Faculty Timeline for Examity®

**Immediately**

- Create and deploy exam(s) in Blackboard, set date/time restrictions (as applicable), add password in settings.
  - Contact Examity® representative with course ID and exam(s) names.
- Deploy and make Examity SSO link visible in eCampus course
- Send email announcement to students to register and schedule exam time with Examity®
- Include Examity® technical support information in Blackboard course for students: 1-855-Examity or support@examity.com

**At least 2 weeks prior to exam**

- Examity® will import exam(s) settings.
- Email Examity® Account Manager to request exam accommodations for students.
  - Extended time will also need to be added for students in eCampus within the Test Options menu.
- Send 2nd email reminding students to schedule exam time.
  - Continue working on exam questions if not yet complete.

**At least 1 week prior to exam**

- Tailor exam conditions entered by Examity®: account manager in your Examity® instructor dashboard:
  - FairExam® level, rules, special instructions, including extended time.
- Faculty can continue working on exam questions until exam opens to students.

**After exam**

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