Welcome!

ACCUPLACER Online Proctoring with Examity

THANK YOU FOR JOINING – We will begin at the top of the hour
I CAN’T HEAR?
- Click on phone Icon
- Select how you want to connect

QUESTIONS – Please ask! Send your questions via the Chat function

COPY OF PRESENTATION – We will send the presentation and handouts to all attendees after the webinar

TODAY’S PRESENTER – Keith Henry, Kathie Montognese
ACCUPLACER
Online Proctoring
with Examity
Session Goal

• Understand how to utilize Examity for ACCUPLACER online proctoring
Introducing Examity

Examity Proctor’s View

- Secure live proctoring with Examity’s proctors
- 2:1 Student to Proctor ratio
- Real-time Support

Student’s Desktop

Student Picture
Remote Testing with Examity

**Institution**
- Institution requests use of Examity
- Institution publicizes virtual proctoring option
- Institution creates remote voucher
- Institution receives email voucher
- Institution sets accommodations allowed in Examity Dashboard
- Institution is sent confirmation email. Data available for reporting and transfer to SIS.

**Examity**
- Examity creates account and sends login credentials to Examity Dashboard
- Examity receives email voucher
- Examity Proctor validates student identity and testing occurs

**Student**
- Student requests remote testing with Examity
- Student receives email voucher
- Student goes to Examity site to create profile and schedule exam
- At scheduled time, student logs in to begin testing
- Student finishes and if applicable, views/prints ISR

Institution creates
remote voucher
Examity creates
account and sends
login credentials to
Examity Dashboard
Institution requests
use of Examity
The Institution’s Role
Getting Started with Examity

1. Visit Website
   Examity.com/accuplacer

2. Complete Form
   Contact information and identification of student or institution pay (monthly invoicing)

3. Receive Log-in Credentials
   24-hour* turn-around (not required to start testing)
   *may take longer with current increase in demand

4. Access Dashboard
   Set Examity web site accommodations after a student registers to test with Examity, track exam status, and run Examity reports
Getting Started with Examity

www.examity.com/accuplacer
Creating ACCUPLACER Vouchers

1. **Student Pre-Registration**
   Excel template available for batch importing of student profiles. Email field is required for student to receive voucher email.

2. **Generate Vouchers**
   One process for “standard/print vouchers” or “remote network or virtual vouchers”

3. **Manage Vouchers**
   Cancel vouchers or resend voucher emails

4. **Informs Students**
   Inform student of process, how to prepare, and what to expect on test day
**Step 1**

**Student Pre-Registration**

- Click on the "Drop file here to Upload" and choose a file to batch import Student Profiles.
- The file format MUST match the Student Pre-Registration Template and will only accept the following file formats: ",xls", ",xlsx", and ",csv".
- Please refer to the Student Pre-Registration Guidelines for detailed information.

**Note that only one branching profile can be assigned per file.**
Step 2

Generate Vouchers

1. Load Pre-Registered Students
2. Extend # per page to view all students (default 10)
3. Select Branching Profiles
4. Select Voucher Type: Remote Network or Virtual Voucher
5. Select Remote Site: click magnifying glass, then choose the Virtual option, then Search
6. Select Examity, then click Select
7. Generate Voucher
8. Voucher Confirmation
Email Voucher

The voucher is emailed to:

• The home school
• Examity
• The student

Dear Keith Henry:

Thank you for selecting Examity®, a leader in remote online proctoring, to take your ACCUPLACER test(s). To get started, please go to https://prod.examity.com/acuplacer to register. Once registered you will receive a confirmation email with login credentials. Log into the Examity® dashboard to set up a profile and schedule your test.

Student ID: 6308477250
Supplemental Student ID: N/A
Examinee Details:
Keith Henry
250 Vesey St.

Test Center Hours: You may take your ACCUPLACER test with a remote online proctor 24 hours a day, 7 days a week. Please visit our site at https://www.examity.com/acuplacer-student for details on how to schedule your ACCUPLACER test with one of our remote online proctors.

(GMT-05:00) Eastern Time = (US & Canada)

Depending upon your institution’s policy, you may be required to pay the remote online proctoring fee upon scheduling your exam. Your remote online proctoring selection allows you to take your ACCUPLACER test from a quiet location, disruption free. Please make sure when you take your exam with us that you have an approved photo ID readily available (approved photo IDs are listed at https://www.examity.com/acuplacer-students). Our online proctors will require you to present your ID to them in order to take your ACCUPLACER test.

Thank you for selecting Examity® to take your ACCUPLACER test(s)!
Accommodations

2 sets of accommodations are available and must be selected separately:

- ACCUPLACER testing
- Examity’s web site

**ACCUPLACER**
All accommodations you normally use for computer-based testing on campus work as normal:

- Screen Wizard is available to change text size and color
- Screen readers work as usual
  
  *Student's computer must have a screen reader installed.*

Assign Branching Profiles with appropriate test settings and accommodations when creating remote testing voucher

**Examity**
After a student registers with Examity, log in to your Dashboard to set accommodations. This is for use of Examity only and does not affect ACCUPLACER.

- Click on the “Students” tab
- Then, click on “Search”
- Enter student’s last name
- Find student and click pencil icon
- Select “Yes” from the drop-down menu
- Enter accommodation
The Student’s Role
The Student Experience on Test Day

1. Student logs on to Examity and connects with a proctor.
2. Proctor authenticates the student.
3. Proctor enters the exam password, the exam begins.
4. Proctor monitors the student throughout the exam.
5. Student completes the exam, proctoring session ends.
Testing Guidelines

- Acceptable forms of ID include: Driver’s license, High School ID, Military ID, Middle School ID, State or federal approved ID, College ID, Passport, Tribal ID card, Naturalization card or certificate of citizenship.

- Students must test alone in a quiet room without disruptions.

- The following are not allowed during testing: food, drink, calculators, and breaks.

- Scratch paper is allowed along with a standard pen/pencil. Students will be asked to show both sides of their scratch paper to the proctor at the beginning and end of your test session.
Computer Requirements

Browser:
• Google Chrome v74 or later, Firefox v65 or later, Internet Explorer v11 or later, Microsoft Edge 15 or later, Apple Safari v11 or later. Please disable your pop-up blocker.

Operating System:
• Windows 10 or later, Mac OS 10.8 or later

Equipment:
• Desktop or laptop computer (tablets and Chromebooks are not supported)
• Built-in or external webcam, microphone and speakers
• 2GB or more of RAM

Internet Connection:
• An upload and download speed of 2Mbps

Test your computer requirements: https://www.accuplacer.org/#/systemRequirement
Secure Live Proctoring with Examity’s Proctor

- 2:1 Student to Proctor Ratio
- 360° View of the Test Environment
- Multifactor Authentication (ID, Challenge ?’s, Digital Signature)
- Real-Time Support

Student 1
Student’s Desktop
Student Picture

Student 2
Student’s Desktop
Student Picture
Self Support Options

ACCUPLACER Resources
In Platform
accuplacer.org

Program Manual
User Guide
Information on Pre-Registration
and Vouchers

ACCUPLACER Examity Website
examity.com/accuplacer

Registration
User Guides
Videos
Contact Information

ACCUPLACER Outreach Team
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Support for voucher creation

Click for State Coverage List

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Day-to-day Operations
Training
Consultation