Instructor
Quick Guide

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 1: Auto-Proctoring (least expensive, best for low-stakes exams)

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 (most expensive, best for midterms/finals)

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.

For exam proctoring pricing list, please contact Distance Education at (931)221-6625 or online@apsu.edu.

Using Examity® with Brightspace/D2L

Set up your exam in Brightspace/D2L and make sure your exam has been made "active."

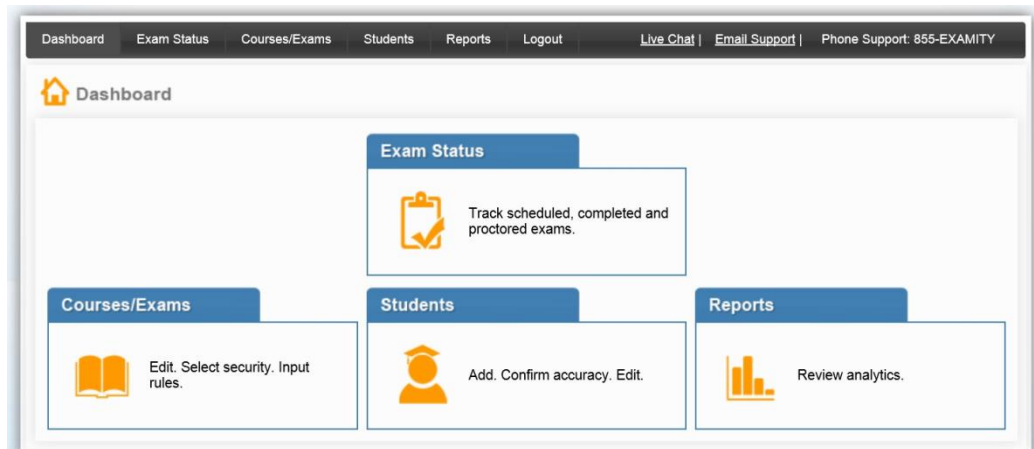**Accessing your Examity® Dashboard**

Select the name of your course in Brightspace/D2L. Go to Content. Next, click Add Existing Activities and select External Learning Tools, then Examity® to add a student accessible link.
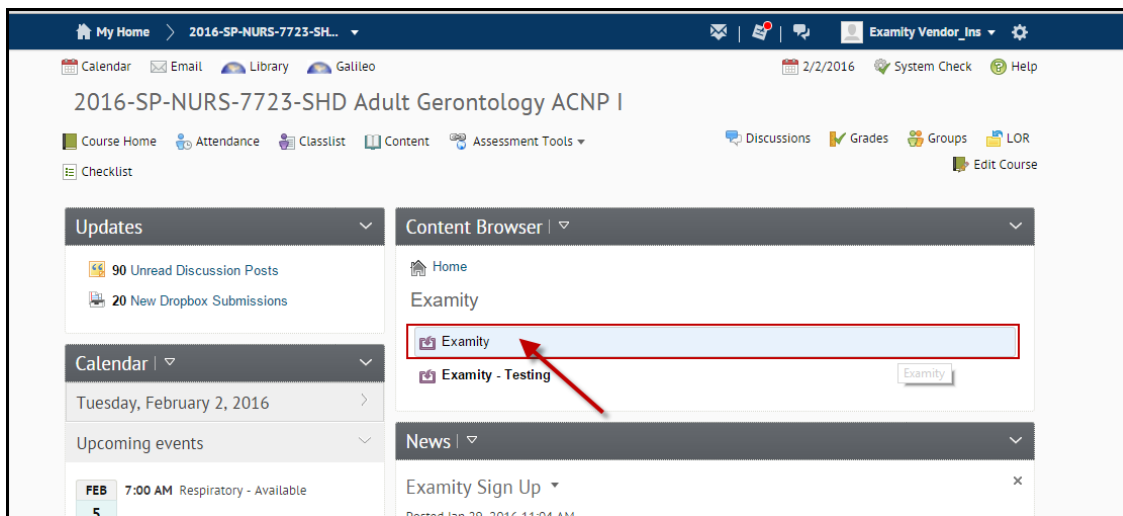
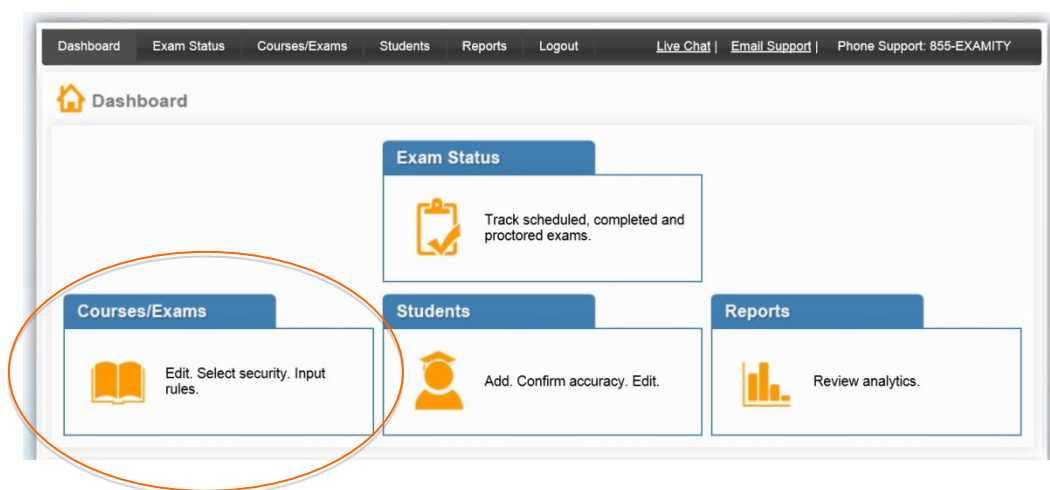This will bring you to your Examity® dashboard.
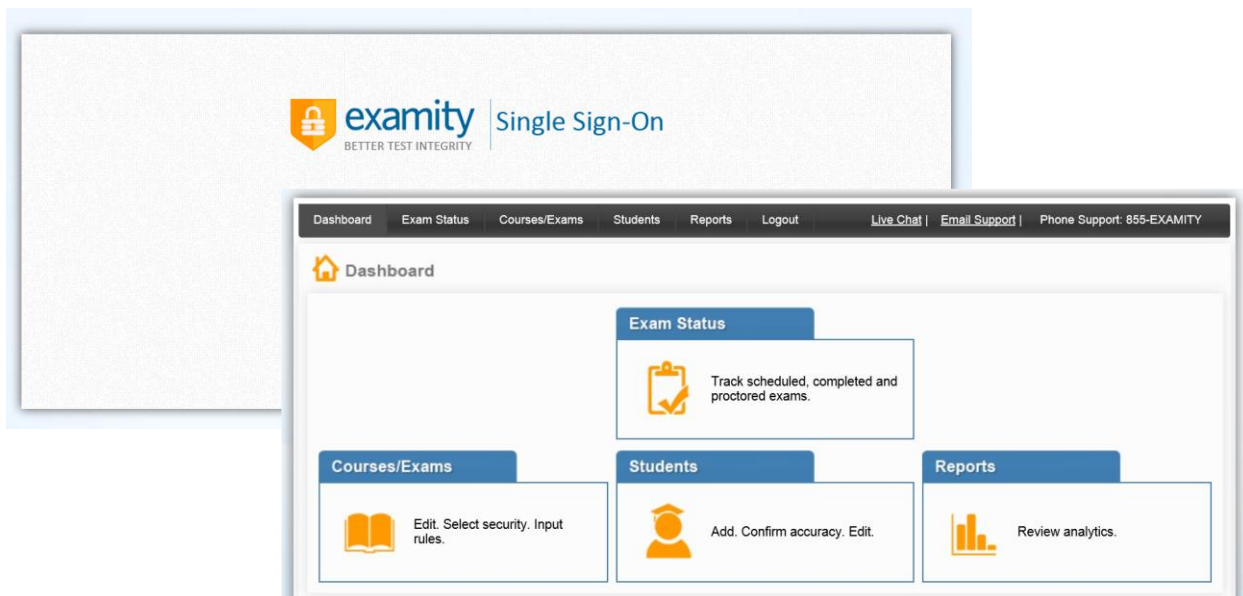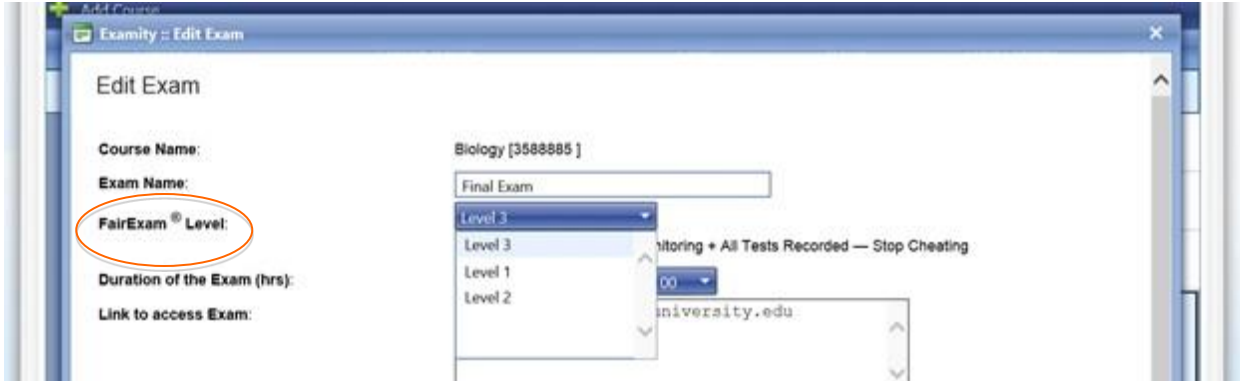
Your Examity® dashboard is divided into 4 sections:

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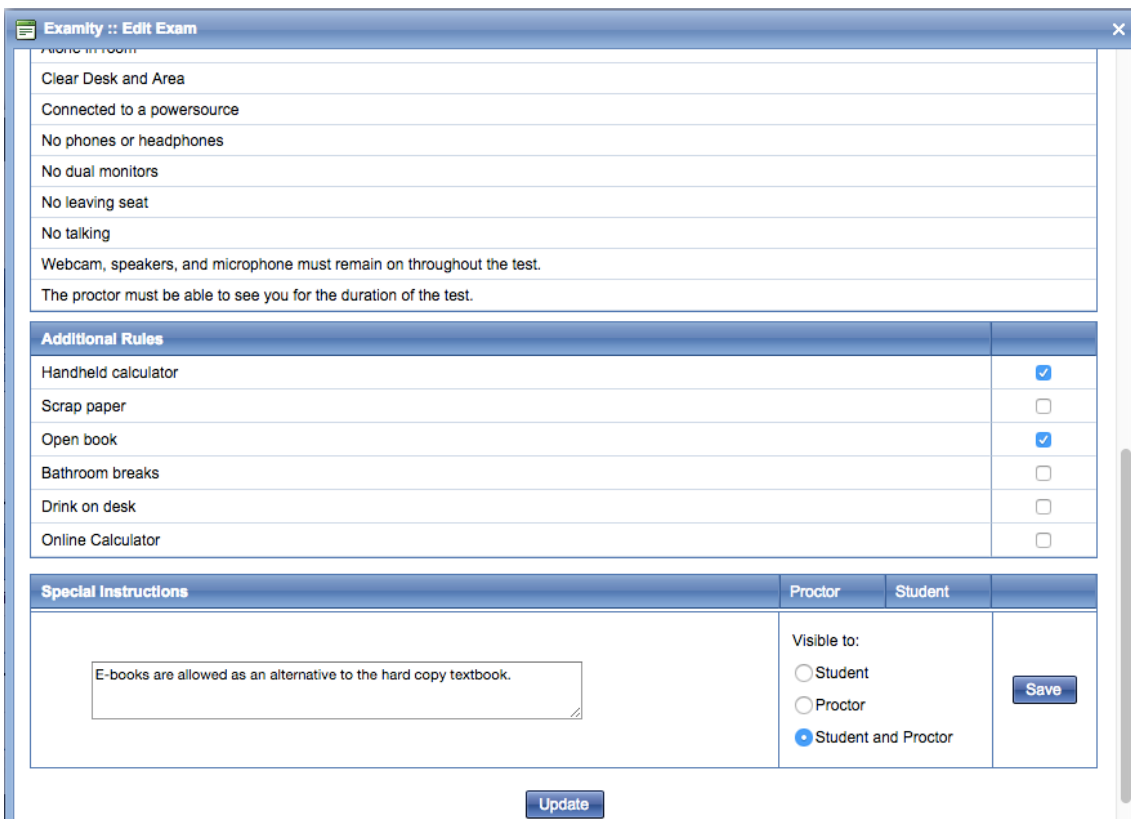
First, click on "Courses/Exams" in your dashboard.

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. Add an exam by clicking on the yellow paper icon. To review/edit exam parameters, 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.

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

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.
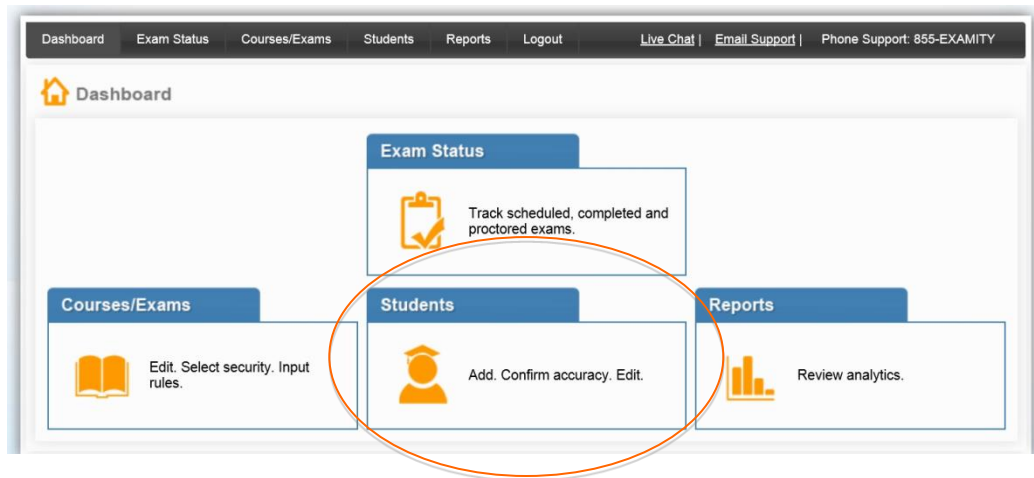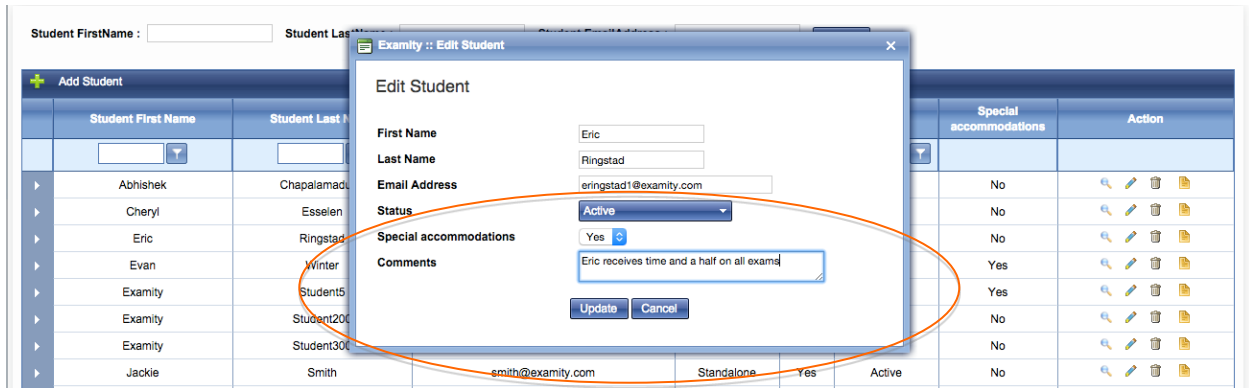
Next, click on the "Search" button.
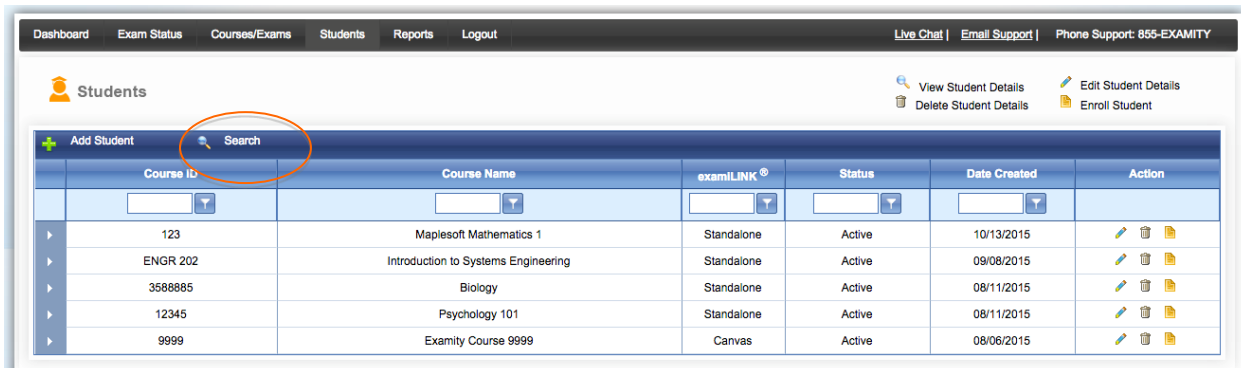
Then, click on the pencil icon located in the row of the student who requires the accommodation.
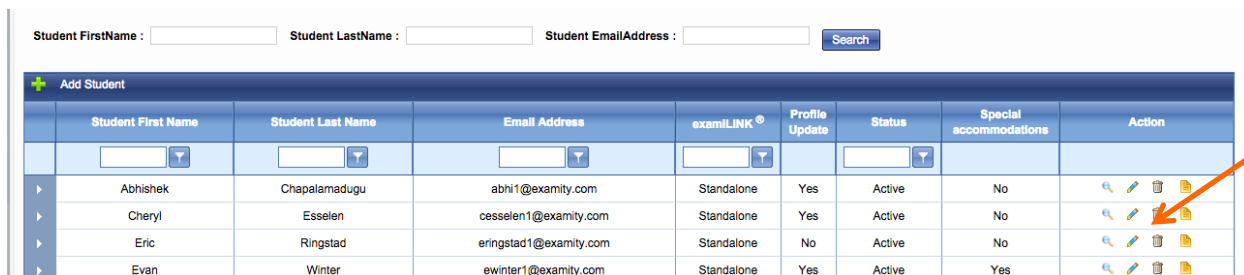
Select "Yes" from the "Special Accommodations" drop down menu and enter the appropriate information.

Please note: if a student requires special accommodations for an exam proctored through Examity, please contact APSU's dedicated Account Manager:

Evan Winter
(617)600-4462
ewinter@examity.com

Tracking Exam Status:

Check the status of scheduled, completed, and proctored exams by clicking "Exam Status" in the Examity® dashboard. You can see which stud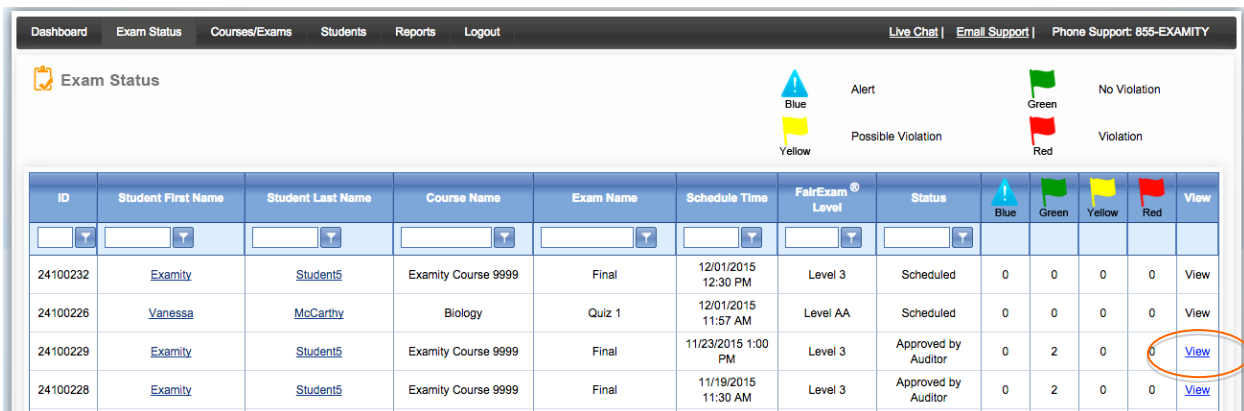ents have completed their exams and whether or not they had any violations. This is also where you view any student violations.
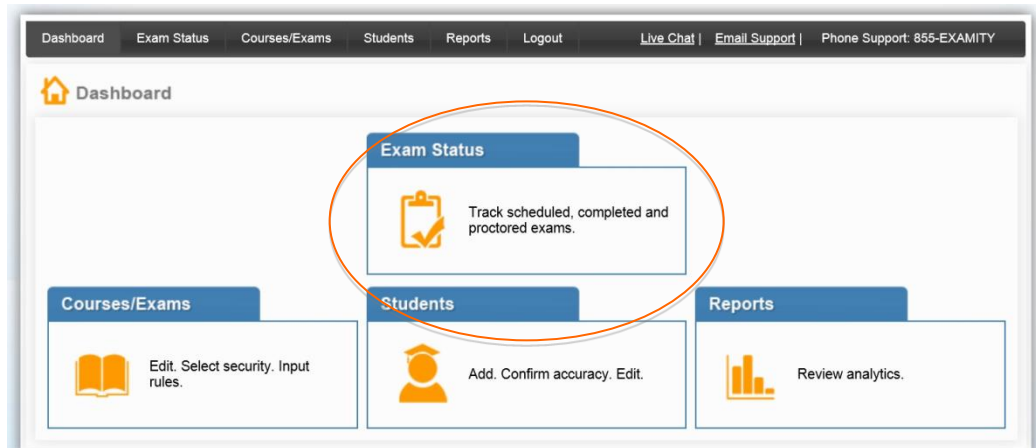
You can watch videos of your students taking their exams by clicking the blue "View" link. If the "View" link is not clickable, that means the exam has not yet been audited. All exams will be audited within 48 hours of the student completing the exam.
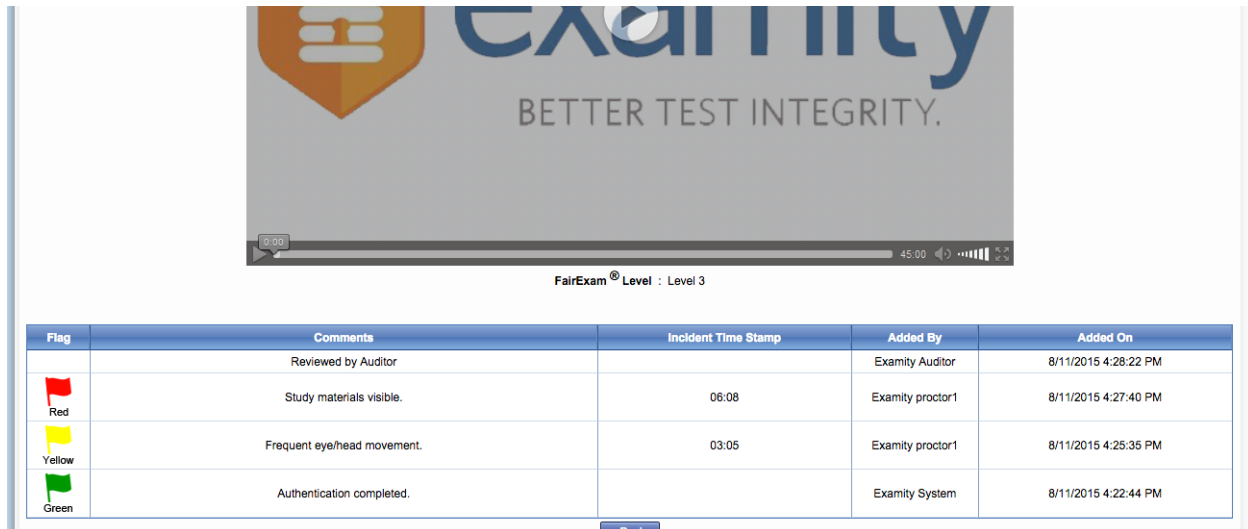

Recordings are available for 30 days and then removed from the Examity® system to ensure privacy for all parties involved.

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

- 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.

Communicating with Your Students:

For a sample syllabus statement, please visit http://apsu.edu/online/faculty/training/online-proctoring.php. Simply copy and paste the text into an email or within a Brightspace/D2L Announcement.

We are here to support you:

Contact your dedicated Account Manager for any questions.

Evan Winter
(617)600-4462
ewinter@examity.com

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.