

Examity - Adding Examity to your Moodle Course



Purpose: This informational sheet will help you install the Examity plugin into your Moodle course and will explain how to set up an Examity activity.

Prerequisite:

- Moodle course or Moodle Sandbox
- Fill out web [request form](#) on Edu Tools website for Examity
- Received response from ODL that you are ready to proceed

Step 1: Log into your Moodle course.

Step 2: Turn **Editing** on.



Step 3: Click on **+Add An Activity Or Resource** (see image to right).

+ Add an activity or resource

Step 4: The **Activities** panel will open up (see image to the right). Find and **click** the radio button **External Tool**, then click the **Add** button at the bottom to save changes (see image to right).



Step 5: Under Activity Name **type** the **title** of the link name. Under **External Tool Type**, **click** on the drop down menu and select **Examity SSO** (see image to right).

Activity name*

External tool type

Step 6: Click on the **Save and Return To Course** button.

*You must wait **24 hours** before Examity and Moodle synchronize and pull all your exam data from your course into the Examity system.*

To finalize Examity you will need to access the **Examity Dashboard**.

Step 1: To access the Dashboard, **click** on the **Examity link** (puzzle piece) in your course, which will open the Dashboard.

Step 2: At the Dashboard, the radio button next to **Instructor** and click **Log In** (see image to right).

LOGIN AS :

Instructor

Student

Step 3: **Click** on **Courses/Exams**

Step 4: You will see any courses registered with Examity. **Click** the **small triangle** to the left of the course that you have the exam in. The example below shows the exam called Jef's Test is beneath the Sandbox course.

Step 5: **Click** on **Edit** (pencil icon) now (see image to right).

Exam Name	Exam Link™	Duration (in Hrs)	Status	Exam start date and time	Exam end date and time	Action
Jef's Test	Moodle	0.00	Active	--	--	  



*There are only **2** things you need to manually change. The only sections in this panel you will change are the **FairExam Level** and **ExamPassword** sections.

Step 6: FairExam™ Level is a drop down menu that displays the 5 different levels of proctoring (see level explanations below). Choose the proctoring level that you would like to use for a particular test. *Always inform your students to the proctoring level selected for each exam and the service fees each time.*

Step 7: Exam Password. Here you will input the **EXACT** same password you used in Moodle when setting up the parameters of your test/exam. It is crucial that you type in the same password as the proctor will be using this to grant students access the test/exam at the set date and time for the exam schedule that the student makes. **Passwords are never given to students.**

When you have completed Steps 6 & 7, scroll down and click on **Update**. You have now configured and finalized a proctored exam schedule.

**All Examity proctoring levels include authentication.*

Level AA: Auto-Authentication is ideal for those instances when a quick, easy and inexpensive test-taker identification is what you need. Designed for lower stakes assessments and meeting accepted standards, Level AA enables exam-takers to be identified without the need to advance-schedule. Students snap pictures of their ID and face and will be asked to verify a unique code in order to proceed to their exam.

Level 0: Best suited for tests that matter more, Level 0 ensures an agreed-to understanding of exam rules and “clean” test environment. Challenge questions, ID verifications, facial comparisons and full-recordings help make this level the most rigorous and accurate authentication on the market.

Level 1: Level 0 + Upon completion of authentication, a random sample of tests will be live proctored. Since test-takers do not have prior knowledge whether they are part of the proctored group, level 1 tends to be a cost-effective way to promote fairness.

Level 2: Level 0 + When each and every test needs to be reviewed for violations, our Level 2 record-and-review solution might be the right choice. After authentication, each test is recorded from start to finish and is later viewed by a proctor in order to ensure that no rules were violated.

Level 3: Level 0 + Live proctoring in real time! After completing the authentication process, a proctor monitors the test-taker throughout the exam. Level 3 proctoring is ideal for high-stakes tests because proctors can question students who exhibit suspicious behavior, and note any violations as they occur. Level 3 is also appropriate for those less familiar with online testing, because the proctor may offer assistance throughout the exam experience, and with any technical issues that may arise.

Course Name:	Sandbox-Hargroder2 [n
Exam Name:	Jef's Test
FairExam™ Level:	Level 3
	Authentication + All Tes
	Cheating
Duration of the Exam (hrs):	Hours 00 : Min
Link to access Exam:	https://moodle.louisian id=16231
Exam start date and time:	
Exam end date and time:	
Upload File:	Choose File no file s
Exam UserName:	
Exam Password:	
Status:	Active
Any need for extended time and/or special accommodations?:	Yes

If you have any questions or problems, please contact:

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