examity®
BETTER TEST INTEGRITY.

Administrator
Quick Guide

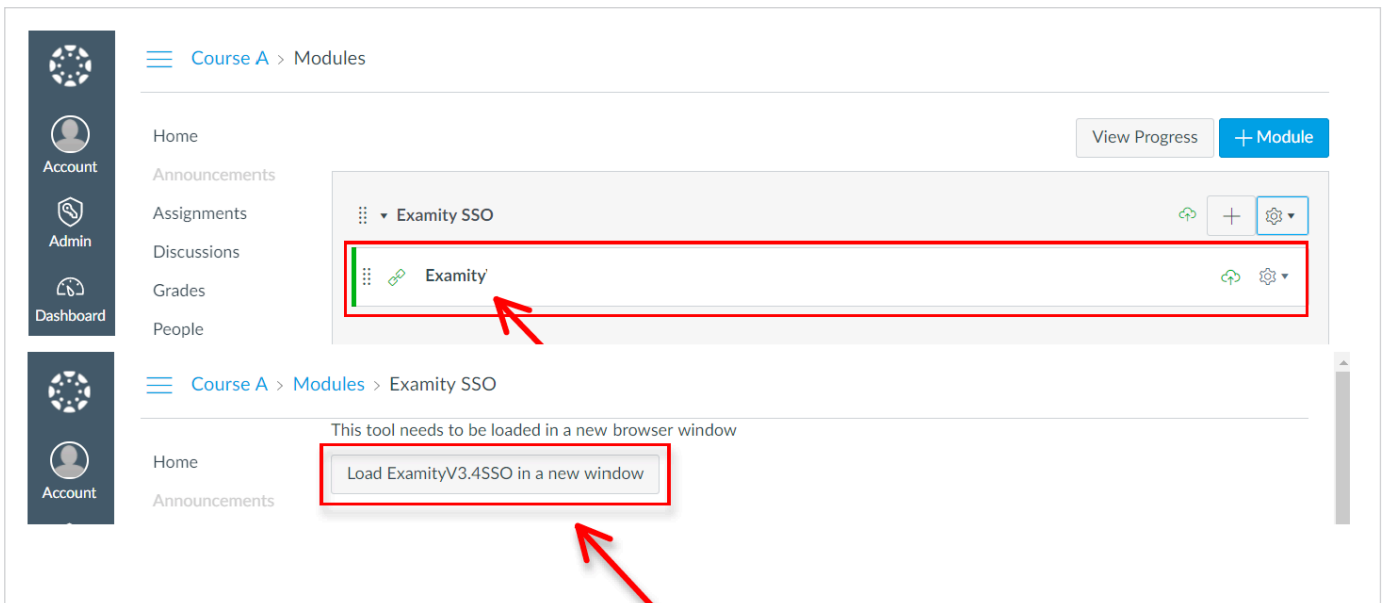For assistance, please contact your Examity account manager.

Table of Contents

Using Examity with Canvas

Set up your exam in Canvas and make sure your exam has been made "available." Next, send your course ID # to your dedicated account manager.

Your instructional designer will give you single sign-on access. Once you have access, select the name of your course in the Canvas module. Next, click on the Examity link.
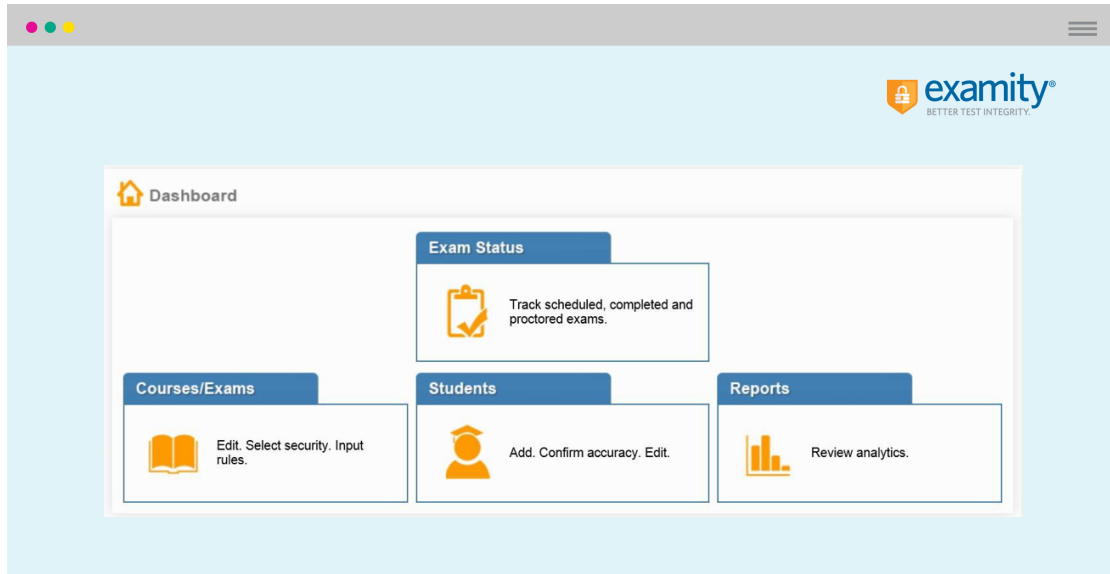
Navigating Your Dashboard

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

1. The **Courses/Exams** section provide you with access to edit exam shell items including: the start and end date of your exam, the proctoring security level, and specific exam instructions
2. The **Students** section provides you with details on all students enrolled in your exams
3. The **Exam Status** section allows you to track exam progress (e.g. scheduled and proctored exams). In addition, once an exam is completed, the Exam Status section houses all recordings of your proctored tests as well as time-stamped incident flags and comments
4. The **Reports** section offers one-touch access to Examity's robust reporting and analytics. Here, you can explore a variety of real-time reports such as your "Exam Summary Report" where you can review scheduled, canceled and unscheduled appointments

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Selecting Your Security Level and Tailoring Exam Rules

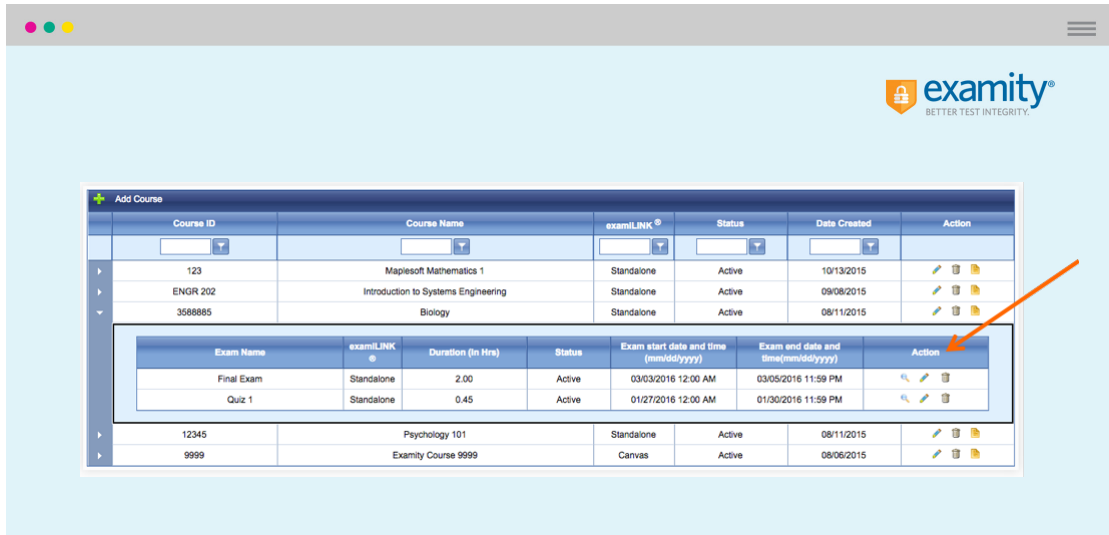First, click on "Courses/Exams" in your dashboard.
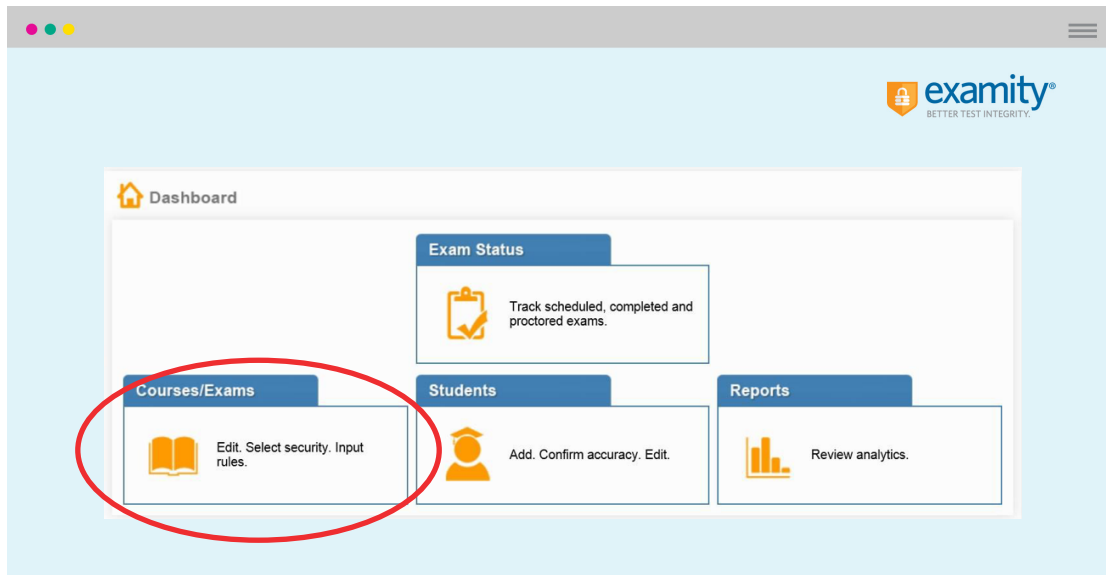
Next, click on the white arrow beside the course ID on the left-hand side.
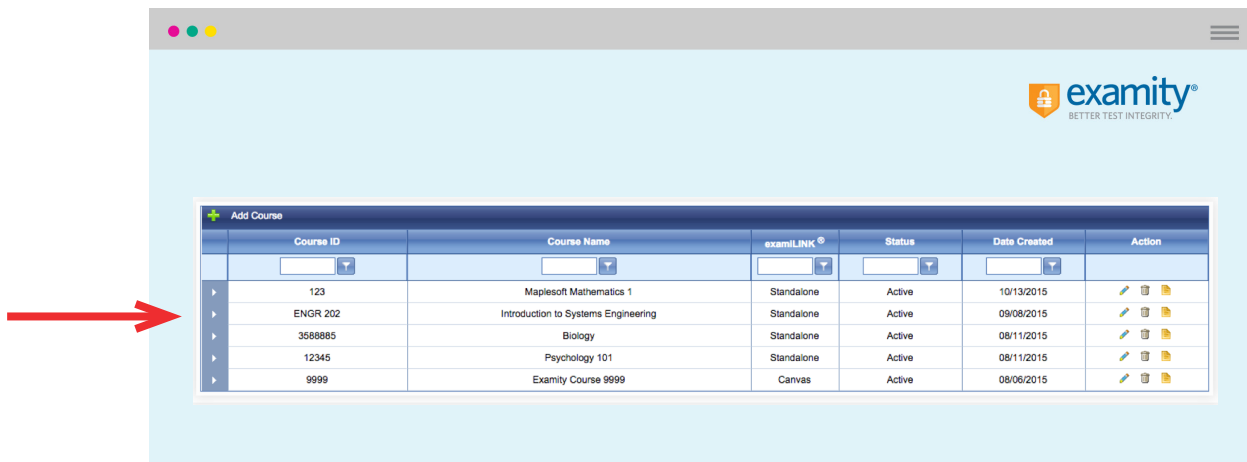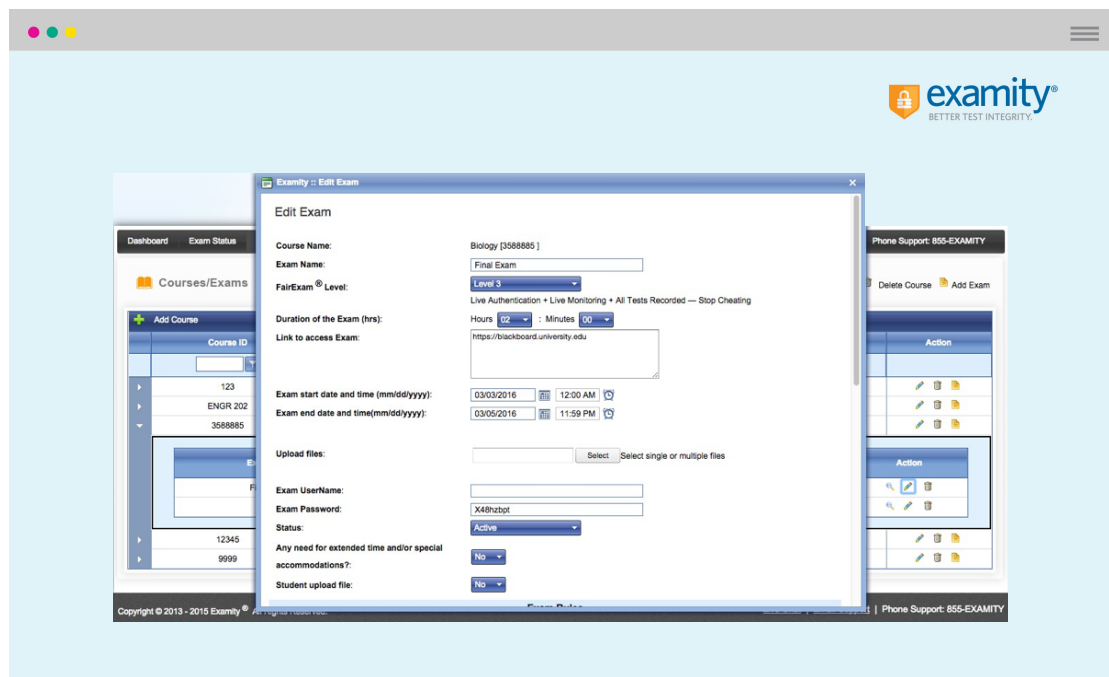

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A list of exams within the course will drop down. Click on the pencil icon in the row of the exam you wish to edit.
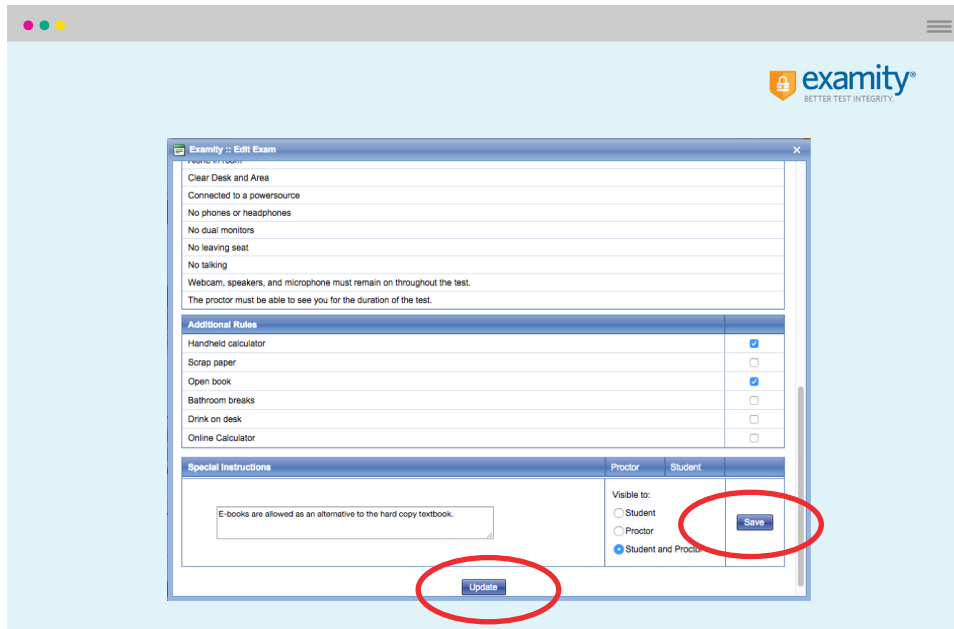

A screen entitled "Edit Exam" will appear. Please verify your exam details here.

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Scroll down to see the "Exam Rules" listed. In the "Additional Rules" section, check all boxes that apply. Enter any special instructions for the proctor and/or candidate in the "Special Instructions" text box.
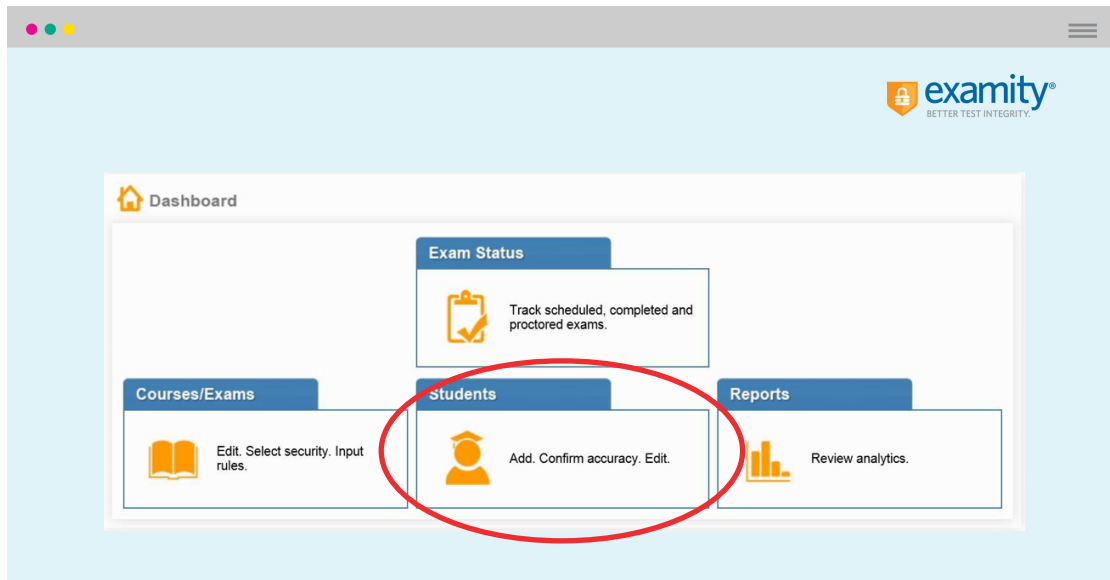

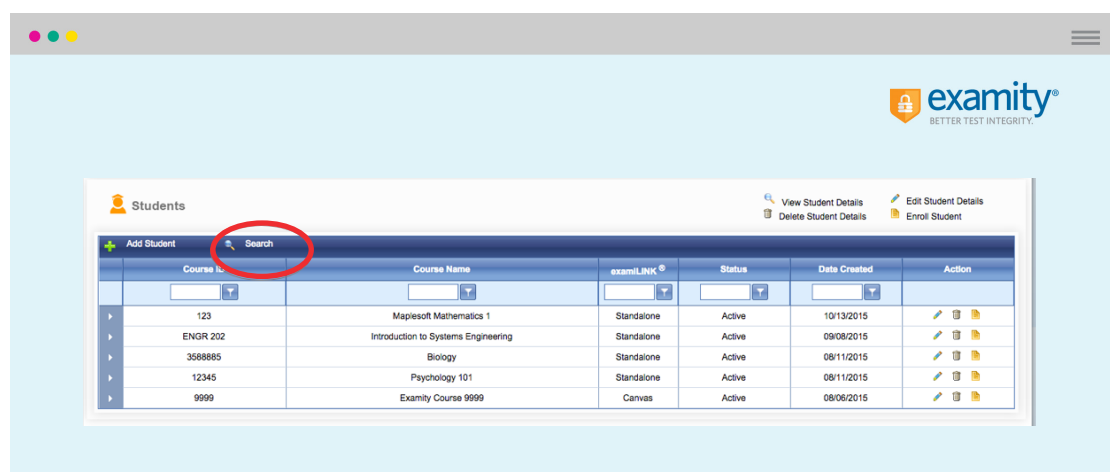To save information entered in the "Special Instructions" box, click "Save" before hitting "Update."

Special Accommodations

If candidates require test accommodations, you can make sure Examity is aware ahead of time by entering the information on the dashboard.

First, click on "Students" on the Examity dashboard.
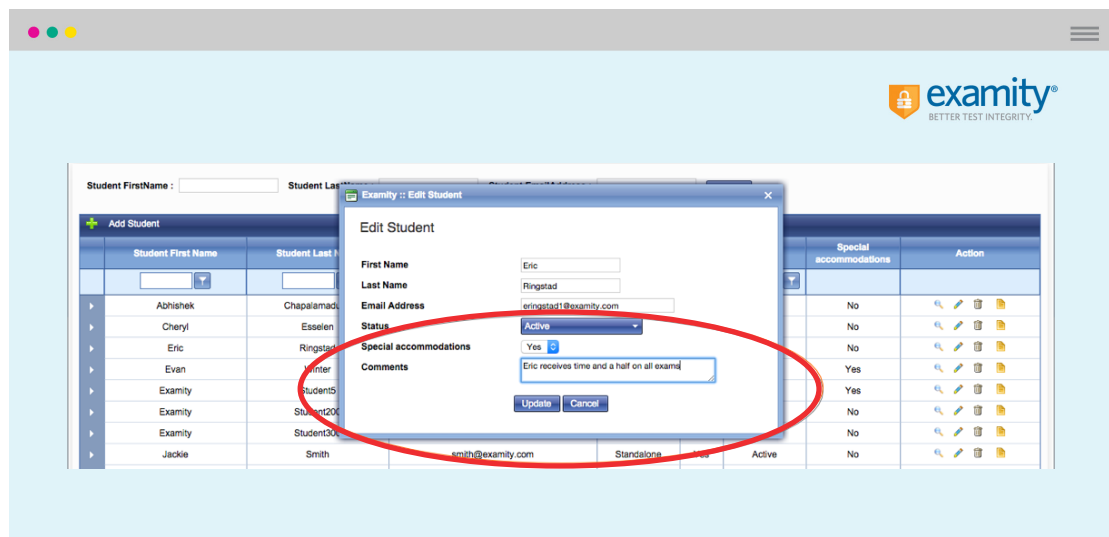

Next, click on the "Search" button.

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Then, click on the pencil icon located in the row of the candidate who requires the accommodation.
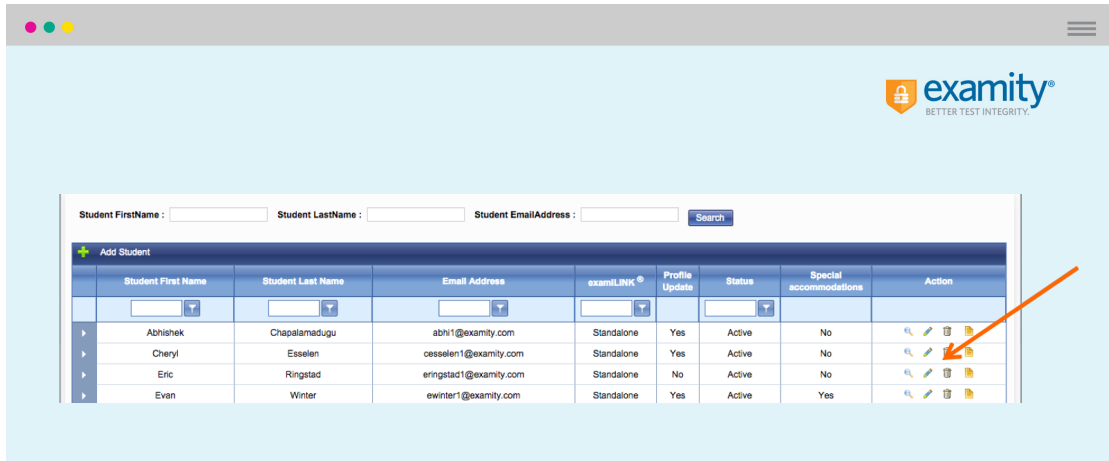
Select "Yes" from the "Special Accommodations" drop-down menu and enter the appropriate information.

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Tracking Exam Status

Check the status of proctoring appointments by clicking "Exam Status" in the Examity dashboard. You can see which students have completed their exams and whether they've committed any violations.
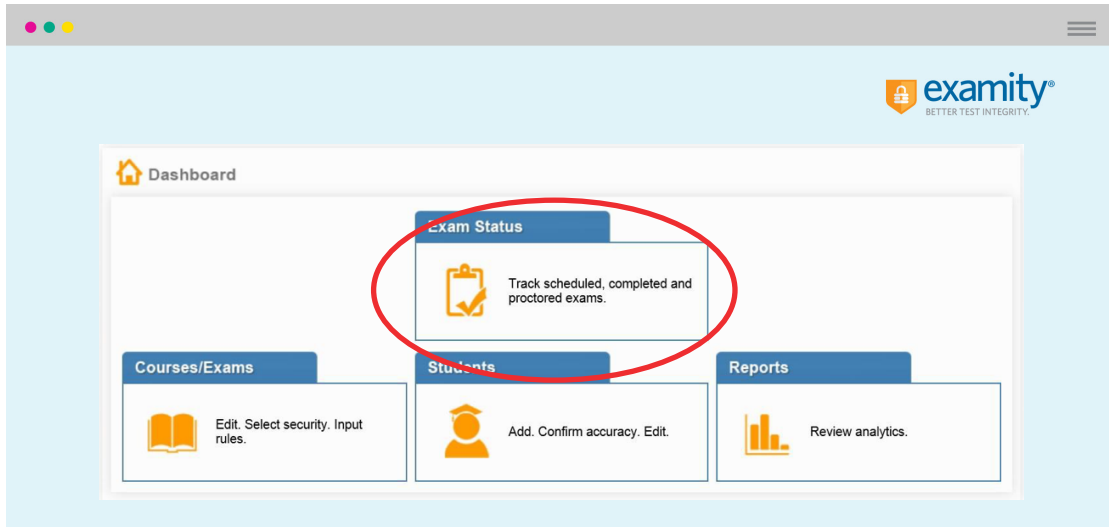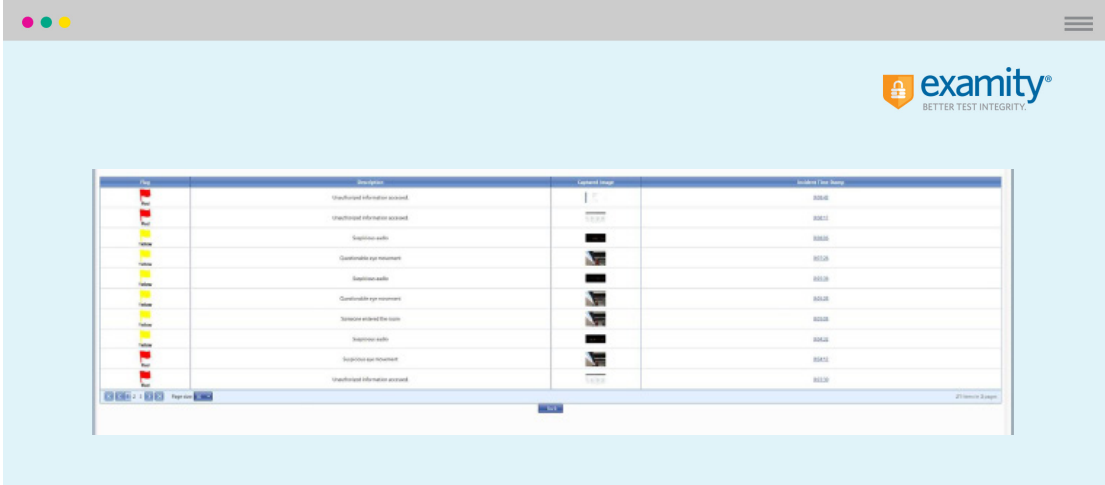

You can review exam sessions screenshots and comments by clicking the blue "View" link.
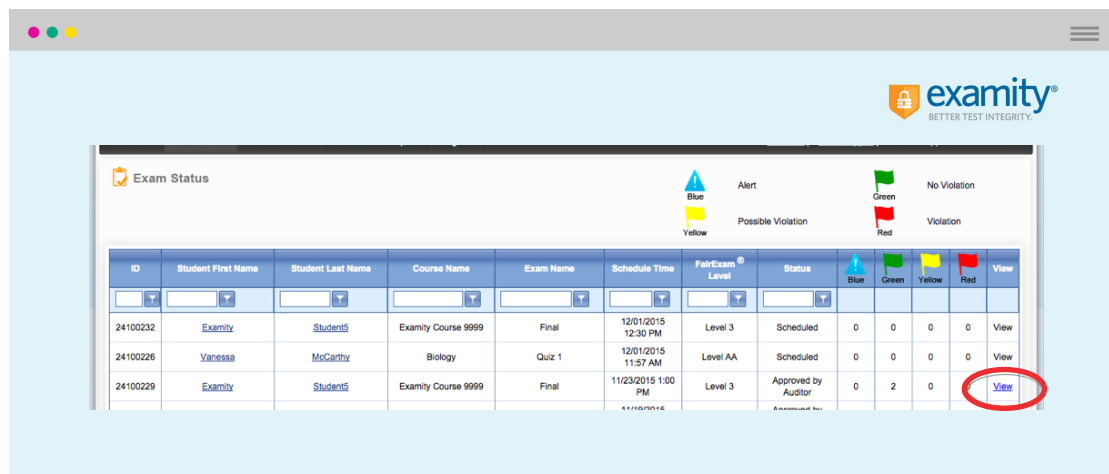
Recordings are available for 30 days and then removed from the Examity system to ensure privacy for all parties involved. Red-flagged exams will remain for one year.

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

- Green flags are raised when there is no incident.
- Yellow flags are issued when a rule is broken but cheating is not apparent.
- Red flags are given when the student exhibits clear cheating behavior.
- Blue alerts are reported when a technical issue arises.

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