

Faculty Timeline for Examiity

more information at https://iol.tamucc.edu/onlinetesting_instructors.html

1st week of semester

- Create and deploy exam(s) in Blackboard, set date/time restrictions (as applicable), add password in settings.
 - Faculty can edit exam questions until the day before the exam(s).
- Contact Examiity® representative with course ID **and** exam(s) names.
 - Info at https://iol.tamucc.edu/onlinetesting_instructors.html
- Make Examiity link visible in the main menu (move it up if needed).
- Send email announcement to students to register and schedule exam time with Examiity®
 - Find email templates at https://iol.tamucc.edu/onlinetesting_instructors.html
 - **Include Examiity® technical support for students** at 1-855-Examiity or support@examiity.com

At least 2 weeks prior to exam

- Examiity® will import exam(s) settings.
- Send 2nd email reminding students to schedule exam time (see email templates on https://iol.tamucc.edu/onlinetesting_instructors.html).
 - Faculty can continue working on exam questions till the day before the exam.

At least 1 week prior to exam

- Tailor exam conditions in Examiity®: FairExam® level, rules, special instructions, including extended time (if necessary and per Faculty Notification Letter).
- Faculty can continue working on exam questions till the day before the exam

After exam

- Review proctored exam - proctor comments, videos, flags, etc.