Examity Info

Information for Instructors

What is Examity?

Examity is an online proctoring service. You use this service if you have a high-stake online exam on WebCampus that needs to be proctored.

What is the cost?

Examity offers different levels of service. We have contracted the highest level of service. Below is the fee it charges:

<table>
<thead>
<tr>
<th>Level</th>
<th>First Hour Price</th>
<th>Additional Hour Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3: Authentication, record all tests, live proctor all tests</td>
<td>$15.00</td>
<td>$7.00/hour</td>
</tr>
</tbody>
</table>

The proctor fee is covered by online course fee ($34/credit) paid as a part of the tuition. Please consult your department chair (or program director) if you need 2 or more exams proctored as the proctoring service fee is paid by the department directly to Examity. Please inform your department admin so he/she is aware.

Students should be advised to scheduled their exams with Examity at least 24 hours in advance, or they will be charged a $5 per hour at their own cost and the fee has to be paid at the time of scheduling. Cancellations or changes within 24 hours of examination will also result in a $5 charge per occurrence. If students do not show during the scheduled exam time, they are still charged the full price. When they reschedule for the exam, they will be charged full price again and are responsible for the fee.

How do I access Examity?

Examity is fully integrated in WebCampus. The link to Examity is available under Modules. However, your access to Examity has to be activated before you can use it. Once your access to Examity has been activated, the link will take you to your Examity dashboard, where you can set up and view your exam(s), student scheduling status, and recorded video of proctored exams. Contact Wenzhen Li (wenzhenl@unr.edu) at TLT to have your access activated.

The link to Examity can be added as External Tool under Module. You can create a module and add the link to it, or add it to an existing module. The screenshots below show how to add Examity:
How do my students access Examity and the exam?

After you add the link to your course and publish it, students can access it from the Modules. We highly recommend instructors include the information on Examity (see “Information for Students” section) in your courses on WebCampus so students are aware what they need to do.

This is an example of how Examity can be added to the course:

How do I set up the exam in Examity?

Your exam is created using Quizzes in WebCampus. We strongly recommend you create the quiz/exam first before you request for you access to Examity activated.

For the exam, you would need to set up the available (from & until) dates and an access passcode. Students access the exam through the Examity link.
Information for Students --- Please include the information below in your course!

In compliance with the university policy for student identity verification in online courses, we have one proctored exam. This online exam will be proctored by a service called Examity. Examity gives you the flexibility to schedule exams at your convenience and take them whenever you want within the exam availability window.

Here are the things you need to know:

• You will need a webcam and a microphone connected to your computer (not tablet), and your computer should have internet connection (wired internet connection highly recommended).

• You will need to set up a profile and time-zone before you schedule your first exam. You need your UNR student ID or a government-issued photo ID to do so.

• Once your profile is set-up, you can schedule the exam for this class. **You should schedule your exam at least 24 hours in advance of your preferred exam time.** You will be charged $5/hour late scheduling fee if the exam is scheduled less than 24 hours and the fee has to be paid at the time of scheduling. Cancellations or changes within 24 hours of examination will also result in a $5 charge per occurrence at your own cost. If you don’t show at the scheduled time for the exam, when you reschedule, you will be responsible for the proctoring service fee.

Here are the things you need to do:

• Review the video below. It gives you an overview of how the proctoring process works. **How does Examity work?** (url: [https://www.youtube.com/watch?v=98OStU71I7A](https://www.youtube.com/watch?v=98OStU71I7A))

• Go to Examity and set up your profile. You can access Examity from the Modules. Once you enter the Examity dashboard, use the **Student Quick Guide** for information on how to set up your profile, how to schedule the exam, and how to access the exam.

• On your scheduled exam day, **go to Examity to access the exam.**

If you run into any problems, Examity offers 24/7 tech support at 1-855-Examity (1-855-392-6489) or via e-mail at support@examity.com.

Note:

• You can include the information above in a content page on WebCampus. See a screenshot of this page on p.4.

• More information on Examity can be found on TLT website: **More Examity Info** (url: [https://guides.library.unr.edu/TLT/examity](https://guides.library.unr.edu/TLT/examity))
Information on Proctored Exam

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![Examity Video](image)

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- On your scheduled exam day, go to Examity to access the exam.

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