

Proctoring Options

for online classes

Examity

Examity is a live test proctoring service for online courses supported by Indiana State University. ISU recommends using this service for **major exams** to help monitor academic integrity. With Examity, students can **schedule exams 24/7**. To learn more about how to use Examity, review [Examity's Administrator Guide](#) and [Examity's Test-Taker Guide](#).

Instructor Process:

1. Create and publish an exam in Canvas.
2. Access the Examity dashboard in Canvas.
3. Click the Courses/Exams tab.
4. Click the arrow beside the course I.D.
5. Click the pencil icon and adjust test settings.
6. Set up special accommodations for students.
7. Click the Update button to save the settings.

• Student Process:

- 1. Schedule a time using the Examity dashboard.
- 2. Access the exam 15 minutes prior to the start.
- 3. Verify your identity using a photo I.D.
- 4. Show your workspace via webcam.
- 5. Answer security questions.
- 6. Complete a biometric signature.
- 7. Take the exam with an online proctor.

Price

While sufficient funds are available, Examity is free to use. However, the conditions listed below must be met. If these parameters are not met, students will be charged a fee during registration. Students will also incur a \$5.00 charge for exams that are scheduled less than 24 hours in advance. Prior to setting up the exam, verify that the cost will be covered by Indiana State by contacting Samantha Penney (812-237-8479).

- The major exam is required for a gateway course.
- Only two exams per course are proctored with Examity.

Needed Materials

- Photo I.D. to verify the student's identity
- Payment method (if exam is not covered by ISU)

Technology Requirements

- A working computer or laptop
- A built-in or external webcam and microphone
- A reliable Internet connection



Technology Support 24/7

Phone: 855-392-6489

Email: support@examity.com

Live Chat: <https://examity.com>

Respondus LockDown Browser (RLB) and Monitor (RM)

RLB ensures that students do not access external websites or any other software during their exams. RM uses video technology to record students via their webcam while they are actively taking their exam, discouraging cheating. During a test that uses RLB and RM, students cannot print materials, use online messaging applications or share their screens, use keyboard shortcuts, or utilize the right-click menu on their mouse. In short, students cannot leave the browser in which they are taking the exam. With RLB and RM, students **do not have to schedule a set time in advance as long as they are within the test availability dates set by the instructor**. Using the Respondus applications is recommended for **lower-level exams**.

Instructor Process:

1. Create and publish a test in Canvas.
2. Click the link to LockDown Browser in the Canvas course navigation bar.
3. Click the arrow beside the test's name.
4. Choose to require RLB.
5. Adjust the Advanced Settings as needed.
6. Click the Save + Close button.

Student Process:

1. Download RLB from the OIT website.
2. Click on the RLB app.
3. Log into Canvas from RLB.
4. Select the course and the exam.
5. Verify your identity using a photo I.D.
6. Show your workspace using your webcam.
7. Take the exam.

Price

RLB and RM are both free to use. Unlike Examity, the Respondus applications do not have any stipulations or conditions that must be met in order to provide students with free proctoring.

Needed Materials

- Photo I.D. to verify the student's identity
- The downloaded RLB application

Technology Requirements

- A working computer or laptop
- A built-in or external webcam and microphone
- A reliable Internet connection



Indiana State
University

OIT Help Desk Support

Phone: 812-237-2910

Location: Stalker Hall Room 009

Any Questions?

If you have any questions regarding Examity or the Respondus applications, please contact the Director of Distance Education, Samantha Penney, or one of the Instructional Design Specialists.

Samantha Penney



812-237-8479



samantha.penney@indstate.edu



Instructional Designers



812-237-2345



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