EXAMITY Course Syllabus Language

*\* Note for Instructors: In order to qualify for no test fees the following should apply:*

*The course is a requirement for the major and is a “gateway” course. That is, a course where students need to use knowledge gathered in previous courses.*

*If there are any questions regarding if your course qualifies for the $0 exam fee, please contact Samantha Penney, Director of Distance Education, at* *samantha.penney@indstate.edu**.*

# Statement for Syllabus FOR CANVAS

**Indiana State’s Distance Education Proctoring Services**

Certain exams in this course will require you to utilize Indiana State University’s contracted online proctoring service called Examity®. With Examity®, you can schedule your exam at any hour of the day, any day of the week. Scheduling exams can be done easily online through the Examity® dashboard, which can be accessed via Canvas. Please log in to the dashboard as soon as possible to set up your profile. You will not be able to schedule exams until your profile is complete.

Examity® is free to use as long as the exam is part of an Indiana State course in which fees are waived. If ISU does not absorb the cost for a particular exam or course, a proctoring fee will be applied during the registration process. A registration fee of $5 will also be applied if you schedule your exam less than 24 hours in advance. If you are unsure whether or not your exam requires a fee, please contact your instructor.

In order to use Examity®, you must meet the following technology requirements:

* Access to a reliable computer or laptop (no tablets or smart devices can be used)
* Use a built-in or external webcam and microphone
* Meet the required Internet speed (use the [Internet speed test](http://www.speedtest.net/) to test your Internet capability)
* Have sufficient operating systems (Windows XP or newer, Mac OS X 10.8 Mountain Lion or newer)
* Access to a reliable internet browser with the pop-up blocker disabled

Please review this [step-by-step tutorial](file:///%5C%5C139.102.17.51%5CEMDATA01%5CAcademic%20Affairs%5CExtended%20Learning%5CDISTANCE%20EDUCATION%5CProctoring%5CCanvas_Student_Quick_Guide.pdf) to learn how to access Examity®, setup your profile, and schedule and take your exam. Examity® offers 24/7 support via email, phone, or live chat. Do not hesitate to contact Examity® directly if you experience any issues during the registration process or completion of the exam.

**Phone:** 855-392-6489

**Email:** support@examity.com