

Examity- Adding a test located on a Publisher's site

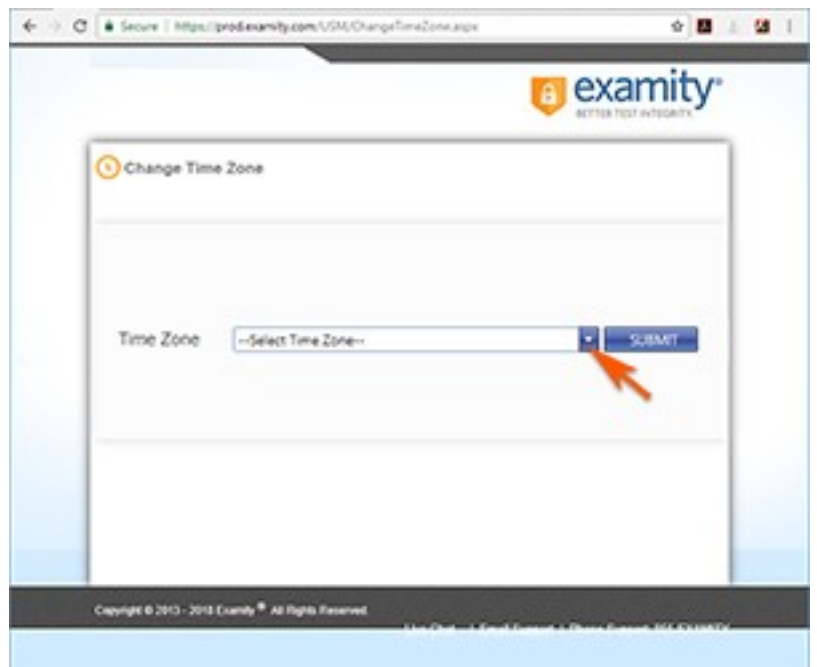
By default, Examity imports the details of the Published tests from the Canvas course. For tests living outside of Canvas, you will need to create a new exam.

- Click the Examity link in your Canvas course to create your instructor's account.
- Click to Log In



First time users:

- Setup your personal time zone



Courses/Exams

- Click the

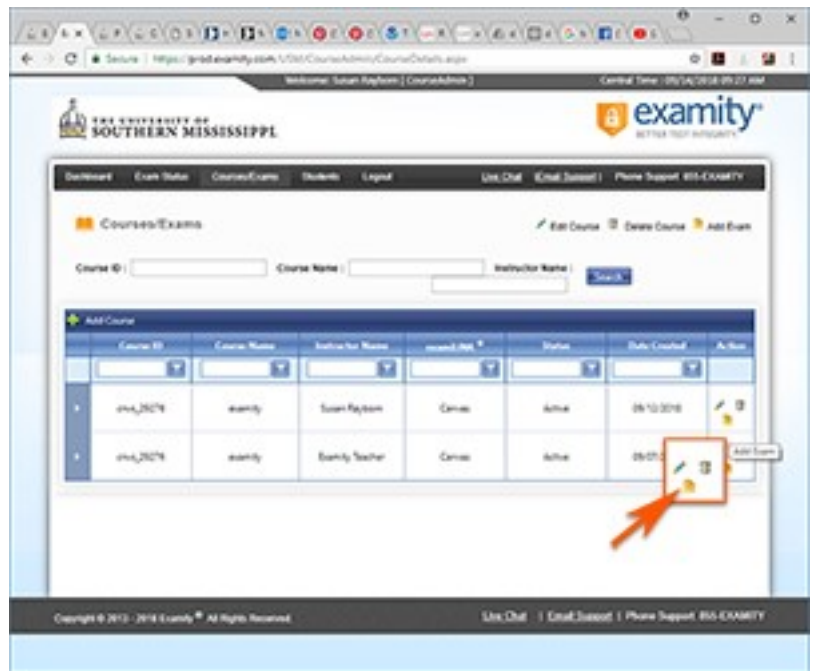


Locate the course in your list.

- Click to Add New Exam -



This will open a new window to add your details for the Exam. Be sure to keep everything here consistent with the exam you have created on the publisher's site.



1. Enter the Name of the test
2. Keep Level 3 to have Live Virtual Proctor
3. Enter Duration of time
4. **IMPORTANT! Enter the URL**
Https://usm.instructure.com
5. Enter the window of time the test will be available.
6. Enter the Password created for the test.
7. Read through and complete any other Exam Rules you want the proctor/students to be aware of following.

Examity - Add Exam

Add Exam

Course Name: examity [cnvs_29276]

Exam Name:

FairExam[®] Level:

Live Proctoring

Duration of the Exam (hrs): Hours Minutes

Link to access Exam:

Exam start date and time:

Exam end date and time:

Upload a file: Select single or multiple files

Exam UserName:

Exam Password:

Any need for extended time and/or special accommodations?:

Student upload file:

Exam Rules

Standard Rules

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Standard Rules

Exam Rules	
Standard Rules	
Alone in room	
Clear Desk and Area	
Connected to a powersource	
No phones or headphones	
No dual monitors	
No leaving seat	
No talking	
Webcam, speakers, and microphone must remain on throughout the test.	
The proctor must be able to see you for the duration of the test.	

Additional Rules

- Click all that you allow.

Additional Rules	
Bathroom breaks	<input type="checkbox"/>
Drink on desk	<input type="checkbox"/>
Handheld calculator	<input type="checkbox"/>
Online Calculator	<input type="checkbox"/>
Open book	<input type="checkbox"/>
Scrap paper	<input type="checkbox"/>

Special instructions can be directed to the proctor, the student, or to both.

The special instruction area would be the place where you enter the URL for the publisher's site and state the test lives on another website.

Special instructions would also include allowing students to view and use other content in the course or on another site.

Would you like to re-use additional rules and special instructions from a past exam? :

Additional Rules	
Bathroom breaks	<input type="checkbox"/>
Drink on desk	<input type="checkbox"/>
Handheld calculator	<input type="checkbox"/>
Online Calculator	<input type="checkbox"/>
Open book	<input type="checkbox"/>
Scrap paper	<input type="checkbox"/>

Special Instructions

Proctor Student


Visible to:

Student

Proctor

Student and Proctor



- When you write Special Instructions, you must click  to retain the information. You can write special instructions for the proctor and Save. Then write special instructions to the students and Save.



- When complete, click 