

# **Proctoring Guide** Administrators & Instructors



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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 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	×	<ul> <li>Image: A second s</li></ul>		
Auto Proctoring	×	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>	
Flagged Violations with Video	×	×	<ul> <li>Image: A second s</li></ul>	<ul> <li>Image: A second s</li></ul>
Reporting and Analytics	×	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A second s</li></ul>	×
Human Audit		×	<ul> <li>Image: A second s</li></ul>	×
Live Authentication			×	<ul> <li>Image: A second s</li></ul>
Live, Low-ratio Proctoring				×
Real-time, On-screen Support				×
Immediate Exam Intervention				×

Exam > Edit Details	
Course Dog Training Programme #1 Exam Practice test Exam Window 63/31/2022 07:00 PM Exam Duration 0Hour V 5 Minutes V	NEW SCHEDULING EXCEPTION         DELETE EAAN           Enable Browser Lock         Enable Browser Lock           Of the feature will enable Chrome extension-level features such as closing additional tabs, and disabling print and copylpaste functions during the reading train and copylpaste functions during train and copylpaste during train and copylpas
https://dogtminingcollage.co.uk/ Exam Passwords should never be shared with the test sakers.  Allow Test stater to Upload File  No Ves  No Ves  No Ves	V Trainer adort



## **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.

I	Edit Exam *
	▲ Exam changes will impact the nightly import
2:0	Editing the following fields in Examity, instead of the LMS, will result in this exam being excluded from the nightly import:
	<ul> <li>Exam Link/ORL</li> <li>Exam Name</li> <li>Exam Password</li> <li>Exam Window</li> <li>Exam Duration</li> </ul>
	<ul> <li>I confirm this change is needed immediately and cannot wait for the nightly import from the LMS.</li> <li>I understand that to resume importing, I must notify the account contact of this change.</li> </ul>
are	Close DISCARD CONTINUE



## **Navigating Your Examity Dashboard**

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

1 2 3	4 5				
Econity Denic Courses Exams Test-take	rs Dashboard Profile Logo	ut			
Courses					Q Search by course name or ID NEW COURSE
Course 11	Course ID 11	Instructor 1i	Created 11	Platform 11	Test-takers 11
Fall 2019 winter release	Demo 123	Aga Jop More→	9/17/2019	Standalone	34
Examity Prod Demo Course-1	963258	Examity Admin	9/19/2019	Standalone	16
Examity Prod Demo Course-2	75321	Examity Admin	9/19/2019	Standalone	2
Bachelor of Architecture	15	Prod Ins	9/26/2019	Moodle	2
Examity Testing - Jan 2020	12020	Examity Admin	1/2/2020	Standalone	38
Examity Product Demo	EPD 1	Examity Admin	1/6/2020	Standalone	67
Examity Prod Demo Course-3	V20.1.1	Examity Admin	1/22/2020	Standalone	4
TC002324	Examity Demo course - AC	Ins acm1	2/19/2020	Standalone	1
Examity Demo courses - I	Course 22889	Account Managerins1 More →	2/19/2020	Standalone	13
S_Course 20.2.0	SC20.2.0	Examity Admin	2/24/2020	Standalone	1
QA course	QAC	Examity Admin	2/27/2020	Standalone	6
Examity Demo Courses	EDC89901	Demo Ins1	3/1/2020	Standalone	16
Macro Economics	EDU	Instructor B	3/3/2020	Standalone	3
Demo Course for: Ron Kerkenaar (Ultra View)	RON_KERKENAAR_BIOSIG- ID_Course_Ultra	Ron Kerkenaar More →	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 Examity'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 Examity 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.

	Test ta rs Dashboard Profile Logost				
cams					Q. Search by course or esc. NEW EXAM
Exam	Course	Instructor	Status	Platform	Activity
Bolater Academy exam	Bolster Academy course	QA (53151	Closed 07/31/2022 6:30 PM	Standalone	0 Test-takers invited.
Live Standard IDTUS	Internal Developers Testing Part 1 US	internal devinst	Ends 06/28/2023 3:00 AM	Standalone	1 scheduled.
Automated Standard IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 04/28/2023 3:00 AM	Standalone	10 Test-takers invited.
Automated Practoring IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 11/33/2022 3:00 AM	Standalone	10 Test-takers invited.
Live Proctoring IDTUS	Internal Developers Testing Part 1 US	internal devinst	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	Examily Product Demo	Examity Admin	Closed 04/30/2022 12:00 AM	Standalone	2 scheduled.
Kina Talent Custom Exam	Kina Talent	Instructor Demo	Closed 04/09/2022 12:00 AM	Standalone	1 scheduled.
Thind-party LMS Test-Demo	Test-Demo	Examity Admin	Ends 04/33/2023 12:00 AM	Standalone	1 Test-takers invited.
Third-party test	Third-party Test	Examity Teacher	Ends 12/31/2022 3:00 AM	Standalone	1 Test-takers invited.
Ops Meck 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 Midsen	National Board of Certification and Recertification for Nates Anesthelists	Instructor Demo	Closed 04/09/2022 12:00 AM	Standalone	6 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.

o Dulas Instructions Supportion Docume	onte	Sobadulian Exceptions - Decetorian Analytics		
rse			N Enable Browser Lock	EW SCHEDULING EXCEPTION DELETE EXAM
og Training Programme #1 m			cheeving the resture was enable chrome extension-rever reatures such as closing additional table exam. ● No ○ Yes Security Level	, and diseaving print and copy/paste runctions ouring the
action test m Window			Automated Practice Features	
/31/2022 07:00 PM		05/30/2022 07:00 PM	Auto authentication     Auto proctoring	
to Exam	•	5 Minutes 🗸	This option is for training only	
ps://dogtrainingcollege.co.uk/ n Password word will be used by the proctor to validate the session. Exam Passw	ords sho	uld never be shared with the test-fakers,		
w Test-taker to Upload File Io ○ Yes Ne Extension Block List	be Install	led to the test takers Chrome browser. For a complete list of the extensions		



**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.

Info Rules Instructions Supporting Documents Scheduling Exceptions Proctoring Analytics	
andard Rules	Additional Rules
Clear your desk and the surrounding area	Handheld calculator
Stay connected to a power source	Scrap paper
No phones or headphones	Open book
No dual monitors	Bathroom breaks
No leaving your seat	Drink on desk
You must be alone in the room	Online Calculator
No Talking	
Your webcarn, speakers, and microphone must remain on throughout the test	
You must stay in view of the webcam for the duration of the test	

**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.

Courses Example Test-takens Dashbaard Profile Lagout										
Exam > Edit Details										
Info Rules Instructions Supporting Documents Scheduling Excep	ons Proctoring Analytics									
IMPORT SPECIAL INSTRUCTIONE FROM AN EXISTING EXAM										
Special Instructions		Reviewer	Test-taker							
Sample instructions for candidates to see				×						
	SAVE CHANGES									

**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.

€ ← Exam	Courses Courses Test-takers Deabboard Profile Lagout								
Info	Rules	Instructions	Supporting Documents	Scheduling Exceptions	Proctoring Analytics				
Supporting No docume	Document(s) nts to display.					Upload New			
						SAVE CHANGES			



**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**.

Economy Dense	Courses Exams Test-takers Das	shboard Profile Logout		
← Practice test				NARROW LIST RESULTS
Info Rules	Instructions Supporting Documents	Scheduling Exceptions Proctoring Analytics		
Exam ID 11	Test-taker 11	Status 11		
2042847	Aga Jop	Completed	0 0 2 0	DETAIL
2040382	Aga Jop	Completed	0 0 2 0	DETAIL
2026266	Aga Jop	No-show	0 0 0 0	
1995878	Aga Jop	Completed	1 0 2 0	DETAIL
	Amit Kumar Sahu	Not yet scheduled	Send reminder	
	Aga Jop	Not yet scheduled	Send reminder	
	Aga Jop	Not yet scheduled	Send reminder	
				× • 1 → × 25 ¥

### **Tracking Exam Status**

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

Evanity Dono Courses Exam	Test-takers Dashboard Profile Logout				
ixams					Q. Search by course or exa
Exam	Course	Instructor	Status	Platform	Activity
Bolster Academy exam	Bolster Academy course	QA IS3151	Closed 07/31/2022 6:30 PM	Standalone	0 Test-takers invited.
Live Standard IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 06/28/2023 3:00 AM	Standalone	1 scheduled.
Automated Standard IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 04/28/2023 3:00 AM	Standalone	10 Test-takers invited.
Automated Proctoring IDTUS	Internal Developers Testing Part 1 US	Internal devinst	Ends 11/30/2022 3:00 AM	Standalone	10 Test-takers invited.
Live Proctoring IDTUS	Internal Developers Testing Part 1 US	Internal devinst	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 04/30/2022 12:00 AM	Standalone	2 scheduled.
Kita Talent Custom Exam	Kira Talent	Instructor Demo	Closed 04/09/2022 12:00 AM	Standalone	1 scheduled.
Third-party LMS Test-Demo	Test-Demo	Examity Admin	Ends 04/30/2023 12:00 AM	Standalone	1 Test-takers invited.
Third-party test	Third-party Test	Examity Teacher	Ends 12/31/2022 3:00 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 04/09/2022 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 in 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.

annin Dene	Courses Diams Test-takers	Dashboard Profile Logout			
← Auto Premium	- 8hrs				NARROW LIST RESULTS
Info Rules	Instructions Supporting Documen	ts Scheduling Exceptions Proctoring	Analytica		
Exam ID 11	Test-taker 11		Status 11		
2210249	REN HÖEK		Incomplete	1 0 1 2	DETAIL
2200006	REN HÖEK		Incomplete	0 0 1	DETAIL
2198059	REN HÖEK		Incomplete	0 0 0 1	DETAIL
2190729	REN HÖEK		Incomplete	0 0 1	DETAIL
2188099	REN HÖEK		No-show	0 0 0 0	
2177763	REN HÖEK		Completed	0 0 1 0	DETAIL
2175350	REN HOEK		No-show	0 0 0	
2175220	REN HÖEK		Completed	2 0 1 0	DETAIL
2171346	REN HÖEK		Completed	0 0 3 0	DETAIL
2171324	REN HÖEK		Completed	7 0 2 0	DETAIL
2171029	REN HÖEK		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.

m ID: 2171324 mecExamity Product Demo	Exam Date/Time: Jul 19 2022 1:00 PM Status: Completed	Accomm	adations: More time	
gs Documents Verification				
	Flag	Description Comments	Captured Image	Time Stamp
	-	Authentication completed.		
		Test-taker enabled screen sharing.		90.99.99
<u> </u>	×	Unauthorized information accessed.		00.09.12
		Unsutherized information accessed.		00.09.14



## 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.

Examity Demo	Courses	Exams	Test-takers	Dashboard	Profile	Logout			
Courses							Q Exa	amity Product Demo	NEW COURSE
Course 1		Course ID	ti	Instructor 11		Cre	ated 11	Platform 11	Test-takers 1
Examity Product Demo		EPD 1		Julie Schochet		8/9	/2022	Standalone	0
									H ( 1 ) H 25 V

2. Click on the "Course Accommodations" tab.

a Examity Demo	Courses	Exams	Test-takers	Dashboard	Profile	Logout		
← Examity Produ	ict Demo							
Course Details	Test-takers	Course A	Accommodations	Exams				
								ADD NEW ACCOMMODATIONS
Course Examity Product Demo						Course ID EPD 1	Status Active	
Test-taker						Accommodation		
						SAVE CHANGES		

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

Copyrig	ht © 2022 Examity <sup>®</sup> . All rights reserved. Privacy Policy	
Add Accommodati	on	×
Test-taker	Accommodation	
Select Test-taker(s)		
	SAVE CHANGES	



4. Enter the accommodation in the "Accommodations" box and click "Add Accommodations."

Courses Exams Test-takers Dashboard Profile	Logout	
Examity Product Demo		
Course Details Test-takers Course Accommodations Exams		
		ADD NEW ACCOMMODATIONS
Course Examity Product Demo	Course ID Status EPD 1 Active	
Test-taker	Accommodation	
REN HÖEK	More time	×

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

Courses Exams Test-takers Dashboard Profile	Logout		
←Examity Product Demo			
Course Details Test-takers Course Accommodations Exams			
Special accommodations are saved successfully.			
Course	Course ID	ADD NEW.	ACCOMMODATIONS
Test-taker	Accommodation	YCINA	
REN HÖEK	More time		×
	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.

Examity Demo	Courses	Exams	Test-takers	Dashboard	Profile	Logout		
Examity Produ	uct Demo							
Course Details	Test-takers	Course	Accommodations	Exams				
Course Examity Product Demo			Course ID EPD 1				Status Active	ADD NEW ACCOMMODATIONS
Test-taker Tester Sales			Accommo More time	dation e				×
			SAVE C	HANGES				

Failing to "Save Changes" will not delete the accommodation.



### To edit an accommodation:

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

Examity Demo	Courses	Exams	Test-takers	Dashboard	Profile	Logout		
-Examity Prod	uct Demo							
Course Details	Test-takers	Course	Accommodations	s Exams				
Course Examity Product Demo			Course ID EPD 1				Status Active	ADD NEW ACCOMMODATIONS
Test-taker Tester Sales			Accommo More tim	dation ne, bathroom bre	aks			×
			SAVE C	HANGES				

**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

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.
	<b>6</b>



**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	← Reports > Schedule Status									
Exam Link 👎	Exam Password 11	Exam Start Date 14	Security Level	Special Instructions 11	Test-takers 11	Scheduled Test-takers 11	Snowing: Unscheduled Test-takers 11	1 - 25 of 74 records Scheduled Percent 11		
https://test.exa mity.com/onlin	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 mity.com/onlin	1Examity21!	01/01/2022 1:00 AM	Live Proctoring	Opening an Excel file during More →	5	1	4	20%		
https://test.exa mity.com/onlin	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 mity.com/onlin	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	
← Sche	dule Status <mark>&gt; Unsch</mark>	eduled Test-takers		NARROW LIST RESULTS	Send reminder email
	Course 11	Instructor 11	Exam 11	Test-taker 11	Showing 1 - 1 of 1 records Email 14
~	ETS Demo	Demo Instructor	ETS Demo Exam	Naila Ghorbel	nghorbel@examity.com

**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.

		Courses	Exams	Test-takers	Dashboard	Profile	Logout	>	1
←Sche	dule Status	> Unsche	duled T	est-takers			NARROW LIST RESULTS	Send reminder email	× ±
								Showing 1 - 1	of 1 records
	Course 11		Instructo	r 11	Exam 11		Test-taker 11	Email 11	
~	ETS Demo		Demo Ins	tructor	ETS Dem	io Exam	Naila Ghorbel	nghorbel@examity.	.com
								K (1))	25 🗸

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

Send email		×
	ETTER TEST INTEGRITY.	
Dear Test-taker,		
This is a reminder to schedule your schedule	exam with Examity®. Here are the details of the exam you have yet to	)
Course Name	ETS Demo	- 1
Exam Name	ETS Demo Exam	- 1
Exam Window	Apr 01, 2022 01:00 AM - May 02, 2022 01:00 AM	_
When you are planning for your test your intended start time.	, please remember that you must schedule at least 24 hours before	
Thank you, Examity. Contact Support *** <b>DO NOT REPLY TO THIS EMAIL</b> *	**	
	SEND EMAIL	



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

Send email	:	×
	examity® BETTER TEST INTEGRITY.	
Dear Test-taker,		
This is a reminder to schedule you schedule	r exam with Examity®. Here are the details of the exam you have yet to	
Course Name	ETS Demo	- 1
Exam Name	ETS Demo Exam	
Exam Window	Apr 01, 2022 01:00 AM - May 02, 2022 01:00 AM	
When you are planning for your tes your intended start time.	t, please remember that you must schedule at least 24 hours before	
Thank you, Examity. Contact Support ****DO NOT REPLY TO THIS EMAIL:	***	
	✓ Email sent successfully.	
	SEND EMAIL	

### **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.

Each test-taker can have	one exception pe	r exam.
Original Exam window : 03	3/31/2022 07:00 F	PM - 05/30/2022 07:00 PM
Affected Test Takers		
Choose One or Multiple N	Names	
Revised Exam Window		
Start date and time		End date and time
	SUBMIT EX	CEPTIONS
	Can	icel

**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.

Exa	ams	Test-takers	Dashboard	Profile	Logout	
			Scheduling Ex	ception Cre	ated	
ns	You new	r scheduling ex v exam window	ception was created on their "Exams" pa	d. The affecte age.	ed test-takers will see their	tics
	Exc	eptions:				
	<b>Will</b> AM	ard instWillard_	PreviewUser : Aug	01, 2022 12:0	00 AM - Aug 06, 2022 01:00	W SCH
7:48 A		(	NEW SCHEDUL	ING EXCEP.	TION	
			ВАСК Т	O EXAMS		
						_
	(	Copyright © 20	J22 Examity <sup>®</sup> . A	All rights res	served. Privacy Policy	



### 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.

Examity Demo	Courses Exa	ms Test-takers Dashboard I	Profile Logout			
Test-takers		Q Search by name or email	Profile 🗸 Accommoda	tion 🗸 S	Status V NEW	TEST-TAKER
Test-taker		Email	Profile	Status	Accommodation	Exceptions
TesttakerS1		TesttakerS1@examity.com	Incomplete	Active	No	
TesttakerS2		TesttakerS2@examity.com	Incomplete	Active	No	
TesttakerS3		TesttakerS3@examity.com	Incomplete	Active	No	
TesttakerS4		TesttakerS4@examity.com	Incomplete	Active	No	
TesttakerS5		TesttakerS5@examity.com	Incomplete	Active	No	
IS 6666		IS6666@ExamityInternalSales.com	Incomplete	Active	No	
TT 6666		TT6666@ExamityInternalSales.com	Complete	Active	Yes	_
Thierry Berthou		tberthou@examity.com	Complete	Active	No	Ø

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

Examity Demo Courses	Exams Test-takers Dashboard	Profile Logout
Test-takers	Q willard	Profile V Accommodation V Status V NEW TEST-TAKER
Test-taker	Email	Profile Status Accommodation Exceptions
Willard instWillard_PreviewUser	instWillard@yopmail.com	Incomplete Active No
ttWillard ttWillardL	ttWillard@yopmail.com	Incomplete Active No
		K ◀ 1 ► N 25 ~

**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:

Jashboard		
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.	

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