



Proctoring Guide

Administrators & Instructors

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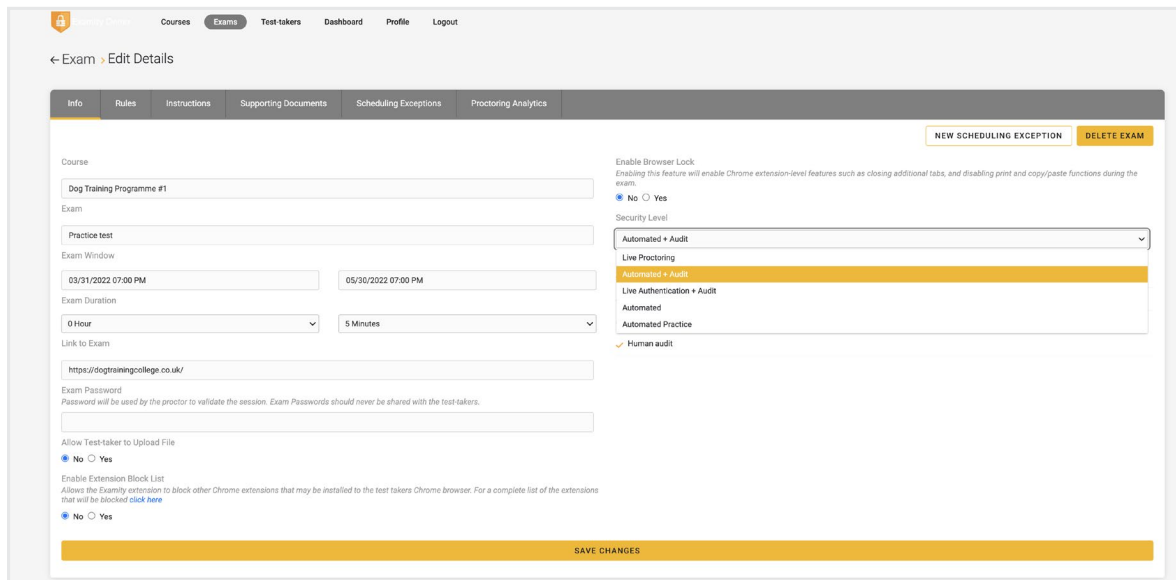
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New Product Names

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

We advise that you do not change the security 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				✓



← 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 to 05/30/2022 07:00 PM

Exam Duration: 0 Hour to 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: No Yes

Enable Browser Lock: No Yes

Security Level: **Automated + Audit** (selected), Live Proctoring, Automated + Audit, Live Authentication + Audit, Automated, Automated Practice, Human audit

SAVE CHANGES

Using Eximity With Your LMS Platform

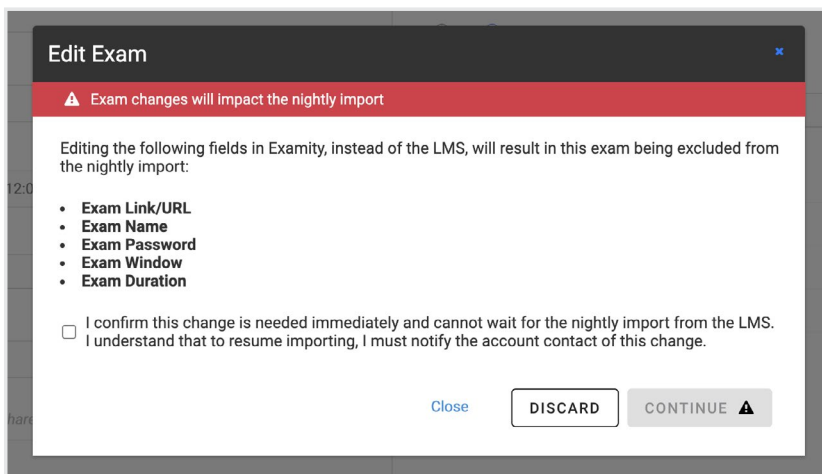
If your Eximity platform is integrated with your Learning Management System or your test delivery/enrollment management platform, you will access Eximity via links in your system.

Your courses, exams, and test-takers should continue to be created in your LMS or test delivery/enrollment management platform. The integration with Eximity means your data will be imported to Eximity 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.

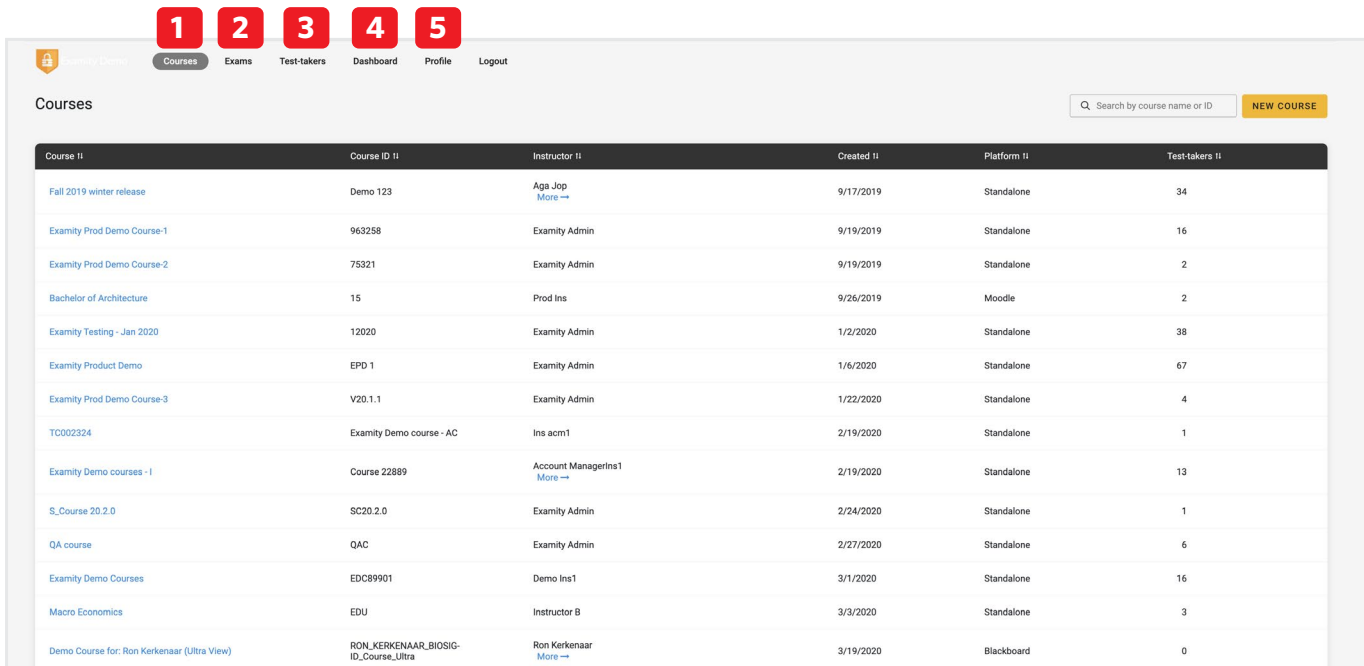
- LMS integration: You need to click on Eximity link to import the course first, then your exams and test-taker data will be imported overnight and will be available the next day.
- Test delivery/enrollment management platform: Your data flows through APIs links, which means the data you create in your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



Navigating Your Eximity Dashboard

Your Eximity dashboard has five distinct areas to help you manage test-takers and exam appointments.



Course ID	Instructor	Created	Platform	Test-takers
Fall 2019 winter release	Aga Jop	9/17/2019	Standalone	34
Eximity Prod Demo Course-1	Eximity Admin	9/19/2019	Standalone	16
Eximity Prod Demo Course-2	Eximity Admin	9/19/2019	Standalone	2
Bachelor of Architecture	Prod Ins	9/26/2019	Moodle	2
Eximity Testing - Jan 2020	Eximity Admin	1/2/2020	Standalone	38
Eximity Product Demo	Eximity Admin	1/6/2020	Standalone	67
Eximity Prod Demo Course-3	Eximity Admin	1/22/2020	Standalone	4
TC002324	Ins acm1	2/19/2020	Standalone	1
Eximity Demo courses - I	Account ManagerIns1	2/19/2020	Standalone	13
S_Course 20.2.0	Eximity Admin	2/24/2020	Standalone	1
QA course	Eximity Admin	2/27/2020	Standalone	6
Eximity Demo Courses	Demo Ins1	3/1/2020	Standalone	16
Macro Economics	Instructor B	3/3/2020	Standalone	3
Demo Course for: Ron Kerkenaar	Ron Kerkenaar	3/19/2020	Blackboard	0

1. Courses: 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. Courses link your exams with your test-takers. Once enrolled in a course, a test-taker will have access to schedule or start appointments for all of the exams within that course.

2. Exams: 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 exam status, modality, and activity.

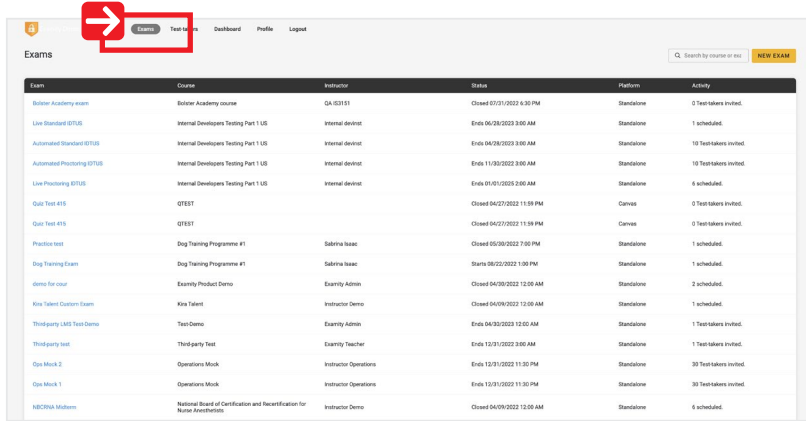
3. Test-takers: Review details on all test-takers for your institution.

4. Dashboard/Reports: One-touch access to Eximity's robust reporting and analytics. Here, you can explore a variety of real-time reports.

5. Profile: This is where you set your time zone that will drive the display in your Eximity dashboard, including the exam scheduling window you will set and all reports.

Editing Your Exam

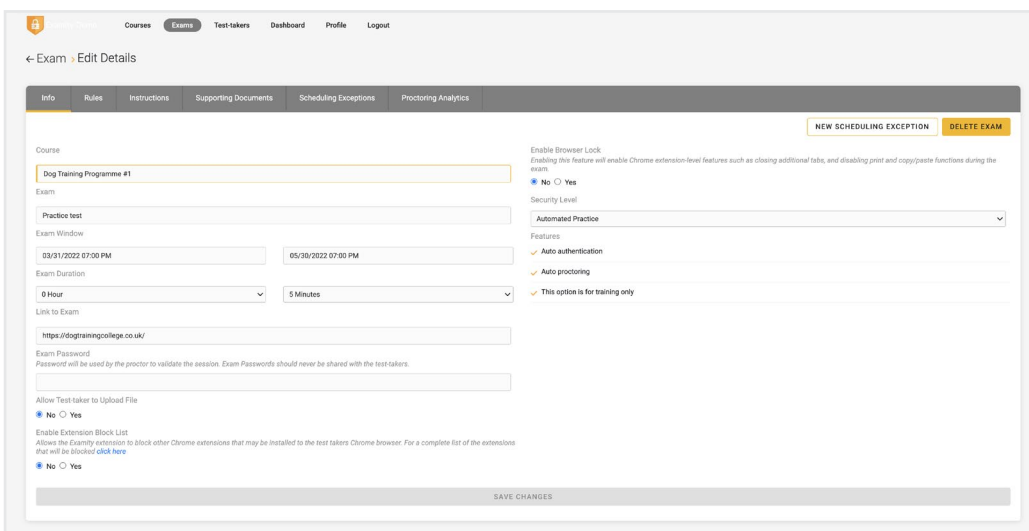
On the dashboard, select “Exams” at the top of your screen.



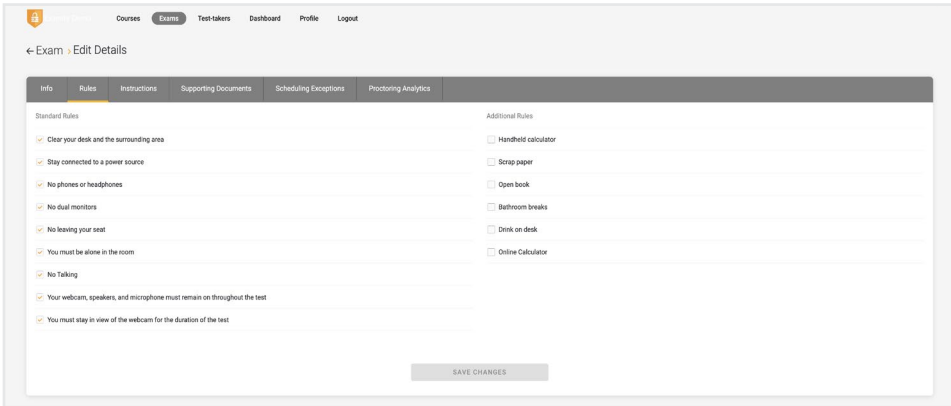
To access and input details for your exam, click the exam name. This will bring you to the exam shell, which is categorized into five distinct sections:

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 Examyty. 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.

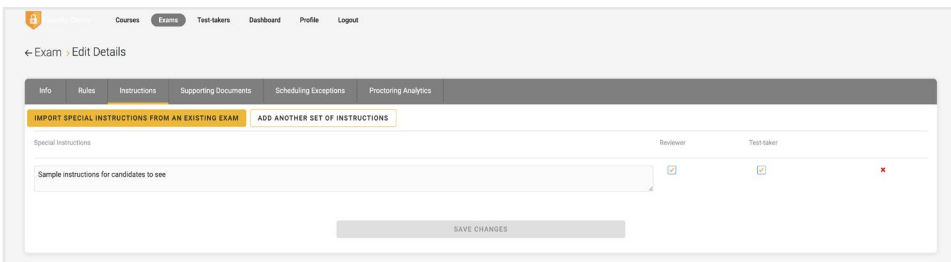


2. Rules allows you to specify rules for your exam. All exams have standard rules (listed on the left) that are a constant for every exam proctored with Examity. There is also an “Additional Rules” section (on the right) that provides optional rules for your exam. You can check off any additional rules 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.

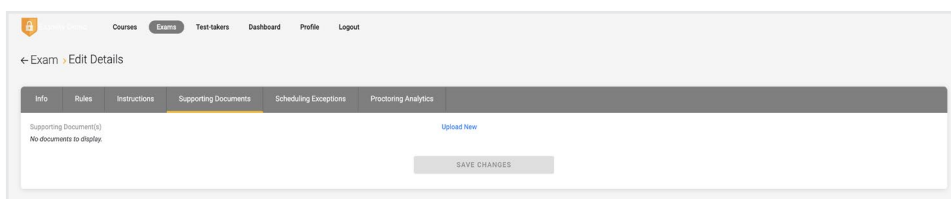


3. Special instructions can be added in the **Instructions** section. This is a critical step to clarify any policies, processes, or steps that are specific to your exams. Work with your Client Success Manager to define clear instructions for your exams that help test-takers, proctors, and auditors understand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

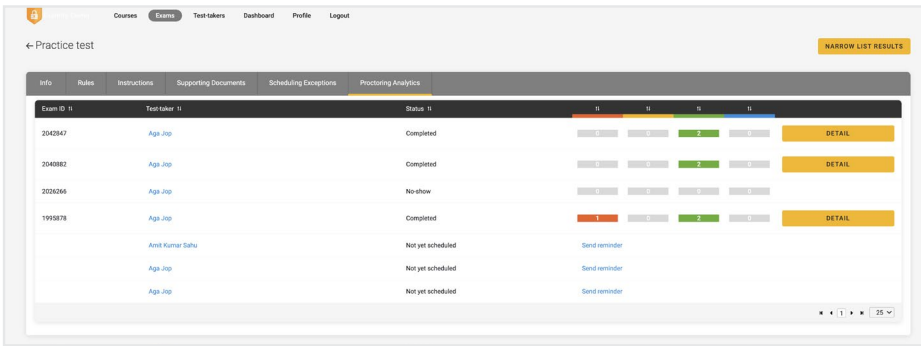
Clicking “Import special instructions from an existing exam” allows you to quickly clone special instructions from another exam.



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.**

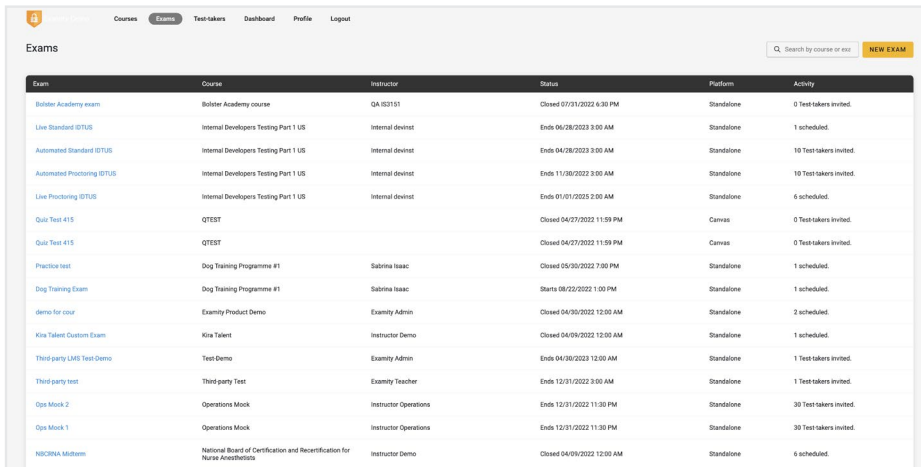


5. Within Proctoring Analytics, you will be able to see who has scheduled an exam appointment, as well as any violations that may have taken place during completed sessions. **See Tracking Exam Appointments Status.**



Tracking Exam Status

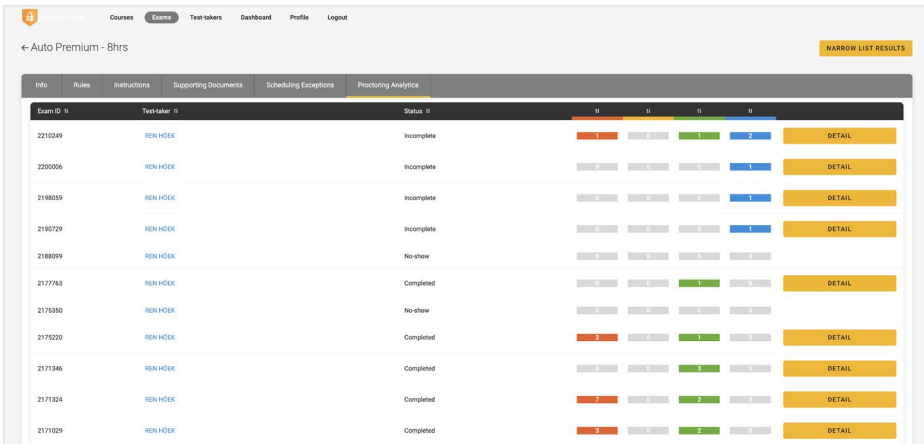
Check the status of appointments by selecting “Exams” at the top of your dashboard.



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.

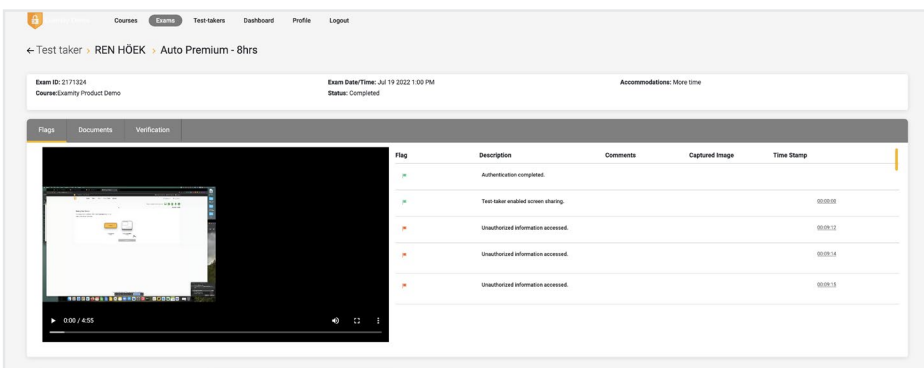


Exam ID	Test taker	Status	R	Y	G	B	DETAIL
2210249	REN HOEK	Incomplete	1	0	1	2	DETAIL
220006	REN HOEK	Incomplete	0	0	0	1	DETAIL
2198059	REN HOEK	Incomplete	0	0	0	1	DETAIL
2190729	REN HOEK	Incomplete	0	0	0	1	DETAIL
2188099	REN HOEK	No show	0	0	0	0	DETAIL
2177762	REN HOEK	Completed	0	0	1	0	DETAIL
2173850	REN HOEK	No show	0	0	0	0	DETAIL
2173220	REN HOEK	Completed	2	0	1	0	DETAIL
2171346	REN HOEK	Completed	0	0	1	0	DETAIL
2171324	REN HOEK	Completed	0	0	1	0	DETAIL
2171029	REN HOEK	Completed	3	0	2	0	DETAIL

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.



Flag	Description	Comments	Captured Image	Time Stamp
	Authentication completed.			00:00
	Test taker enabled screen sharing.			00:00
	Unauthorized information accessed.			00:03
	Unauthorized information accessed.			00:04
	Unauthorized information accessed.			00:05

Accommodations

If test-takers require accommodations, you must make sure proctors are aware ahead of time by entering the information in the Examity platform. Accommodations are changes to the regular testing environment, or assistive devices and/or services for an individual test-taker.

Accommodations can be applied to an individual user or a specific course for an individual user, depending on the test program's needs.

Admin users can add/manage accommodations at the test-taker and course levels. Instructors can only add/manage accommodations at the course level, not at the test-taker level.

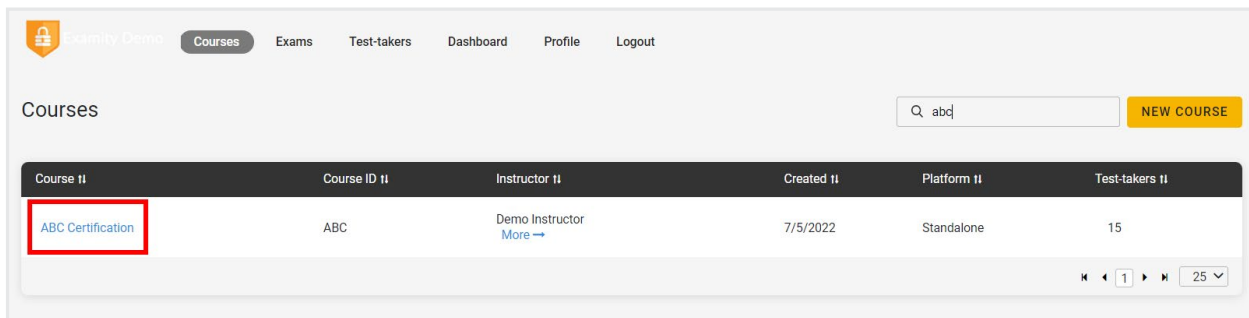
PLEASE NOTE: If adding an accommodation related to the exam timer or duration of an exam, please be sure to add these into your LMS or test delivery platform first. Examity does not have control of the exam timer within these platforms.

Adding and Managing Accommodations at the Course Level

Both instructors and Admin users can add/manage accommodations at the course level.

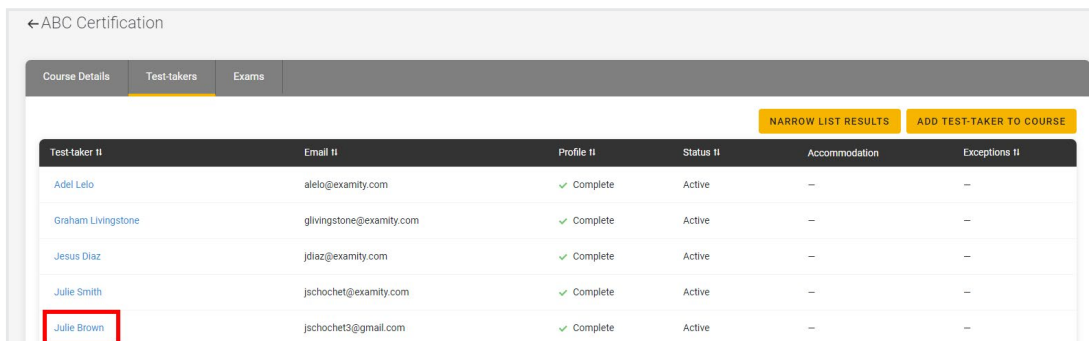
To add or manage accommodations at the course level:

1. First, click on "Courses." Find the course you are looking for and then select it.



Course ID	Instructor	Created	Platform	Test-takers
ABC Certification	Demo Instructor More →	7/5/2022	Standalone	15

2. Next, select the "Test-takers" tab. Click on the test-taker to see the "Test-taker Details" page.



Test-taker	Email	Profile	Status	Accommodation	Exceptions
Adel Lelo	alelo@examity.com	✓ Complete	Active	—	—
Graham Livingstone	glivingstone@examity.com	✓ Complete	Active	—	—
Jesus Diaz	jdiaz@examity.com	✓ Complete	Active	—	—
Julie Smith	jschochet@examity.com	✓ Complete	Active	—	—
Julie Brown	jschochet3@gmail.com	✓ Complete	Active	—	—


← Test taker > Julie Brown NARROW LIST RESULTS

Test-taker Details | Courses

ID: jschochet3@gmail.com
 Email Address: jschochet3@gmail.com
 Phone Number: + 1 3025551234

User Accommodations: No ✎
 Platform: Standalone
 Timezone: Caribbean / Eastern Time

Scheduling Exceptions:
Live Proctoring Exam: Oct 04, 2022 12:30 AM - Dec 31, 2022 01:30 AM Change Cancel
Auto Certification Exam: Nov 01, 2022 01:00 AM - Nov 30, 2022 12:00 AM Change Cancel
Live Certification Exam: Dec 01, 2022 12:00 AM - Mar 31, 2023 03:00 AM Change Cancel



3. From here, select the “Courses” tab. Then, click on the pencil icon to add or manage course-level accommodations.

← Test taker > Julie Brown

Test-taker Details | **Courses**

Course	Course ID	Status	Accommodations
Course Demo	Course Demo	Active	— ✎
Demo Course	DCE	Active	— ✎
ABC Certification	ABC	Active	— ✎

MANAGE COURSES

4. Click on the arrow next to an accommodations category to display available accommodations. You can click the checkbox next to the accommodation to add it. Clicking on “Add Description” underneath the accommodation brings up a text box that will let you type in further information about the accommodation.

Course Accommodations ✕

These accommodations have been selected for this test-taker for every proctored appointment within this course.

Julie Brown

ABC Certification

- > **Proctoring (0)**
- ✓ **Time (1)**
 - Extra time

Minutes 15


Add Description
 - Additional Off - Camera Breaks
 - Additional On - Camera Breaks
- > **Test Environment (0)**
- > **Devices and Software (0)**
- > **Other (0)**


SAVE

5. Select the “Save” button to apply the changes.

Course Accommodations ✕

These accommodations have been selected for this test-taker for every proctored appointment within this course.

 Julie Brown

 ABC Certification

> Proctoring (0)

✓ Time (1)

Extra time

Minutes

[Add Description](#)

Additional Off - Camera Breaks

Additional On - Camera Breaks

> Test Environment (0)

> Devices and Software (0)

> Other (0)


SAVE


When the accommodations have been applied or updated, you will see the text “Yes” next to a blue icon. Clicking on the blue icon will bring up a pop-up box displaying applied accommodations. Clicking on the pencil will allow you to go back and manage accommodations.

Demo Course	DCE	Active	- 
ABC Certification	ABC	Active	Yes  

Course Accommodations ✕

These accommodations have been selected for this test-taker for every proctored appointment within this course.

 Julie Brown

 ABC Certification

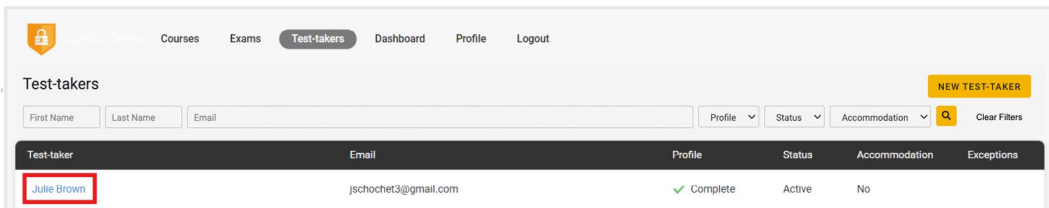
Time
Extra time: 15 minutes

Adding and Managing Accommodations at the Test-taker Level

You can add and manage accommodations at the user level on the “Test-taker Details” page. **Keep in mind that only Admin users can add, edit, or remove test-taker level accommodations. An instructor in an individual course will not be able to add, edit, or remove any test-taker level accommodations.** Test-taker level accommodations will be applicable for every course.

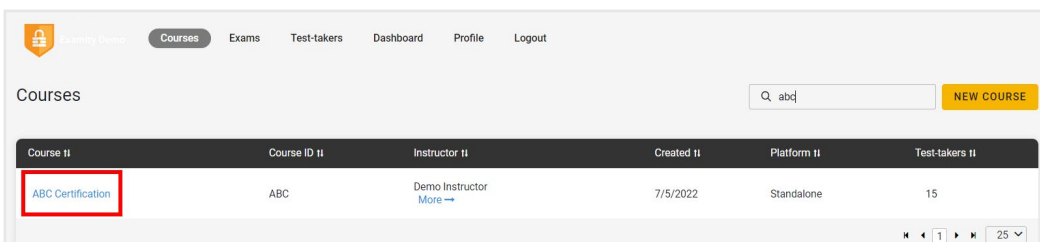
You can get to the Test-taker Details page in two ways:

1. Click on “Test-takers” and then search for a test-taker. Next, click on their name to open the “Test-taker Details” page.



The screenshot shows the 'Test-takers' page in the Examity interface. At the top, there are navigation tabs: 'Exams', 'Test-takers', 'Dashboard', 'Profile', and 'Logout'. Below the navigation, there is a search bar with fields for 'First Name', 'Last Name', and 'Email', along with dropdown menus for 'Profile', 'Status', and 'Accommodation', and a 'Clear Filters' button. A table lists test-takers with columns: 'Test-taker', 'Email', 'Profile', 'Status', 'Accommodation', and 'Exceptions'. The first row shows 'Julie Brown' with email 'jschochet3@gmail.com', a 'Complete' profile status, 'Active' status, and 'No' accommodations. The name 'Julie Brown' is highlighted with a red box.

2. Or, click on “Courses.” Find the course you are looking for, and then select it.



The screenshot shows the 'Courses' page in the Examity interface. At the top, there are navigation tabs: 'Courses', 'Exams', 'Test-takers', 'Dashboard', 'Profile', and 'Logout'. Below the navigation, there is a search bar with the text 'abd' and a 'NEW COURSE' button. A table lists courses with columns: 'Course ID', 'Course ID #', 'Instructor ID', 'Created ID', 'Platform ID', and 'Test-takers ID'. The first row shows 'ABC Certification' with Course ID # 'ABC', Instructor ID 'Demo Instructor', Created ID '7/5/2022', Platform ID 'Standalone', and Test-takers ID '15'. The name 'ABC Certification' is highlighted with a red box.

Next, select the “Test-takers” tab. Click on the test-taker to see the “Test-taker Details” page.

← ABC Certification

Course Details | **Test-takers** | Exams

NARROW LIST RESULTS | ADD TEST-TAKER TO COURSE

Test-taker ID	Email ID	Profile ID	Status ID	Accommodation	Exceptions ID
Adel Lelo	alelo@examity.com	✓ Complete	Active	—	—
Graham Livingstone	givingstone@examity.com	✓ Complete	Active	—	—
Jesus Diaz	jdiaz@examity.com	✓ Complete	Active	—	—
Julie Smith	jschochet@examity.com	✓ Complete	Active	—	—
Julie Brown	jschochet3@gmail.com	✓ Complete	Active	—	—



If you are an Admin, you can edit a test-taker’s accommodations by clicking on the pencil under “User Accommodations.”

← Test taker › Julie Brown

NARROW LIST RESULTS


Test-taker Details | Courses

ID: jschochet3@gmail.com
Email Address: jschochet3@gmail.com
Phone Number: + 1 3025551234

User Accommodations: No  


Platform: Standalone
Timezone: Caribbean / Eastern Time

Scheduling Exceptions:
Live Proctoring Exam : Oct 04, 2022 12:30 AM - Dec 31, 2022 01:30 AM [Change](#) [Cancel](#)
Auto Certification Exam : Nov 01, 2022 01:00 AM - Nov 30, 2022 12:00 AM [Change](#) [Cancel](#)
Live Certification Exam : Dec 01, 2022 12:00 AM - Mar 31, 2023 03:00 AM [Change](#) [Cancel](#)



User Accommodations ✕

These accommodations have been selected for this test-taker for every proctored appointment.

 Julie Brown


- > Proctoring (0)
- > Time (0)
- > Test Environment (0)
- > Devices and Software (0)
- > Other (0)

SAVE

Click on the arrow next to an accommodations category to display available accommodations.

User Accommodations ✕

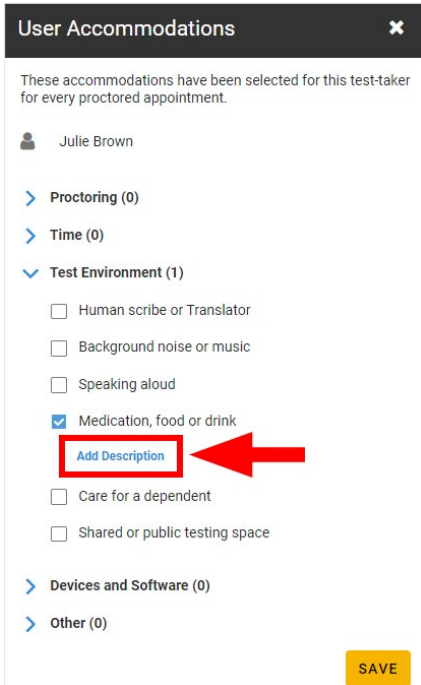
These accommodations have been selected for this test-taker for every proctored appointment.

 Julie Brown

- > Proctoring (0)
- > Time (0)
- > Test Environment (0)**
- > Devices and Software (0)
- > Other (0)


SAVE

You can click the checkbox next to the accommodation to add it. Clicking on “Add Description” underneath the accommodation brings up a text box that will let you type in further information about the accommodation.



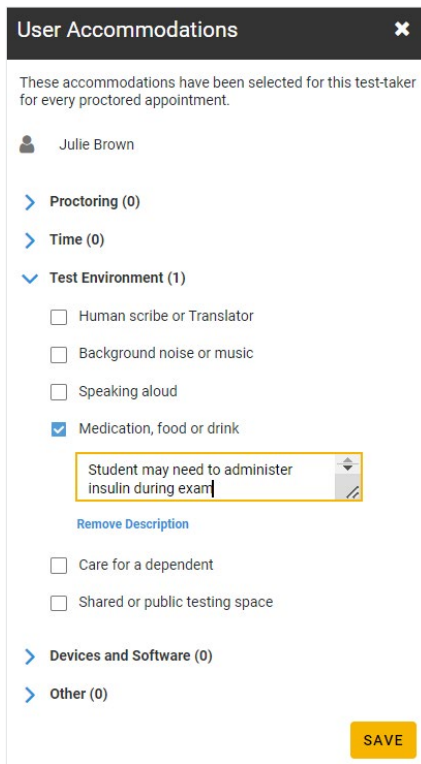
User Accommodations ✕

These accommodations have been selected for this test-taker for every proctored appointment.

 Julie Brown


- > Proctoring (0)
- > Time (0)
- ▼ Test Environment (1)
 - Human scribe or Translator
 - Background noise or music
 - Speaking aloud
 - Medication, food or drink
 - Add Description**
 - Care for a dependent
 - Shared or public testing space
- > Devices and Software (0)
- > Other (0)

SAVE



User Accommodations ✕

These accommodations have been selected for this test-taker for every proctored appointment.

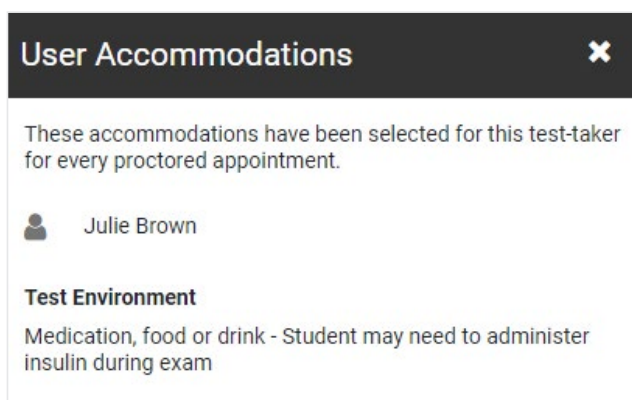
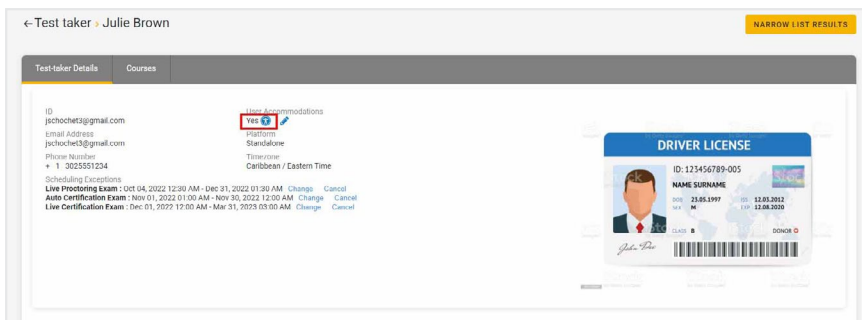
 Julie Brown

- > Proctoring (0)
- > Time (0)
- ▼ Test Environment (1)
 - Human scribe or Translator
 - Background noise or music
 - Speaking aloud
 - Medication, food or drink
 - Student may need to administer insulin during exam
 - [Remove Description](#)
 - Care for a dependent
 - Shared or public testing space
- > Devices and Software (0)
- > Other (0)

SAVE

Select the “Save” button to apply the changes.

When the accommodations have been applied or updated, you will see the text “Yes” next to a blue icon. Clicking on the blue icon will bring up a pop-up box displaying applied accommodations. Clicking on the pencil will allow you to go back and manage accommodations.



Scheduling Exceptions

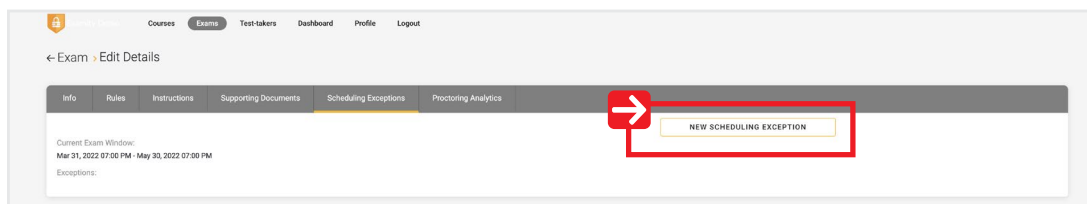
You can create scheduling exceptions for test-takers who need to schedule their exam outside of the scheduling window. Scheduling exceptions allow you to set a new or unique scheduling window that is specific to the test-taker. This new window will display to the test-taker when they go to schedule, 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).

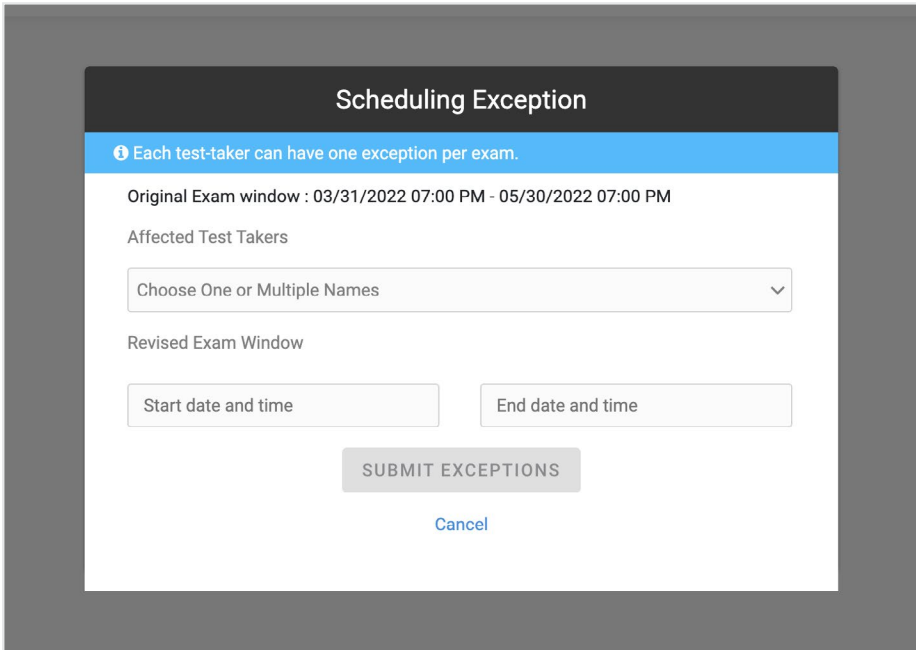
NOTE: There can only be one Scheduling Exception per test-taker per exam.

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.



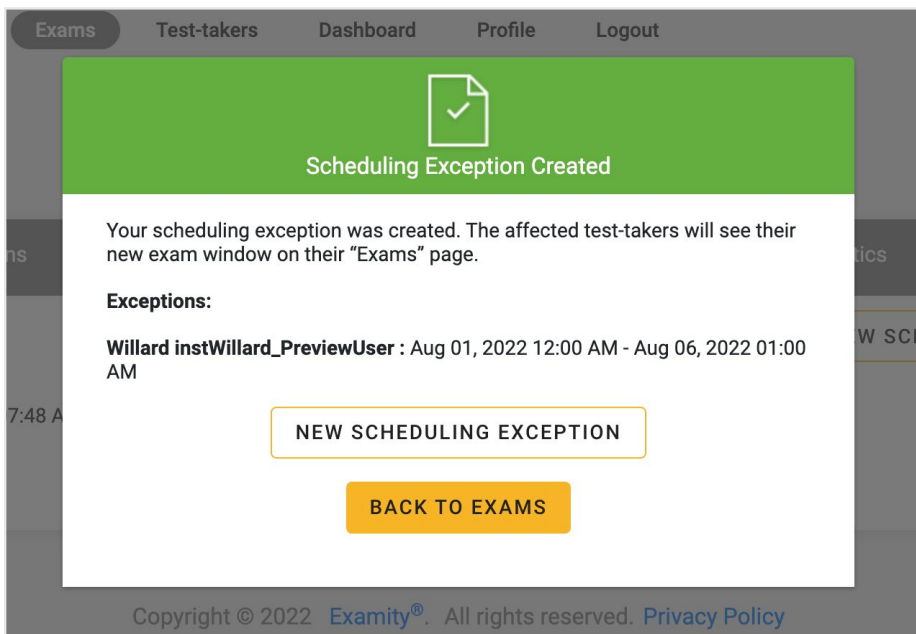
3. Select the test-taker(s) who will share the new scheduling exception scheduling window. You can only add one scheduling exception timeframe at a time, but you can add multiple test-takers to the same window.



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.

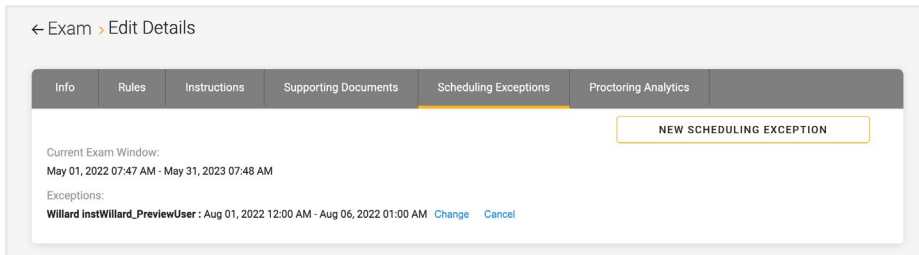
5. Click "Submit Exceptions" to save your changes.

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.



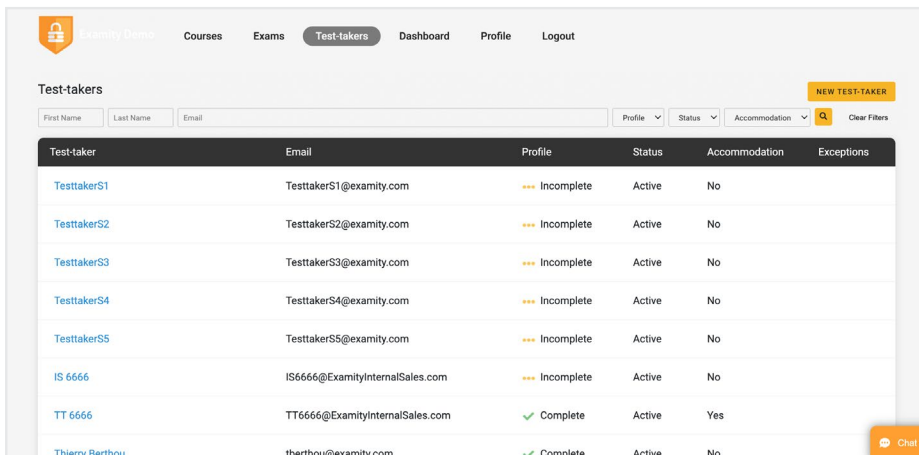
View, Change, or Delete Scheduling Exceptions by Exam:

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.

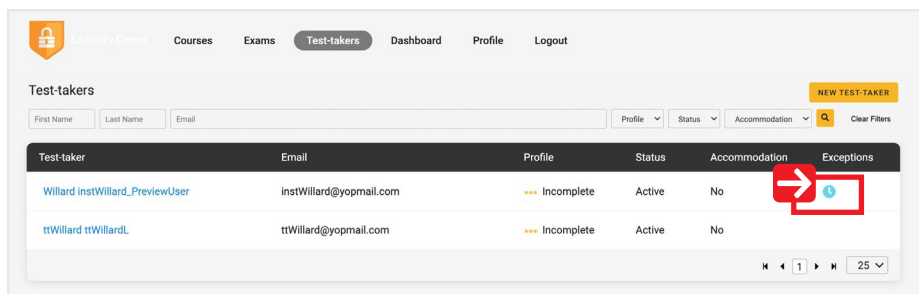


View, Change or Delete Scheduling Exceptions by Test-taker:

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 Eximity. If you have any questions or need assistance, please contact your Eximity Client Success Manager