Table of Contents

Using Examity with onQ..........................................................1
Navigating Your Dashboard..................................................2
Selecting Your Security Level and Tailoring Exam Rules...........3
Special Accommodations.....................................................6
Tracking Exam Status..........................................................10
Setting Up Your Exam In onQ

Set up your exam (Quiz tool) in onQ with the following settings: When creating/editing your exam, on the Restrictions tab:

1. Ensure the 'Hide from Users' checkbox is not checked.
2. Check 'Has Start Date' and enter a Start Date and Time.
3. Check 'Has End Date' and enter an End Date and Time.
4. Enter a Password into the 'Password' field. (Note: students will not see this password - through live proctoring, the proctor will enter the password into Examity, on the student's behalf.)
5. Once the above settings are in place, your exam is ready to be linked to Examity. Click on 'Save and Close'. (You can edit (add Special Access, upload questions, etc.) the exam in onQ at any point before the day of the exam - only the above settings need to be in place to link the exam to Examity.)

Queen's will be sending Examity a list of courses from onQ that will be using the Examity software. Once Examity has received this list and set up connections to the exams in their system, you will be able to add your Examity link, through Content.

Adding The Examity Link To Your onQ Course

To add the Examity link to your onQ course:

1. In Content, from the 'Existing Activities' drop-down list, choose 'External Learning Tools'.
2. Next, click on the 'Examity' link.
3. From the External Learning Tool drop-down list, choose 'Edit Properties In-place'.
4. Check the 'Open as External Resource' checkbox.

To enter Examity, click on the Examity link, in Content.
Navigating Your Dashboard

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

1. The **Courses/Exams** section provides you with access to edit exam items including: the start and end date of your exam, the proctoring security level, and specific exam instructions.
2. The **Students** section presents you with details on all students enrolled in your exam.
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.

For assistance, call **855-EXAMITY**, or email **support@examity.com**
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.

For assistance, call 855-EXAMITY, or email support@examity.com
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.

For **Live Proctoring**, choose **Level 3**.
For **Automated Proctoring**, choose **Level 1P**.

For assistance, call **855-EXAMITY**, or email **support@examity.com**
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.

When setting additional rules and special instructions, be sure to indicate that the rules are ‘Visible to: Student and Proctor’

Best practice is to be as explicit as possible in the exam instructions, so that there is no ambiguity about what is allowed and not allowed.

When Special Instructions are entered, by default they apply to the student for ALL exams. If the accommodations are only for one particular exam, this needs to be indicated within the instructions.

To save information entered in the “Special Instructions” box, click “Save” before hitting “Update.”
Special Accommodations
If students require test accommodations, you can make sure Examity is aware ahead of time by entering the information on the dashboard.

This is a two-step process:

1. Editing the exam details to indicate that it includes special accommodations; and
2. Editing students' details to enter their specific accommodation information.

Editing Exam Details
1. Select the Courses/Exams menu (either in menu bar or the Dashboard tab).

2. Enter one of the Course Id, Course Name, or Instructor Name and click Search to quickly locate the course/exam in question.

3. Once you have located the course, select the downward arrow icon to view its exams.

For assistance, call 855-EXAMITY, or email support@examity.com
4. For the exam in question, select the Edit button (pencil icon) to view and edit its details.

5. Select Yes for the ‘Any need for extended time and/or special accommodations?’ question, then scroll down and ensure you click the Update button.

6. The system will confirm that the exam’s details have been updated successfully – close this window (‘x’ button) and proceed to entering students’ accommodation information.
Editing Student Details

1. Select the Students menu (either in menu bar or the Dashboard tab).

![Image of Students menu]

2. Select the Search option to quickly locate the student in question.

![Image of Students search]

3. Enter the student’s first name, last name, and/or email address, then click Search.

![Image of Students search results]

For assistance, call 855-EXAMITY, or email support@examity.com
4. Click the Edit button (pencil icon) to add the student’s accommodation information.

5. Select Yes from the Special Accommodations menu, enter the student’s accommodation information in the Comments field, then click Update.

6. The system will confirm that the student’s details have been successfully updated – close this window and repeat the above steps for each additional student.

For assistance, call 855-EXAMITY, or email support@examity.com
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 session videos 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.

For assistance, call 855-EXAMITY, or email support@examity.com
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 incident.
- 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.