

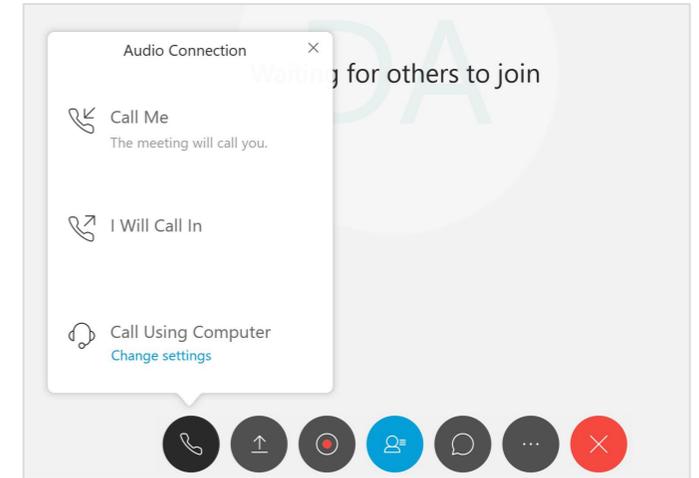
Welcome!

ACCUPLACER Online Proctoring with Examyty

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 Examyty

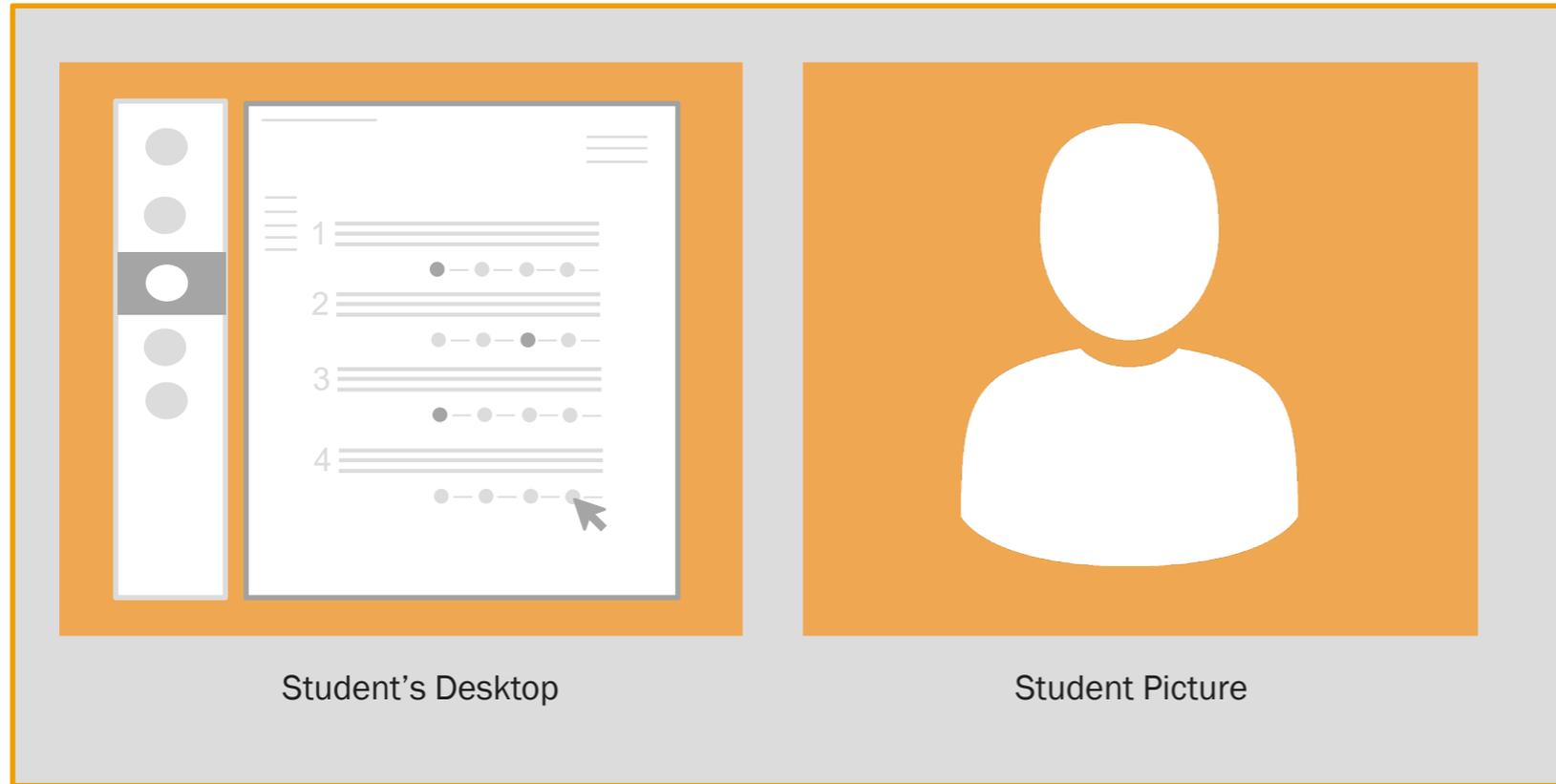


Session Goal

- Understand how to utilize Examity for ACCUPLACER online proctoring

Introducing Examity

Examity Proctor's View

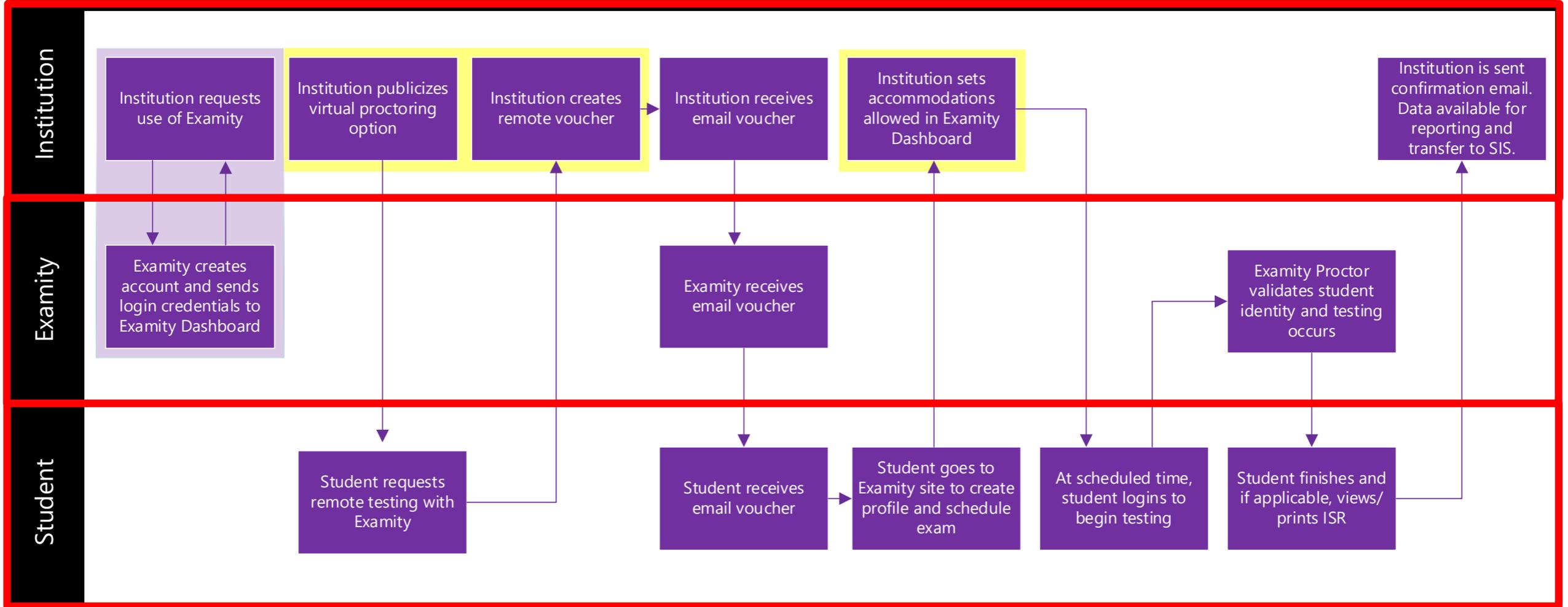


➤ Secure live proctoring with Examity's proctors

➤ 2:1 Student to Proctor ratio

➤ Real-time Support

Remote Testing with Examiity



The Institution's Role

Getting Started with Examity

1

Visit Website

[Examity.com/accuplacer](https://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 Examiity

www.examiity.com/accuplacer

Faculty and Administrators

Getting started

To make Examiity available for your students taking ACCUPLACER exams, please fill out the following form:

First Name (required)*

Last Name (required)*

Title (required)*

Email (required)*

Institution (required)*

Will the University or Student pay for this Service?*

University Pay Student Pay

Send

The screenshot shows the ACCUPLACER login and registration interface. At the top, there is a navigation bar with the CollegeBoard logo and the ACCUPLACER text. Below this, there are two main sections: 'Login' and 'Forgot Your Password'. The 'Login' section includes a 'User ID' input field, a 'Password' input field, and a 'LOG IN' button. Below the login fields, there is a link for first-time users: 'Are you a first time user? [Click here](#) to register'. The 'Forgot Your Password' section includes an 'Enter Your User ID' input field and a 'GET PASSWORD' button.

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

- Home
- Certificate of Test Administration
- Dashboard Menu
- Users
- Vouchers
 - Student Pre-registration
 - Generate Vouchers
 - Manage Vouchers

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.

1	Student Id	First Name	Middle Name	Last Name	Date of Birth(MM/DD/YYYY)	Address 1	Address 2	City	Country	State/Province	ZIP/Postal Code	If other Specify	Email Address	Gender	Self-Description	Home Phc
2									United States							
3																
4																
5																
6																
7																
8																
9																

****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 Examyty, then click Select
7. Generate Voucher
8. Voucher Confirmation

- Home
- Certificate of Test Administration
- Dashboard Menu
- Users
- Vouchers
 - Student Pre-registration
 - Generate Vouchers
 - Manage Vouchers

Generate Voucher

Load Pre-Registered Student Records
Webcast Template.xls | 19-Feb-2020, 02:27:15 PM

Select Branching Profile
*** Next-Generation Quantitative Reasoning, Algebra, and Statistics

Select Voucher Expiration
90 Days

Select Voucher Type
Remote Network or Virtual Voucher

Generate Voucher(s)

Are you sure you want to generate voucher(s) for the below information?

Voucher Type: Remote Network or Virtual Voucher
No. of Students: 1
Branching Profile: *** Next-Generation Quantitative Reasoning, Algebra, and Statistics
Remote Site Name: Examyty®

NOTE: If the email field within the Student Pre-registration template is left blank, the student will not receive emails generated regarding the voucher. You can add the student's email address after voucher creation by editing the student profile and then resend the voucher email via the Manage Vouchers menu.

Yes No

<input type="checkbox"/>	Student ID	First Name	Last Name	DOB	Email	Expires On
<input type="checkbox"/>	+ 6308477250	Keith	Henry	01-Jul-1992	khenry@collegeboard.org	14-Jun-2020

1 to 1 of 1 Records

First Prev 1 Next Last

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/accuplacer> 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

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/accuplacer-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/accuplacer-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:

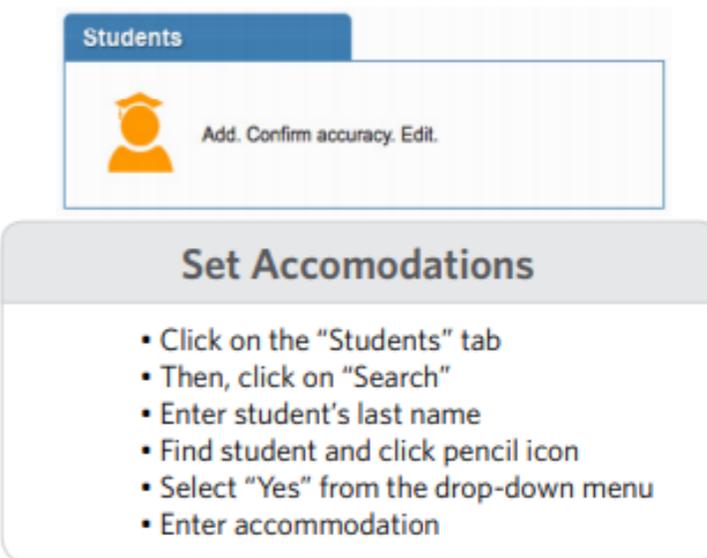
- Screen Wizard is available to change text size and color
- Screen readers work as usual

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.

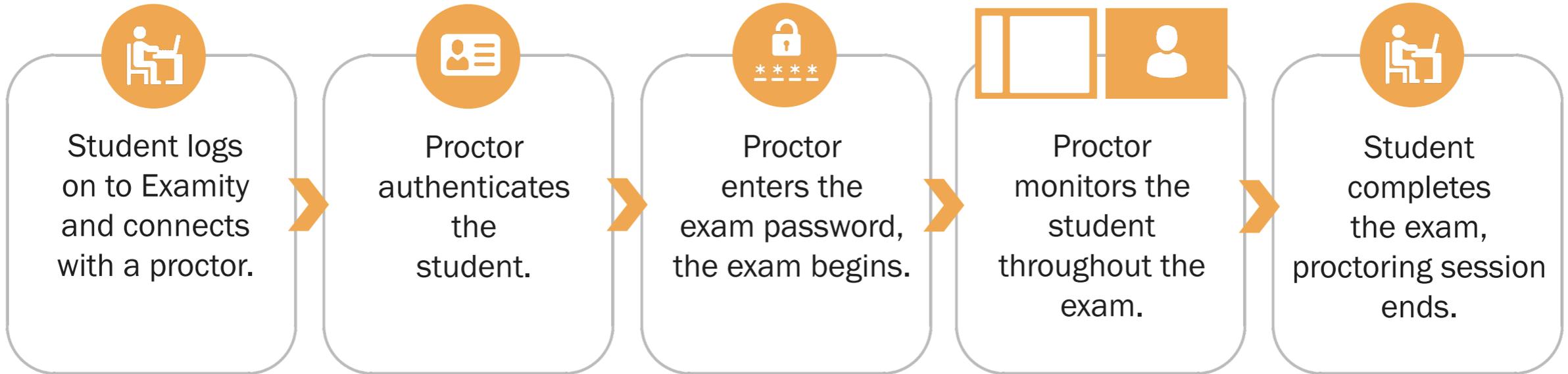


The screenshot shows a web interface with a 'Students' tab selected. Below the tab is a search area with a person icon and the text 'Add. Confirm accuracy. Edit.'. Below this is a grey box titled 'Set Accommodations' containing a list of instructions:

- 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



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>

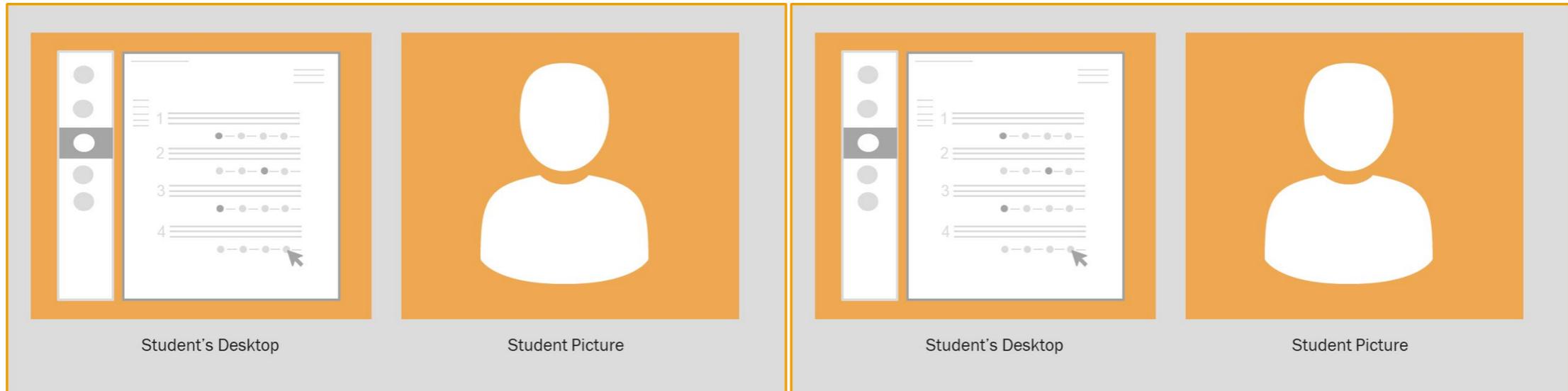
Secure Live Proctoring with Examity's Proctor

➤ 2:1 Student to Proctor Ratio

➤ Multifactor Authentication
(ID, Challenge ?'s, Digital Signature)

➤ 360° View of the Test Environment

➤ Real-Time Support



Student 1

Student 2

Resources

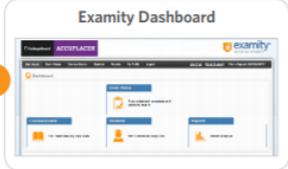


Institution Quick Guide

How to Use Eximity

Steps to Get Started

- Receive confirmation email from Eximity with login credentials.
- Create remote vouchers through College Board's ACCUPLACER platform. [Here's how.](#)
- Click the Eximity [link](#) and log in with the user ID and password provided to you.



Eximity Dashboard

Students

Add. Confirm accuracy. Edit.

Set Accomodations

- 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

Exam Status

Track scheduled, completed and proctored exams.

Track Exam Status

- Track scheduled and completed exams
- Real-time data

Reports

Review analytics.

Run Reports

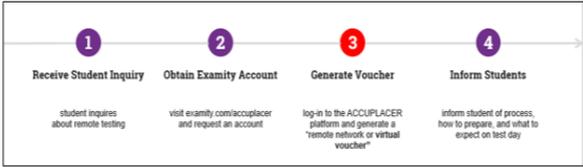
- Click from the pre-set buttons
- Select parameters to customize
- Ability to export data

Contact Lisa Martini for questions

Phone: 774-231-0872 • Email: lmartini@eximity.com

A Process Overview: How to Utilize Eximity for ACCUPLACER Online Proctoring

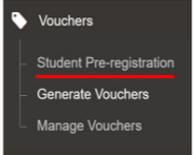
The illustration below identifies the steps required for ACCUPLACER Online Proctoring with Eximity.



The information that follows include step-by-step instructions for **generating virtual vouchers for testing with Eximity, ACCUPLACER's approved online virtual proctoring partner.**

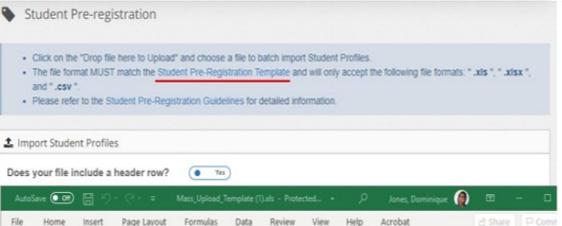
How to generate a virtual voucher:

- Visit [ACCUPLACER.org](https://www.collegeboard.com/accuplacer) and log on as a Site Manager, Proctor or Proctor Reporter.
- FOR BATCH IMPORTING OF STUDENT PROFILES ONLY: Under "Vouchers", select "Student Pre-registration" to complete your student pre-registration by utilizing the available Excel template to batch import your student profiles, the following information is needed for each student: Student ID#, First Name, Last Name, Date of Birth, and Email (where voucher will be sent).



Vouchers

- Student Pre-registration
- Generate Vouchers
- Manage Vouchers



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: ".xlsx", ".xls", ".csv", and ".txt".
- Please refer to the Student Pre-Registration Guidelines for detailed information.



STUDENT QUICK GUIDE

Taking ACCUPLACER with Eximity

- Contact your institution and tell them you're interested in taking ACCUPLACER tests online with Eximity.
- Once your school approves your request, you will receive an email from ACCUPLACER with your voucher code. This voucher code will allow you to schedule and take your exam.
- Click the Eximity [link](#) to register. Enter your first name, last name, email, and select your institution.
- You will receive a confirmation email from Eximity with login credentials.
- Click the Eximity [link](#) and login with the User ID and Password provided to you.

You are now here.



What next?

My Profile

Upload ID. Enter security questions. Confirm your email.

Step 1: Create Profile

- Select time zone
- Upload government issued photo ID
- Answer security questions
- Enter keystroke

Start Exam

Begin scheduled exam.

Step 3: Connect to Proctor

- Return to the Eximity dashboard
- Click the Start Exam button
- Click "Connect to Proctor"

Activation Exam

Make appointment.

Step 2: Schedule Exam

- Enter voucher code
- Select your Institution and select "ACCUPLACER" as the exam name
- Select preferred date and time in calendar
- Want to test now? Click the "on-demand" scheduling button

Step 4: Authentication

- Verify identity with photo ID
- Review exam rules
- Show desk and workspace
- Answer security question
- Enter keystroke
- Agree to the user agreement

Step 5: Begin Exam

Good Luck!

Reaching Support. All day and all of the night.

Phone: 855-392-6489 • Email: support@eximity.com • Live Chat: Link located in Eximity® dashboard.

Self Support Options



ACCUPLACER Resources In Platform

accuplacer.org

Program Manual
User Guide
Information on Pre-Registration
and Vouchers



ACCUPLACER Examiity Website

examiity.com/accuplacer

Registration
User Guides
Videos

Contact Information



ACCUPLACER Outreach Team

Dominique Jones – djones@collegeboard.org

Kathie Montognese – kmontognese@collegeboard.org

Keith Henry – khenry@collegeboard.org

Rudy Calvo – rcalvo@collegeboard.org

Deb Anderson - danderson-nonemp@collegeboard.org

Support for voucher creation

[Click for State Coverage List](#)



Lisa Martini,

Key Account Manager

774-231-0872, lmartini@exami.com

Day-to-day Operations
Training
Consultation

Remote Testing with Examiity

