Examity - Live Proctoring Solution

Examity is a live proctoring solution utilized by Lone Star College for approved, fully online courses only. Examity secures exams, verifies test-taker identities, and prevents cheating, thereby maintaining the integrity of the quiz. All quizzes taken in Examity are taken by students in front of a live **Proctor,** who will monitor the test-taker's surroundings and entire desktop throughout the exam.

Available in approved course offerings only

Examity is **only available in approved course offerings, and only in fully-online course sections**.

You can view this list of course offerings approved for use with Examity: Examity Approved Courses.docx 🔗 (https://dyzz9obi78pm5.cloudfront.net/app/image/id/64bfec9a9dab8e47d51c29b0/n/examity-approved-courses.docx)

You can use Examity in your course if you are teaching any of these courses *fully online*. Please send an email to VTAC@lonestar.edu () to request Examity be enabled in your course, if it isn't already. Please include **course name**, **catalog number**, **section number**, and **semester** in your email.
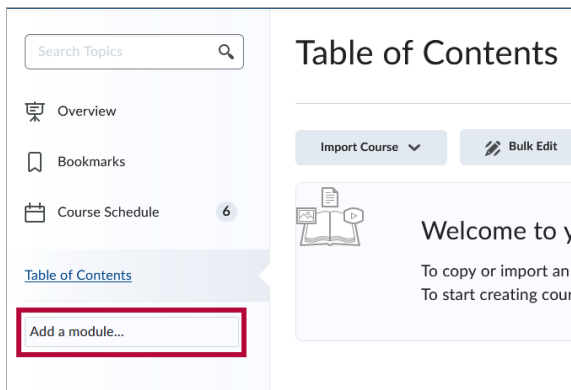

View Examity Training Webinar

Confirming if Examity is Enabled in your Course

1. Verify whether or not Examity is in your course already.
   Check under **Content Module** -> **[Add Existing Activities]** -> **[Third-party Integrations]** -> Scroll down and look for **[Examity 1.3]**

2. If your course is listed in Examity Approved Courses.docx 🔗 (https://dyzz9obi78pm5.cloudfront.net/app/image/id/64bfec9a9dab8e47d51c29b0/n/examity-approved-courses.docx), but Examity is not found, please send an email to VTAC@lonestar.edu ().

3. Please include **course name**, **catalog number**, **section number**, and **semester** of all the courses in which you want to use Examity.
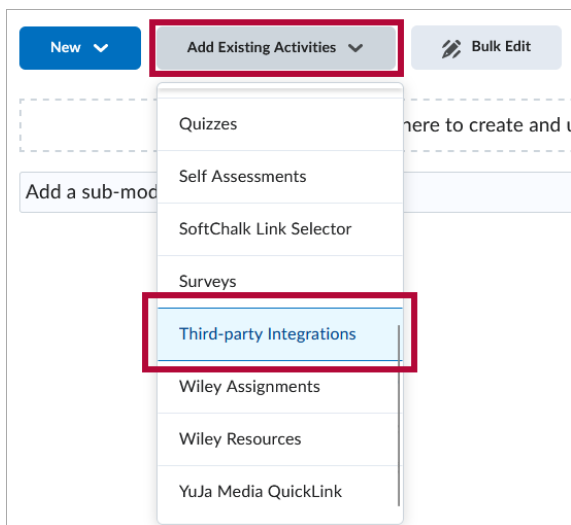
Adding Examity to your Course

NOTE: The steps outlined in this section are required for **_ALL_** courses using Examity, even if all quizzes in the course will be taken on a **Third-Party** platform.
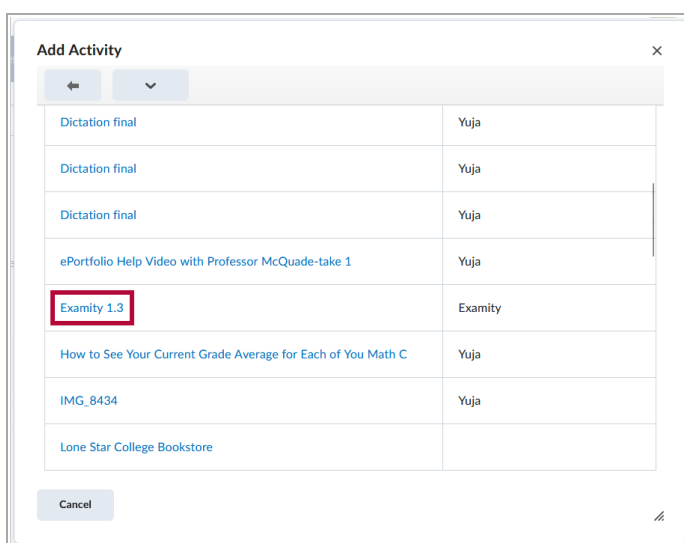
1. Open your course in D2L.

2. Go to **Content** and select the existing module or create a new module where you want to insert the **Examity** link.

3. In your module, click **[Add Existing Activities]**, and select **[Third-party Integrations]**.
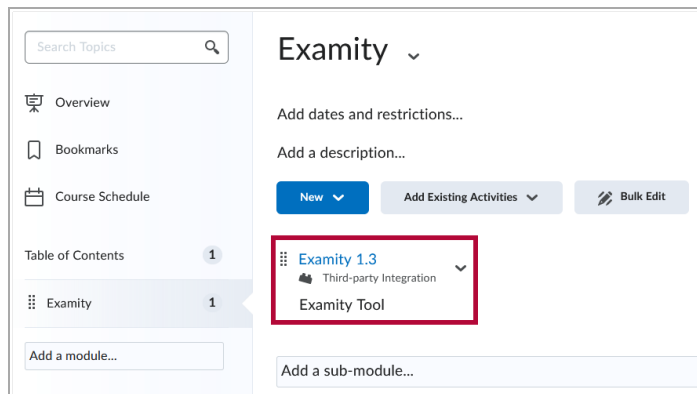

4. In the **Add Activity** menu, choose **[Examity 1.3]**.

5. This will add the **[Examity 1.3]** content link to the module. You and your students will use this link to access the **Examity Dashboard**.

ALERT: Students **MUST** use this link to access all Examity quizzes, even if the Quiz is taken in a Third-Party Integration. They can **NOT** access an Examity quiz from Course Activities > Quizzes.

NOTE: Examity only supports **Google Chrome** browser on **Windows** or **Mac** desktops/laptops and **Chromebooks**. Other browsers, as well as iPads and Android tablets, are **NOT** compatible with Examity.

Creating a Quiz for Examity

1. Create your Quiz in D2L as normal. See the **Create a Quiz** (https://vtac.lonestar.edu/help/b102) article for details.

2. When creating a quiz for Examity, add **" - Examity"** to the end of the name of your **Quiz**. For example, a quiz using Examity could be named " Exam 1 - Examity ". This is a requirement for all quizzes to be recognized by Examity. Any quiz that does not have this will **NOT** be added to Examity.

NOTE: You can convert existing Quizzes for use with Examity by adding **" - Examity"** to the Quiz name and waiting **24 hours** for the Quiz to be added to Examity. When doing so, make sure to follow the steps below to make sure the Quiz has all the required settings for Examity.

3. All Examity quizzes need to have a **Password** and an **End Date** set in D2L. See **Apply Quiz Restrictions** (https://vtac.lonestar.edu/help/a224) for how to add these restrictions. These settings

will be exported to the Examity version of the quiz. Do **NOT** share passwords directly with Test-takers. **The Password will be automatically entered for the student when they take the Quiz in Examity.**

4. If you need to give **Special Access** to a student, you will have to enter it in D2L and then mirror the special access in Examity. If a student is allowed to take a quiz outside of the normally allowed **Start Date** and **End Date** this can be set in Examity under **Scheduling Exceptions** (see the **Examity Guide for Instructors** below). See **Grant Students Special Access in a Quiz** (https://vtac.lonestar.edu/help/quiz-special-access) for setting up Special Access in D2L.

> **ALERT**: Examity exports Quiz Data from D2L **nightly**. Make sure Examity quizzes are created in D2L **at least 24 hours prior** to students scheduling their quiz. It is recommended to create Examity quizzes a week prior so students have plenty of time to schedule.

> **NOTE:** If you need to edit the Quiz Name, Duration, Password, or Start/End Dates **less than 24 hours prior** to when students will take a quiz, these can **NOT** be done in Examity directly. Make the change in D2L and send a request for changes to be made to the exam in Examity to **Brooke Poulin** (Examity Account Success Manager)**: bpoulin@examity.com ()**.

Recommended Practice: Creating a Practice Quiz

- It's recommended to create a **Practice Quiz** in D2L for students to take at the beginning of the semester. This will give students an opportunity to create their Examity profiles, learn how to use Examity, and make sure they can access their quizzes in Examity without issue. A Practice Quiz is the only time an Examity Quiz will **not** be taken with a Proctor.

- When setting up a Practice Quiz, you will need to set the quiz's **Security Level** to **Automated Practice**. In the **Examity Dashboard**, go to **[Exams]** > **[*Your Quiz's Name*]** > **[Info]**, and then under the **Security Level** heading, select **[Automated Practice]**.

  When finished, click **[Save Changes]**. See the below guide for further information about navigating the **Examity Dashboard**.

> **NOTE:** The **Practice Quiz** is the **ONLY** time you will use **Automated Practice**. All other Quizzes using Examity need to be set to **Live Proctoring**.

Examity Guide for Instructors

Examity has provided the following guide for Instructors. Please refer to this guide for navigating the **Examity Dashboard**, editing the **Exam Settings**, including test-taking **Rules**, **Special Instructions**, and **Accommodations,** as well as adding **Supporting Documents**, setting **Scheduling Exceptions**, and viewing **Proctoring Analytics**.

- **Proctoring Guide** - Administrators & Instructors (https://www.examity.com/wp-content/uploads/2023/02/examity_LMS_admin_proctoring_guide_2.7.23.pdf)

> **NOTE: Proctoring video recordings** are available in Examity for **one month** after the student takes the quiz, they are then archived for **one month** during which time they are available by request. If there were any **Red Flags**, that video will be available for **365 days** after they took the quiz. If you wish to request an archived recording, you will need to contact **Brooke Poulin** (Examity Account Success Manager)**: bpoulin@examity.com ().**

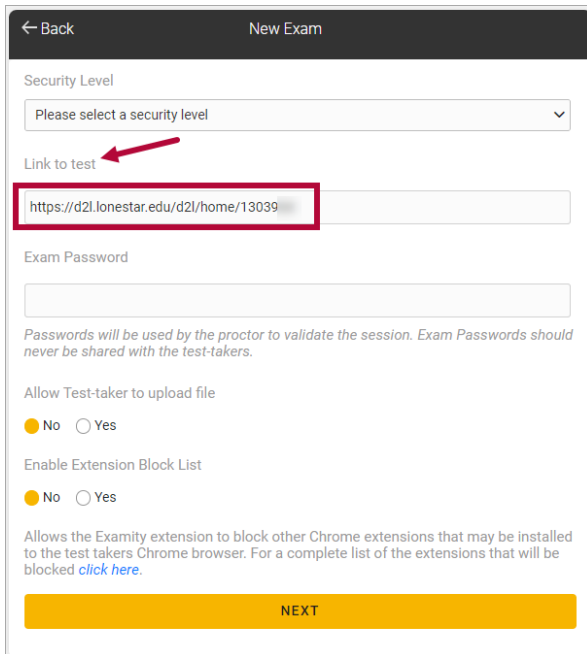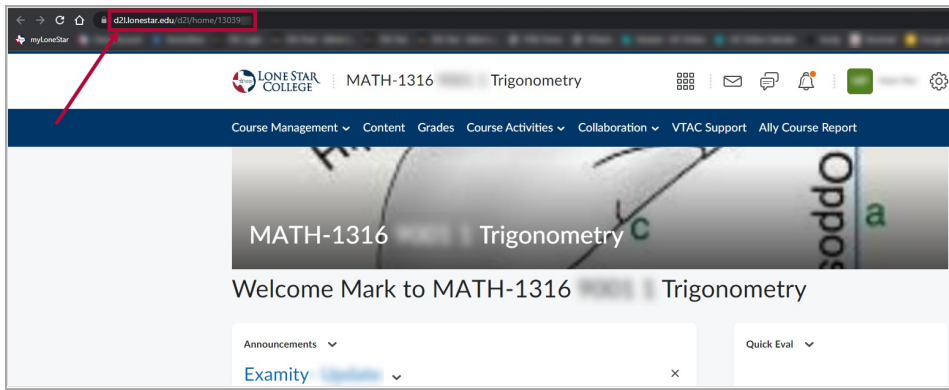# Using Quizzes Taken in Third-party Integrations in Examity

Examity can also proctor quizzes taken in **Third-party Integrations**. To add a Third-party quiz to Examity, follow these steps provided by Examity:

- **Proctoring for Third-Party Exams** 🔗
  (https://dyzz9obi78pm5.cloudfront.net/app/image/id/63f936bdff2c7059d359afc4/n/third-party-exam-shell-setupinexamity.pdf)
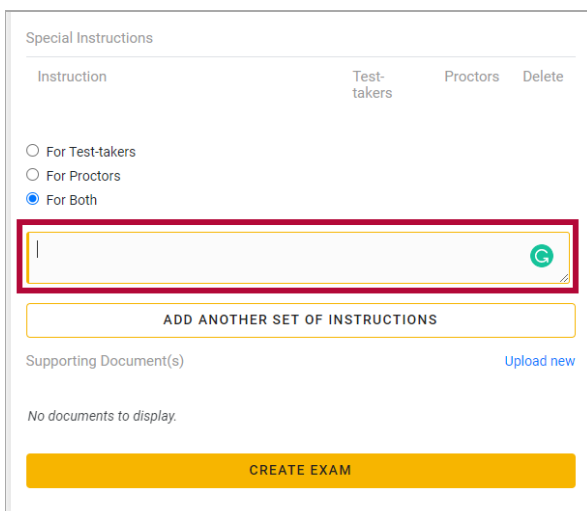
> **NOTE:** Any **Third-party** platform which you wish to use with Examity **must** be integrated with your course in D2L.

1. If the students will be navigating through a **Third-party Integration** link in D2L, then on **Step 5** of the provided instructions, for the **Link to test**, you will need to enter the **Homepage** for your D2L course. The **D2L Course Homepage URL** can be found in your browser's **URL bar** when you are viewing the homepage for your course.

   When the student takes the Quiz through Examity, they will be sent to the course in D2L, and then be able to navigate to the **Third-party Integration** link in the course and from there to the Quiz in the Third-party integration.

2. On **Step 8** of these instructions, please make sure that whatever navigation the students will be following to access the quiz in the **Third-party Integration** is detailed in the **Special Instructions**.

> **NOTE:** If you need to change the **Link to Exam** or the **Special Instructions**, these changes can be made directly on the **Examity Dashboard**.

Information about Student use of Examity

Students will access **Examity** through the **[Examity 1.3]** link in your course. From there they will schedule and take the Quiz in Examity, not D2L. **Students must Schedule a time to take their Quiz at least 24 hours in advance when using Examity.** There is **no cost** to students to use Examity.

There is a **VLAC** article on how Students use Examity, please share this in your course for your students' reference:

- **Examity - Live Proctoring Solution** (for students) (https://vlac.lonestar.edu/help/examity)

Frequently Asked Questions

Q: When using a **Third-Party Integration Quiz** with Examity, why is it required to use the **D2L Course Homepage URL** in the **Link to Test** box, and how will Students access the Quiz in the Third-Party Integration?

A: When you fill in the **Link to Test** field with the **D2L Course Homepage URL**, then after students have verified their identity and reviewed the rules in Examity, students will be directed back to D2L where they will need to locate the **Third-Party Integration** link to in the D2L course to navigate to the **Third-Party Integration** site. Once there, they should be able to access the exam without issue.

Examity Support Contact

Brooke Poulin (Examity Account Success Manager)

- **Email**: **bpoulin@examity.com** ()

- **Phone**: 617-415-7214