

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>

