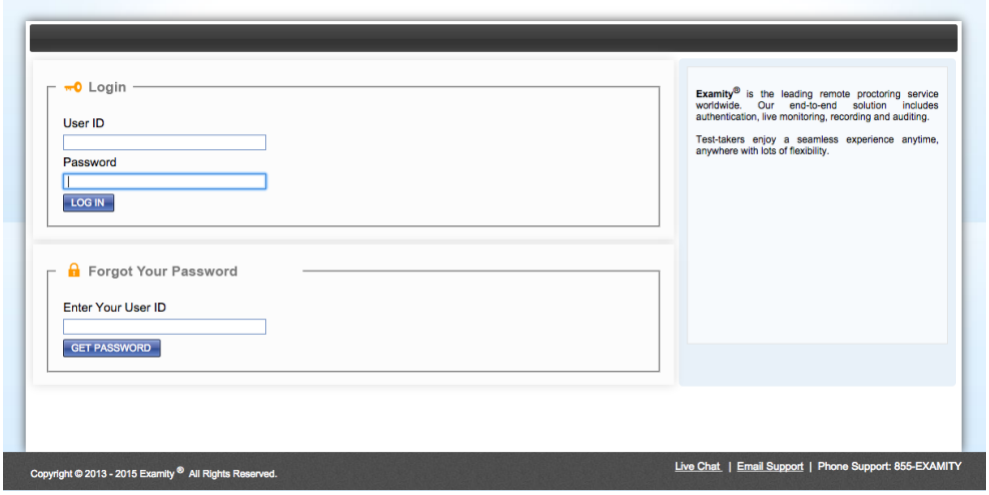
Administrator and Instructor Manual

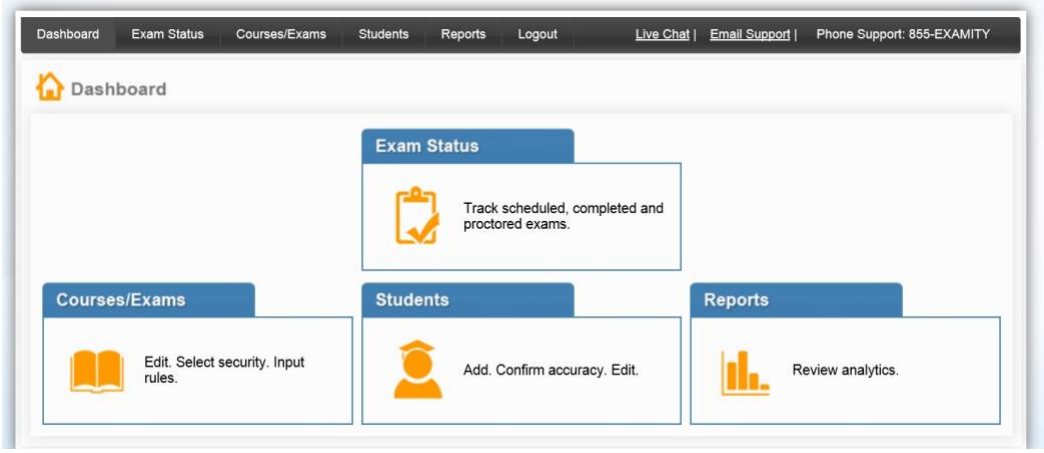
For Stand-Alone Access

Accessing your Examity® Dashboard

Access your Examity dashboard at prod.examity.com/utoronto by logging in with credentials provided.



This will bring you to your Examity® dashboard.



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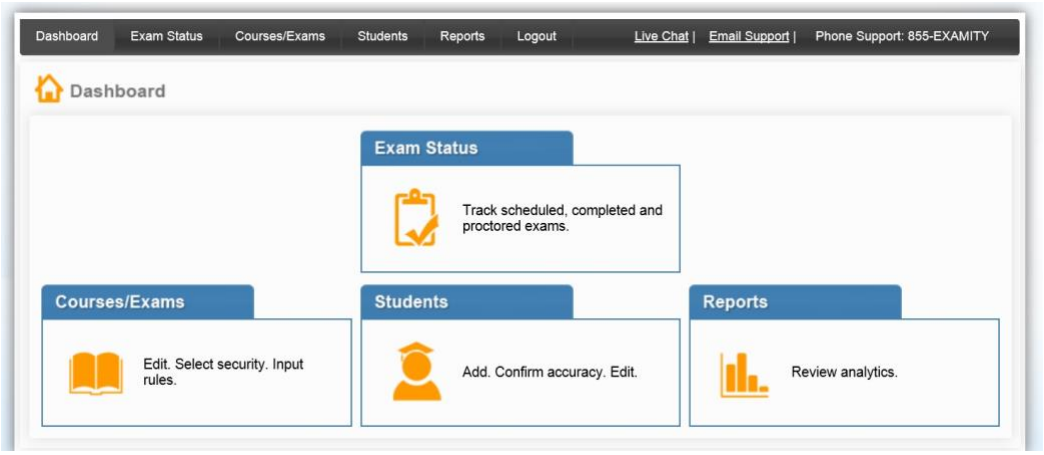
Your Examity® dashboard is divided into 4 sections:



1) **Courses/Exams:** This is where you will go to edit your exam shell, select your FairExam® Level of Online Security and tailor the rules to meet your needs.

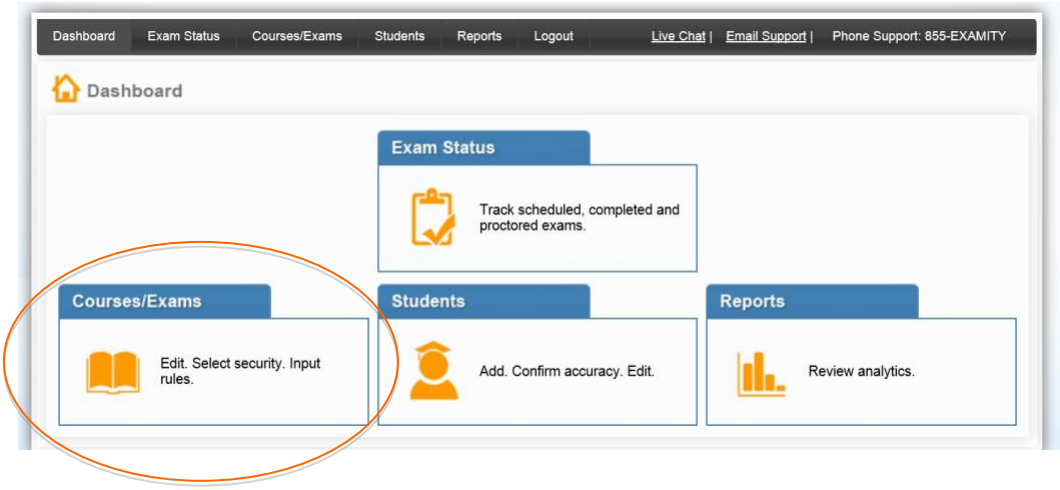
2) **Student:** Click the "Student" tab to search student enrollment records.

3) **Exam Status:** Track your students' scheduled, completed and proctored exams. You will also have access to the video recordings of all proctored tests as well as time-stamped flags and comments.

4) **Reports:** Review analytics associated with your exams.

Selecting Your FairExam® Level and Tailoring Exam Rules

First, click on "Courses/Exams" in your dashboard.



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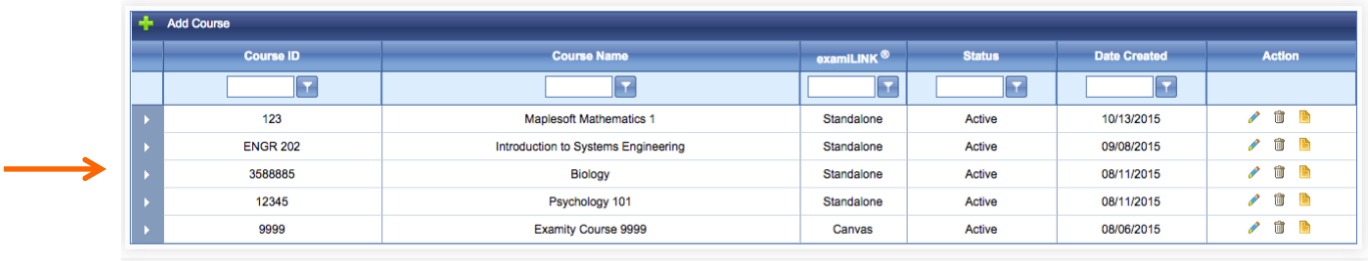
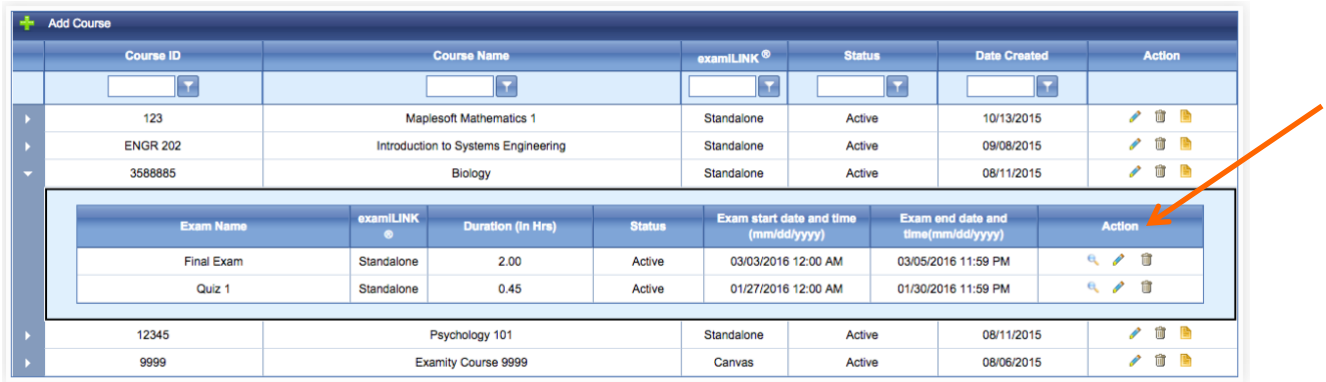
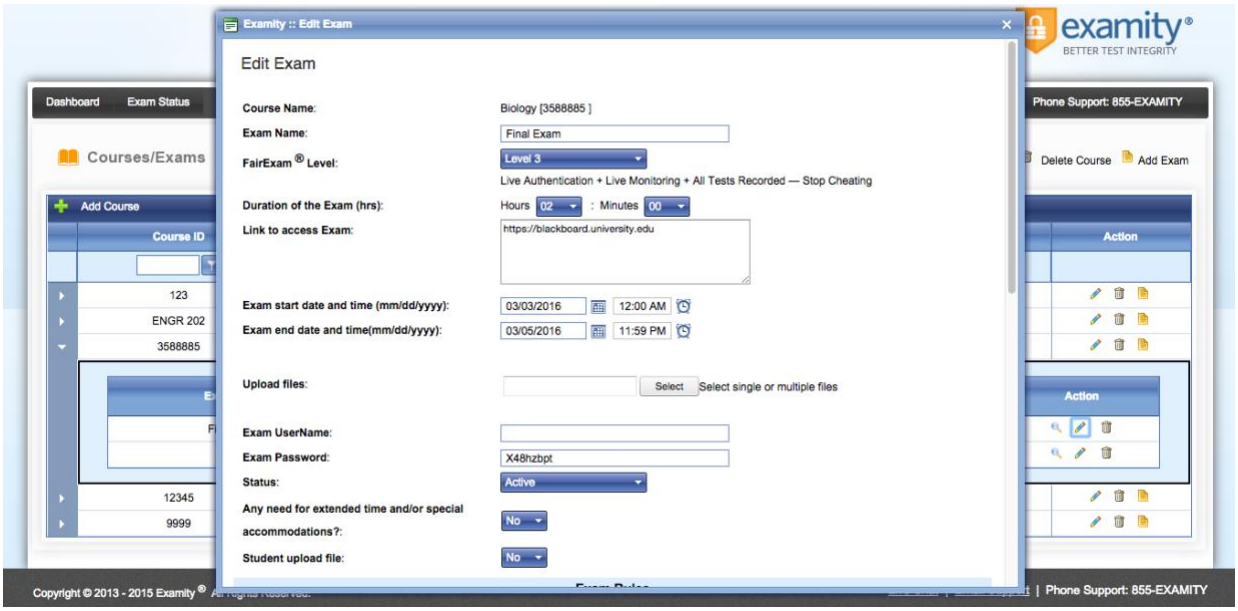
Next, click on the white arrow beside the course ID # on the left-hand side.



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 will pop up that is titled "Edit Exam". Verify your exam details.



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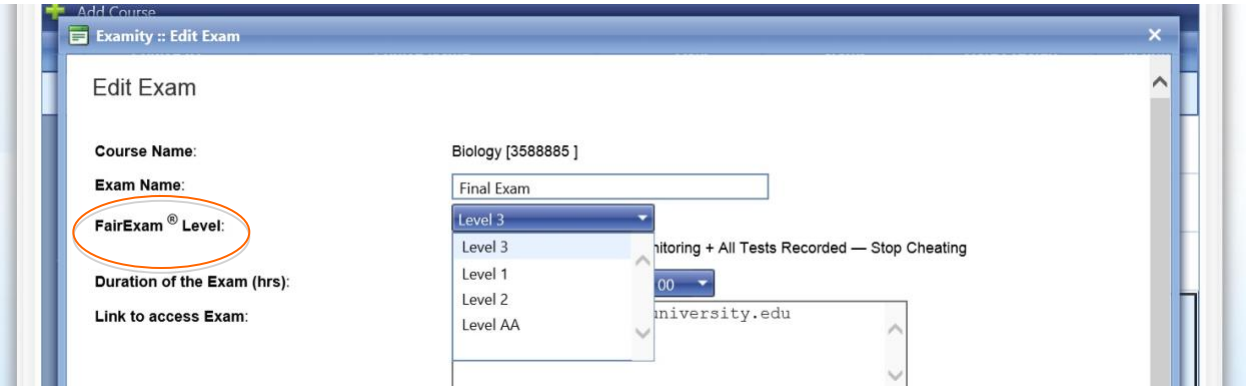
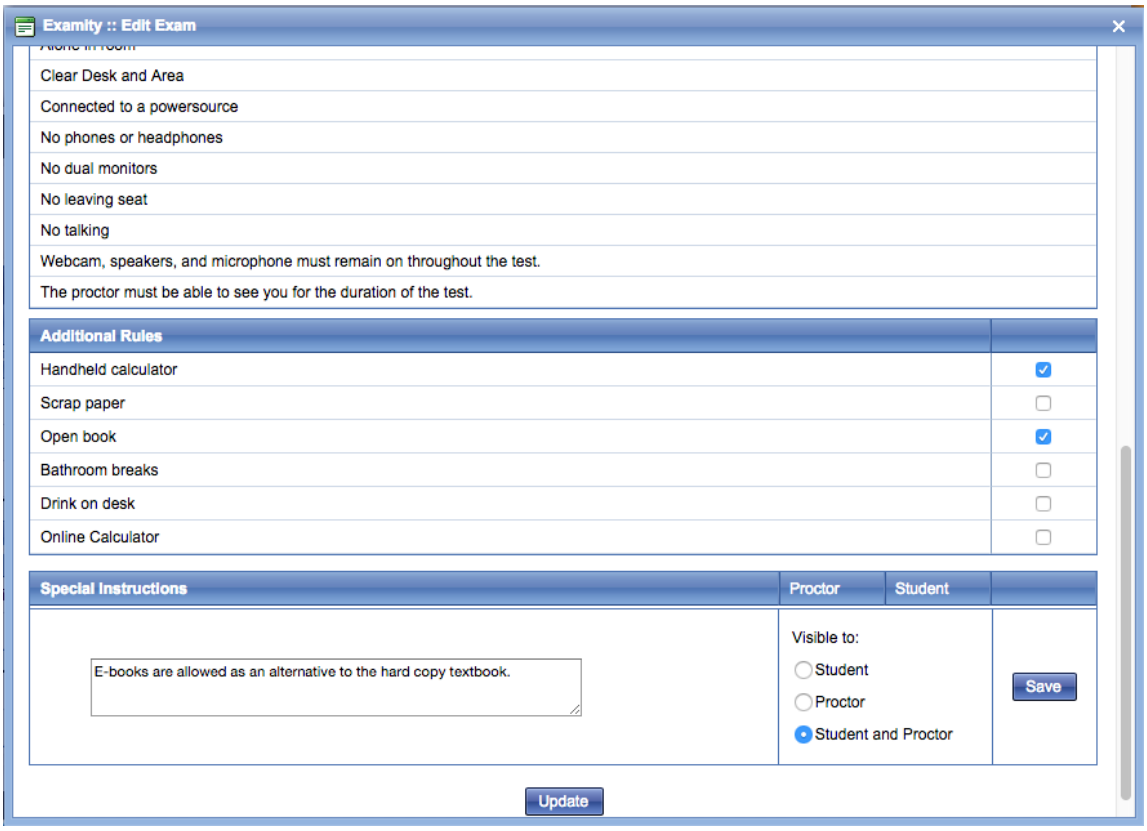
Select your FairExam® Level from the drop down menu. A description of our FairExam® Levels can be found at the end of this document.



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 student in the "Special Instructions" text box.



To save information entered in the "Special Instructions" box, click "Save" before hitting "update." Proctor support will read your notes prior to the exam and make sure all students adhere to them.

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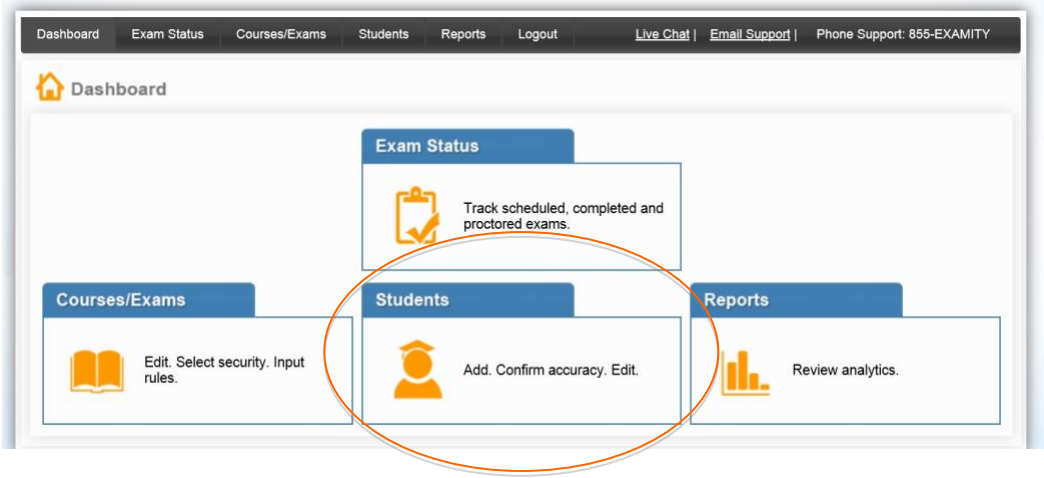
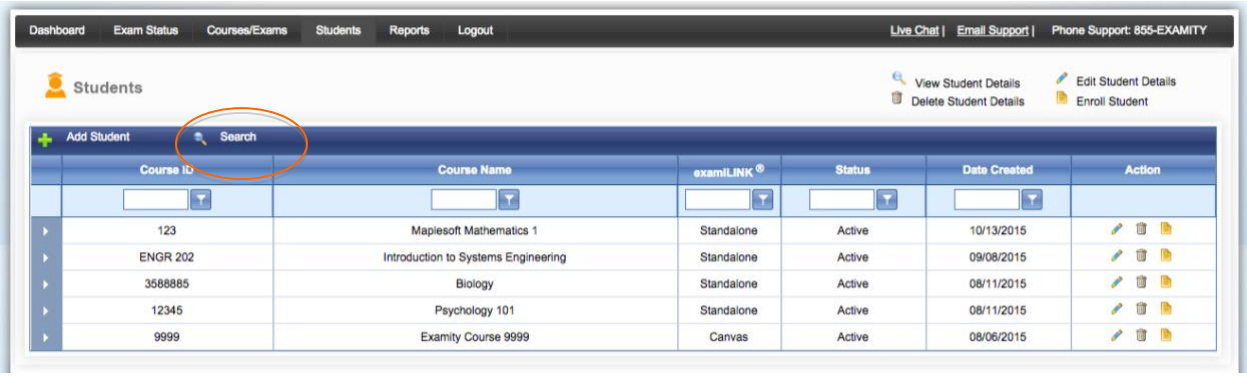
Special Accommodations

If students require test accommodations, you can make sure proctor support is aware ahead of time by entering the information in Examity®.

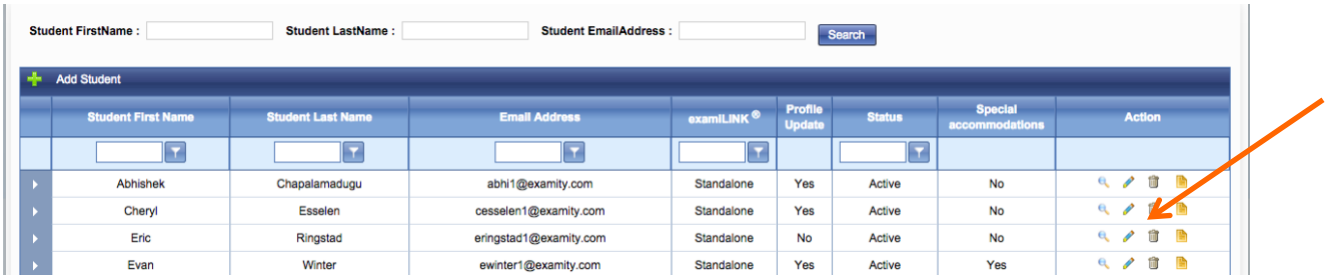
First, click on “Students” on the Examity® dashboard.



Next, click on the “Search” button.



Then, click on the pencil icon located in the row of the student who requires the accommodation.



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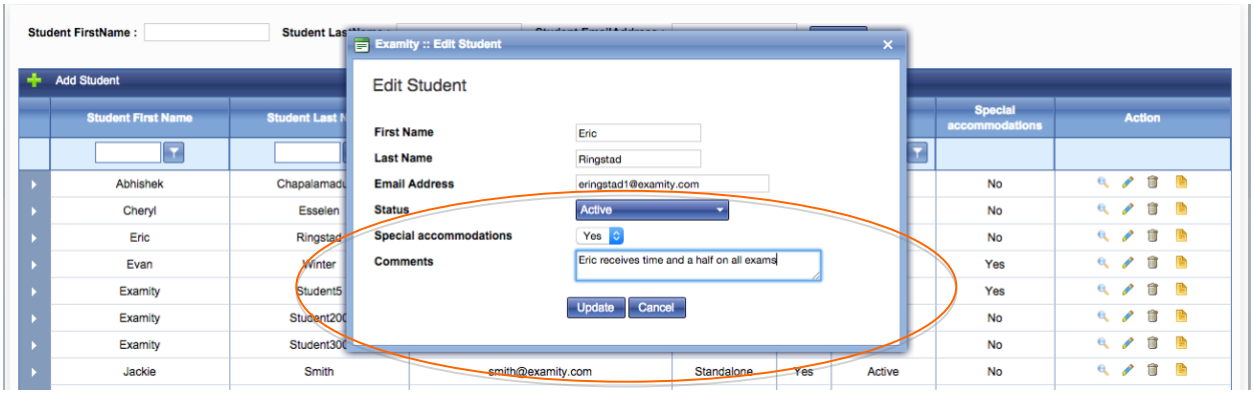
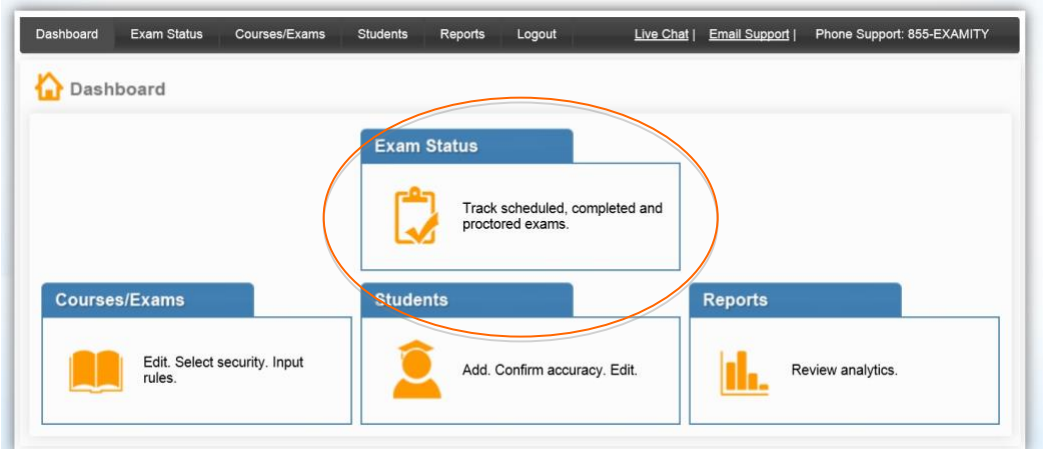
Select “Yes” from the “Special Accommodations” drop down menu and enter the appropriate information.



Tracking Exam Status:

Check the status of scheduled, completed, and proctored exams by clicking “Exam Status” in the Examity® dashboard. You can see which students have completed their exams and whether or not they had any violations. This is also where you view any student violations.



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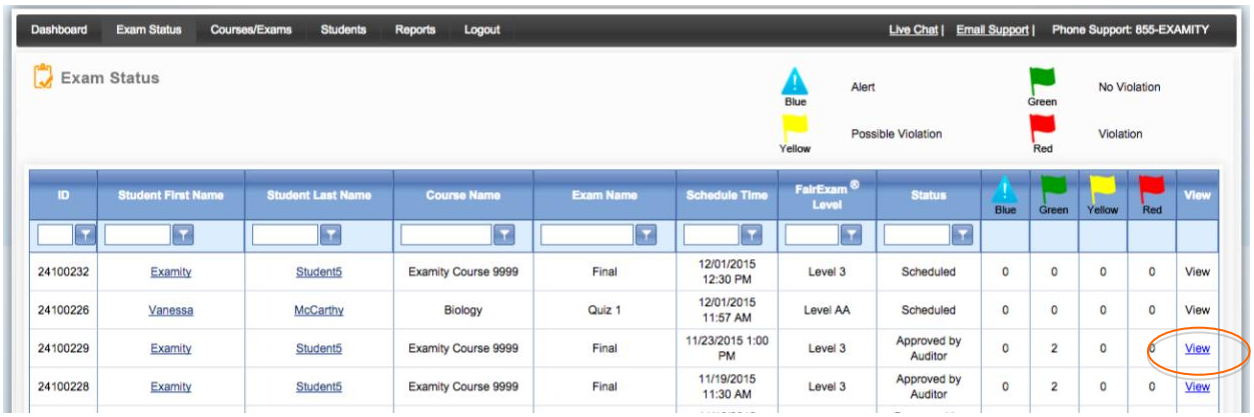
You can watch videos of your students taking their exams by clicking the blue “View” link. If the “View” link is not clickable, that means the exam has not yet been audited. All exams will be audited within 48 hours of the student completing the exam.



ID	Student First Name	Student Last Name	Course Name	Exam Name	Schedule Time	FairExam® Level	Status	Blue	Green	Yellow	Red	View
24100232	Examity	Student5	Examity Course 9999	Final	12/01/2015 12:30 PM	Level 3	Scheduled	0	0	0	0	View
24100226	Vanessa	McCarthy	Biology	Quiz 1	12/01/2015 11:57 AM	Level AA	Scheduled	0	0	0	0	View
24100229	Examity	Student5	Examity Course 9999	Final	11/23/2015 1:00 PM	Level 3	Approved by Auditor	0	2	0	0	View
24100228	Examity	Student5	Examity Course 9999	Final	11/19/2015 11:30 AM	Level 3	Approved by Auditor	0	2	0	0	View

Recordings are available for 30 days and then removed from the Examity® system to ensure privacy for all parties involved.

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

Flag	Comments	Incident Time Stamp	Added By	Added On
	Reviewed by Auditor		Examity Auditor	8/11/2015 4:28:22 PM
Red	Study materials visible.	06:08	Examity proctor1	8/11/2015 4:27:40 PM
Yellow	Frequent eye/head movement.	03:05	Examity proctor1	8/11/2015 4:25:35 PM
Green	Authentication completed.		Examity System	8/11/2015 4:22:44 PM

Back

- Green flags are raised when there is no incident.
- Yellow flags are issued when a rule is broken but cheating does not take place.
- Red flags are given when the student exhibits clear cheating behavior.
- If a technical issue arises, we will communicate that to you with a blue alert.

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Communicating with Your Students:

Our "Instructor Toolkit" will provide you with templates explaining how your students can prepare themselves to use the system. Simply copy and paste the text into an email or within an Angel Announcement. The toolkit is in Word and customizable to fit your needs.

We are here to support you:

Contact your dedicated Account Manager for any questions.

You can also contact support 24/7:

Phone: 855-392-6489
Email: support@examity.com
Live Chat: Click on the live chat link located at the top and bottom of your Examity® portal.

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About FairExam® Levels for Online Test Security

Examity® provides you with the flexibility to choose which security level makes most sense with our FairExam® Levels for Online Test Security.

Level AA: Auto-Authentication

Designed for lower stakes assessments and meeting accepted standards. Test-takers snap pictures of their ID and face, answer challenge questions and enter a biometric keystroke signature to verify identity.

Level LA: Live Authentication

Live Authentication is best suited for tests that matter more. Level LA ensures an agreed-to understanding of exam rules and "clean" test environment. Challenge questions, ID verifications, facial comparisons, keystroke analysis and full recordings help make this level our most reliable authentication.

Level 1: Auto-Proctoring

Examity®'s fully automated proctoring solution. After auto-authentication is complete, Examity® captures audio, motion, and systemic changes to identify inappropriate behaviors.

Level 2: Record and Review Proctoring

After live-authentication, each test is recorded from start to finish and is later viewed by a human, in its entirety, to ensure that no rules have been violated

Level 3: Live Proctoring

After completing the live-authentication process, Examity® monitors the test-taker's surroundings and entire desktop throughout the exam. This is considered the most secure approach within the online proctoring industry. An advantage to this level is that Examity® may comment and troubleshoot in real-time during the test.

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