Instructor Guide
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Setting Up Your Exam In onQ

Create your Examity exam in onQ with the onQ Quiz tool, making sure to use the following settings:

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

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 Examity)

3. When finished, click on Save and Close.

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

For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
Adding The Examity Link to Your onQ Course

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

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

2. Next, click on the Examity link.

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

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

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.

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.

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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 Examity.

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. Examity 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 Examity, see the Examity 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.

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

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

![Import special instructions from](image)

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**.

![Upload new](image)

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

![Remove file](image)

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Scheduling Exceptions

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

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

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

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**.

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

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.

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.

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

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

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

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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.

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