

## Distance Education

### Examity Special Instructions

Special Instructions allow an instructor to leave specific notes per exam for the proctor and/or test-taker. It is recommended that special instructions be concise, short, and categorized. While an instructor can list anything in the Special Instructions field, below is a list of common ones seen by Examity.

#### Allowed Items

- ALLOWED ITEMS: You are allowed to have a drink on your desk.

#### Breaks

- BREAKS: You can stand up to stretch at any point in the exam as long as you remain in webcam view.
- BREAKS: You must click (“add text here”) to start a break session if you plan to leave webcam view.
- BREAKS: You are allowed to take a bathroom break.

#### Pre-Exam

- PRE-EXAM: Grammarly must be turned off on all browsers before starting the exam.
- PRE-EXAM: All language translation tools must be turned off on the Chrome browser before starting the exam.

#### Task Manager

- TASK MANAGER: You MUST show the proctor that no other software or applications are running. Please end all tasks not related to the exam.

#### Room Pan

Examity utilizes room scans/pans. It is recommended you make a note about this in the Special Instructions field as students will be able to see this information as a reminder when they schedule/start exams.

- ROOM PAN: You MUST complete a 360-degree room and desk pan with your webcam including the area underneath the computer monitor, laptop, keyboard, and mouse. A mirror may be used to show the computer screen if an external webcam is not being used.

#### Testing Behavior

- TESTING BEHAVIOR: You are not allowed to copy and paste the results of your exam. If you do, it will be considered cheating.
- TESTING BEHAVIOR: If at any time you witness the test-taker taking notes of the material, or highlighting material to copy and save, please instruct the test-taker to destroy it. Instruct them to tear up the scrap paper, or clear the information from their clipboard.

#### Disconnections

- DISCONNECTION: If you are disconnected from the session for any reason, please check for a disconnection email that contains instructions on how to connect. You must NOT continue with the exam if you are

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disconnected from the proctor. If you are unable to reconnect, contact Examity Support and we will assist you with the next steps.

### Post-Exam

- POST EXAM: You must clear the whiteboard in the presence of the proctor before leaving the exam session.
- POST EXAM: You must tear up the scrap paper in the presence of the proctor before leaving the exam session.
- POST EXAM: You must verify that you have not copied any text from the exam by pasting in a blank Word document or notepad.

### Exam Results

- EXAM RESULTS: Examity does not have access to your exam results, please check (Add location here) for your exam results.