



Instructor Guide



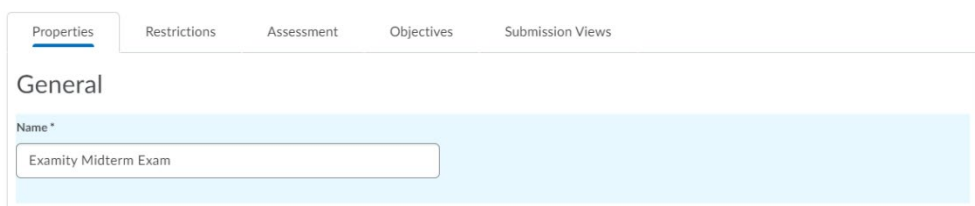
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Setting Up Your Exam In onQ

Create your Eximity exam in onQ with the [onQ Quiz](#) tool, making sure to use the following settings:

1. Include the word **Eximity** in the Quiz name (e.g., Eximity Midterm) – this will ensure the Quiz/exam gets imported to the Eximity dashboard.



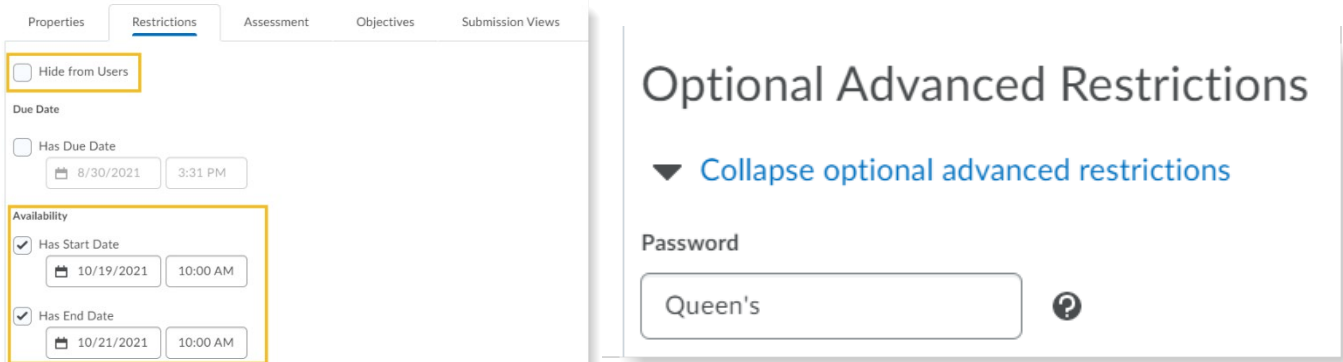
Properties Restrictions Assessment Objectives Submission Views

General

Name *

Eximity Midterm Exam

2. In the **Restrictions** tab:
 - a. Ensure the **Hide from Users** checkbox is not checked.
 - b. Check **Has Start Date** and enter a Start Date and Time.
 - c. Check **Has End Date** and enter an End Date and Time.
 - d. Enter a Password into the **Password** field. (Note: students will not see this password – it will be entered automatically at the outset of students' exam sessions in Eximity)



Properties Restrictions Assessment Objectives Submission Views

☐ Hide from Users

Due Date

☐ Has Due Date

8/30/2021 3:31 PM

Availability

☒ Has Start Date

10/19/2021 10:00 AM

☒ Has End Date

10/21/2021 10:00 AM

Optional Advanced Restrictions

▼ Collapse optional advanced restrictions

Password

Queen's ?

3. When finished, click on **Save and Close**.

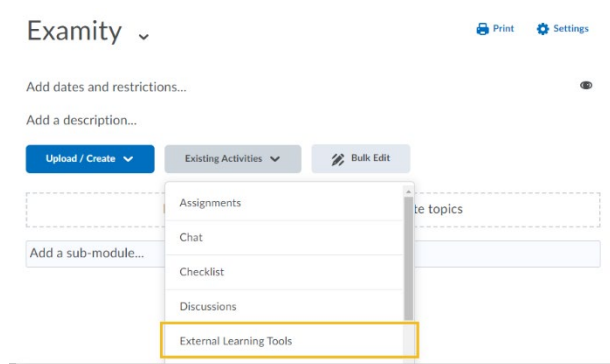
Note that your exam will be imported to Eximity overnight, so it will not be visible to you and your students on the Eximity Dashboard until the following day.

Similarly, any changes you make to the above exam (Quiz) settings in onQ (i.e., name, start/end date, and password) after it is initially imported will only be reflected in Eximity the following day.

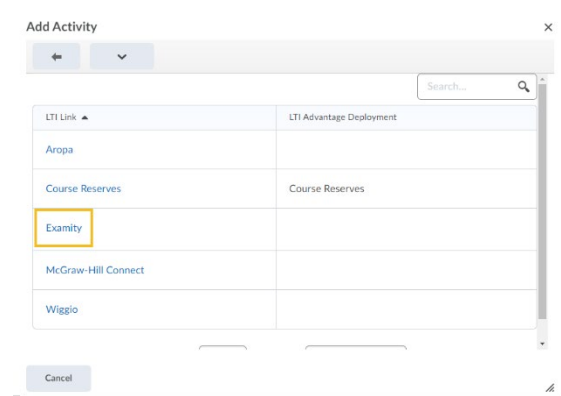
Adding The Eximity Link to Your onQ Course

You and your students will access the Eximity Dashboard via a link in your onQ course. To add the Eximity link to your course:

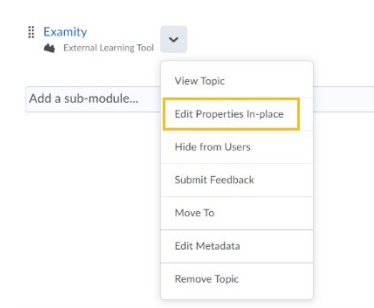
1. In **Content**, from the **Existing Activities** dropdown list, choose **External Learning Tools**.



2. Next, click on the **Eximity** link.

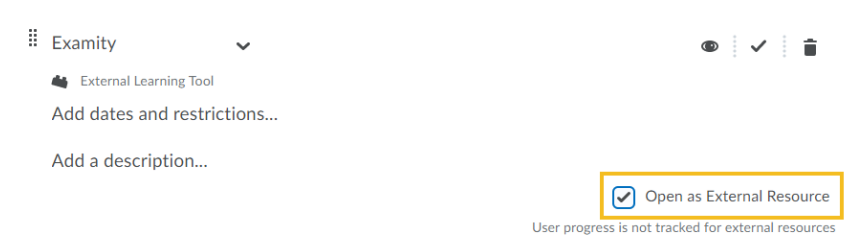


3. Open the context menu (down arrow) next to the newly created Eximity module, then select **Edit Properties In-place**.



For assistance, call 855-EXAMITY, email support@eximity.com or chat directly with us through the Live Chat feature on the Eximity dashboard.

4. Check the **Open as External Resource** checkbox. This will ensure the Examity Dashboard will open in a new browser tab instead of being constrained to a smaller iframe within your course. Note that this 'open as external resource' setting is recommended to optimize the student experience.

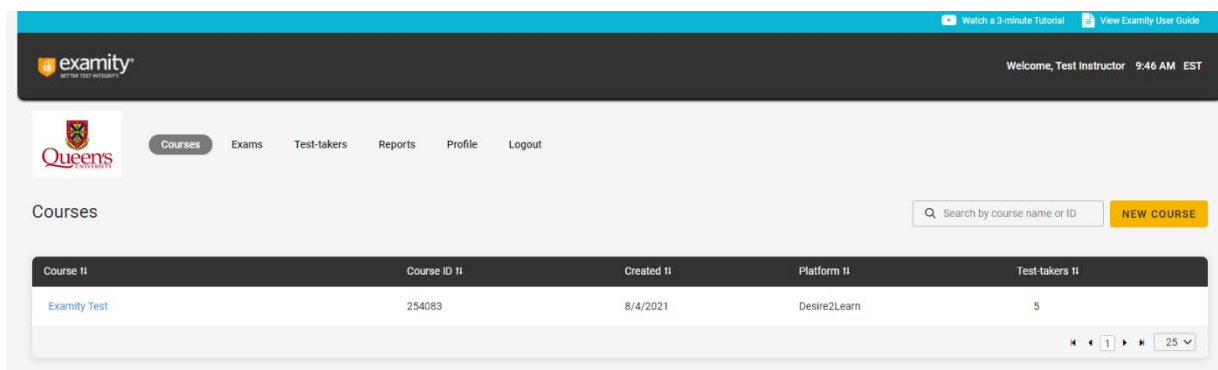


To access the Examity Dashboard, click on the Examity link.



Navigating Your Examity Dashboard

Your Examity Dashboard provides you access to four key tabs, outlined below.



Courses

This is the default view of your Examity Dashboard and displays all your Examity-linked courses in onQ. Each line displays the Course ID, the date the course was created (imported) in Examity, the platform it has been imported from (D2L/onQ), and the number of test-takers (students) enrolled in the course.

Exams

This screen displays all scheduled exams across all your Examity-linked onQ courses.

Each line displays the exam name, its associated course, its end date/time (Status), as well as how many students have scheduled the exam (Activity).

| Exams | | | | |
|--|--------------|--------------------------|--------------|--------------|
| Q Search by course or exam | | | NEW EXAM | |
| Exam | Course | Status | Platform | Activity |
| Examity Exam #3 | Examity Test | Ends 09/04/2021 2:17 PM | Desire2Learn | 2 scheduled. |
| Examity Exam #2 | Examity Test | Ends 09/04/2021 2:17 PM | Desire2Learn | 3 scheduled. |
| Examity Exam #1 | Examity Test | Ends 09/04/2021 2:16 PM | Desire2Learn | 3 scheduled. |
| Examity Practice Exam | Examity Test | Ends 09/30/2021 12:23 PM | Desire2Learn | 3 scheduled. |
| <div> <div>1</div> <div>25</div> </div> | | | | |
| Copyright © 2021 Examity® . All rights reserved. Privacy Policy Version: 21.8.0 | | | | |

Test-takers

This screen displays the students across all your Examity-linked onQ courses.

Along with their name and email address, each line indicates whether a student has completed their Examity Profile, as well as whether they have any accommodations or a scheduling (exam window) exception in place.

| Test-takers | | | | | |
|---|---------------------|--------------|---------|---------------|------------|
| Q Search by name or email | | | Profile | Accommodation | Status |
| NEW TEST-TAKER | | | | | |
| Test-taker | Email | Profile | Status | Accommodation | Exceptions |
| Liz Brown | course10@queensu.ca | ✓ Complete | Active | No | |
| Robert Buckland | course11@queensu.ca | ✓ Complete | Active | No | |
| Mary Jones | course12@queensu.ca | ✗ Incomplete | Active | No | |
| John Smith | course09@queensu.ca | ✗ Incomplete | Active | No | |
| Riley Washington | course01@queensu.ca | ✓ Complete | Active | Yes | 1 |
| <div> <div>1</div> <div>25</div> </div> | | | | | |

Reports

This area provides access to several helpful reports, such as whether students have or haven't scheduled exam sessions, as well as a global view of all exam sessions across your Examity-linked onQ courses

| Reports | | |
|---|--|---|
| Schedule Status Identify the test-takers who have, and have not, scheduled a session. VIEW REPORT | Schedule Details Review the details of every scheduled session. VIEW REPORT | Exam Status Evaluate all past exam sessions, including those that require instructor review. VIEW REPORT |
| Evaluations Study test-taker survey results, covering the prectoring process and experience. VIEW REPORT | Monthly Spend Monthly spend for the organization. VIEW REPORT | |

For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

Configuring Your Exam

While basic exam information (e.g., exam name, start/end dates, etc.) is automatically imported from onQ, you will configure its security settings and any of its rules and instructions within Eximity.

You can begin configuring your exam in one of two ways:

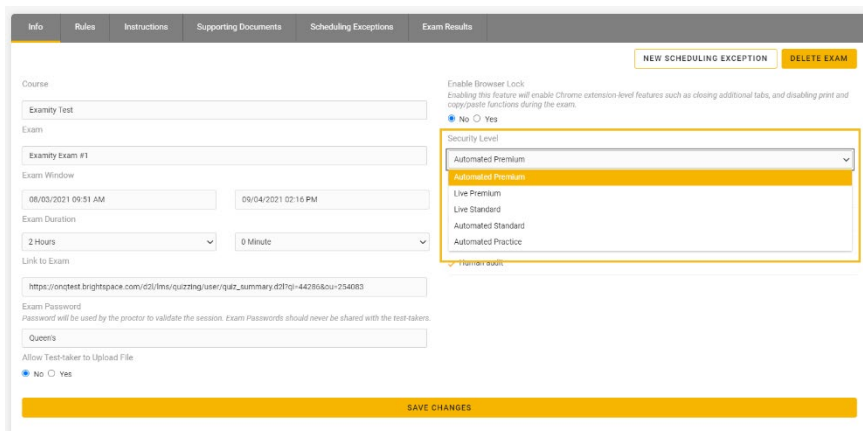
- Select a course from your **Courses** tab, then select the relevant exam from the Exams tab; or
- Select the **Exams** tab, then select the relevant exam.

Selecting an exam to configure will bring you to the Exam Details view, which is divided into six tabs: Info, Rules, Instructions, Supporting Documents, Scheduling Exceptions, and Exam Results.

Exam Info

Setting a Security Level

Use the **Security Level** dropdown menu to select your desired level, then click **Save Changes**.



An exam's security level determines how exam sessions will be proctored and reviewed. Eximity offers five security levels, ranging from a fully automated proctoring and review workflow (Automated Standard) to a fully live proctoring and review workflow (Live Premium). While the features of each security level are displayed when configuring an exam in Eximity, see the [Eximity](#) website for more detail.

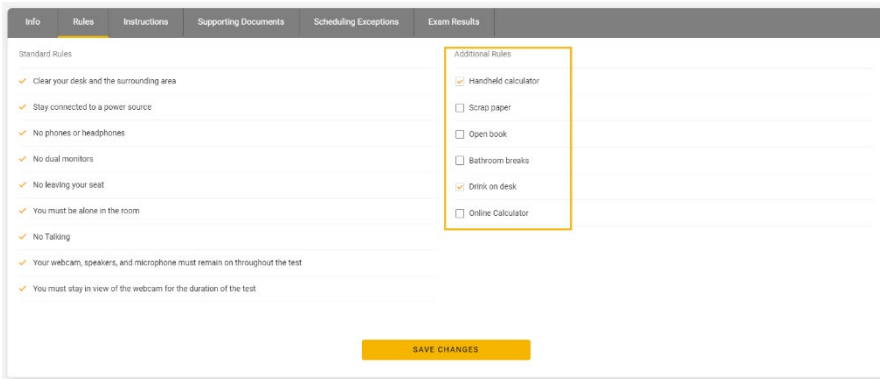
Allowing File Uploads

If you will require students to upload files after the exam, set the **Allow Test-taker to Upload File** toggle to Yes, then click the **Save Changes** button.

Exam Rules

Examity comes with a set of pre-loaded and fixed (unmodifiable) Standard Rules, as well as a group of optional rules you can choose to apply to your exam. ***Note that any other rules you would like to implement for the exam will be applied through the Instructions tab.***

To apply any of Examity's optional rules, select their checkbox, then click the **Save Changes** button.

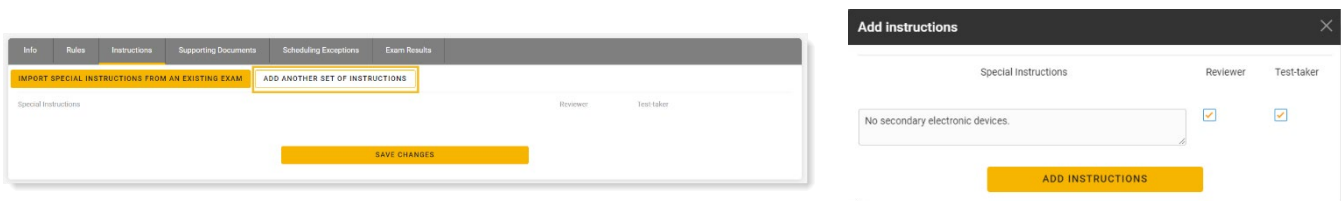


Exam Instructions

The **Instructions** tab is where you will configure any additional rules for the exam, as well as any special instructions for the students and/or the Examity proctors or reviewers.

Adding a New Rule/Instruction

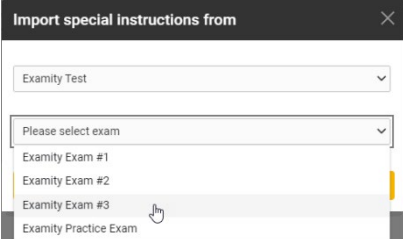
To add a new rule or instruction, select the **Add Another Set of Instructions** button – in the pop-up window that appears, enter the rule/instruction, and check the necessary boxes to select whether the rule/instruction will appear for the reviewer/proctor, the test-taker, or both. Then, click **Add Instructions**.



TIP: Add each instruction/rule as a separate entry – this will display them to students in list form.

Importing Instructions

To import a set of instructions from another exam, click **Import Special Instructions from an Existing Exam**, select the relevant course and exam from the dropdown menus, then click **Import**.

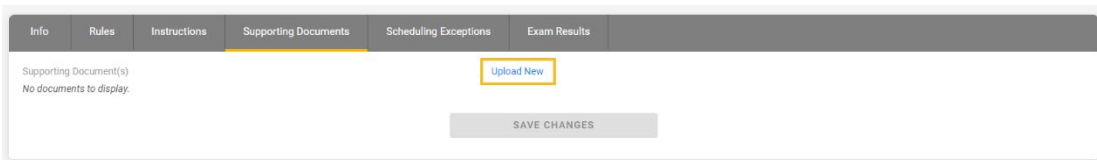


Once imported, review the instructions, make any necessary edits, then click **Save Changes**.

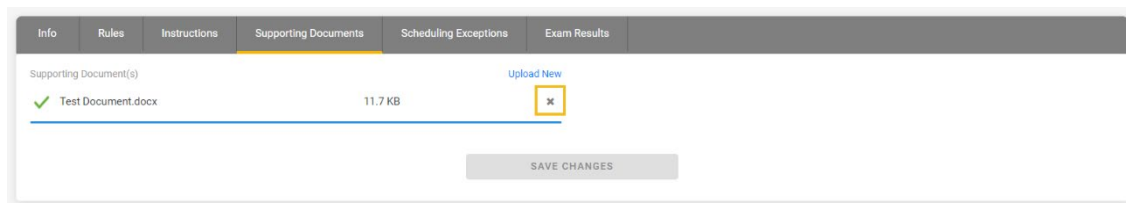
Supporting Documents

This tab allows you to add any document(s) that students will need to complete the exam – note that Examity will automatically block a student from starting their exam if they have not yet downloaded the supporting document(s).

To add supporting documents, click the **Upload New** link, and select the file(s) from your computer – once they have uploaded, click **Save Changes**.

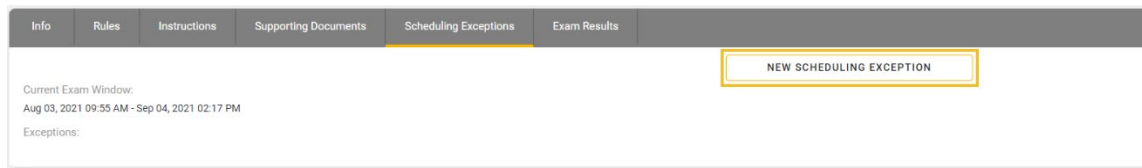


To remove any previously uploaded file, simply click the **X** button to the right of the file name.



Scheduling Exceptions

Scheduling exceptions allow you to set different exam windows for specific students. To set an exception, click the **New Scheduling Exception** button.



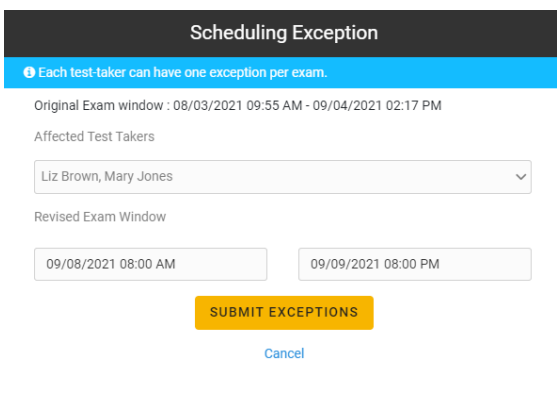
Info Rules Instructions Supporting Documents **Scheduling Exceptions** Exam Results

Current Exam Window:
Aug 03, 2021 09:55 AM - Sep 04, 2021 02:17 PM

Exceptions:

NEW SCHEDULING EXCEPTION

In the pop-up window, select the relevant student(s) from the **Affected Test Takers** dropdown, then click **Submit Exceptions**.



Scheduling Exception

Each test-taker can have one exception per exam.

Original Exam window : 08/03/2021 09:55 AM - 09/04/2021 02:17 PM

Affected Test Takers

Liz Brown, Mary Jones

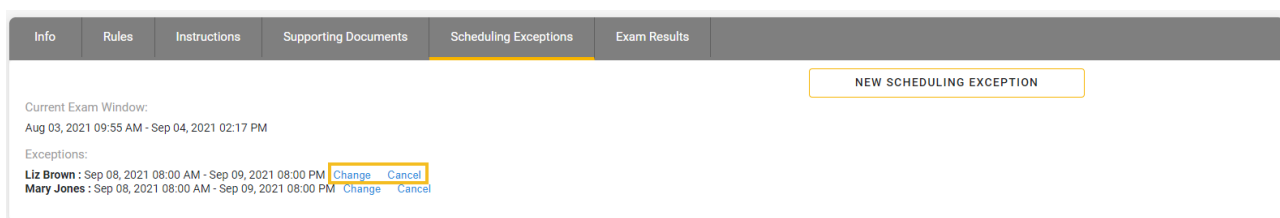
Revised Exam Window

09/08/2021 08:00 AM 09/09/2021 08:00 PM

SUBMIT EXCEPTIONS

Cancel

You can change or cancel scheduling exceptions at any time by using the **Change** and **Cancel** buttons.



Info Rules Instructions Supporting Documents **Scheduling Exceptions** Exam Results

Current Exam Window:
Aug 03, 2021 09:55 AM - Sep 04, 2021 02:17 PM

Exceptions:

Liz Brown : Sep 08, 2021 08:00 AM - Sep 09, 2021 08:00 PM **Change** **Cancel**

Mary Jones : Sep 08, 2021 08:00 AM - Sep 09, 2021 08:00 PM **Change** **Cancel**

NEW SCHEDULING EXCEPTION

Setting Student Accommodations

Student accommodations in Examity are configured at the course-level. This means that if a student has an accommodation, you must ensure it is configured in Examity for each course.

To add a student accommodation, first select the relevant course from your **Courses** tab.

Navigate to the **Course Accommodations** tab, then select **Add New Accommodations**.

← Examity Test

| Course Details | Test-takers | Course Accommodations | Exams |
|------------------------|---------------------|-----------------------|-------------------------------|
| Course Examity Test | Course ID 254083 | Status Active | ADD NEW ACCOMMODATIONS |
| Test-taker | Accommodation | | |
| SAVE CHANGES | | | |

In the pop-up window, select the relevant student(s) from the **Test-taker** dropdown list and enter the accommodation information in the **Accommodation** textbox – then click **Save Changes**.

Add Accommodation
✕

Test-taker

Accommodation

Riley Washington, Rober...

Student has additional 30 minutes for the exam.

SAVE CHANGES

Tracking Exam Status

To track students' scheduling of exams, first navigate to the **Exams** tab – the **Activity** column provides a high-level view will show you how many students have scheduled any given exam.

Exams

Search by course or exam **NEW EXAM**

| Exam | Course | Status | Platform | Activity |
|---------------------------------------|--------------|--------------------------|--------------|--------------|
| Examity Exam #3 | Examity Test | Ends 09/04/2021 2:17 PM | Desire2Learn | 2 scheduled. |
| Examity Exam #2 | Examity Test | Ends 09/04/2021 2:17 PM | Desire2Learn | 3 scheduled. |
| Examity Exam #1 | Examity Test | Ends 09/04/2021 2:16 PM | Desire2Learn | 4 scheduled. |
| Examity Practice Exam | Examity Test | Ends 09/30/2021 12:23 PM | Desire2Learn | 3 scheduled. |

1 25

For a more detailed view of which students have or haven't scheduled their exam session, select the relevant exam from the list, then navigate to the **Exam Results** tab.


← Examity Exam #3

NARROW LIST RESULTS

| Info | Rules | Instructions | Supporting Documents | Scheduling Exceptions | Exam Results | |
|----------|------------------|--------------------|----------------------|-----------------------|--------------|--|
| Exam ID | Test-taker | Status | | | | |
| 30000046 | Liz Brown | Pending at Auditor | | | | |
| 30000025 | Riley Washington | Pending at Auditor | | | | |
| | John Smith | Not yet scheduled | | | | |
| | Robert Buckland | Not yet scheduled | | | | |
| | Mary Jones | Not yet scheduled | | | | |

To send an email reminder to students who have not yet scheduled their exam session, click the **Send Reminder** link. This will bring up a preview of the email – click **Send Email** to send the reminder.

Send email



Dear **Mary Jones**,

This is a reminder to schedule your exam with Examity®. Here are the details of the exam you have yet to schedule

Course Name **Examity Test**
Exam Name **Examity Exam #3**
Exam Window **Aug 03, 2021 09:55 AM - Sep 04, 2021 02:17 PM**

When you are planning for your test, please remember that you must schedule at least 24 hours before your intended start time.

Thank you,
Examity
[Contact Support](#)
*****DO NOT REPLY TO THIS EMAIL*****

SEND EMAIL

Reviewing Exam Results

To review completed exam sessions, select the relevant exam from the Exams screen, then navigate to the **Exam Results** tab.

| Info | Rules | Instructions | Supporting Documents | Scheduling Exceptions | Exam Results | |
|----------|------------------|---------------------|----------------------|-----------------------|--------------|--|
| Exam ID | Test-taker | Status | | | | |
| 30000050 | Mary Jones | Approved by Auditor | | | | |
| 30000049 | Riley Washington | Pending at Auditor | | | | |
| 30000044 | Liz Brown | Approved by Auditor | | | | |
| 30000042 | Robert Buckland | Approved by Auditor | | | | |

Depending on an exam’s [security level](#), the **Status** column will indicate what stage a completed session is at in the review process. For example, for exams with security levels that include human post-session audits (e.g., Automated Premium, Live Premium), the status may show as ‘Pending at Auditor’ to indicate the session is still being reviewed, or ‘Approved by Auditor’ if the audit is complete.

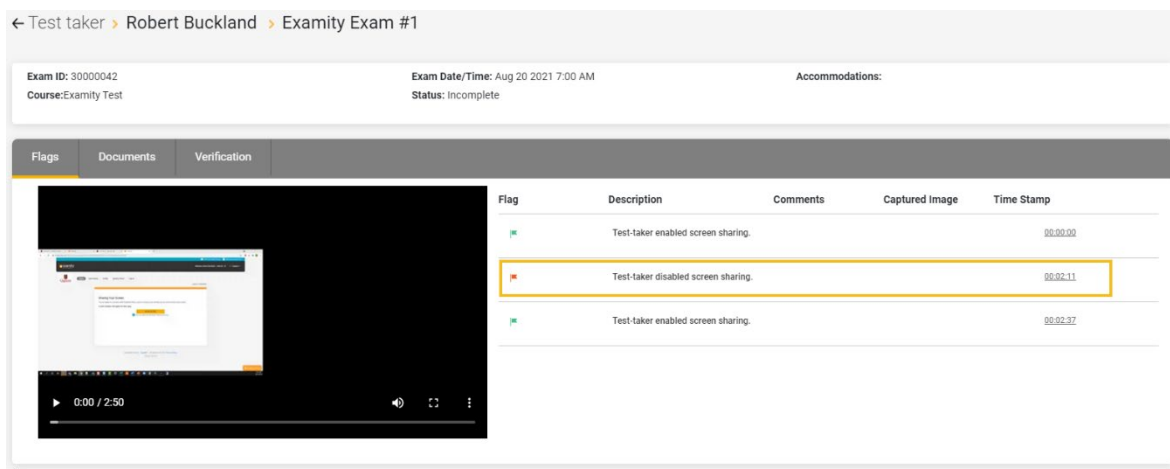
Flag System

This view also provides a high-level snapshot of any violations that were detected during exam sessions. All activity during an exam session is reported via Examity’s colour-coded flagging system.

- Green Flags: No Violation**
 Indicates a positive event, such as when a test-taker’s identity was successfully verified during the authentication stage, or when a test-taker enabled screen-sharing when prompted.
- Yellow Flags: Rule Violation but Academic Integrity Not Likely Breached**
 Indicates that a rule has technically been broken, but that it likely does not constitute a breach of academic integrity, such as when a child wanders through the room, or a phone rings in the background.
- Red Flags: Academic Integrity Breach**
 Indicates that a breach of academic integrity was detected, such as when a test-taker accesses unauthorized internet resources, is seen collaborating with others, or disables their screen-sharing.
- Blue Flags: Technical Issue**
 Indicates that a technical issue arose, such as a webcam freezing, audio quality degrading – these events are flagged for instructors’ awareness, even if the exam was not affected.

To review an exam session in detail, select the **Detail** button.

The Flags tab displays all flagged events in an exam session – to navigate directly to any flagged event to review, click the hyperlinked time stamp.



The screenshot shows the Examity dashboard for a test taker named Robert Buckland, Exam #1. The top section displays exam details: Exam ID: 30000042, Course: Examity Test, Exam Date/Time: Aug 20 2021 7:00 AM, Status: Incomplete, and Accommodations. Below this is a navigation bar with tabs for Flags, Documents, and Verification. The 'Flags' tab is active, showing a list of events. On the left, there is a video player showing a screen recording of the exam interface. The table of flags has the following data:

| Flag | Description | Comments | Captured Image | Time Stamp |
|--------|-------------------------------------|----------|----------------|--------------------------|
| Green | Test-taker enabled screen sharing. | | | 00:00:00 |
| Yellow | Test-taker disabled screen sharing. | | | 00:02:11 |
| Green | Test-taker enabled screen sharing. | | | 00:02:37 |

The **Comments** and **Captured Image** columns will display any additional context for the event provided by an Examity auditor.

The **Documents** tab will display any files that were required of test-takers to upload for the exam, while the **Verification** tab will display the test-taker's ID verification images (e.g., Photo ID, face scan, etc.).

Data Retention

Per the Queen's agreement with Examity, recordings are available for 30 days and then removed from the Examity system to ensure privacy for all parties involved, while Red-flagged exams will remain for one year.