Table of Contents

Using Examity with Canvas................................................................. 1
Navigating Your Dashboard.............................................................. 2
Locating Your Exam........................................................................... 3
Editing Your Exam............................................................................ 3
Adding Accommodations................................................................. 6
Tracking Your Exam.......................................................................... 8
Scheduling Outside of the Testing Window....................................... 11

For assistance, please contact your Examity account manager.
Using Examity with Canvas

Set up your exam in Canvas and make sure your exam has been “published.” Once the Examity link has been added to “Modules,” please publish and click the link. The course will automatically populate in the Dashboard once this link is pressed by an instructor. You must have the Examity link set to open in a new window.

For assistance, please contact your Examity account manager.
Navigating Your Dashboard
Your Examity dashboard offers you access to four key areas, outlined below.

Courses: View all of your courses. You may also drill down further to see course details, test-takers, accommodations, and exams.

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.

Test-takers: Review details on all test-takers enrolled in your courses.

Reports: 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.

For assistance, please contact your Examity account manager.
Locating Your Exam
On the dashboard, select “Exams” at the top of your screen.

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>Course Name</th>
<th>Exam Status</th>
<th>Platform</th>
<th>Exam Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>Economics 120</td>
<td>Ends 02/06/2020 12:08 AM</td>
<td>Standalone</td>
<td>2 Test takers invited.</td>
</tr>
<tr>
<td>Midterms</td>
<td>Economics 120</td>
<td>Ends 01/16/2020 12:09 AM</td>
<td>Standalone</td>
<td>2 Test takers invited.</td>
</tr>
<tr>
<td>Quiz</td>
<td>Economics 120</td>
<td>Ends 01/13/2020 12:08 AM</td>
<td>Standalone</td>
<td>2 Test takers invited.</td>
</tr>
<tr>
<td>Final</td>
<td>Economics 120</td>
<td>Ends 01/05/2020 3:04 AM</td>
<td>Standalone</td>
<td>0 Test takers invited.</td>
</tr>
<tr>
<td>Midterms</td>
<td>Economics 120</td>
<td>Closed 11/30/2019 3:30 AM</td>
<td>Standalone</td>
<td>4 Test takers invited.</td>
</tr>
<tr>
<td>Quiz</td>
<td>Economics 101</td>
<td>Closed 11/16/2019 12:36 AM</td>
<td>Standalone</td>
<td>28 Test takers invited.</td>
</tr>
</tbody>
</table>

Editing Your Exam
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: Info, Rules, Instructions, Supporting Documents, and Exam Results. An overview of each section is noted below.

The Info section represents the foundation for your exam. This information will be pulled in automatically from Canvas. Details include the testing window, the exam duration, the exam URL, and unique password.

For assistance, please contact your Examity account manager.
Rules tab allows you to specify rules for your exam. 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.

Test-taker instructions can be added in the instructions section. Simply enter any special instructions in the text box and assign to the appropriate audience. Clicking “Import special instructions from an existing exam” allows you to quickly clone special instructions from a previous exam.

For assistance, please contact your Examity account manager.
The **Supporting Documents** section is where you will be able to upload any critical assets for your exam, such as exam reference materials.

Within **Exam results**, you will be able to see who has scheduled an exam session as well as any violations that may have taken place during completed sessions.

For assistance, please contact your Examity account manager.
Adding Accommodations

If test-takers require test accommodations, you can make sure proctors are aware ahead of time by entering the information at the course level. After ensuring your accommodations are set in Canvas, click on “Courses” at the top of the Examity dashboard, and select the course you wish to add accommodations to.

Next, click on the “Course accommodations” tab.

For assistance, please contact your Examity account manager.
Select the name(s) of the test-taker(s) in the drop-down menu.

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

For assistance, please contact your Examity account manager.
You will see a breakdown of each test-taker and their respective accommodations. Finally, click “Save changes.”

### Tracking Exam Status
Check the status of scheduled, completed, and proctored exams by selecting “Exams” at the top of your dashboard.

For assistance, please contact your Examity account manager.
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.

For assistance, please contact your Examity account manager.
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.

If test-takers have not scheduled their exam, you can click “Send reminder.” This will show you a pre-written message for the test-taker.

For assistance, please contact your Examity account manager.
Scheduling Outside of the Testing Window
If test-takers wish to take an exam outside outside the testing window, send an email request to support@examity.com and copy your Examity Account Manager.

Include the following information in your email:

• Subject Line: Organization - Permission Granted - To Schedule Outside Testing Window
• Course Name
• Exam Name
• Student First and Last Name
• Extension Granted.

Once the email has been sent - please ask the test-taker to call our support desk at 855-392-6489, option 1, and a support agent will be able to schedule them. The test-taker should be prepared to reference the email for proof of permission.

For assistance, please contact your Examity account manager.