Examity Proctoring Options & Instructions

College Board offers three types of proctoring experiences through Examity®:

Examity – Live Proctor: A live proctor is with the test taker from start to finish. The proctor will authenticate the test takers' ID, review test administration rules, inspect the testing environment, launch the exam, monitor the test administration, and close out the exam. The entire session is recorded and undergoes a human audit prior to being released to the customer's Examity dashboard.

Examity Automated: These two proctoring solutions utilize artificial intelligence and machine learning algorithms to authenticate the test takers' ID, launch the exam, monitor the test administration, and identify suspicious behavior. The distinguishing difference between the two offerings is what happens after test administration.

- **Examity Automated – Institution Review:** At the conclusion of every auto proctoring session, a full video of the exam, along with time-stamped violation flags and comments are released to the Examity dashboard for the institution to review.
  Examity Automated – Examity Review: At the conclusion of every auto proctoring session, Examity conducts a human audit that will review the authentication and exam session. Following this review, the exam video along with time stamped violation flags and comments are released to the Examity dashboard. The institution can review the exam session at that time, if desired.

Each proctoring option has different cost implications from Examity.

To use any of these proctoring options, you must have both an ACCUPLACER and Examity account:
1. ACCUPLACER login credentials (Site Manager, Proctor, Proctor Reporter), to **generate vouchers**
2. Examity login credentials to **access the Examity dashboard**

College Board does not issue Examity account access.

How to Use Examity: Generate a Voucher

Each proctoring option requires the institution to issue a test voucher.

1. Login to the ACCUPLACER platform as a Proctor or Proctor Reporter

2. Under **Vouchers > Student Pre-registration**, use the Student Pre-registration excel template to batch import student profiles.

3. Return to the menu **Vouchers > Generate Vouchers**. The page below will appear. Add student(s) by using the previously uploaded pre-registration file for multiple students, or by creating a single student record.

4. Assign the **Branching Profile**.

5. Select the **Voucher Expiration** time period.

6. Select the **Voucher Type** and choose "**Remote Network or Virtual Voucher**" and then click magnifying glass icon.

7. The page below will appear. Put a check mark in **"Virtual Site Search Only"** and click "Search".

8. The following option will appear. Select the radio button of the proctoring option that these students should use and then click "Select" (not shown).

9. The following page will appear. Click **"Generate Voucher"** and confirm the request.

Once the voucher has been created, it will be emailed to the student, the institution, and Examity. Direct students to follow the instructions within the email which will ask them to 1) create an Examity account and 2) schedule their testing session directly with Examity.

Reviewing Test Sessions

At the conclusion of every Examity proctored session, institutions can review a recording of the test session. While each of the Examity proctoring options allows institutions to review test session recordings, it is important for those who chose Examity Automated: Institution Review, to review sessions in order to examine any violation flags and determine whether or not the test session should be invalidated.

To review a test session:

1. Login to the Examity Dashboard

2. Select **Exam Status**

3. Use the filters to find the desired student

4. Click the **View** link in the right column

5. A new tab opens with details about the exam session including:

    - Profile image

    - Photo of student at the start of testing

    - Photo of ID

    - List of the rules required for ACCUPLACER testing

    - Video of the test session

    - A list of flags and comments with timestamps

6. Use the timestamps to scroll through the video to see what caused the flag