication + Audit

Automated

Automated Practice

Human audit

SAVE CHANGES

Using Examity With Your LMS Platform

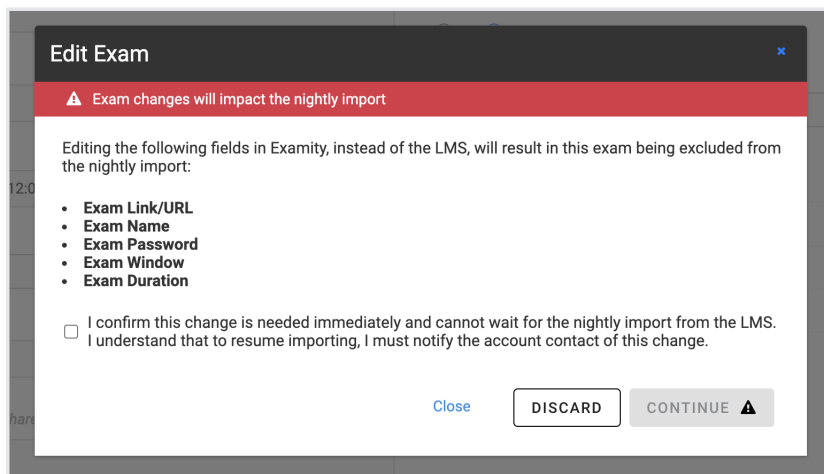
If your Examity platform is integrated with your Learning Management System or your test delivery/enrollment management platform, you will access Examity via links in your system.

Your courses, exams, and test-takers should continue to be created in your LMS or test delivery/enrollment management platform. The integration with Examity means your data will be imported to Examity automatically. The process of importing means to download data onto a platform from a different source.

NOTE: There are steps that you must follow before your data can be imported over. The steps vary based on the LMS. Please reach out to your Client Success Manager for more information.

- **LMS integration:** You need to click on Examity link to import the course first, then your exams and test-taker data will be imported overnight and will be available the next day.
- **Test delivery/enrollment management platform:** Your data flows through APIs links, which means the data you create in your system should be available in Examity within minutes.

Our recommended practice is to always edit exam details within your LMS or exam platform. If you edit some key exam details directly in Examity, this action will cause the data import to stop. Those key exam details include the Exam Name, the Exam Duration, the Exam Window (the start date/time and the end date/time), the Link to Exam, and the Exam Password.



Edit Exam

⚠ Exam changes will impact the nightly import

Editing the following fields in Examity, instead of the LMS, will result in this exam being excluded from the nightly import:

- Exam Link/URL
- Exam Name
- Exam Password
- Exam Window
- Exam Duration

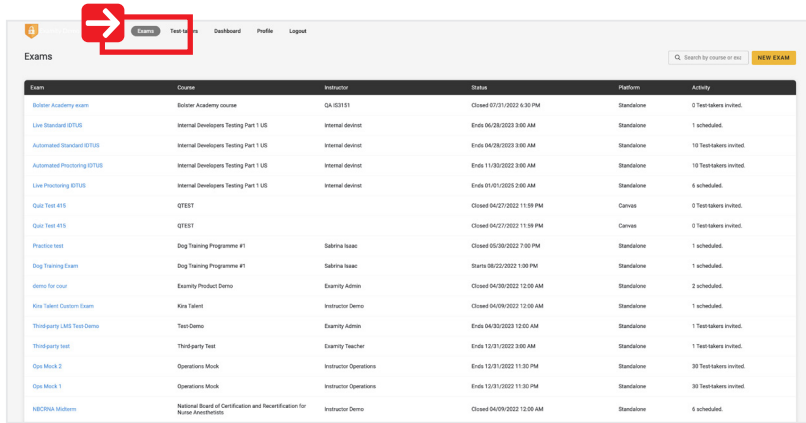
☐ I confirm this change is needed immediately and cannot wait for the nightly import from the LMS. I understand that to resume importing, I must notify the account contact of this change.

Close DISCARD CONTINUE ⚠

Your

Editing Your Exam

On the dashboard, select “Exams” at the top of your screen.

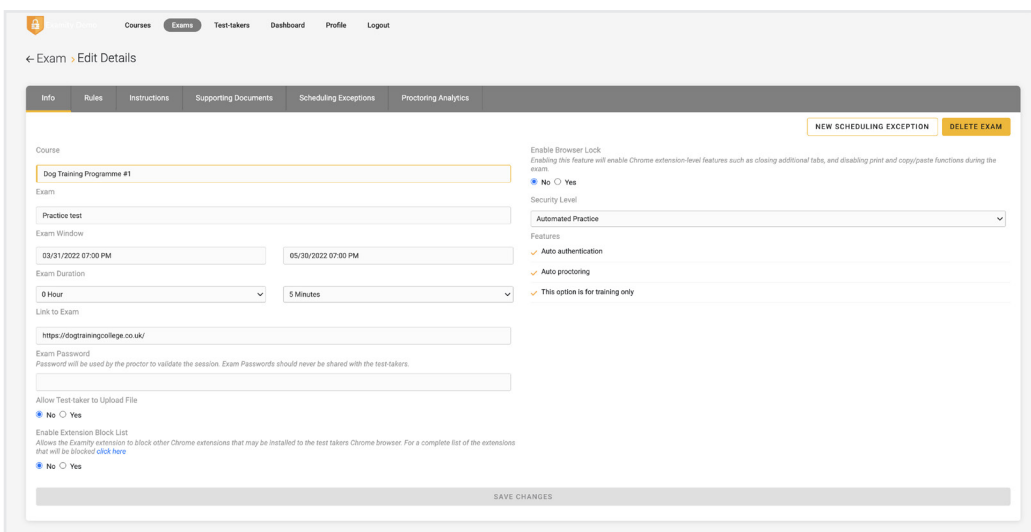


Exam	Course	Instructor	Status	Platform	Activity
Exeter Academy exam	Exeter Academy course	QA-53151	Closed 07/21/2022 4:30 PM	Standalone	0 Test-takers invited.
Live Standard (STUS)	Internal Developers Testing Part 1 US	Internal devtest	Ends 04/28/2023 3:00 AM	Standalone	1 scheduled.
Automated Standard (STUS)	Internal Developers Testing Part 1 US	Internal devtest	Ends 04/28/2023 3:00 AM	Standalone	10 Test-takers invited.
Automated Proctoring (STUS)	Internal Developers Testing Part 1 US	Internal devtest	Ends 11/20/2022 3:00 AM	Standalone	10 Test-takers invited.
Live Proctoring (STUS)	Internal Developers Testing Part 1 US	Internal devtest	Ends 01/01/2025 2:00 AM	Standalone	4 scheduled.
Quiz Test #15	QTEB		Closed 04/27/2022 11:59 PM	Canvas	0 Test-takers invited.
Quiz Test #15	QTEB		Closed 04/27/2022 11:59 PM	Canvas	0 Test-takers invited.
Practice test	Dog Training Programme #1	Isabella Isaac	Closed 05/09/2022 7:00 PM	Standalone	1 scheduled.
Dog Training Exam	Dog Training Programme #1	Isabella Isaac	Starts 06/02/2022 1:00 PM	Standalone	1 scheduled.
Items for course	Examity Product Demo	Examity Admin	Closed 04/06/2022 12:00 AM	Standalone	2 scheduled.
Kite Talent Custom Exam	Kite Talent	Instructor Demo	Closed 04/06/2022 12:00 AM	Standalone	1 scheduled.
Thirdparty LMS Test Demo	Test Demo	Examity Admin	Ends 04/20/2022 12:00 AM	Standalone	1 Test-takers invited.
Thirdparty test	Thirdparty Test	Examity Teacher	Ends 12/31/2022 3:00 AM	Standalone	1 Test-takers invited.
Quiz Mock 2	Questions Mock	Instructor Operations	Ends 12/31/2022 11:30 PM	Standalone	30 Test-takers invited.
Quiz Mock 1	Questions Mock	Instructor Operations	Ends 12/31/2022 11:30 PM	Standalone	30 Test-takers invited.
NBC/NA Midterm	National Board of Certification and Recertification for Nurse Practitioners	Instructor Demo	Closed 04/06/2022 12:00 AM	Standalone	4 scheduled.

To access and input details for your exam, click the exam name. This will bring you to the exam shell, which is categorized into five distinct sections:

1. Info
2. Rules
3. Instructions
4. Supporting Documents
5. Exam Results

1. Info represents the foundation for your exam. Details include the scheduling window, the exam duration, the exam URL, and exam password. You can also select whether you would like to give test-takers the option to upload a file directly into Examity. You can enable additional security settings like Extension Block, Browser Lock, and more. If you are interested in these options but do not see them when setting an exam, please contact your Client Success Manager for more information.



← Exam · Edit Details

Info Rules Instructions Supporting Documents Scheduling Exceptions Proctoring Analytics

NEW SCHEDULING EXCEPTION DELETE EXAM

Course: Dog Training Programme #1

Exam: Practice test

Exam Window: 03/21/2022 07:00 PM 05/26/2022 07:00 PM

Exam Duration: 0 Hour 5 Minutes

Link to Exam: https://dogtrainingcollege.co.uk/

Exam Password: Password will be used by the proctor to validate the session. Exam Passwords should never be shared with the test-takers.

Allow Test-taker to Upload File: No Yes

Enable Browser Lock: Enabling this feature will enable Chrome extension-level features such as closing additional tabs, and disabling print and copy/paste functions during the exam. No Yes

Security Level: Automated Practice

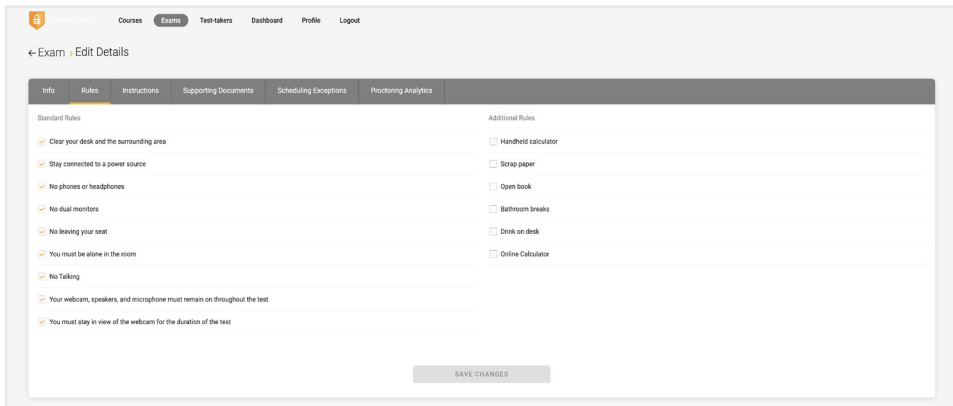
Features:

- ✓ Auto authentication
- ✓ Auto proctoring
- ✓ This option is for training only

Enable Extension Block List: Allow the Examity extension to block other Chrome extensions that may be installed to the test-takers Chrome browser. For a complete list of the extensions that will be blocked click here. No Yes

SAVE CHANGES

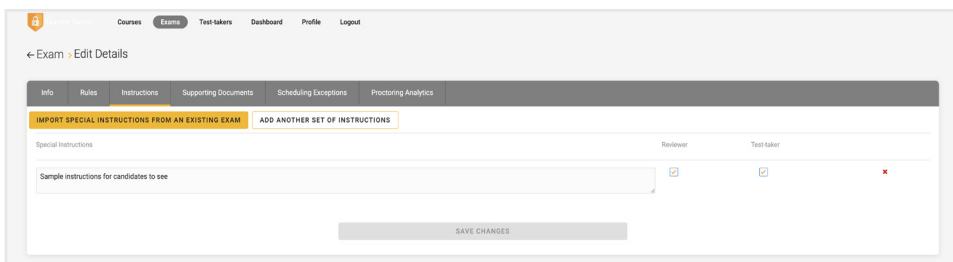
2. Rules allows you to specify rules for your exam. All exams have standard rules (listed on the left) that are a constant for every exam proctored with Examity. There is also an “Additional Rules” section (on the right) that provides optional rules for your exam. You can check off any additional rules that you would like to apply to your exam. For example, checking off “Scrap Paper” will allow test-takers to use scrap paper during the exam. Then, click “Save Changes” to lock in your additions.



The screenshot shows the 'Rules' section of the Examity interface. It features a navigation bar with tabs: Info, Rules (selected), Instructions, Supporting Documents, Scheduling Exceptions, and Proctoring Analytics. Below the tabs, there are two columns of rules. The left column, titled 'Standard Rules', contains a list of rules with checkboxes, all of which are checked. The right column, titled 'Additional Rules', contains a list of optional rules with checkboxes, none of which are checked. A 'SAVE CHANGES' button is located at the bottom right of the rules section.

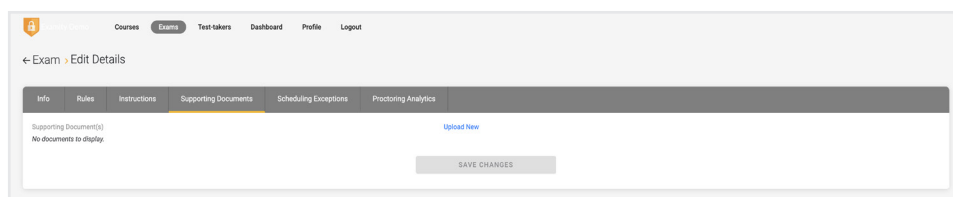
3. Special instructions can be added in the **Instructions** section. This is a critical step to clarify any policies, processes, or steps that are specific to your exams. Work with your Client Success Manager to define clear instructions for your exams that help test-takers, proctors, and auditors understand exam expectations.

Clicking “Import special instructions from an existing exam” allows you to quickly clone special instructions from another exam.



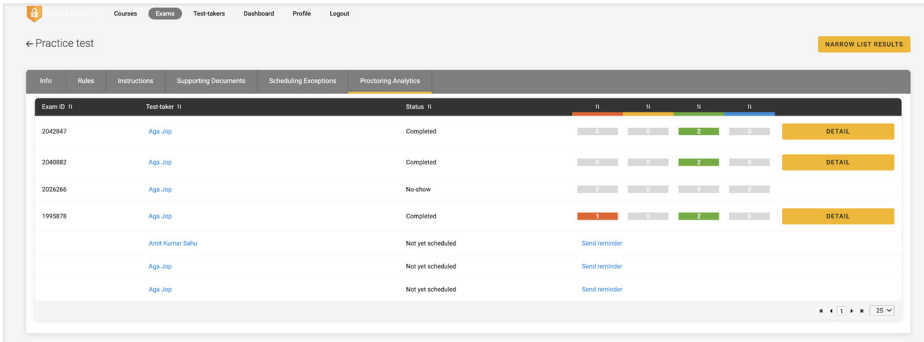
The screenshot shows the 'Instructions' section of the Examity interface. It features a navigation bar with tabs: Info, Rules, Instructions (selected), Supporting Documents, Scheduling Exceptions, and Proctoring Analytics. Below the tabs, there are two buttons: 'IMPORT SPECIAL INSTRUCTIONS FROM AN EXISTING EXAM' and 'ADD ANOTHER SET OF INSTRUCTIONS'. Below these buttons, there is a text area for 'Special Instructions' with a sample instruction: 'Sample instructions for candidates to see'. To the right of the text area, there are checkboxes for 'Reviewer' and 'Test taker', both of which are checked. A 'SAVE CHANGES' button is located at the bottom right of the instructions section.

4. The **Supporting Documents** section is where you will be able to upload any critical assets for your exam, such as exam reference materials. **The test-taker has access to the materials just before the recording begins, and before they are connected to their proctor. If you provide supporting documents, the test-taker will be reminded to download them before they can proceed.**



The screenshot shows the 'Supporting Documents' section of the Examity interface. It features a navigation bar with tabs: Info, Rules, Instructions, Supporting Documents (selected), Scheduling Exceptions, and Proctoring Analytics. Below the tabs, there is a text area for 'Supporting Document(s)' with the message 'No documents to display.' and a link to 'Upload New'. A 'SAVE CHANGES' button is located at the bottom right of the supporting documents section.

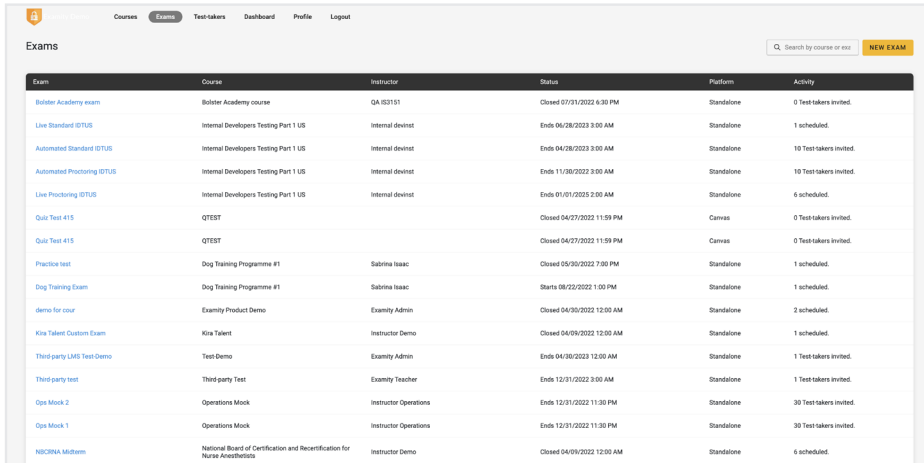
5. Within Proctoring Analytics, you will be able to see who has scheduled an exam appointment, as well as any violations that may have taken place during completed sessions. **See Tracking Exam Appointments Status.**



Exam ID	Test taker	Status	Progress	Action
2042847	Agg Jop	Completed	100%	DETAIL
2040862	Agg Jop	Completed	100%	DETAIL
2026266	Agg Jop	No show	0%	
1915878	Agg Jop	Completed	100%	DETAIL
	Anish Kumar Sahu	Not yet scheduled		Send reminder
	Agg Jop	Not yet scheduled		Send reminder
	Agg Jop	Not yet scheduled		Send reminder

Tracking Exam Status

Check the status of appointments by selecting “Exams” at the top of your dashboard.



Exam	Course	Instructor	Status	Platform	Activity
Bolton Academy exam	Bolton Academy course	QA 02/13/21	Closed 07/21/2022 6:30 PM	Standalone	0 Test takers invited.
Live Standard (DTUS)	Internal Developers Testing Part 1 US	Internal devtest	Ends 04/26/2023 9:00 AM	Standalone	1 scheduled.
Automated Standard (DTUS)	Internal Developers Testing Part 1 US	Internal devtest	Ends 04/26/2023 9:00 AM	Standalone	10 Test takers invited.
Automated Proctoring (DTUS)	Internal Developers Testing Part 1 US	Internal devtest	Ends 11/06/2022 9:00 AM	Standalone	10 Test takers invited.
Live Proctoring (DTUS)	Internal Developers Testing Part 1 US	Internal devtest	Ends 01/01/2025 2:00 AM	Standalone	6 scheduled.
Quiz Test 415	QTEST		Closed 04/27/2022 11:59 PM	Canvas	0 Test takers invited.
Quiz Test 415	QTEST		Closed 04/27/2022 11:59 PM	Canvas	0 Test takers invited.
Practice test	Dog Training Programme #1	Sabrina Isaac	Closed 05/30/2022 7:00 PM	Standalone	1 scheduled.
Dog Training Exam	Dog Training Programme #1	Sabrina Isaac	Starts 08/22/2022 1:00 PM	Standalone	1 scheduled.
demo for cour	Examity Product Demo	Examity Admin	Closed 04/26/2022 12:00 AM	Standalone	2 scheduled.
Kira Talent Custom Exam	Kira Talent	Instructor Demo	Closed 04/06/2022 12:00 AM	Standalone	1 scheduled.
Third-party LMS Test Demo	Test Demo	Examity Admin	Ends 04/06/2022 12:00 AM	Standalone	1 Test takers invited.
Third-party test	Third-party Test	Examity Teacher	Ends 12/31/2022 9:00 AM	Standalone	1 Test takers invited.
Ops Mock 2	Operations Mock	Instructor Operations	Ends 12/31/2022 11:30 PM	Standalone	30 Test takers invited.
Ops Mock 1	Operations Mock	Instructor Operations	Ends 12/31/2022 11:30 PM	Standalone	30 Test takers invited.
NBCRNA Midterm	National Board of Certification and Recertification for Nurse Anesthetists	Instructor Demo	Closed 04/06/2022 12:00 AM	Standalone	6 scheduled.

The following exam statuses may appear here:

Current Session	Definition
Scheduled	The test-taker has created an appointment time for their exam.
Cancelled	The test-taker has cancelled the test appointment.
Verification in Progress	The test-taker has started the exam process and is going through the steps to connect to proctor.
Waiting for Proctor	The test-taker is in the exam queue and awaiting proctor to be assigned.
Processed by Examity	For Automated exams, this status is applied when exam is submitted and sent or Completed to the client dashboard. No Auditor review.
Pending at Auditor	The test-taker has submitted their exam and it is awaiting review by the auditors.
Incomplete	The Candidate was not able to access the exam questions – this could be for any number of reasons (improper ID, LMS issue, internet capability, etc.)
Approved by Auditor	This exam has been reviewed by Auditors. If the test-taker has accessed the exam, the auditor will mark the exam as Approved after adding any necessary flags.
No Show	The test-taker did not arrive for their scheduled appointment. The system will change the status to No Show 35 minutes after the scheduled exam time.

To see the proctoring results, select the exam you wish to view. Then, navigate to the “Proctoring Analytics” tab. Here, you will see all appointments scheduled or taken by test-takers for the selected exam, the status of their exam, the exam ID, and any potential violations that may have taken place.

14

14

Courses

Exams

Test takers

Dashboard

Profile

Logout

← Auto Premium - Bhrs

NARROW LIST RESULTS

Info

Rules

Instructions

Supporting Documents

Scheduling Exceptions

Proctoring Analytics

Exam ID	Test-taker	Status	0	1	2	3
2210249	REN HOEK	Incomplete	1	0	1	2
220006	REN HOEK	Incomplete	0	0	0	1
2198059	REN HOEK	Incomplete	0	0	0	1
2190729	REN HOEK	Incomplete	0	0	0	1
2188099	REN HOEK	No-show	0	0	0	0
2177763	REN HOEK	Completed	0	0	1	0
2173850	REN HOEK	No-show	0	0	0	0
2173220	REN HOEK	Completed	2	0	1	0
2171346	REN HOEK	Completed	0	0	1	0
2171324	REN HOEK	Completed	2	0	2	0
2171029	REN HOEK	Completed	2	0	2	0

The Examity flagging system provides exam administrators with a snapshot of what happened during each exam:

- **Green flags** are raised for significant steps where there is no violation.
- **Yellow flags** are issued when a rule is broken, but misconduct may not have been intentional.
- **Red flags** are given when the test-taker exhibits a clear breach of exam rules and/or instructions.
- **Blue alerts** are reported when a technical issue arises.

To view the results of a specific appointment, click the “Detail” button at the end of the appointment’s row to view the exam recording and details of any flags. The time stamps are hyperlinked so that you can jump to the spot in the recording where the behavior occurred.

Home

Courses

Exams

Test takers

Dashboard

Profile

Logout

← Test taker

→ REN HÖEK

→ Auto Premium - 8hrs

Exam ID: 2171324

Course:Examity Product Demo

Exam Date/Time: Jul 19 2022 1:00 PM

Status: Completed

Accommodations: More time

Flags

Documents

Verification

0:00 / 4:55

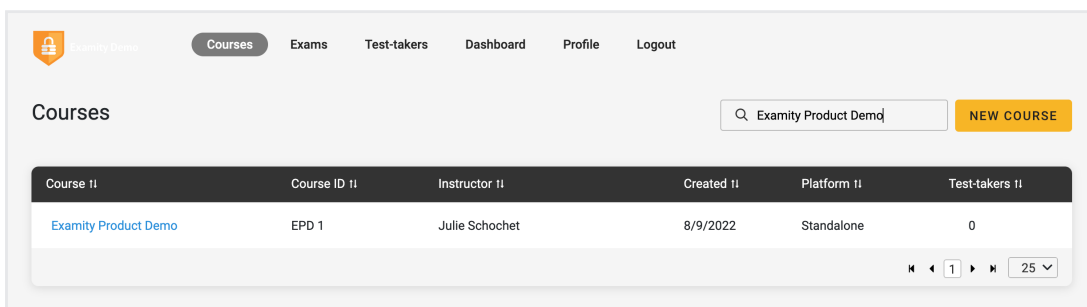
Flag	Description	Comments	Captured Image	Time Stamp
✔	Authentication completed.			00:00:00
✔	Test taker enabled screen sharing.			00:00:00
⚠	Unauthorized information accessed.			00:00:10
⚠	Unauthorized information accessed.			00:00:10
⚠	Unauthorized information accessed.			00:00:10

Accommodations

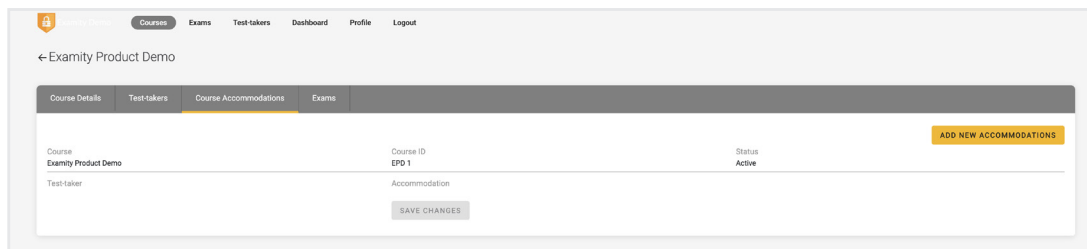
If test-takers require accommodations, you can make sure proctors are aware ahead of time by entering the information at the course level. This means that any accommodations added will apply to all exams within this course.

Any time accommodations added to Examity must be added to your LMS or exam platform first. Examity is not in control of the exam timer. The exam timer is set in the LMS.

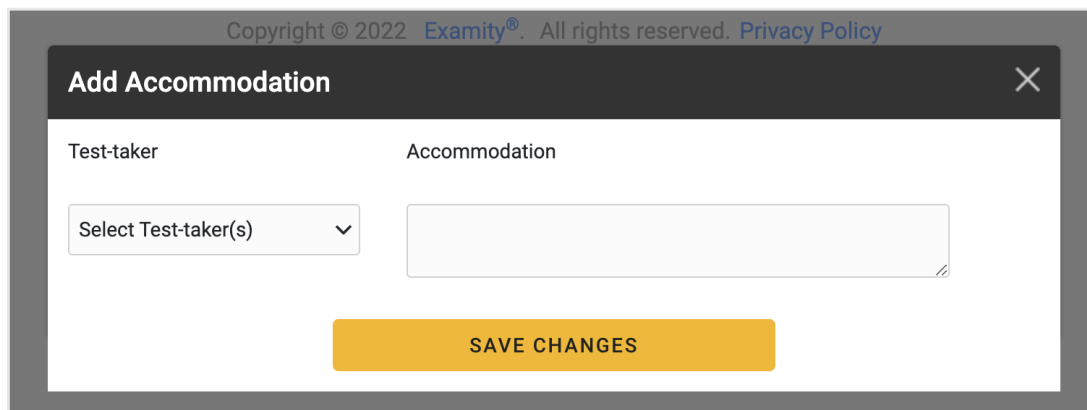
1. Click on “Courses” at the top of the Examity dashboard, and select the course you wish to add accommodations to.



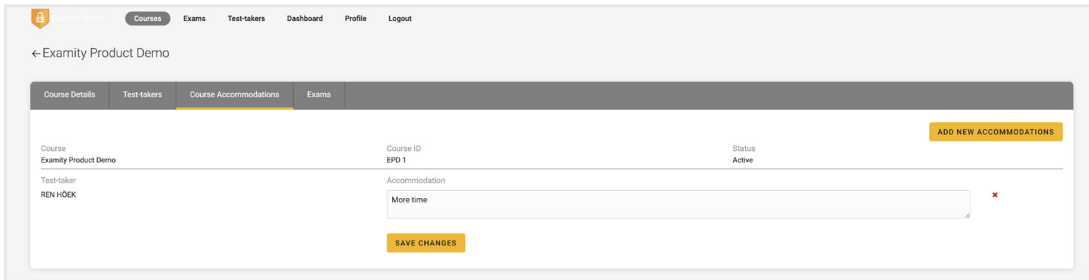
2. Click on the “Course Accommodations” tab.



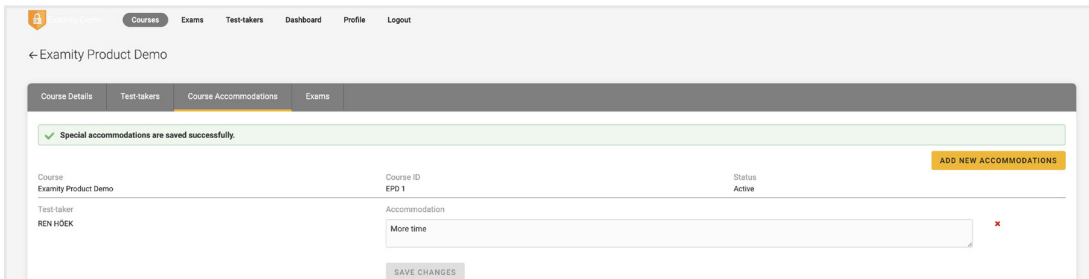
3. Select the name(s) of the test-taker(s) in the drop-down menu.



4. Enter the accommodation in the “Accommodations” box and click “Add Accommodations.”



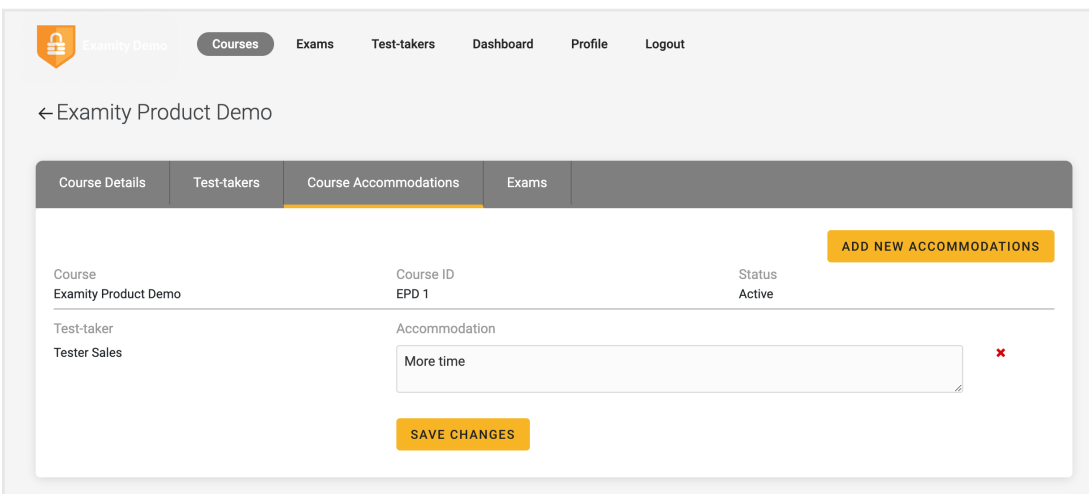
5. You will see a breakdown of each test-taker and their respective accommodations. Finally, click “Save Changes.”



Editing/Deleting Accommodations

To delete an accommodation:

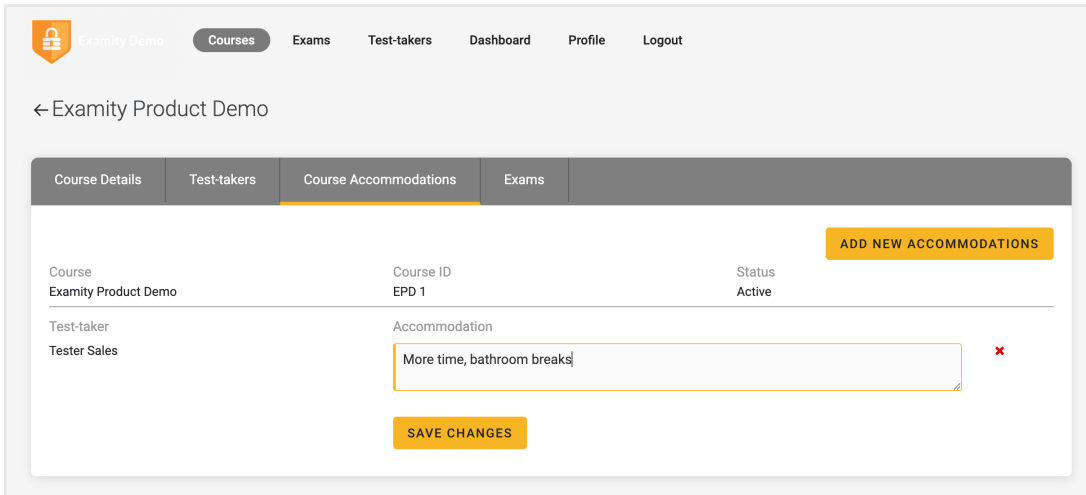
1. Click the red “X” on the far right side of an existing accommodation.
2. Once you are done making changes, select the “Save Changes” button on the bottom of the page to save any updates.



Failing to “Save Changes” will not delete the accommodation.

To edit an accommodation:

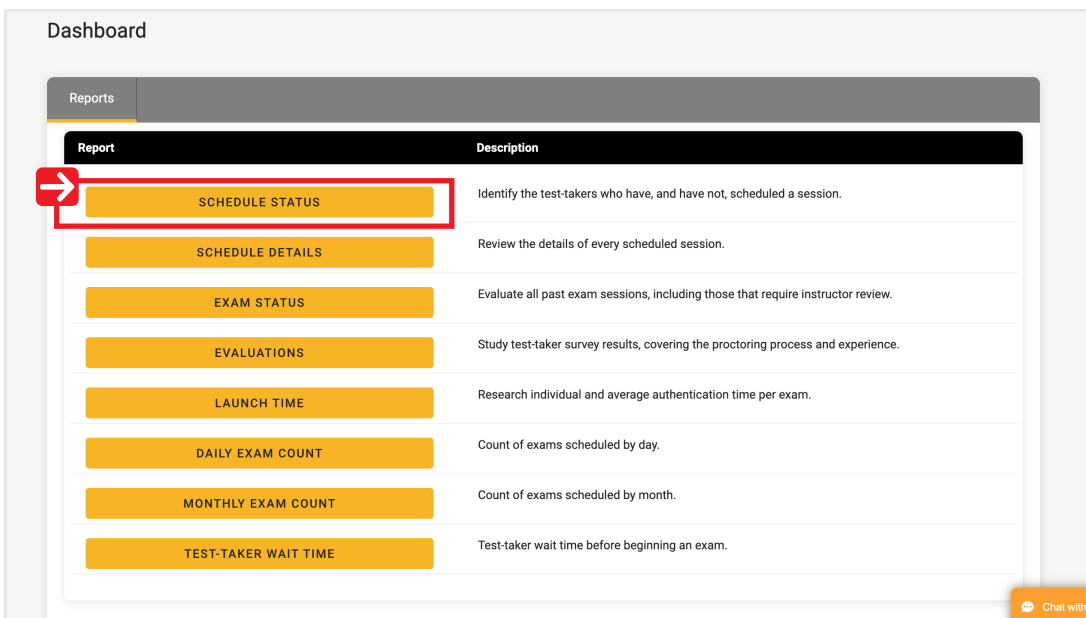
1. Locate the accommodation for the particular user you would like to make changes to.
2. Click within the box for an existing accommodation and make changes.





3. Once you are done making changes, select the “Save Changes” button on the bottom of the page to save any updates.

If test-takers have not scheduled their exam, you can send reminder emails from the Schedule Status report.

1. Go to Reports/Dashboard
2. Click on “View Report” for Schedule Status Report



3. Click on a number in the “Unscheduled Test-takers” column to see a list of all test-takers who have not scheduled for a particular exam.




← Reports > Schedule Status NARROW LIST RESULTS  

Showing 1 - 25 of 74 records

Exam Link	Exam Password	Exam Start Date	Security Level	Special Instructions	Test-takers	Scheduled Test-takers	Unscheduled Test-takers	Scheduled Percent
https://test.exa...	1Examity21!	03/09/2022 3:00 AM	Automated Practice		0	0	0	0%
https://bd-partner-a-...	...	06/21/2022 10:00 AM	Live Proctoring		0	0	0	0%
https://bd-partner-a-...	...	06/23/2022 11:00 AM	Live Proctoring		0	0	0	0%
https://test.exa...	1Examity21!	01/01/2022 1:00 AM	Live Proctoring	Opening an Excel file during ... More →	5	1	4	20%
https://test.exa...	1Examity21!	01/01/2022 1:00 AM	Automated + Audit		5	4	1	80%
https://www.bo-ston.com	RedSox!	06/04/2022 2:00 AM	Automated + Audit		1	0	1	0%
https://test.exa...	1Examity21!	05/01/2022 1:00 AM	Automated Practice		1	1	0	100%

4. Use the checkboxes on the left side of the screen to select which users you would like to send a reminder email to.

Examity Demo **Courses** Exams Test-takers **Dashboard** Profile Logout

← Schedule Status > Unscheduled Test-takers NARROW LIST RESULTS  Send reminder email  

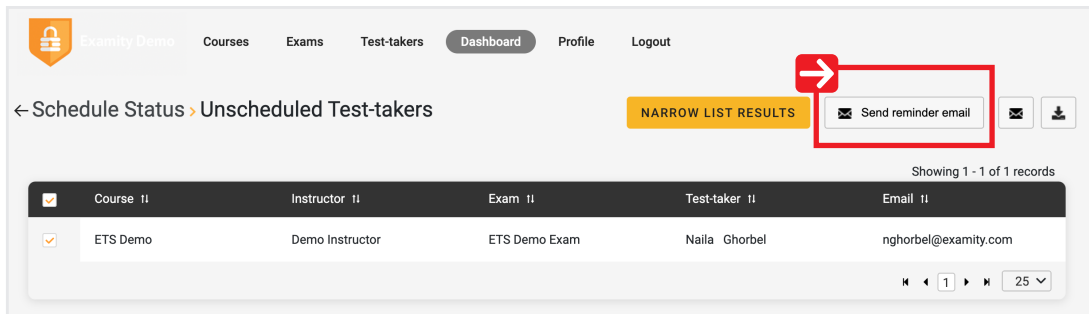
Showing 1 - 1 of 1 records

<input checked="" type="checkbox"/>	Course	Instructor	Exam	Test-taker	Email
<input checked="" type="checkbox"/>	ETS Demo	Demo Instructor	ETS Demo Exam	Naila Ghorbel	nghorbel@examity.com

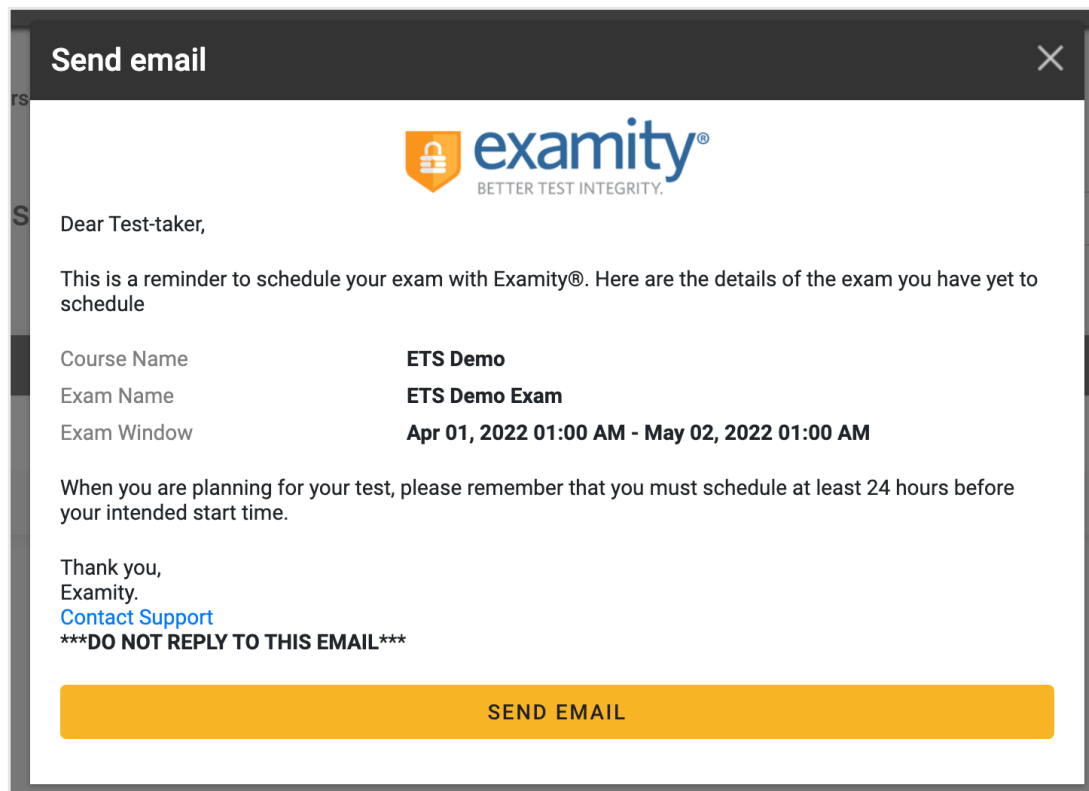
1 25

NOTE: You can also select the checkbox in the top left corner of the table to select all test-takers.

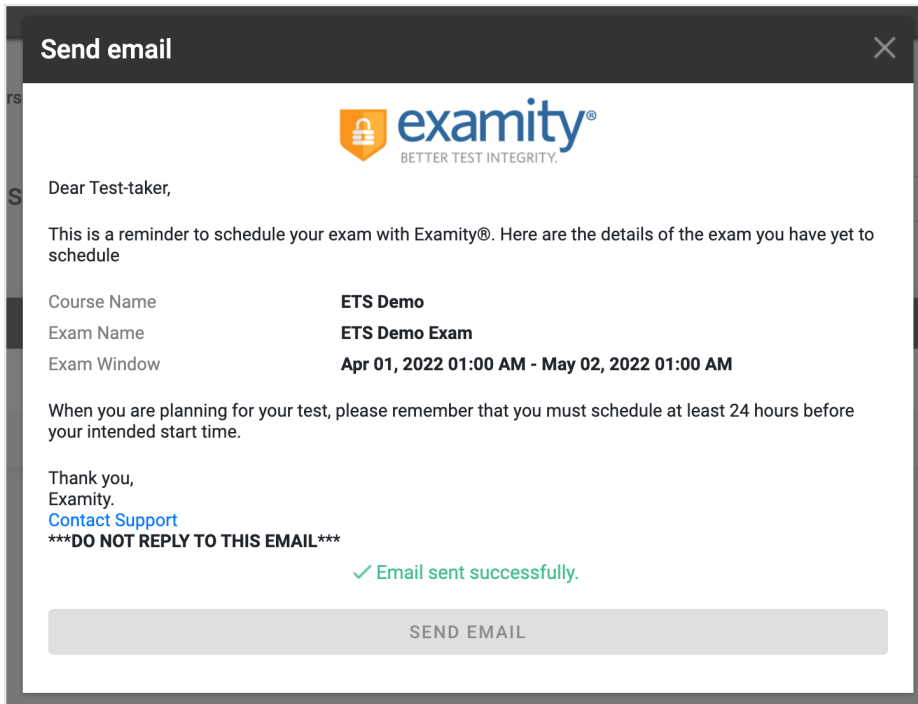
5. Select the “send reminder email” button which appears next to the “NARROW LIST RESULTS” button once the test-takers have been selected.



6. You will see a preview of the email on the screen.



7. Select “Send Email” and wait until you see the confirmation message: “Email sent successfully.”



Scheduling Exceptions

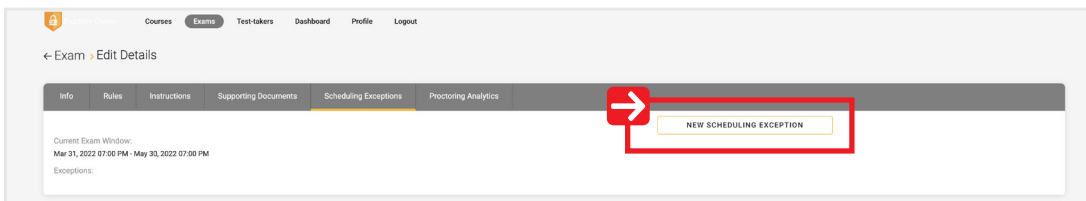
You can create scheduling exceptions for test-takers who need to schedule their exam outside of the scheduling window. Scheduling exceptions allow you to set a new or unique scheduling window that is specific to the test-taker. This new window will display to the test-taker when they go to schedule, and they will not be able to schedule outside of this set window.

Any applicable exam fees, exam buffering, etc., 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 (if this pricing configuration is enabled).

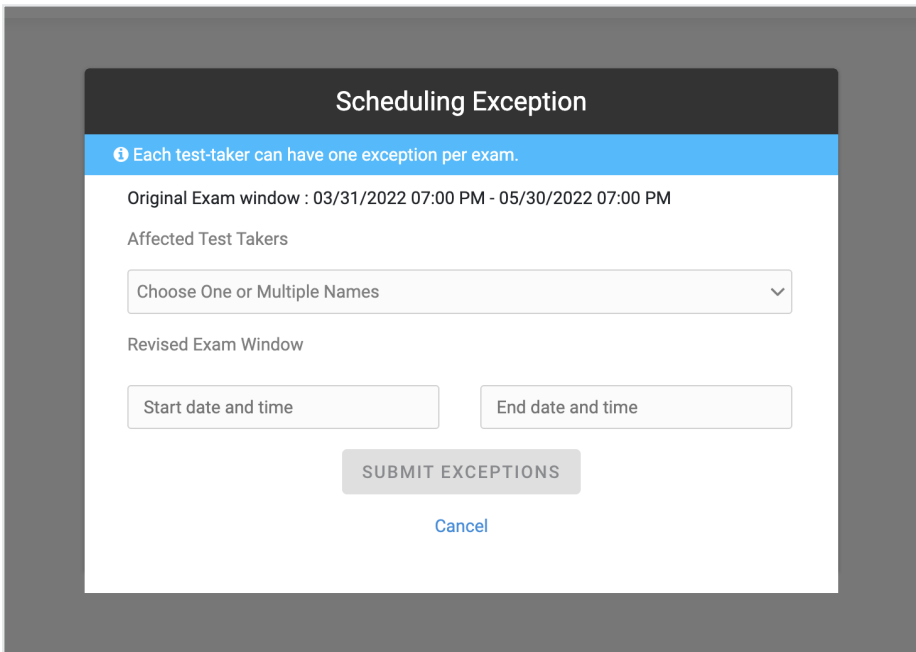
NOTE: There can only be one Scheduling Exception per test-taker per exam.

Create a Scheduling Exception:

1. Log in to Examity and locate your exam.
2. Click the “New Scheduling Exception” button on the “Info” or the “Scheduling Exception” tab.



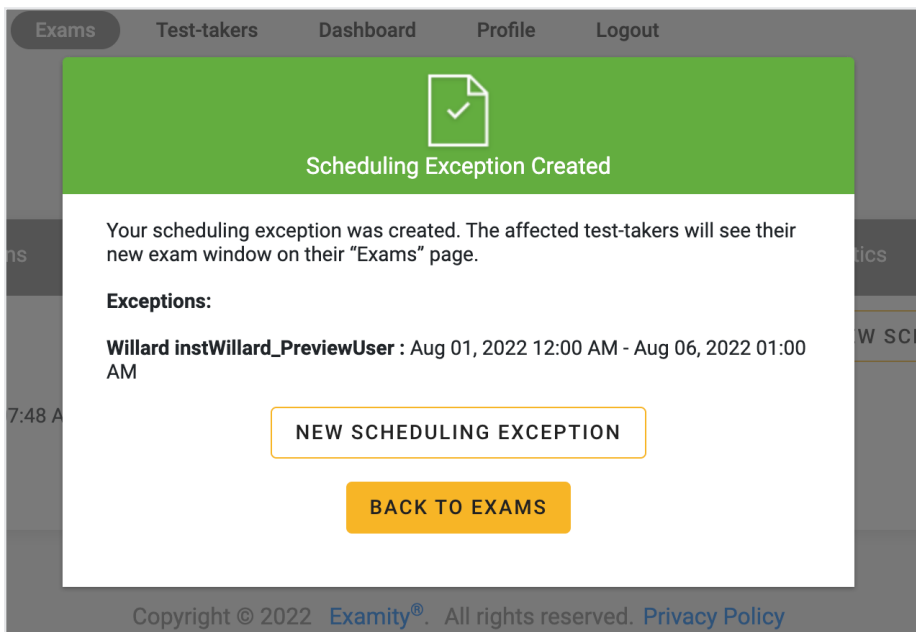
3. Select the test-taker(s) who will share the new scheduling exception scheduling window. You can only add one scheduling exception timeframe at a time, but you can add multiple test-takers to the same window.



4. Select the revised scheduling window that will be applied to all of the selected test-takers. The selected test-takers will only be able to schedule their exam during this window, so make it wide enough to accommodate the exam duration and exam buffer time.

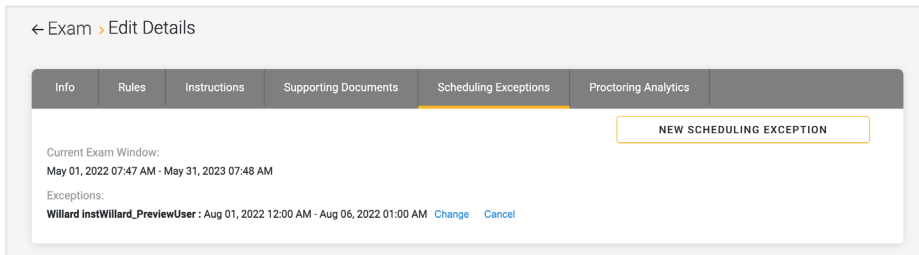
5. Click "Submit Exceptions" to save your changes.

6. Click "New Scheduling Exception" to create another scheduling exception window for other test-takers or "Back to Exams" to exit this workflow. The selected test-takers will see the new exam scheduling window you provided for this scheduling exception.



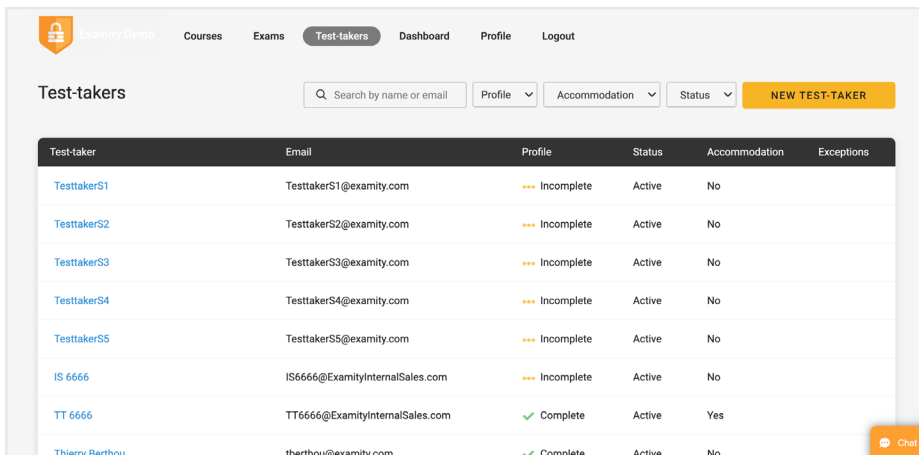
View, Change, or Delete Scheduling Exceptions by Exam:

1. Go to the "Scheduling Exceptions" tab.
2. Find the test-taker and click "Change" to change the exam window or "Cancel" to cancel the exam window.

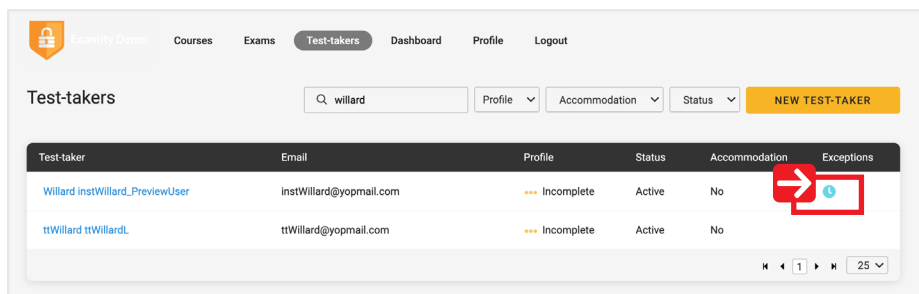


View, Change or Delete Scheduling Exceptions by Test-taker:

1. Log in as an exam administrator and go to the "Test-takers" menu option.



2. Find the test-taker and click either the test-taker's name or the blue clock icon in the "Exceptions" column.



3. Find the exam and click "Change" to change the exam window or "Cancel" to cancel the exam window.

If you cancel the scheduling exception, test-takers will see the original exam window that all other test-takers see.

Reporting

Your exam administrators will have access to the following reports – only for courses they are assigned to:

Dashboard

Reports	
Report	Description
SCHEDULE STATUS	Identify the test-takers who have, and have not, scheduled a session.
SCHEDULE DETAILS	Review the details of every scheduled session.
EXAM STATUS	Evaluate all past exam sessions, including those that require instructor review.
EVALUATIONS	Study test-taker survey results, covering the proctoring process and experience.
LAUNCH TIME	Research individual and average authentication time per exam.
DAILY EXAM COUNT	Count of exams scheduled by day.
MONTHLY EXAM COUNT	Count of exams scheduled by month.
TEST-TAKER WAIT TIME	Test-taker wait time before beginning an exam.

Chat with an

Thank you for administering your exams with Examity. If you have any questions or need assistance, please contact your Examity Client Success Manager