

Distance Education

Important Information about Examity v5 – Abbreviated

Abbreviated notes for current Examity users. Please visit the [Examity v5 Faculty Resources](#) for complete information.

D2L Set Up

- Replace any references to the Examity Legacy website with the new [Examity v5 student website](#).
- [Delete Examity Legacy links from D2L and add the new Examity v5 link](#).
- Access the Examity v5 link to connect the course to Examity. Do this for each course using Examity.
- The instructor can choose to manually add exams (exam scheduling information only, not quiz questions from D2L) in Examity or use an automatic import function.
- Within Examity, do not use the New Course or New Test-Taker buttons.

Auto Exam Creation

- Examity v5 can auto-import exam information (exam name, date range, duration, link, and password) from the D2L Quiz tool using a keyword filter.
 - To use this feature, add the word(s) ‘Examity’, ‘proctor’ and/or ‘proctored’ to the D2L quiz title.
 - The auto-import process takes overnight. Instructors will need to return the next day to finish setting up their exams in Examity (see No. 1 below).
 - The automatic import process does not work for third-party exams (like McGraw-Hill).
- Important notes before using auto exam creation:
 1. Exams will default to Live Proctoring with the standard rules and are immediately available to students for scheduling. Instructors should review the default set up and make adjustments.
 2. An end date must be entered for the quiz in D2L.
 3. All changes to the exam information (exam name, date range, duration, link, and password) need to be made in D2L and allowed to process overnight. Making changes directly in Examity will break the connection and the information in Examity will no longer update/match D2L.
 4. Exams hidden in D2L will auto-import into Examity if one of the keywords is used in the quiz title.

Manual Exam Creation

- Manual exams are added under the Exams menu. Exams cannot be added from the exams list under the Courses menu.
- Do not use any of the auto-import keywords (‘Examity’, ‘proctor’ or ‘proctored’) in the D2L quiz titles for exams added manually as it will cause duplicate exams in Examity.

Student Exceptions

- Course accommodations allow the instructor to make specific allowances on a student by student basis by providing notes the Examity proctors and auditors can review.
- Scheduling exceptions allow the instructor to make exam window (date and time) exceptions for students on a per exam per student basis.

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- In most cases, a scheduling exception in Examity means the information also needs to be added to the D2L Quiz as a Special Access permission. Similarly, students given “Special Access” in D2L need to have this information entered into Examity as a Scheduling Exception.
- Students must schedule exams at least 24 hours in advance. Any exceptions must be approved by the instructor as a "Scheduling Exception" in Examity for the specific exam and student. If the 24 hours does not exceed the current exam window, set the start date/time as the earliest time the student can test and set the end date/time to match the regular exam window. This will ensure the student can test within 24 hours or through the remainder of the normal exam window if there was a need to reschedule.

Communicating with Students

- Students must set up an Examity profile (their info, photo id, security questions, etc.) which is used for identity verification. Even if the student has used Examity before, they will be directed to create a new profile in v5.
- Students must schedule exams at least 24 hours in advance. Any exceptions must be approved by the instructor as a "Scheduling Exception" in Examity for the specific exam and student.
- The Chrome browser must be used when taking any Examity proctored exam. As part of the proctoring process, students will install the Examity Chrome browser extension.